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Abode

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 (equivalent to 1 month's rent) and administration fee of 40% + VAT (48% inclusive of VAT) this can be paid by debit card or cheque made payable to Abode Property Management. Please note that there will be a charge of 2% + VAT on credit card payments. **We require you to bring your passport for identification purpose and Visa confirmation if non EU citizen.**

PROPERTY TO LET:**Lead Tenant Details** (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)**Tenant Bank Details (Leave blank if Guarantor paying rent)**

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 2 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 3 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 4 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 5 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 6 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 7 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 8 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 9 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 10 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____

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Tenant 11 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Current Address, including Room No. _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Current Academic Year _____ D.O.B _____ Email _____

Guarantor Paying/Tenant Paying (Please circle as appropriate)

Tenant Bank Details (Leave blank if Guarantor paying rent)

Cardholder Name _____

Bank Name _____

Account Number _____ Sort Code _____

Guarantor Details

Title _____ Surname _____ First Name _____

Address _____

Telephone Number _____ Email _____



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Declaration:

I/We 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 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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Abode

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, 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 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 1st 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 yourabode.tenancysign.com. 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.

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

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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www.yourabode.co.uk



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