

## **STUDENT INFORMATION**

Please find attached student accommodation list, viewing by appointment at this office.

**OPENING HOURS ARE: MONDAY - FRIDAY 9AM - 5 PM  
SATURDAY 10 AM - 4.30 PM BY APPOINTMENT ONLY**

### **TERM:**

Commences on 01 September. **It is a minimum of 10 months or a maximum of 12 months contracts unless stated differently on list.**

### **ASSURED SHORTHOLD TENANCY AGREEMENT:**

A specimen agreement is available upon request at this office, for your perusal.

### **TO RESERVE:**

**We will need the whole group to reserve the property, you will to sign Tenancy Agreement altogether as a whole group, you will need to complete a questionnaire giving details of your guarantor, who must be employed, a Home Owner and based in United Kingdom, .** If one of the group or all cannot supply a UK based guarantor the rental is due in **FULL** for the whole term. A **reservation fee of £300.00 per person and the administration fee** is required to **reserve** the property, this will be held on account and used towards your **one and half months deposit**, which is required at commencement of tenancy. If you do not have a full group we shall only remove the property from the market for 4 weeks, then we shall remarket the property and you will lose your reservation fee. The following needs to be received by Mather Marshall Lettings before signing the tenancy:-

- 1. One and half months rent as deposit, in cleared funds, or bank/building society draft, one month before the tenancy commences**
- 2. Guarantor form signed and completed with proof of mortgage or deeds and signature**
- 3. Student ID number and passport**
- 4. One month's rent in cleared funds, cash or bank/building society draft one before tenancy commences**
- 5. Fee of £35.25 including VAT upon reservation**
- 6. The tenancy agreement must be signed by all tenants/group prior to summer leave, so Head Tenant is able to pick all the keys up**
- 7. Bankers Standing Order Mandate completed and signed if property managed by Mather Marshall Lettings**
- 8. Appointments will be arranged in advance for Head Tenant to pick up keys at this office on day the tenancy commences. Please ensure everything is signed and paid prior to this**
- 9. We shall be checking Land Registry to ensure all guarantors are home owners at the address that is given at an administration cost of £17.63 Including VAT**

### **ID REQUIRED:**

Please note that we require student ID numbers/passports, when reserving a property.

### **FEES:**

There is a charge of £35.25 including VAT per person, this is to cover all administrative work carried out. Guarantor checks a charge of £17.25 Including VAT for land registry and administration fees.

### **HEAD TENANT:**

You will need to arrange one of your group to be Head Tenant, please ensure this person is responsible, they will be dealing with this office direct for your group.

### **RENT:**

Each property is individually priced, the rent is due in **ADVANCE QUARTERLY**, please ensure it is **cleared funds** at this office, rent must be paid by **Bankers Standing Order**, into our Clients Account, if rent is paid by cash/cheque we will charge £11.75 Including VAT handling fee. The rental is shown as a per week figure, x 52 then divide by 12 will give you the per calendar month rent. If paid by debit card there is a 2.5% charge and if by credit card a 5% charge of the actual payment being made.

### **DEPOSIT:**

A deposit equivalent to **one and half months rent**, is required this must be cleared funds a month before the tenancy commences. The deposit is held in our Clients Account (as "Stakeholder" no interest is paid) if the property is managed by Mather Marshall Lettings, otherwise the Landlord will hold your deposit. Please note that from 6 April 2007, all deposits must be protected by insurance or held by TDS. We are members of [mydeposit.co.uk](http://mydeposit.co.uk).

**PROPERTY CONDITION:**

If you wish any changes to be made to the property you wish to reserve, please ask for them to be done prior to reservation.

**UTILITIES:**

**Please note that you are liable for the payment of Gas/Electric/Water, at commencement of tenancy you will be signed upto Utilities Warehouse.** Please note that some students change the suppliers, if we are not informed we do not know who to write to!! Council Tax, students should supply an Exemption Certificate available from the University. We do require you to show evidence of payment of final bills, failure to do so could result in a delay returning your deposit.

**INVENTORY:**

If the property is managed by Mather Marshall Lettings, we will endeavour to have your inventory ready for you at commencement of tenancy, **this is done by an independent company to Mather Marshall Lettings.**

**Check In** you will be given the inventory to check yourselves and make your own comments, this will then need to be signed and handed to this office, we shall check your comments and use this inventory when we checkout the property. **Tenancy Checkout** the tenants are charged for this, charges start from £55.00 Plus VAT, depending on size of property and number of bedrooms, if the property is not ready or you fail to attend the agreed checkout appointment you will be charged for another checkout fee. It is in your best interest to attend the checkout, we will not re inspect the property once you have moved out, you are not permitted to re enter the property once the tenancy has expired.

**KEYS:**

All bedroom keys must be left in the bedroom doors, all front door keys must be handed to the checkout clerk who will check to ensure they are the correct keys for the property. Failure to return keys will result in locks having to be changed, this charge will be forwarded to the tenants.

**INSURANCE:**

The landlord's contents and buildings will be insured. Your own personal property is not covered by the landlord contents insurance, therefore, we strongly recommend you arrange for insurance of your own contents ie computer/bikes etc, your parents insurance may cover you please check this.

**ARREARS:**

We have **zero tolerance** on arrears, after 7 days of the rental due we shall instigate **Legal Proceedings**, any costs accrued will be forwarded to the bad debtor, please note that all tenants are **joint and several**, therefore, you could be charged for your housemates debts. We have the right to claim all the rental due on the tenancy if any arrears are accrued

**GUARANTOR:**

**A guarantor must be over the age of 30 years old, in full time employment in United Kingdom, a home owner, proof is required, the guarantor is liable to pay rent in tenant fails to do so, also to ensure that the tenant complies to all covenants on the tenancy agreement including their behaviour, if they are not a homeowner they must pass a credit check which is payable in advance**

**ABUSIVE BEHAVIOUR:**

**All verbal and abusive behaviour will not be tolerated and shall be reported to the Police**

**GENERAL:**

If in doubt, please speak to any Lettings staff, who will be only too happy to help and advise you.

**ALL MONIES MUST BE RECEIVED AT THIS OFFICE ONE MONTH BEFORE THE TENANCY COMMENCES, FAILURE TO DO SO WILL RESULT IN THE PROPERTY BECOMING AVAILABLE AGAIN TO OTHER STUDENTS, YOU WILL FORFEIT ANY PAYMENTS MADE TO THIS OFFICE IF YOU DO NOT COMPLY WITH THIS.**

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Signed:

Date: