

STUDENT TENANT INFORMATION

Step By Step Guide

Here at Space Lettings we aim to provide a high level of customer service and we achieve this by advising our student tenants of all the things they need to know at all stages of booking their chosen property, this way we feel that there should be no hidden surprises along the way. We have compiled this fairly straight forward guide to assist you, however if there are any other questions you may have then contact any of our experienced and highly trained team who will be only too pleased to assist.

“We hope your search goes well !

CHARGES/FEES:

- Once you have chosen your property and a tenancy has been agreed verbally you will be required to complete a tenant application form and pay your holding deposit and administration fee.
- These payments are non-refundable, except that, if the Landlord decides that the tenancy will not proceed, even though your references/application has proved satisfactory, then your holding deposit and administration fee will be refunded to you.
- You will also at this point be given a Schedule of Payments, this form explains what is payable, when, how and to whom.
- At this stage, a date, usually 7 – 10 days forward will be set for you to revisit the office and sign the Assured Shorthold Tenancy (agreement/contract).
A PDF version of this agreement is available as a download from our website, should you and/or your guarantor wish to see the main body of the contract prior to signing.

GUARANTORS:

- On completion of the application form, we will write out to/contact your nominated guarantor.
- No tenancy (in part or whole) will be allowed to proceed without satisfactory signed guarantor deeds along with prove of address's returned, if they are not received by the agreed date, the tenancy application will be cancelled, the property placed back onto the available market and the total group holding deposit will be forfeit.
- **Please make sure you can obtain a guarantor before committing to this, as YOU maybe responsible for the total loss of the groups deposit.**

TENANCY AGREEMENTS:

- Upon the receipt of satisfactory guarantor details the tenancy will then be signed by the landlord and the contract made legally binding.

PAYMENT OF INITIAL RENT & DILAPIDATIONS DEPOSIT:

- At the signing of the tenancy, the balance on the schedule of payments will need to be paid. This has to be paid and must be in cleared funds, i.e. Debit card, Bankers Draft, Building Society Cheque, Cash or Bank Transfer.
- The dilapidations deposit taken will be held for the term of the tenancy by either Space if we are acting as the landlords managing agent or by the landlord himself if we are acting only as introduction agents. This will always be clearly shown on the tenancy agreement, this deposit then has to be protected in one of the government backed deposit protection schemes.
- **At the end of your tenancy the deposit will be returned minus any (if applicable) agreed dilapidations and copies of all final paid utility bills (gas, water and electric and if applicable, council tax).**

“CONGRATULATIONS YOUR NEW PROPERTY IS NOW SORTED”

Step By Step Guide

ASSURED SHORTHOLD TENANCY/CONTRACT

- The Assured Shorthold Tenancy/Contract is a fixed period contract with no break clause.
- It is also, what is known in law, as a joint and several liability contract, ie acting as one and ensuring that the whole amount of rent is paid to the landlord or agent on the rent due date.
- All utilities, Electricity, gas and water rates are the responsibility of the tenants and they are required to contact the providers to set up their accounts on or prior taking occupation. Student tenants are usually exempt from paying council tax but will need to contact the local authority to advise them of the dates of the tenancy and provide the required information.
- Should the tenants require any other utilities including broadband or cable TV etc, then permission is required firstly by the landlord for installation and then all associated contractual costs are the responsibility of the tenants.
- A copy of our Assured Shorthold Tenancy/Contract is available as a download on our website for your perusal.
- We strongly advise that if there are any additional clauses, special terms or conditions which have been agreed with the landlord prior to placing the holding deposit, that these are written in the special conditions page. They **cannot** be added after the event.

RENTAL PAYMENTS:

- Your rent will be due on the day your contract begins, and on the same date every month thereafter until the end of your tenancy.
- Rental payments are to be made by standing order, which needs to be set up to leave your account three days prior to the rent due date.
- Late rent payment will result in a telephone call and an administration charge will be made of £30.00 plus vat should the rent be outstanding for a period of 6 days after the rent due date.

INVENTORY:

- Most properties will have an inventory on them but some may not, it is not a legal requirement for a landlord to provide one. However if there is not one for your house when your tenancy begins we would recommend you carry out your own, (this is not obligatory either) with date stamped photographs/images, you are then able to keep a copy and send a copy to your landlord or managing agent to hold on file. If you are provided with an inventory you are then required to go around your house and make any corrections/comments/observations and write them on the inventory, sign and return within an agreed timeframe (usually 7 days from receipt), if not then the original inventory is the document that will be worked from at the end of your tenancy/check out.

UTILITIES:

- It is your responsibility as tenants to contact the relevant utility companies and advise them of all the tenants and the term of your tenancy to set up your account with them. During your tenancy you are responsible for payment of all utilities and you must also contact the Council tax office to advise them as to your student status to organize (if applicable) your council tax exemption.

INSURANCE:

- It is not your landlords responsibility to insure the tenants possessions. We strongly recommend that you take out sufficient insurance cover.