

# HOME & STUDENT LINK - BOOKING CONDITIONS

Farrer House 73 North Hill Plymouth Devon PL4 8HB  
Telephone: (01752) 221186 Email: info@homeandstudentlink.co.uk

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**1) Agency Fee of £75.00 plus VAT per person** - To be paid on initial booking of the property to cover administration expenses. **THIS IS NON-RE FUNDABLE.** Do not make a booking unless every member is sure, as all properties are taken as seen.

**2) Holding Fee / Deposit £350.00 per person** - You will be required to pay a Holding Fee of £350.00 at the point of signing the tenancy agreement. You and all of your group if applicable, will be required to sign the Assured Shorthold Tenancy agreement. Home & Student Link will retain the Holding Fee as such until the 1st September, when it will convert into your deposit and will be held as such by Home and Student Link and registered with 'The Tenancy Deposit Scheme' for the duration of the tenancy. When all students have vacated the property at the end of the tenancy, a final inspection will be completed. Providing all is in good CLEAN order, as at the commencement, all utility bills paid up to the end of the tenancy and all rents paid in full, deposits will be refunded to you.

**3) Tenancy Agreement** - All properties will be let on an Assured Shorthold Tenancy Agreement for a term certain of ELEVEN months from 1st September - 31st July. The tenancy will be joint and several (holding the whole group or individual responsible for the total rent and other liabilities). The group is required to arrange an appointment time when it is convenient for the whole group to come and sign all legal documentation for the tenancy. **You are required to nominate a guarantor who is financially viable and able to cover your rent in the event you are unable to do so. The guarantor must be UK based, in full time employment & a homeowner. You are required to provide proof of identification (photo ID, ie Driving Licence or Passport). You are required to provide a letter from the university or college confirming you have been accepted for a fulltime course.** Each room or property is taken as seen and each member of the group must be happy with their individual room and the property before signing.

**After the agreement has been signed all tenants will be legally bound for the full duration of the fixed term of the agreement.**

**4) Rental Payments** - Your rent for September needs to be paid by the 15th July. Thereafter you can pay by standing order on a termly basis, in advance as per the schedule below (commencing 1st October).

Termly payments are collected in the following format:

Period Due	Date Due By
September – 1 Month	15 <sup>th</sup> July
Oct/Nov/Dec/Jan – 4 Months	1 <sup>st</sup> October
Feb/Mar/Apr – 3 Months	1 <sup>st</sup> February
May/June/July – 3 Months	1 <sup>st</sup> May

**Card Payments** - You can pay by debit or credit card, we would recommend paying termly in advance. Debit Card is free to use but Credit card payments incur a charge of 2.5% of the total amount being paid.

**Cash Payments** - You can also pay rent by cash however, due to banking costs, this will incur a £5 charge for any amount up to £500.00 and then a further £1.00 for each £100.00 paid after that.

**Website Payments** - You can also pay your rent online, via our website, on the payment page.

Administration charges are applicable for late payment of rent. It is your responsibility to keep us updated if you are having difficulty meeting rent payments. Alternative payments methods are possible if special arrangements have been made in advance.

**5) Property** - We endeavour to hand over clean and tidy properties in good repair. A full and detailed inventory accompanied by the relevant safety records will be provided to you when you move in. You will need to check and agree this. In order to maintain good standards, periodic routine inspections of the property are carried out. For the benefit of the whole group communal areas are expected to be kept clean and tidy - particularly kitchens and bathrooms. If this is not adhered to a cleaner will be instructed at the groups cost. All maintenance should be reported promptly in writing to our office with the knowledge of the other group members.

**6) Move In** - Keys for all properties will be available for collection from 1st September, during our normal office opening hours provided all group members have paid their rent, damage deposits are paid in full and guarantor forms received.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# HOME & STUDENT LINK - APPLICATION FORM

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Please complete the following form in **CAPITAL LETTERS** & circle correct answers where applicable

**Proposed Property Address:** \_\_\_\_\_

**Rental PCM:** £ \_\_\_\_\_ **Room No.** \_\_\_\_\_ **All inclusive of:** .....

## TENANT DETAILS

<b>Forename(s)</b>	
<b>Surname</b>	
<b>Date of Birth</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>Home Address &amp; Postcode</b>	
<b>Home Telephone Number</b>	

## GUARANTOR DETAILS (Must be UK based, working & a homeowner)

<b>Name</b>	
<b>Address</b>	
<b>Phone Numbers (home/work/mobile)</b>	
<b>Email Address</b>	
<b>Relationship to you</b>	

**NEXT OF KIN (in case of emergency)**

<b>Name</b>	
<b>Address</b>	
<b>Phone Numbers (home/work/mobile) Email Address</b>	
<b>Relationship to you</b>	

**FINANCE**

Are you aware of any County Court Judgements against you? YES / NO

Have you ever been in arrears with your rent in excess of one month? YES / NO

If YES, how many months at any one time? \_\_\_\_\_

**UNIVERSITY / COLLEGE DETAILS**

Proof of Identification - Type \_\_\_\_\_ ID No. \_\_\_\_\_

Proof of being a student - Student Card Number: \_\_\_\_\_

Proof of acceptance/placement (letter from university) \_\_\_\_\_

<b>Name (eg. Plymouth Uni/Marjons)</b>	
<b>Course Details</b>	
<b>Course Length</b>	
<b>Which year will you be entering in September? (1st, 2nd, 3rd, Final etc?)</b>	

- I confirm that I am & will be a full time student from September 2012.
- I confirm that the information supplied above is to the best of my knowledge and believe to be true and may be verified
- I confirm my consent to Home & Student Link processing & supplying electronic & manual data to a third party. The information disclosed to be used only in connection with matters arising from this tenancy to be created and the tenants obligations therein
- I agree to the attached terms & conditions of booking

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_