

Bournemouth

Application for Tenancy & Prescribed Information for Assured Shorthold Tenancies

2014 - 2015

Note: the information given in this application form will be used to assess your suitability to grant you a tenancy. A credit check may be carried out. This information is prescribed under the Housing Act 2004. That means that the two parties to the tenancy agreement must be made aware of their rights during and at the end of the tenancy regarding the protection of and deductions from the deposit.

The address of the property to which the tenancy relates: _____
(Address of the property you will be renting)

The Deposit will be held by: **Roger Rossano, 43 Richmond Park Avenue, Bournemouth, BH8 9DN**
Tel: 01202 255926 Mobile: 07811 433733 email: enquiries@StudentLet.org

To secure your accommodation please read The Procedure and Checklist Form and make sure all items on the form have been fully completed and given or posted back to us along with this application form and your holding fee equal to one months rent (one and a half times the months rent for foreign nationals) plus £100 for the administration fee. The holding fee is not refundable if you do not take up residency for any reason. The administration fee is a one-off fee and non-refundable.

You are going into a 12 month lease from 1st August 2014 to 31st July 2015 (unless stated differently on the lease). You will pay for your rent by standing order from a joint bank account with all the tenants. It will be payable the first of each month starting from 1st August with the last payment due on 1st July, with only 50% being paid in August 2014 as a retainer.

Would you like to have the bills included in the rent? YES / NO

Full Name _____ Date of Birth _____
(full name of applicant)

Home Address _____

Post code _____
NOTE: this is the address that will be used for receipts, correspondence and to serve any legal documents.

Previous Address _____
NOTE: this is the address if you were renting last year whilst at University (if applicable)

Will you be going to the Bournemouth University or Arts University College? (circle the appropriate one)

Home Telephone Number _____ Mobile/Other Contact Number _____

e-mail Address _____

Who is paying your deposit? Yourself Third Party

Name & Address of third party if applicable _____

Guarantor's details

Name _____ Occupation _____

Address _____

Post code _____

Tel. No. _____ Mobile No. _____

The Security Deposit amount is £ _____

The holder of the Security Deposit will register the deposit with, and provide other required information to an authorised tenancy deposit scheme within 30 days of the commencement of the tenancy and provide proof to the tenant of compliance. If the holder of the deposit fails to provide proof within 30 days the tenant should take independent legal advice from a solicitor, Citizens Advice Bureau (CAB) or other housing advisory service.

A leaflet entitled *What is the Tenancy Deposit Scheme?*, explaining how the deposit is protected by the Housing Act 2004, will be forwarded by email or post to the tenant by the person holding the deposit, being Roger Rossano.

At the end of the tenancy

The Security Deposit will be released following the procedures set out in clause 5 of the tenancy agreement attached.

Deductions may be made from the Security Deposit according to clause 5 of the tenancy agreement attached. No deductions can be made from the Security Deposit without written consent from both parties to the tenancy agreement.

The procedure for instigating a dispute regarding deductions from the Security Deposit at the end of the tenancy is summarised in *Tenancy Deposit Scheme leaflet*, which will be forwarded by email to the tenant within the first week of the start of the tenancy.

The tenancy deposit schemes are specifically excluded under Statutory Instrument from adjudicating where, despite making reasonable efforts to do so, the landlord or the agent are unable to contact the tenant, or the tenant is unable to contact the landlord or the agent. Under these circumstances, the member must do the following:

- make every practical effort, over a reasonable period of time but for no longer than it would take for the ICE to resolve a dispute, to contact the (ex)-tenant/landlord using information readily available;
- determine dilapidations, rent arrears and any other prospective deductions from the deposit as they would normally do;
- allocate the deposit, pay the party who is present as appropriate, and transfer the amount due to the absent tenant/landlord to a suitably designated "Client Suspense (bank) Account".

A formal record of these activities should be made, supported by appropriate documentation.

Following sufficient time having elapsed from last contact from the absent tenant/landlord the member may then donate the amount allocated to them to a suitable registered charity – subject to an undertaking that any valid claim subsequently received by the member from the beneficial or legal owner would be immediately met by the member from its own resources.

Should the absent tenant/landlord return within that period and seek to dispute the allocation of the deposit, the ICE may offer to adjudicate.

The landlord confirms that the information provided to the tenant is accurate to the best of his knowledge and belief and that the tenant has had the opportunity to examine the information.

The tenant confirms he has been given the opportunity to examine this information. The tenant confirms by signing this document that to the knowledge of the tenant the information above is accurate to the best of his knowledge and belief.

- I have a working friend or relative who lives in the UK and has agreed to be my guarantor who has read the Lease Agreement which is available www.StudentLet.org.

- I agree to the landlord taking up references and carrying out credit checks and any other checks as may be necessary.

- I understand that the information contained in this application form may be passed over to the relevant third parties.

- I confirm that the above information is true to the best of my knowledge.

- I have received and read the "Procedure for New Tenants & Checklist" and "the Assured Shorthold Tenancy Agreement" and agree to be bound by its terms.

- I understand that my holding fee will become my security deposit, on the commencement date of the tenancy, which will be registered with an authorised tenancy deposit scheme (as per clause 5 of the Assured Shorthold Tenancy Agreement) and the registration certificate and Information for Tenants Leaflet will be emailed to me at the above email address.

- I will supply a photocopy of my ID in the form of Driver License or Passport to confirm my immigration/citizenship status received

SIGNED (the tenant) _____ **DATE** ____ / ____ / ____

SIGNED (the landlord) _____ **DATE** ____ / ____ / ____

PROCEDURE FOR NEW TENANTS

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

The rent does not include any utility bills or telephone, or TV license which will have to be put in the tenants' names unless you chose to have them included at an additional cost, as stated. Although, the rent is inclusive of broadband and the "L" TV package from Virgin Media for the houses and some of the flats.

A holding fee equivalent to one month's 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 equivalent to one and half times the month's 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/cash/money transfer as Holding Fee plus the £100 administration fee. The Holding Fee 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* equal to one month's rent plus £100 admin fee payable to "L Rossano". This will be a holding fee.
- 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.
- Please supply a photocopy of your ID. Passport or Driver License please. These must be up-to-date with your home address on it.

**You may pay the holding deposit and admin fee by cash or by internet transfer (bacs) using the house number and your surname as the reference to: Santander Bank sort code: 09-01-50 account no. 03830616*

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 or your letting agent if you have been dealing with one.

Visit our website www.StudentLet.org where all of our forms and leases can be found.