

## STUDENT INFORMATION SHEET

All the accommodation is **NON-SMOKING** only. The smoking ban includes your guests.

**Deposits.** There is new legislation regarding deposits (Apr'07). The administrative side of this is so onerous, that we are going to **do without deposits entirely**. Instead, the first month's payment of rent will be made at the time of signing the lease. If there is a damage or cleaning charge during or at the end of the tenancy, we will ask for an appropriate amount, or failing that, demand it from the guarantor.

**Booking deposit.** At the point you agree that you would like to rent a property, and us remove it from the available list, you will each be charged a **non-returnable £50**, which will form part of **the first rent payment** on satisfactory completion and receipt of the guarantor documents. In the event of you deciding to withdraw from the let, or your failure to reasonably complete your side of the paperwork in the time specified, this amount is to cover the reasonable additional costs incurred in remarketing.

**A damage and cleaning inventory** are completed and signed on arrival to establish the condition of everything in the accommodation. This is agreed by tenant and landlord. This is the document we will refer to at the end of your tenancy, or during cleaning inspections. **Normal wear and tear** is not regarded as damage.

**Guarantor details.** When completing your application, we shall require details of your guarantor. This is to include your guarantor's name, address and full contact information. A guarantor document and specimen tenancy agreement will then be posted to them, together with a copy of your application form, and they will need to complete, sign, and return the guarantor documents to us, within 14 days, in order for your application to proceed. If we have not received the signed forms from your guarantor within this time your application may be withdrawn and your booking deposit forfeited. All guarantors **MUST be UK based** for us to be able to accept them.

**Agency fees.** There is a £10 agency fee inc vat per tenant to cover the drawing up of the lease and the damage inventory.

**Tenancy agreement:** A tenancy agreement will be drawn up which all occupants must sign. The signing will take place as soon as the paperwork has been received, in a place to be agreed, usually the tenants present accommodation. You will be provided with a copy of the tenancy agreement.

**Insurance.** It is a recommendation that tenants insure their contents. Landlords insurance may not cover tenants possessions, or damage caused to the fabric or furnishings within the property. Neither Aber Student 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. The cheapest method is usually to extend your parents household policy to cover the important items you have. For example, I insure my son's laptop and trumpet only at his uni address.

**Rent is payable** by monthly standing order if paid by the guarantor, or by 4 separate payments for those relying on the Student Loan Company using either standing order, bank giro credit, or internet banking. Apart from the initial rent payment, **cheques will not be acceptable**.

**Data Protection.** Aber Student take your data protection very seriously and will never pass your details to a third party without your permission. However we may occasionally be required to pass your details to a third party, for example, the setting up or closing of utility accounts, and to share with other tenants in the house/flat, and their respective guarantors if necessary. Signing this information sheet confirms your consent for your and your guarantors information to be shared in this manner.

**DECLARATION.** I have read and agree to the above conditions. I confirm that all information given in this application is true and correct to the best of my knowledge and hereby authorise Aber Student 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.

Signed by applicant:.....

Print Name:..... Date:.....