

## PROCEDURE FOR NEW TENANTS

The lease term for all of our properties is an 12 month term from 1st August 2012 to 31st July 2013.

The rent does not include any utility bills, telephone, or TV license which will have to be put in the tenants' names. The rent is inclusive of "L" broadband provided by Virgin Media and the "L" TV package from Virgin Media.

A holding deposit equal to one months rent will be required. This will become your Security Deposit at the start of the lease and will be lodged with MyDeposits.co.uk. This security deposit will be returned at the end of the lease less any deductions for breakages, repairs and cleaning if necessary.

We will also require a working parent living in the UK, to act as a guarantor for each student. The rent is paid monthly in advance by standing order only.

All foreign nationals will be required to pay the rent in three installments. The first on 1st August equal to 4.5 months, the second on 1st January for 4 months and last for 3 months on 1st April. They will also have to put a higher deposit equal to 1.5 times the monthly rent.

To secure your accommodation please make sure all items on this checklist have been fully completed and given or posted back to us along with your cheque as Holding Deposit for the equivalent of 1 months rent plus the £100 administration fee. The Holding Deposit is not refundable if you do not take up residency for any reason.

### CHECKLIST

- Fully complete one application for tenancy form for every student who will be living in the property.
- Each student is to complete, sign and have witnessed a copy of the lease.
- Your guarantor should read the lease and then complete and sign the guarantor form, which must also be witnessed.
- Your guarantor must also send a copy of their passport or drivers licence as proof of ID.
- Enclose a cheque for the equivalent of 1 month's rent plus £100 admin fee payable to "L Rossano". This will be a holding deposit.
- For your security, please write on the reverse of each cheque the first line of the address of the property you are taking and your surname if it's not on the front of the cheque. This cheque will also serve as your receipt.

*Note: You are signing a legal document and will be bound by it's terms to the end of the tenancy period. Once entered into you will not be able to stop your rent payments unless you have found a suitable tenant to replace your obligations.*

Please post all of the above to:  
L Rossano Property Management  
43 Richmond Park Avenue  
Bournemouth  
Dorset BH8 9DN

Upon receipt of all the above items for all of the students in your house, we will write to you confirming that you have secured the property and send you a signed copy of the lease.

**PLEASE NOTE: Even though we take a security deposit, you and your guarantor will still be liable for any damages, repair and cleaning charges at the end of your tenancy which may exceed the value of your deposit.**

If you have any questions about the procedure, please call Roger Rossano on 07811 433733 or e-mail [enquiries@StudentLet.org](mailto:enquiries@StudentLet.org) or your letting agent if you have been dealing with one.

Visit our website [www.StudentLet.org](http://www.StudentLet.org) where all of our forms and leases can be found.