

**2024 - 2025 Application for Tenancy: Matt Woolley Lettings**

**Student Property Address :**

***Please complete the form in CAPITALS***

<b>Name</b>	
<b>Home Address</b>	
<b>UK Contact Address</b> <i>(for example, University or Term Time Address)</i>	
<b>University/College Attending</b>	
<b>Student ID number (Copy Required for ID)</b>	<b>Copy Rec'd</b> <input type="checkbox"/>
<b>University Course/Tutor</b>	
<b>Mobile Telephone Number</b>	
<b>Email Address ( please make very clear as this is used for all correspondence)</b>	
<b>Copy of ID Required :- Passport Number &amp; Place of Issue OR Driving License number</b>	<b>Copy Rec'd</b> <input type="checkbox"/>
<b><u>Name/ Address of UK Guarantor</u></b>  <i>( Please Advise Guarantor on this and to respond with 7 days or application will be terminated)</i>	<b>Name:</b> <b>Address:</b>  <b>Occupation:</b>  <b>Relationship to yourself:</b> <b>Contact Number:-</b> <b>Email Address:-</b>
<b><u>Name/Address of current Landlord or Letting Agent</u></b>	<b>Name:</b> <b>Address:</b>  <b>Telephone Number:</b>

*In completing this form you are agreeing to us carrying out the relevant ID and address checks, referencing, and any credit checks.*

**Signature of Applicant:**

**Dated:**

## **Terms and Conditions of Applications for student accommodation**

(a)

A holding fee of £75 is payable on reserving a property. This holds the property for 7 days.

During these 7 days you will need to provide us with certain information so that we can consider the application that you have made and fulfil any legal obligations that we may have, such as the Government Right To Rent checks.

NOTE: Should the landlord withdraw the property from the market, your holding fee shall be refunded immediately.

Within 7 days of applying for a tenancy you agree to provide us with the following, (b) and (c):

(b)

For each student:

Proof of ID in the form of

- copy of passport AND copy of student ID card
- proof of address such as bank statement or utility bill

(c)

For each guarantor:

A guarantor must be a UK resident in full time employment - someone that can pay your rent if you fail to do so. The guarantor may also be liable for any damages to the property, if your deposit is insufficient.

Each student applicant requires a guarantor (i.e. one guarantor for one student).

Completed guarantor paperwork must also be provided within 7 days of any application.

We will provide you with all of the documents you need to return, at the time of your application.

This includes for the guarantor:

- a completed application form,
- a completed deed of guarantee; and

Proof of ID in the form of

- copy of passport
- proof of address such as bank statement or utility bill

If you, or your group as a whole, fail to meet the terms of the application as set out above the holding fee shall be forfeit, and the property shall be made available to other applicants.

Within 14 days of applying for a tenancy you agree to provide us with the following, (d):

(d) Following satisfactory referencing, from all tenants and all guarantors party to the application, the following is agreed to be completed within 14 days from application date (i.e. days 8-14):

(1) A tenancy agreement will be prepared. This should be signed within 14 days of application, or the property will be made available to other applicants. Once signed this is a legally binding document.

(2) The £200 deposit & an advance rental payment of £200 per person must be paid within 14 days of application.

The £75 holding fee, unless agreed differently, will be converted to a part payment towards the deposit.

As an example,

Holding fee paid day 1 = £75

Deposit paid by day 14 = £200 minus £75 = £125

Advance rental payment paid by day 14 = £200

Total credit against first rental payment = £200

The balance of the first rental payment is due one month before the start of the tenancy.

Total deposit to be refunded at the end of the tenancy = £200

If you, or your group as a whole, fail to meet the terms of the application as set out above the holding fee shall be forfeit, and the property shall be made available to other applicants.

(e)

You are legally bound to pay rent for the entire duration of the contract, even if you vacate for a period or leave before the end of the Tenancy Agreement. Returning your keys does not mean the Tenancy Agreement has ended.

If you wish to leave your accommodation you will only be released from your Tenancy if you find a suitable replacement student to take your place. You'll have to pay for your accommodation until a replacement student moves into your vacated room. If you're considering this option we strongly recommend that you contact us to discuss this matter in more detail prior to signing any other agreement with another landlord.

(f)

The contract that will be formed between the Landlord and the Tenant will be governed by English law which international students may find quite different to the law which applies in their own country. Take advice before making a commitment if you feel you need it.

(g)

Payment Dates are set out in the Tenancy Agreement.

All rents are quarterly in advance.

The tenant agrees to make all payments in advance on or before the Payment Dates

The first payment is to be made one calendar month prior to the start of the tenancy.

For example, the first rental payment must be received on or by June 1st for a tenancy starting July 1st.

Any late payments must be agreed in writing on each occasion, and charges may be applied.

If any non authorised late payment remains overdue after 7 days we will contact your guarantor for an immediate payment.

Interest is added to any late payments. Any court fees are also added if necessary.

(h)

Lost keys are chargeable.

In some cases a replacement lock may be required.

(i)

If you have lost your keys and require letting into the property you may need the services of a locksmith.

Outside of normal working hours we would suggest you contact a housemate and ask them to let you into the property, and contact us the following morning.

If you wish to use a locksmith service, you will be responsible for the charges paid directly to the locksmith.

(j)

Where utilities are included in your rent, a fair use policy applies, as stated on each tenancy agreement.

(k)

Where TVs are included, the tenant agrees to insure these against malicious or accidental damage and replace on a like for like basis for the landlord if necessary.

(l)

Where Internet is included the tenant agrees to comply with the relevant service providers fair use policy relating to downloads, and also to comply with all laws governing downloads and indemnify the landlord fully in respect of any unlawful behaviour.

The tenant also notes that any loss of (or poor) internet service is beyond the landlord or agents control, who will not be held responsible for any loss(es) or inconvenience whatsoever.

The tenant agrees to assist the service provider with any fault finding / diagnostics at their own expense as and when required.

(m)

It is noted that viewings for student property reservations generally take place annually between November and January and it is agreed that access shall be provided for the purpose of viewings at any time during the tenancy.

(n)

I confirm I have received, read, and understand the "how to rent" (gov.uk) guide.

I confirm I have received a copy of the EPC, gas & electrical certificates for the property I am applying for.

**Signed:**

**Dated:**

## Key Facts Illustration

**RENT per Quarter :**

**Security Deposit :**

**Tenancy Start Date:**

**Tenancy End Date:**

**Tenant Name :**

**Signature :**

1. In view of the confidential information required, we regret to inform you that no explanation will be given if we are unable to provide you with the Tenancy you require
2. All negotiations are “subject to contract” and the tenancy start date cannot be relied upon until satisfactory references have been received
3. Each person sharing occupancy of the property must complete a separate application

**KEY FACTS  
ILLUSTRATIONS**

<b>Weekly Rent (£) per person</b>	<b>Bills Package – see below</b>	<b>Annual Cost EX BILLS (x 52 weeks) per person</b>	<b>Quarterly (/4) Payments per person EX BILLS</b>
84.23	ADD IN FROM TABLE BELOW	4380	1095
86.54	ADD IN FROM TABLE BELOW	4500	1125
91.15	ADD IN FROM TABLE BELOW	4740	1185
92.31	ADD IN FROM TABLE BELOW	4800	1200
98.07	ADD IN FROM TABLE BELOW	5100	1275
100	ADD IN FROM TABLE BELOW	5200	1300
101.53	ADD IN FROM TABLE BELOW	5280	1320
103.85	ADD IN FROM TABLE BELOW	5400	1350
107.69	ADD IN FROM TABLE BELOW	5600	1400
109.62	ADD IN FROM TABLE BELOW	5700	1425
113.46	ADD IN FROM TABLE BELOW	5900	1475

126.92	ADD IN FROM TABLE BELOW	6600	1650
<b>Weekly Rent (£) per person</b>	<b>Bills Package Options</b>	<b>Annual Cost</b>	<b>Quarterly (/4) Payments per person</b>
ADD IN FROM TABLE ABOVE	2 bedroom properties: £39/week	2028	507
ADD IN FROM TABLE ABOVE	3 bedroom properties: £36/week	1872	468
ADD IN FROM TABLE ABOVE	4 bedroom properties: £33/week	1716	429
ADD IN FROM TABLE ABOVE	5 & 6 & 7 bedroom properties: £31/week	1612	403