

STUDENT HOUSE BOOKING FORM

Chris SHOREY
LETTINGS LTD

BOOKING DETAILS

NAME OF PERSON WHO DID THE VIEWING		DATE/TIME OF VIEWING	
SPECIAL REQUESTS REQUIRING LANDLORD AUTHORISATION			
	LANDLORD NAME	DATE REQUESTS CONFIRMED	
PROPERTY ADDRESS			
DATE START OF TENANCY	LENGTH OF TENANCY	DATE END OF TENANCY	R?

ADMIN FEE	£ 95.00	PRICE PER WEEK	£	PRICE PER CALENDAR MONTH	£
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FORMULA: PRICE PER WEEK ÷ 7 (TO GIVE DAILY AMOUNT) X 365 (TO GIVE YEARLY AMOUNT) ÷ 12 (TO GIVE MONTHLY AMOUNT)

OFFICE USE

CONTACT DETAILS

LEAD TENANT NAME		LEAD TENANT PHONE	LEAD TENANT EMAIL
TENANT NAME		TENANT PHONE	TENANT EMAIL
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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 £120.00 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*) on the day of signing the Tenancy Agreement.
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.plymouthstudents.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.

LEAD TENANT TO <u>SIGN</u> CONFIRMING UNDERSTANDING OF THE CONDITIONS			CONTRACT SIGNING DETAILS		
PRINT NAME	SIGN	DATE	STAFF PRINT NAME	SIGN	DATE TO SIGN CONTRACT