# PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS



UICEE	NT LET RESERVATION FORM
each member of the group and deposit (equivalent to 1 month of VAT) this can be paid by deb Management. Please note that	operty, this application form needs to be fully completed by d a full reservation amount paid. The reservation amount is t h's rent) and administration fee of 40% + VAT (48% inclusiv bit card or cheque made payable to Abode Property there will be a charge of 2% + VAT on credit card payments. <b>Four passport for identification purpose and Visa</b> <b>izen.</b>
PROPERTY TO LET:	
	PLEASE COMPLETE IN BLOCK CAPITALS)
litie Surname	First Name
	Mobile Number Course
· · · · · · · · · · · · · · · · · · ·	
Current Academic Year	D.O.B Email
Current Academic Year	D.O.B Email t <b>Paying</b> (Please circle as appropriate)
Current Academic Year Guarantor Paying/Tenant Tenant Bank Details (Leave Cardholder Name	D.O.B Email <b>t Paying</b> (Please circle as appropriate) <b>e blank if Guarantor paying rent)</b>
Current Academic Year Guarantor Paying/Tenant Tenant Bank Details (Leave Cardholder Name Bank Name	D.O.B Email <b>t Paying</b> (Please circle as appropriate) <b>e blank if Guarantor paying rent)</b>
Current Academic Year Guarantor Paying/Tenant Tenant Bank Details (Leave Cardholder Name Bank Name Account Number Guarantor Details	D.O.B Email t Paying (Please circle as appropriate) e blank if Guarantor paying rent)
Current Academic Year Guarantor Paying/Tenant Tenant Bank Details (Leave Cardholder Name Bank Name Account Number Guarantor Details Title Surname	D.O.B Email t Paying (Please circle as appropriate) e blank if Guarantor paying rent)  Sort Code
Current Academic Year Guarantor Paying/Tenant Tenant Bank Details (Leave Cardholder Name Bank Name Account Number Guarantor Details Title Surname	D.O.B Email t Paying (Please circle as appropriate) e blank if Guarantor paying rent)  Sort Code
Current Academic Year Guarantor Paying/Tenant Tenant Bank Details (Leave Cardholder Name Bank Name Account Number Guarantor Details Title Surname	D.O.B Email t Paying (Please circle as appropriate) e blank if Guarantor paying rent)  Sort Code



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Tenant 2 Details (PLEASE     Title Surname		
Current Address, including Ro	oom No	
University	Course	umber e Email
Guarantor Paying/Tenant P	<b>'aying</b> (Please	e circle as appropriate)
Tenant Bank Details <b>(Leave b</b> Cardholder Name Bank Name Account Number		
Guarantor Details Title Surname  Address		First Name
		Email
i elephone Number		_Email



Abode	
About	

Tenant 3	Details (PLEASE	COMPLETE I	N BLOCK CAPITALS)
Title	Surname		First Name
Current Adc	lress, including Rc	oom No	
Student ID I	Number	Mobile Nu	umber
			Email
Guarantor	Paying/Tenant P	<b>aying</b> (Please	e circle as appropriate)
Cardholder Bank Name <u></u>	Name		antor paying rent)  de
Guarantor			~~
	Surname		First Name
Address			
Telephone I	Number		Email





Tenant 4	4 Details (PLEA	SE COMPLETE I	IN BLOCK CAPITALS)	
Title	Surname		First Name	
Current A	ddress, including	Room No		
	) Number	Mobile Nu	umber	
			·	
			Email	
Guaranto	or Paying/Tenan	<b>t Paying</b> (Please	e circle as appropriate)	
Cardholde	er Name		antor paying rent) 	
	1e lumber		de	
Guaranto	or Details			
			First Name	
Address				
Telephone	e Number	]	_Email	





Tenant	5 Details (PLEA	ASE COMPLETE IN	N BLOCK CAPITALS)
Title	Surname		First Name
Current A	ddress, including	Room No	
	) Number	Mobile Nu	ımber
			Email
Guaranto	or Paying/Tenan	t Paying (Please	circle as appropriate)
Cardholde	ank Details <b>(Leav</b> er Name ne		intor paying rent) 
			le
Guaranto	or Details		
Title	Surname		First Name
Address			
Telephone	e Number	I	Email





Tenant 6	6 Details (PLEA	SE COMPLETE I	IN BLOCK CAPITALS)
Title	_Surname		First Name
Current Ac	ddress, including	Room No	
Student ID	Number	Mobile Nu	umber
			9
			Email
Guaranto	r Paying/Tenant	<b>Paying</b> (Please	e circle as appropriate)
Cardholde	r Name		antor paying rent) 
	e		
Account N	umber	Sort Coc	de
Guaranto	r Details		
Title	_Surname		First Name
Address			
Telephone	e Number		Email



PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

Tenant 7 Details (PLEAS)         Title Surname         Current Address, including Reference		-	
University	Course	umber e Email	
Guarantor Paying/Tenant I	Paying (Please	e circle as appropriate)	
Tenant Bank Details <b>(Leave k</b> Cardholder Name Bank Name Account Number			
Guarantor Details Title Surname		First Name	
Address		<u>_</u>	
Telephone Number		_Email	





Tenant	8 Details (PLEA	SE COMPLETE II	IN BLOCK CAPITALS)	
Title	Surname		First Name	
Current A	ddress, including	Room No		
<u></u>	Number	Mobilo Nu	umber	
			e Email	
Guaranto	or Paying/Tenant	<b>Paying</b> (Please	e circle as appropriate)	
Tenant Ba	ank Details <b>(Leave</b>	blank if Guara	antor paying rent)	
Cardholde	er Name			
Bank Nam	ne			
			de	
Guaranto	or Details			
Title	Surname		First Name	
Address				
Telephon	o Numbou		Emeil	
Telephone	e Number	L	Email	



PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

Tenant 9 Details (PLEASE CO	OMPLETE IN E	BLOCK CAPITALS)
Title Surname		First Name
Current Address, including Room	n No	
Student ID Number	Mobile Numl	per
University		
Current Academic Year	D.O.B	_Email
Guarantor Paying/Tenant Pay	r <b>ing</b> (Please cir	rcle as appropriate)
Tenant Bank Details <b>(Leave bla</b> n Cardholder Name Bank Name Account Number		_
Guarantor Details		
Title Surname		First Name
Address		
Telephone Number	Em	nail



PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

Tenant 10 Details (PLEAS	SE COMPLETE	IN BLOCK CAPITALS)
Title Surname		First Name
Current Address, including Ro	oom No	
Student ID Number	Mobile Nu	umber
University	Course	
		Email
Guarantor Paying/Tenant P	<b>aying</b> (Please	circle as appropriate)
Tenant Bank Details <b>(Leave b</b> Cardholder Name Bank Name Account Number		
<b>Guarantor Details</b>		
Title Surname		First Name
Address		
Telephone Number		Email



PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

Tenant 11 Details (PL	EASE COMPLETE IN	N BLOCK CAPITALS)	
Title Surname		First Name	
Current Address, including	g Room No		
Student ID Number	Mobile Num	ber	
University	Course		
Current Academic Year	D.O.B	_Email	
Guarantor Paying/Tenan	<b>it Paying</b> (Please ci	rcle as appropriate)	
Tenant Bank Details <b>(Leav</b> Cardholder Name Bank Name Account Number			
<b>Guarantor Details</b>			
Title Surname		First Name	
Address			
Telephone Number	En	nail	-





I/We have been given a copy of the tenants advice notes and confirm I have read and understand the contents.

Abode

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 40% plus VAT (48% inclusive of 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.

I/We agree that Abode Property Management will send out the Tenancy Agreement and guarantor forms within 10 day of receiving this application. Once these have been sent the Tenants and guarantors will have 14 days to sign the paperwork. If at the end of the 14 days any of the Tenants or guarantors have failed to sign their documentation then the file will expire, the property will be automatically remarketed and the applicants will lose their Agency Fees.

I/We understand that there is also a deposit equivalent of a month's rent to be paid. Following the signing of the Tenancy 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			
Signature	Print Name			
Signature	Print Name			
Date				



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## Tenant's advice notes

Thank you for 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, <a href="http://www.yourabode.co.uk">www.yourabode.co.uk</a> 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 40% + VAT (48% inclusive of VAT) of one month's rent is payable which covers referencing costs, legal documentation and general administration. There is also a deposit which is the equivalent of 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. These initial holding fees are non-refundable in all circumstances except for unforeseen circumstances when the landlord withdraws the property from the market. We also require to see each Tenant in person along with their passport, and confirmation of a Visa if a non EU resident.

### 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.

### Rent payments and moving in

One month's rent must be paid in advance. This first month's rent must in the form of a post-dated cheque for the 1<sup>st</sup> of June unless the payment method is by quarterly standing order or Tenants are renewing their Tenancy for a further year. Final formal confirmation of occupancy can only be given once all guarantors have signed a guarantee form, the legal documentation including the Tenancy has been signed and dated and all monies have been cleared.

#### Guarantors

A guarantor is required for all student Tenants which guarantees rent payment for the duration of your tenancy. Your guarantor must be UK based and in full-time employment or a home owner. If you do not have a UK based guarantor you will be required to pay the entire term of the Tenancy in advance.

#### **Abode Tenancy Sign**

Following payment of the fees and holding deposits, Abode will issue the Tenancy Agreement and Guarantee forms to be signed electronically by all Tenants and Guarantors. These will be sent via <u>yourabode.tenancysign.com</u>. Once these have been sent the Tenants and guarantors will have 14 days to sign the paperwork. If at the end of the 14 days any of the Tenants or guarantors have failed to sign their documentation then the file will expire, the property will be automatically remarketed and the applicants will lose their Agency Fees. Email notifications may go into junk folders so Tenants will need to check their junk folders and are responsible for ensuring the guarantors sign their documents within the 14 days.

#### **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.





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, it is the Tenants responsibility to check availability directly with the Council.

Abode

### 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 redecoration required due to use of blue tack, etc 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





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AGENCY FEE INC VAT	
DEPOSIT	
TOTAL	

PROPERTY				
NAI	ME	AMOUNT	PAYMENT METHOD	DESCRIPTION

Has the application form received & checked for legibility, UK based guarantors, student ID numbers and that they have circled either Tenant or guarantor paying the rent.	
Have all monies been received and the Tenants been given a copy of this document to act as a receipt.	
Have copies of Passports been taken and if not have Tenants been informed to bring in to the office within 14 days.	
Have applicants been informed that the Tenancy Agreement and guarantor forms will be sent within 10 days and that once received all guarantors and Tenants have 14 days to sign before the document expires. If any party hasn't signed by the expiry then the Paperwork is cancelled and the property will be automatically remarketed. All Tenants and guarantors should check their junk mail for emails.	
Have applicants been informed that we will be in touch once the Tenancy is signed to set up rent payments and request any monies required in advance.	
Inform applicants that they will receive deposit registration confirmation within 30 days of paying their deposits.	
Have applicants been informed that a cheque book will be required and if they don't have one then they must order one now via their bank (N/A if tenants staying on for another year or paying by post-dated quarterly standing order)	

Received By\_\_\_\_\_Signed\_\_\_\_\_

\_\_ Dated\_



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