

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS**11 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 holding fee paid. The holding fee is a weeks 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:**TENANCY TERM:****Lead Tenant Details** (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Course Start Date _____ Course End Date _____

D.O.B _____ Email _____

Do you have a UK based guarantor yes no Will your guarantor be paying the rent during the Tenancy yes no **Tenant 2 Details** (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Course Start Date _____ Course End Date _____

D.O.B _____ Email _____

Do you have a UK based guarantor yes no Will your guarantor be paying the rent during the Tenancy yes no **Tenant 3 Details** (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Course Start Date _____ Course End Date _____

D.O.B _____ Email _____

Do you have a UK based guarantor yes no Will your guarantor be paying the rent during the Tenancy yes no

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Tenant 4 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____
Student ID Number _____ Mobile Number _____
University _____ Course _____
Course Start Date _____ Course End Date _____
D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

Tenant 5 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____
Student ID Number _____ Mobile Number _____
University _____ Course _____
Course Start Date _____ Course End Date _____
D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

Tenant 6 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____
Student ID Number _____ Mobile Number _____
University _____ Course _____
Course Start Date _____ Course End Date _____
D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

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Tenant 7 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____
Student ID Number _____ Mobile Number _____
University _____ Course _____
Course Start Date _____ Course End Date _____
D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

Tenant 8 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____
Student ID Number _____ Mobile Number _____
University _____ Course _____
Course Start Date _____ Course End Date _____
D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

Tenant 9 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____
Student ID Number _____ Mobile Number _____
University _____ Course _____
Course Start Date _____ Course End Date _____
D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

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Tenant 10 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Course Start Date _____ Course End Date _____

D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

Tenant 11 Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title _____ Surname _____ First Name _____

Student ID Number _____ Mobile Number _____

University _____ Course _____

Course Start Date _____ Course End Date _____

D.O.B _____ Email _____

Do you have a UK based guarantor yes no

Will your guarantor be paying the rent during the Tenancy yes no

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Holding Deposit explained and Tenant's advice notes

Thank you for your application. 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.

Securing a property

Once you have chosen your property you will be required to pay a **Holding Deposit** which is the equivalent of one weeks rent. The **Holding Deposit** will be withheld if any relevant person (including any guarantor) withdraw from the tenancy, fail a right-to-rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other deadline for Agreement as mutually agreed in writing). Once the tenancy agreement has been signed the tenant(s) agree that the **Holding Deposit** will revert to being part of the first month's rent and will be held by Abode for that purpose. By signing this form, you agree that these funds will not be returned to you once the tenancy is signed but will instead be held by Abode until the start of the tenancy and will then be put in full to contribute towards the first month's rent

The Tenant must then pay the full Security Deposit once the tenancy agreement has been completed and signed by all tenants. The Security Deposit is 1 month's rent. The Security Deposit must be paid in full, in one payment, from the Lead Tenant.

Abode will not sign the tenancy off if the full security deposit is not paid and tenants will at that point be given a 48-hour deadline to pay the deposit. If this is not then paid the agreement may be cancelled and the property placed back on the market. For that reason, Tenants should arrange to get the full deposit amount together and into the Lead Tenants bank account as quickly as possible after the reservation of the property, ready to pay the deposit in full as soon as the tenancy agreement has been signed by all tenants. At this point the security deposit will be registered.

Once you have paid the Holding Deposit and signed the reservation forms the property will be secured and taken off the market. Please note that properties are secured on a first-come, first-served basis. As the Landlords Agent we reserve the right to not let a property to an individual should the Landlord or his agent decide it is in their best interest not to proceed. NB Certain Landlords have supplied us with specific instructions on what group they would prefer in their property, based on previous experiences, we will inform you if the make up of your group does not fit those criteria.

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 where relevant.

For further information about Tenant Fees please visit www.yourabode.co.uk/uploads/downloads/AgencyFeesforTenantsNew.pdf

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.

Rent payments and moving in

The first rent payment 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.

For tenants with a UK Guarantor rent is payable in advance, normally quarterly unless advertised otherwise. The first rent payment is payable by bank transfer, which if a 1st July start date will be due on 1st June, otherwise a month before the start date of your tenancy. The three remaining quarters are payable strictly by standing order on: 1st October, 1st January and 1st April. If your tenancy start date is not 1st July please ask for further details on quarterly rental payment dates.

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Guarantors

A UK guarantor is required for all student tenants; this is a guarantee for the rent payments for the duration of your tenancy period. The guarantor form will be sent to your guarantor via email through StuRents and it is imperative that we must receive this back, signed by your guarantor, within 15 working days. We cannot continue to process your application until all sections of StuRents are returned and signed from all tenants and guarantors.

You will not be allowed to move into the property until all forms are returned and signed by all tenants and guarantors and all rent has been paid by all tenants. This will affect all tenants who are joint and severally liable.

Please note that a suitable UK guarantor is a person who is: A UK citizen and a resident UK home owner. The guarantor will only be accepted as suitable subject to additional references or credit checks as the landlord/his agent see fit.

As an alternative to providing a suitable UK guarantor you may use Housing Hand, a company that provides an insurance-based guarantor service that is recognised by Abode. Alternatively, the tenant may choose to dispose with the need for a guarantor and pay the full rent for the fixed period in advance. If there is not a suitable UK guarantor provided the full rent for the fixed term of the tenancy will be payable in advance shortly after signing the Tenancy Agreement. Abode will not counter sign the Agreement until this has been paid and if not received in a timely manner Abode reserve the right to cancel the application and remarket the property.

Right to Rent/Documentation/ID

Under section 22 of the Immigration Act 2014 a landlord cannot authorise an adult to occupy a property as their only or main home under a residential tenancy agreement unless the adult is a British citizen, or EEA or Swiss national, or has a 'right to rent' in the UK. Someone will have the 'right to rent' in the UK provided they are present lawfully in accordance with immigration laws. Landlords or their agents who breach section 22 may be liable for a civil penalty. In view of this, Landlords must conduct simple document checks before allowing adults to occupy rented accommodation, to ensure that prospective occupiers have the right to rent in the UK. Where a landlord lets accommodation to a person with a time-limited 'right to rent', the landlord must conduct follow-up checks as directed by the Home Office. In line with the Equality Act 2010 it is necessary for us to view acceptable documents from ALL prospective tenants.

We must view your original documents with you present and within 10 days of you securing the property and if your documents show that you are only allowed to stay in the UK for a limited time, we will need to view them again within the last 28 days preceding the commencement of your tenancy. We must strictly adhere to this legislation and therefore if these documents are not presented when required by law, your tenancy agreement will not be counter-signed and you will not be able to move into the property. If you are currently overseas you will be required to email scanned ID and then show the original before we will release keys to the property.

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.

You authorise us to use Your personal data (as defined in the Data Protection Legislation), to the extent necessary for Us to introduce a Third Party Supplier to provide relevant additional services (such as bills or utility packages) and to the extent to which We are permitted to by the Data Protection Legislation.

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 properties 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

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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

Energy Performance Certificate, Gas Safety Certificates & Electrical Installation Report

Tenants accept that energy performance and other safety certificates will be sent directly to them via email. Where applicable safety certificates will be provided to the Tenant on or around the key collection date.

You must be aware that the tenancy agreement you are about to sign is a legal and binding contract and the Tenant is responsible for payment of the rent for the entire agreed term. The agreement may not be terminated early unless in full agreement with written permission being obtained from the Landlord. NB Our tenancy agreements do not contain a break clause.

Please be aware that where there is more than one tenant, all obligations, including those for rent and repairs can be enforced against all of the tenants, and their guarantors jointly or individually under the terms of the joint and several tenancy agreements.

NB - If you are unsure of any of your obligations under this agreement, then you are strongly advised to take independent legal advice prior to signing.



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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 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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OFFICE USE ONLY

HOLDING DEPOSIT 1 weeks rent (total)	
SECURITY DEPOSIT 1 months rent (total)	

PROPERTY	
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NAME	AMOUNT	PAYMENT METHOD	DESCRIPTION

Has the application form received & checked for legibility, are all areas completed and tick boxes selected	
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 15 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 15 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.	
Have Tenants been informed that the Lead Tenant must pay the deposit within 48 hours of all Tenants and Guarantors signing the Tenancy Agreement. Funds should be transferred to the Lead Tenant in advance. Deposit is returned to the Lead Tenant at the end of the Tenancy and it is their responsibility to distribute as they see fit.	
Inform applicants that they will receive deposit registration confirmation within 30 days of paying their deposits.	

Received By _____ Signed _____ Dated _____

