



## STUDENT INFORMATION SHEET

The details given below are for your guidance and information, please take a copy and keep in a safe place for your reference.

**NON-REFUNDABLE HOLDING DEPOSIT, AGENCY FEE & APPLICATION FORMS:** Once you have viewed a property that you would like to consider for a tenancy, we require a non-refundable holding deposit of £350.00 per applicant. This amount will contribute to the total first account balance due—details of which will be provided at point of application. This holding deposit is in order to reserve the property and remove it from our available list and acceptance is subject to contract and acceptable guarantor paperwork. It does not oblige the landlord to let or create or constitute a Tenancy Agreement between the Tenant, Landlord or Landlord’s agent. The full non-refundable holding deposit, completed & signed tenant information sheet and application forms must be received within 48 hours of the initial booking. Please note that this holding deposit is non refundable should you wish to withdraw from the let or should we not receive satisfactory guarantor information, information sheets & application forms and non-refundable holding deposits within the timescale stipulated.

**GUARANTOR DETAILS:** When completing your application form we require details of your guarantor. This is to include your guarantor’s name, address and full contact information. You will then be provided with a copy of the guarantor agreement for this property; it is your responsibility to ensure that your guarantor completes, signs and returns the guarantor document to us, within fourteen days of the first applicant booking the property, in order for your application to proceed. If we have not received the signed forms for your guarantor within this time your application will be withdrawn, your non-refundable holding deposit forfeited and the property placed back on the market. All guarantors **MUST** be UK based and in full time employment for us to be able to accept them.

**AGENCY FEES:** Premier will require the sum of £175.00 inc. VAT per tenant, being the tenants portion of costs towards the drawing up of the tenancy agreement, the inventory and administration costs. This sum is included within the non-refundable holding deposit as detailed above.

**TENANCY AGREEMENT & FIRST ACCOUNT:** A tenancy agreement will be drawn up which all tenants must sign. The signing will take place in branch or online within 14 days of your non-refundable holding deposit having been received. If the tenancy agreement has not been signed by all tenants within these 14 days, we reserve the right to place the property back on the market for re-letting; in this case, the non-refundable holding deposit will be forfeited by the applicants. The first account balance must be received **TWO MONTHS** from reserving the property or **TWO MONTHS** prior to the tenancy start date, whichever is soonest. If the full first account balance is not paid in clear funds within the time scale stipulated, we reserve the right to place the property back on the market for re-letting; in this case, the non-refundable holding deposit will be forfeited by the applicants. You will be provided with a copy of the tenancy agreement once the agreement begins. Any additional copies of this agreement will be charged at £30.00 plus VAT. Please note that you will only be provided with the keys for the property once the first account balance has been received in **CLEARED FUNDS** and the tenancy agreement is fully signed by all tenants.

**INSURANCE:** It is your responsibility to arrange adequate contents insurance for this property prior to the commencement of the agreement. Landlord’s insurance may not cover occupants possessions, or damage caused by tenants to any furnishings within the property. Neither Premier Letting nor the Landlord can be held responsible in the event of any loss or damage arising from a tenant having inadequately insured their own belongings.

**RENT:** Rent is payable monthly in advance to either Premier or your landlord directly. The tenants must pay the total rent due for the property in one full payment - individual split payments will not be accepted. We recommend your rent leaves your designated bank account on the 25th day of each month prior to your rent due day (the 1st), this is to ensure cleared funds reach Premier/the landlords account by the 1st. Booking deposits and rent payments (where Premier collect the rent) can be made by credit or debit card; please note that a charge of 2% applies for all payments by credit cards, AMEX and foreign cards, a fifty pence charge is payable for each and every debit card payment. These charges are for the use of the card. Where rent is not paid on time, a late payment fee may be charged as per the terms of the tenancy agreement.

**EXTENSION / RENEWAL:** If the term of the original agreement is extended there will be a charge of £175.00 inc VAT per tenant to cover your share of the cost of preparing the documentation, for each and every extension or renewal. If there is a changeover of tenants mid tenancy then an admin fee of £175.00 inc VAT will be payable by the new tenant and the outgoing tenant will incur an admin fee of £175.00 inc VAT to be released from the original agreement.

**KEYS:** All keys must be collected by at least one tenant on the day the agreement commences. This will enable you to ensure that all keys have been received and are in working order at the point of check-in. Before **ANY** keys are released **ALL** tenants named on the tenancy agreement must sign the necessary documentation and pay all required monies.

**INVENTORY:** At the commencement of the agreement you will be provided with the inventory. You will be contacted prior to the start date and a time will be arranged within 24 hours of your agreement starting to check-in and agree the inventory. At the end of the tenancy the tenants agrees to pay a contribution towards the cost of the check out. The fee of £90.00 + VAT plus £40.00 + VAT per additional bedroom will be charged.

**DATA PROTECTION:** Premier take your personal data protection and that of your guarantor very seriously and will only pass on your details to third parties such as insurers, utility suppliers, TV and broadband suppliers, in what we believe to be your best interests. Signing this Information Sheet confirms your agreement to this practice.

**DECLARATION:** I have read, understand and agree to the above conditions and have received a specimen tenancy agreement. I confirm that all Information given in this application is true and correct to the best of my knowledge and hereby authorise Premier Letting to make enquiries of myself in connection with this application. I further understand that this application is subject to contract and completed, signed guarantor details. I also confirm receipt of the first account/rental payment sheet & guarantor document.

**Signed by applicant..... Print Name..... Date.....**

# Premier

## THE DEPOSIT

The equivalent of eight weeks rent will be required and the deposit will normally be held by PREMIER LETTING as stakeholder. Provided there are no disputes over unfair wear and tear, damage, cleanliness or rent outstanding, the deposit will be returned by cheque in the name of the lead tenant (as agreed in your application) within 31 working days of the expiry of the tenancy. It will be the lead tenants responsibility to ensure that the return of the deposit is requested in writing at the end of the tenancy. All correspondence regarding the deposit should be between Premier Letting/the Landlord and the lead tenant only.

**Below are the clauses from the tenancy agreement for your reference:**

- The Tenant agrees to pay to the Landlords Agent the Deposit before the signing of this Agreement or purchase a deposit warranty.
- The Deposit paid by the Tenant is held as security for the performance of the Tenant's promises and agreements under the Agreement and to compensate the Landlord for any breach by the Tenant of the matters set out in this Agreement.
- During the Tenancy the Deposit is held by The Agent as Stakeholder which means that no deduction can be made from the Deposit without the written consent of both the Landlord and the Tenant. Where there is more than one tenant the deposit or balance thereof will not be returned to any person other than the nominated lead tenant under any circumstances. The Agent is a member of Mydeposits.co.uk. No interest will be paid to either the Landlord or the Tenant on the deposit.
- The Deposit has been taken for the following purposes:
  1. Any damage, or compensation for damage, to the Property its fixtures and fittings or for missing items for which the Tenant may be liable, subject to an apportionment or allowance for fair wear and tear, the age and condition of each and any such item at the commencement of the tenancy, insured risks and repairs that are the responsibility of the Landlord.
  2. The reasonable costs incurred in compensating the Landlord for, or for rectifying or remedying any major breach by the Tenant of the Tenant's obligations under the Tenancy Agreement, including those relating to the cleaning of the Property, its fixtures and fittings.
  3. Any unpaid accounts for utilities or water charges or environmental services or other similar services or Council Tax incurred at the property for which the Tenant is liable.
  4. Any rent or other money due or payable by the Tenant under the Tenancy Agreement of which the Tenant has been made aware and which remains unpaid after the end of the Tenancy.
  5. The reasonable costs incurred by the Agent in overseeing, rectifying damage or other necessary works at the end of the Tenancy relating to the Tenants obligations.
- The holding and use of the Deposit shall be separate from any other rights and remedies of the Landlord under this Agreement, whether expressly set out in this Agreement or implied as part of the Agreement.
- After the end of the Tenancy the Agent on behalf of the Landlord shall return the Deposit, except in case of dispute subject to any deductions made under the Agreement, within 31 working days of the end of the Tenancy or any extension of it. If there is more than one Tenant, the Landlord or the Agent will return the Deposit to the lead Tenant. You must formally request this from your Landlord or Agent, within 10 days after the tenancy ends. Keep evidence of this request. Your Landlord/Agent should attempt to negotiate the deposit amount to be returned to you. If you cannot reach an agreement, or if the payment of an agreed amount is not made within 30 days, you make look to raise a dispute with Mydeposits.co.uk, ADR. Any amount of the deposit that you cannot agree becomes the "Disputed Amount" and is subject to the disputes procedure.
- If the amount of monies that the Landlord or the Agent is entitled to deduct from the Deposit exceeds the amount held as the Deposit, the Landlord or the Agent may require the Tenant to pay that additional sum to the Landlord or the Agent within 14 days of the Tenant receiving that request in writing.
- The Tenant shall not be entitled to withhold the payment of any instalment of Rent or any other monies payable under this Agreement on the ground that the Landlord, or the Agent, holds the Deposit or any part of it.
- The Deposit is safeguarded by Mydeposits.co.uk and full details are contained in the leaflet, Information for tenants handed to you by your Landlord/Agent, the prescribed information.

**Further information regarding the registration of your deposit can be found at <https://www.mydeposits.co.uk/>**

**DECLARATION:** I have read, understand and agree to the above conditions.

**Signed by applicant..... Print Name..... Date.....**

# Premier

## STUDENT APPLICATION FORM

(PLEASE USE BLOCK CAPITALS ONLY)

PROPERTY APPLYING FOR:

NOMINATED LEAD TENANT:

### APPLICANT DETAILS

Title: MR/MISS/MRS/MS/Other:

First Name:

Middle Name(s):

Surname:

Date of Birth:

National Insurance No.:

Type of ID:

Valid Visa if applicable:

Contact Information:

Mobile:

Telephone:

Personal Email:

University Email:

Correspondence Address: (This must be the best address for us to write to if required. This will be the address used in the tenancy agreement and you will need to provide proof of this address)

Address:

City:

Post Code:

Country:

How long have you lived at this address?:

Type of Proof of Address:

Bank Details: (By providing us with these details, you are **NOT** giving authority for us to access or debit your account)

Sort Code:

Account No.:

Your College/University Name:

Are you a smoker?\*

\*PLEASE NOTE THAT ALL PREMIER PROPERTIES ARE NON-SMOKING

Where did you hear about Premier Letting? (please circle):

Recommendation

Search Engine

Social Media

Walk By

University

Other

**NEXT OF KIN DETAILS** (This should be the person you would like us to contact in the event of an emergency)

Title: MR/MISS/MRS/MS/Other:

First Name:

Middle Name(s):

Surname:

**Contact Information:**

Mobile:  Telephone:

Email:

**Correspondence Address:**

Address:

City:  Post Code:  Country:

**GUARANTOR DETAILS** (SIMPLY TICK HERE IF THESE DETAILS ARE THE SAME AS ABOVE ) MUST BE UK BASED. IF YOU ARE PAYING 6 MONTHS IN ADVANCE TICK HERE

Title: MR/MISS/MRS/MS/Other:

First Name:

Middle Name(s):

Surname:

**Contact Information:**

Mobile:  Telephone:

Email:

**Correspondence Address:**

Address:

City:  Post Code:  Country:

I HAVE VIEWED THE PROPERTY AND READ & UNDERSTOOD PREMIER'S STUDENT INFORMATION SHEET. I WISH TO RESERVE THE PROPERTY AND ENCLOSE MY NON-REFUNABLE HOLDING DEPOSIT, AS DETAILED ON THE INFORMATION SHEET, WHICH I AGREE IS NON-REFUNDABLE IF I CHANGE MY MIND OR DO NOT MEET THE DEADLINES REQUIRED BY ME, UNLESS THE LANDLORD INSTRUCTS PREMIER NOT TO PROCEED WITH THIS LET. I CONFIRM THAT WITHIN 14 DAYS I WILL BE ABLE TO PROCEED TO SIGNING THE AGREEMENT AND WITHIN TWO MONTHS FROM NOW OR TWO MONTHS PRIOR TO THE TENANCY START DATE (WHICH EVER DATE IS SOONEST) I WILL PAY THE BALANCE SUM DUE, AND I WILL ORGANISE PAYMENT FOR ALL FUTURE RENT DUE. I UNDERSTAND THE RETURN OF THE DEPOSIT WHEN I VACATE CAN TAKE UP TO 31 WORKING DAYS AND THAT ONE CHEQUE WILL BE SENT TO THE LEAD TENANT FOR DISTRIBUTION BETWEEN THE TENANTS. I ALSO UNDERSTAND THAT THE CURRENT FURNISHINGS AT THE PROPERTY, ADVERTISED RENT AND TENANCY DATES MAY CHANGE WITH OUT NOTICE BEFORE OUR TENANCY BEGINS AND THAT POTENTIAL WORKS DISCUSSED OTHER THAN THOSE THAT ARE LEGALLY REQUIRED MAY BE POSTPONED.

Signed by applicant..... Print Name..... Date.....