

STUDENT LET RESERVATION FORM

To make a reservation on a property, this application form needs to be fully completed by each member of the group and a full reservation amount paid. The reservation amount is the deposit and administration fee of 35% + VAT to be paid in cash or by cheque, payable to Abode Property Management

PROPERTY TO LET:

Lead Tenant Details *(Lead tenant is first point of contact)

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

Tenant 2 Details

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____ Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

Tenant 3 Details

Title _____ Surname _____ First Name _____
Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____
University _____ Course _____
Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)
Cardholder Name _____ Bank Name _____
Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____
Address _____
Telephone Number _____ Email _____

Tenant 4 Details

Title _____ Surname _____ First Name _____
Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____
University _____ Course _____
Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)
Cardholder Name _____ Bank Name _____
Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____
Address _____
Telephone Number _____ Email _____

Tenant 5 Details

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____ Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

Tenant 6 Details

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____ Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

Tenant 7 Details

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____ Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

Tenant 8 Details

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____ Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

132 Whiteladies Road

Clifton

Bristol BS8 2RS

t. 0117 973 8866

f. 0117 973 5511

e. info@yourabode.co.uk

Tenant 9 Details

Title _____ Surname _____ First Name _____

Address in Bristol, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Academic Year _____ Age _____ Email _____

Guarantor Paying/Tenant Paying (Please delete as appropriate)

Tenant Bank Details (Leave blank if Guarantor Paying)

Cardholder Name _____ Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

Declaration:

I have been given a copy of the tenants advice notes and confirm I have read and understand the contents. I/We agree that Abode Property Management may share the information received in terms of references with the Landlord/Owner of the property we are letting. I/we agree to pay Abode Property Management 35% plus VAT of one months' rent prior to taking occupancy of the above mentioned property. Following the viewing I am agreeing to rent the property as seen and I am aware I will lose my holding deposit if I do not proceed with the letting of the property. **Abode Property Management will send out guarantor forms to each guarantor within 10 working days of you taking the property, these must be returned within a further 10 working days, if not received within this timeframe then the property will be put back on to the market and any agency fees paid will not be refunded.** There is also a reservation amount equal to the deposit, to be paid. This acts as an additional holding fee in the first instance and is refundable up until the tenancy agreement is signed. Following the signing of the contract this amount becomes your non-refundable deposit bond subject to all the terms and conditions contained within the tenancy. I/we declare that the above information is understood and acceptable.

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Signature _____ Print Name _____

Date _____

Endsleigh offer specialist contents insurance for people in student rented accommodation and as a service will contact you to discuss insurance requirements. If you do not wish to be contacted please tick here

Tenant's advice notes

Thank you for considering renting one of our properties. This document is designed to give you as much information as possible to guide tenants through the letting process in a hassle free and informative manner.

Viewings

Viewings are by appointment only and must be arranged through our office. We have to give 24 hours notice to existing tenants to ensure any disruption is kept to a minimum. We carry out block viewings so you are likely to be seeing the property with other groups. A full list of our properties can be found on our website, www.yourabode.co.uk including full details and photographs.

Securing a property

All individuals who will be regularly living in the property must fill out an application form and will be named on the tenancy. The tenancy will be an assured shorthold tenancy period of one year unless otherwise stated. All tenants will be jointly and severally responsible for all the terms of the tenancy.

On application an agency fee of 35% + VAT of one month's rent is payable which covers referencing costs, legal documentation and general administration. There is also a reservation amount equal to the deposit to be paid; this is one month's rent. This acts as an additional holding fee in the first instance and is refundable up until the tenancy agreement is signed. Following the signing of the contract this amount becomes your deposit bond subject to all the terms and conditions contained within the tenancy. These initial holding fees are non-refundable in all circumstances except for unforeseen circumstances when the landlord withdraws the property from the market.

If you leave the property prior to the end of the tenancy

The landlord is still entitled to hold you liable for your obligations under the terms of the tenancy agreement. Please contact the office at your earliest convenience to discuss your legal obligations and potential options.

Prior to moving in

One month's rent must be paid in advance. This first month's rent must be in the form of a post-dated cheque for the 1st of June unless otherwise stated. Final formal confirmation of occupancy can only be given once all guarantor forms have been returned, the legal documentation has been signed and dated and all monies have been cleared.

Rent payment and guarantors

A guarantor is required for all student Tenants which guarantees rent payment for the duration of your tenancy. Guarantor forms will be sent to your home address and we must receive these back, signed by your guarantor within 14 days of receiving application forms. Your guarantor must be UK based and in full-time employment. You will not be allowed to move into the property until all forms are returned and signed, first month's rent has been paid and all standing orders have been filled in.

Utility Charges and Furnishings

Rent is exclusive of other outgoings such as water, sewage, electricity, gas and telephone, unless otherwise advertised. All of our properties are furnished with the main furniture i.e. beds, sofas, desks, etc. No smaller items such as crockery and cutlery are provided.

Council tax

Full time students are currently exempt from council tax; however they are responsible for applying for this exemption. It is the student's responsibility to return the exemption form to the council.

Bike Store/Parking Permits

For those of you with bikes we offer covered storage in some of our properties. Parking permits (although limited in supply) are available from Bristol City Council for some areas.

Moving out and Deposits

It is very important that the flats are handed back to us at the end of the tenancy in a clean and undamaged state. A cleaning guideline sheet will be sent out to all tenants to make sure that we are all clear on what needs to be cleaned and to what standard. If the property has been left clean and maintenance free your deposit will be returned to you quicker and without deductions.

If however you do not leave the flat in the condition that they were in at the start of the tenancy (after cleaning) we typically charge £15+VAT per hour for cleaning services and £25+VAT per hour for decorating. Carpet cleaning and other damage will be assessed and charged accordingly. The deposit is refundable at the end of the tenancy following the inspection of the property. As of April 2007 all deposits will be entered into a deposit scheme regulated by the government. Please ask if you require further information.

Miscellaneous

- Any pictures/posters should be put up with pins. Any redecoration required due to use of blue tack will be charged to the tenants.
- Any blocked drains/toilets due to misuse will be charged to the tenants.
- It is the tenant's responsibility to change bulbs and to bleed radiators. Radiator keys can be purchased in any hardware store.
- If there is a call out to a fire alarm going off, it will be charged to the tenants if due to smoke from cooking, misuse, etc.
- It is the tenant's responsibility to keep the pressure on the boiler between 1 and 2 bars. Abode can show you how to do this, or alternatively abode can download instructions from the manufacturer's web site for you.
- Please be careful with locks as if damaged will have to be charged to the tenant. The same applies to broken toilet seats.
- If the property has a garden, it is the tenant's responsibility to maintain it and return it to the same state as when received.

Useful telephone numbers

- Bristol City Council – 0117 922 2000
- Parking Services – 0117 922 2198
- Pest Control – 0117 977 6004
- Transco – 0845 605 6677
- Virgin Media – 0845 840 7777
- British Telecom – 0845 6007030

Monies received to date

PROPERTY	
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NAME	AMOUNT	PAYMENT METHOD	DESCRIPTION

Received By _____

Signed _____

Position _____

Dated _____