STUDENT BOOKING FORM AND STATEMENT

APPLICATION

1. Please ensure your application form is completed in full and is legible otherwise there may be delays in processing your application. (CAPITALS PLEASE)
2. If you have any queries about the completion of the form please call Student Living (Lincoln) Limited on 01522 717565.
3. If you wish to visit our student office we are situated in the accommodation office at Student Living (Lincoln), Aqua House, Harvey Street, Lincoln LN1 1TE.
4. Applications will only normally be accepted from students who intend to be in full time education for the duration of their tenancy.
5. PROOF OF ID Please provide a proof of photographic ID along with your application form (e.g. passport, driving license)
6. IMMIGRATION CHECKS Anybody that wishes to let a property through Student Living that lives outside of the EU will be asked to provide evidence that they have the right to live in the UK for the duration of the rental period. Documentation such as a Visa and a letter confirming this will need to be provided with the application. Failure to produce the required documentation will cancel the application.

ACCOMMODATION AND RENT/FEES

1. In general the rent will include gas, electric and water rates (some restrictions may apply).
2. Rent is payable in four instalments by standing order three days prior to the rent due date. A blank standing order form will be given to you when you sign the tenancy agreement and needs to be completed by yourself or your guarantor (whoever will pay rent).
3. An inventory will be issued and agreed at tenancy commencement. Students and their guarantors will be responsible for any charges incurring towards repairing damage, cleaning required at tenancy end or redecoration, removal of debris to the landlords property and the associated administration charges. The property will be assessed at tenancy end using the agreed inventory.

Return all forms to: Student Living (Lincoln),

Aqua House,

Harvey Street,

Lincoln LN1 1TE

or email: lincoln@studentliving.com

STUDENT APPLICATION FORM

SUBJECT TO CONTRACT

Due to the confidential nature of the information given, we are unable to give an explanation if the application is not accepted. This reference will be subject to the terms of Grounds 17 of the Housing Act 1996.

Property applying for	

STUDENT DETAILS

Title (mark with a cross)	Mr		Mrs		Miss		Ms		Other			
Student applicant's full name	Forename(s)						Surname					
Date of birth				Nationality								
Mobile number												
Email address												
Current term-time address												
									Postcode			
Home/post-tenancy address												
									Postcode			

COURSE DETAILS

Full title of course	
Name of college/university	
What year of study will you be in during your time in the property?	
Enrolment number	

IMPORTANT
University/college enrolment number: If you cannot prove to satisfaction the council's criteria of a student in full time education (i.e. no enrolment number or student certificate) a council tax charge may be applied as a result.

HOW DID YOU HEAR ABOUT OUR AGENCY? Please put a cross in only one box

Boards		Unipol		Friend		Internet search		Our website	
Rightmove		Booklet/list drop		Company car/van		Other			

GUARANTOR DETAILS

As student tenants we require from you a UK based Guarantor, this person is usually a parent or guardian. This person will stand for you should you default on any of your tenant obligations.

Title (mark with a cross)	Mr		Mrs		Miss		Ms		Other		
Full name	Forename(s)				Surname						
Address											
									Postcode		
Guarantors email address											
Telephone number											
Relationship to guarantor (e.g. Father, Mother)											

RESERVATION FEE AND APPLICATION FEE

1. A NON-REFUNDABLE reservation fee of £130.00 is payable at the time of application this is to include full comprehensive insurance for your chosen room. On receipt of an accurately completed Application Form and these fees the owner agrees to withdraw the specified property/room from the rental market subject to:

   1. Completed and returned guarantor form. 2. Cleared funds.

2. The owner agrees that, subject to your satisfying the normal selection procedures employed by Student Living he will grant you an Assured Shorthold Tenancy.

3. Student Living and the owner agree that in the event that your application does not satisfy the normal selection process employed by Student Living the Reservation Fee of £130.00 will be refunded to you without delay. A charge of £50.00 (incl. of vat) will be taken to cover our administration costs.

4. The owner agrees that provided the terms for such Agreement is agreed between the parties and contracts completed by the commencement of tenancy he will allow you to take up occupation without hindrance, subject only to the payment of the agreed fees and first months rent before occupation takes place.

5. You warrant that should YOU fail to take up the Agreement and occupation of the specified property/room, other than as described above, you will FORFEIT the Reservation Fee in full, in the knowledge that will be divided between the owner and Student Living in whatsoever proportion as they shall agree. Such division will be in full and final settlement of any claims either party may have against you.

Please sign, date and return this Application Form to the Student Living office. On receipt we shall immediately ensure that the property/ room is withdrawn from the Lettings Market subject to the clauses referred to in this application form.

Return all forms to: Student Living (Lincoln),

Aqua House,

Harvey Street,

Lincoln LN1 1TE

or email: lincoln@studentliving.com

I confirm the information supplied, to the best of my knowledge and belief, to be true. I have read and understand the above conditions, and agree to them forming the basis of an Agreement between us.

Students signature	
Date	
Print name	

TENANT FEEDBACK FORM

HOW DO YOU THINK WE DID ON THE VIEWING?

Did we provide enough information?	Yes		No		
If we did not provide enough information please elaborate on which information was missing					

WHAT WAS YOUR IMPRESSION OF OUR TEAM? Please mark with a cross

1 being poor, 5 being excellent

General attitude	1		2		3		4		5	
Customer care	1		2		3		4		5	
Please tell us more										
If there was a member of our team who really "went the extra mile" please state their name below										

WHAT WAS YOUR OVERALL OPINION OF THE SERVICE YOU RECEIVED? Please mark with a cross

1 being poor, 5 being excellent

General attitude	1		2		3		4		5	
Customer care	1		2		3		4		5	
Please tell us more										

WOULD YOU RECOMMEND STUDENT LIVING TO A FRIEND OR RELATIVE? Please put a cross in the box

Yes		No	

WOULD YOU USE STUDENT LIVING AGAIN? Please put a cross in the box

Yes		No	

If you answered No to either of the above two questions please give us more information below				
Are you happy for Student Living to use this information for advertising on their website and on Google?	Yes		No	

Thank you for taking the time to complete this feedback form.

This helps us know exactly which areas we are good at and which areas need to be improved on.