

PLEASE READ THIS IMPORTANT INFORMATION ON HOW TO BOOK YOUR PROPERTY

To successfully book a house for Summer 2010 you must fulfil the following strict conditions.

Once you as a group or individual have found a property you like, you must pay a non-refundable application fee of £95.00 each. This will hold the property for a maximum of **five working days** during which time you must :-

1. Get a signed **Guarantor Form** (download section on website) from a parent or guardian with copies of **photo identification** and a recent **utility bill** (3 months or less). The guarantor must be a UK resident.
 2. A completed **Student Application Form** (download section of website).
 3. Each tenant to pay their deposit (*equivalent* to one month's rent).
 4. Make an appointment as a group to sign the contracts. This is a legally binding contract so all housemates must be present.
 5. Failure to comply with any of the above will result in the property being put back on the availability list without notice. **You will lose your application fee!**
 6. All paperwork must be in our office by 1pm the day before you are booked to sign the contract. Failure to do this will result in the property being put back on the list and the loss of application fees.
 7. You can download a blank copy of our tenancy agreement to read before coming in to sign (www.chrisshoreylettings.co.uk)
 8. Car parking! You **must** make your own enquiries with Plymouth City Council as to the availability of permits for the property you are interested in.
 9. **Individual tenancies** – Where a group specifically request that the tenants are on individual tenancies the following applies:
 - a) There will be a £50 charge to draw up each tenancy and to register each deposit. This is due to the higher charges place upon us as agent to correctly register each deposit and of course the additional time taken to do this extra work
 - b) Individuals are responsible for their own TV license
 - c) Joint and several liability still applies to utility over usage, damage, abuse or any breakages or any cleaning that may be found during or at the end of the agreement, any such deductions shall be charged to the tenants jointly and severally.
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