



## CHESTER STUDENT LETS

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### **Application for Tenancy**

#### **The tenancy application procedure and fees are explained below**

The attached form must be completed and signed before any application for tenancy can be considered. Applicants are reminded that in addition to the reference information requested therein, you **must** also provide proof of identification in the form of a passport or driving licence.

#### **Initially Securing the Property**

Once you have chosen a suitable property we ask you to complete a Tenancy Application Form and pay an administration fee of **£95.00**. This fee covers the assessment of your tenancy application, preparation of tenancy agreements, guarantor referencing and agreements, preparation of standing order mandates, inventory costs etc. and once paid is non-refundable. The property cannot be held until this payment has been cleared so payment by debit/credit card, cash or bankers draft is preferable to avoid losing the property. We also ask all student tenants to provide details of a Guarantor. The Guarantor must be someone who has a full time job, a bank account and is in a position to cover your rent should you be unable to meet your commitment.

#### **Tenancy Application**

Once the initial assessment has been approved, contracts are prepared and sent out which should be returned to the office within the agreed time given. Once all agreements are signed and returned to us, the only further initial payment required is the **first month's rent** which is payable in advance. This is a pro-rata amount due to the 1<sup>st</sup> of the following month. All future rent payments will be due in advance on 1<sup>st</sup> of each month and will need to be paid by standing order direct into our bank account or termly in advance, by prior agreement. All student contracts are for a **12 month period** (unless otherwise stated), renewable annually, subject to mutual agreement.

#### **Cleaning Fee**

A cleaning fee of **£75** is taken at the beginning of the tenancy, this enables us have the houses professional cleaned at the end of the tenancy. This cleaning fee includes having the oven and carpets professional cleaned where necessary, it does not include repairs or damage to the property.

#### **Renewals/Alterations**

We charge a **£50** fee for any amendments/alterations to the agreements and for renewal of the tenancy, if successful, at the end of the contract period.

***Should you require any further information or clarification of the above please do not hesitate to contact us***

## Chester Student Lets Tenancy Application Form

<i>Property Applied for:</i>		<i>Room No:</i>
<i>Contract Dates:</i>		<i>Rent:</i>
<b>1. Personal Details:</b>		
<i>Full Name:</i>		
<i>Current Accommodation Address:</i>		
<i>Date of Birth:</i>	<i>National Insurance No:</i>	
<i>Home Tel No:</i>	<i>Mobile No:</i>	
<i>Email Address:</i>		
<b>2. Course Details:</b>		
<i>Course:</i>		
<i>Campus Location:</i>	<i>Course Year (in 2009-2010):</i>	
<b>3. Guarantor Details:</b>		
<i>Name:</i>		
<i>Address:</i>		
<i>Tel No:</i>		
<i>Email Address:</i>		
<b>4. Reference:</b>		
<i>Name &amp; Address of current landlord:</i>		
<i>Tel No. of current landlord:</i>	<i>Current rent:</i>	
<b>5. Bank Details (for payment of rent):</b>		
<i>Bank &amp; Branch Address:</i>		
<i>Name on Account:</i>		
<i>Account Number:</i>	<i>Sort Code:</i>	
<b>6. Rental Payments</b>		
<i>Please confirm how you would prefer to pay the rent. All monthly rental payments are due in advance on the 1<sup>st</sup> of each month. Termly payments are payable in advance in line with student loans.</i>	<i>Monthly: [ ] (Payment by parents)</i>	<i>Termly: [ ] (Payment by student)</i>
<b>Declaration -All applicants are advised to read the following very carefully before signing:</b>		
<i>I hereby confirm that the information provided by me is, to the best of my/our knowledge, true and I have no objections to the information being verified by whatever means deemed necessary. I understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Chester Student Lets or their agents, may search the files of a credit reference agency which will keep a record of that search. I also understand that no details of the search will be given to me, but that I may request the name and address of the credit reference agency to whom I may apply for a copy of any information provided. I also confirm that, in the event of my defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I make. I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I agree to the information provided being stored on computer. I confirm that I am in a position to proceed with the tenancy should this application prove successful.</i>		
<i>Applicants Signature:</i>	<i>Print Name:</i>	<i>Date:</i>

**Please return this form, together with your payment to 89 Garden Lane, Chester, CH1 4EW**