

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 (Nottingham) Limited on 0115 9553 181.
3. If you wish to visit our student office we are situated in the accommodation office at 210 North Sherwood Street, Nottingham, NG1 4EN.
4. Applications will only normally be accepted from students who intend to be in full time education for the duration of their tenancy.

ACCOMMODATION AND RENT/FEES

1. In general the rent will not include gas, electric and water rates (unless stated on the tenancy agreement).
2. Deposit and Rent is payable in four installments by post-dated cheques to be with us within two weeks of signing the tenancy agreement.
3. An initial booking fee of £70 including VAT (non-refundable) is required from students to secure the property, subject to the relevant application checks.
4. 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 OF APPLICATION FORM

- * Please return any outstanding monies (booking fee, reservation fee and post-dated cheques) and supporting documents (additional tenants booking forms, guarantor form/deed and required guarantor identification) by all parties to the address below no later than TWO WEEKS after booking the property if this has not been completed we reserve the right to re-market the property without further notification and no refund of booking fee and reservation fee will be given.

Date property reserved	
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PLEASE RETURN THIS FORM WITH REQUIRED COPIES OF ID TO:

Student Living (Nottingham) Limited

210 North Sherwood Street

Nottingham

NG1 4EN

OR EMAIL: nottingham@studentliving.com

FOR OFFICE USE ONLY					
Fees Paid		Processed by		Date	

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	
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STUDENT DETAILS

Title (mark with a cross)	Mr		Mrs		Miss		Ms		Other		
Student applicant's full name	Forename(s)						Surname				
Date of birth											
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					
Are you paying your one month's rent Reservation/Holding and £70 Booking Fee?								Yes		No	

If no, please give details of the relevant person paying it on your behalf below.

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

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

A one month's rent for the Reservation Fee (this will revert to the first month's rent on occupancy of the property) and a £70.00 (including VAT) administration fee at the time of application. 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.
 - a.) The owner agrees that, subject to your satisfying the normal selection procedures employed by Student Living (Nottingham) Limited, he will grant you an Assured Shorthold Tenancy.
 - b.) Student Living (Nottingham) Limited reserves the right to withdraw any application that does not satisfy the normal selection process employed by Student Living (Nottingham) Limited and the Reservation Fee of the first month's rent will be refunded to you without delay. A charge of £70.00 (inclusive of vat) will be taken to cover our administration costs. **(THIS FEE IS NON REFUNDABLE)**
 - b.1) For any tenants that drop out of the tenancy it is their responsibility to find a suitable tenant which is accepted by all occupants of the property and the Landlord. Any additional viewings are at a cost of £60.00 including VAT per viewing, per tenant that drop out. We also reserve the right to keep any monies paid by the drop out tenant until the new suitable tenant application process has been completed and has signed the tenancy agreement however the booking fee is non-refundable to cover the administration cost.
 - c.) 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 occupation without hindrance, subject only to the payment of the agreed first month rent, post-dated cheques & any paperwork has been completed by ALL OCCUPANTS, before occupation takes place.
 - d.) You warrant that should you fail to take up the agreement and occupation of the specified property/room other than finding a new suitable tenant as described in point b1., you will forfeit any monies paid and are liable to pay the full academic years rent.

Please sign, date this application form and pay the remaining Reservation fee (one month's rent) and Application Fee (£70.00 inclusive of VAT). On receipt we shall immediately ensure that the property/room is withdrawn from the Lettings Market subject to the clauses referred to above.

I confirm that I have read and understood the above conditions, and agree to the 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	
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WOULD YOU USE STUDENT LIVING AGAIN? Please put a cross in the box

Yes		No	
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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.