

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS**10 Bedroom****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 this can be paid by debit card. Please note we do not accept credit card payments. **We require you to bring your Passport to the office 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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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 _____

Course Start Date _____ Course End Date _____

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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1. Your holding deposit explained

Before your application can be fully considered, you will need to pay to us a deposit amount equivalent to one month's rent. This amount includes:

- The **holding deposit** (equivalent to one week's rent)
- The security deposit (remainder of the deposit amount)

Once you have paid the deposit amount, it is agreed that the deadline for completing the necessary paperwork will be 25 days.

If at any time during the agreed period you decide not to proceed with the tenancy, then the **holding deposit** (equivalent to one week's rent) will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, or if you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your **holding deposit** will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then the full deposit amount will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your **holding deposit** will be credited with the security deposit to the full deposit amount due under that tenancy and protected in a government authorised Deposit Protection Scheme.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

2. 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 the deposit amount is payable under the terms outlined in 'Your holding deposit explained'. We also require each Tenant to bring their Passport to the office and confirmation of a Visa if a non EU resident. Please be aware that we can only accept payment of the deposit directly from the prospective tenant.

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

The first month's rent must be paid in advance. This has to be paid one month before you move into the Property. This will be a one off payment, we will produce information for you to set up a standing order for future payments.

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 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.

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Abode Tenancy Sign

Following payment of the deposit amount, 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 15 days to sign the paperwork. If at the end of the 15 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 holding deposit (equivalent to one week's rent). 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 15 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.

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) then the cleaning and other damage will be assessed and discussed 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

- Tenants must not affix any items to the walls using glue, nails, picture hooks, sticky tape or Blu Tack etc.
- Tenants are to keep drains, gutters, downpipes, sinks, toilets or waste pipes and ventilation ducts clear of any blockages.
- It is the tenant's responsibility to change bulbs and to bleed radiators. Radiator keys can be purchased in any hardware store.
- 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 and toilet seats to avoid damage.
- 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.

General Data Protection Regulations (GDPR)

Abode Privacy and security policies can be found at www.yourabode.co.uk/Privacy-Policy

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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Declaration:

I/We have been given a copy of 'Your holding deposit explained' and confirm I/We have read and understand the contents.

I/We have been given a copy of the 'Tenant's advice notes' and confirm I/We 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 I/We are letting.

I/We agree to pay Abode Property Management a deposit amount equivalent to one months' rent prior to taking occupancy of the above mentioned property. Following the viewing I/We agree to rent the property as seen and are aware that the **holding deposit** will be retained if I/We 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 15 days to sign the paperwork. If at the end of the 15 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 holding deposit.

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 _____

Date _____



