

OAK STUDENT LETTS -APPLICATION FOR STUDENT TENANCY

In order that this form may be quickly processed, please ensure that it is completed in full

SECTION 1 - Property Details	
Address of Property applied for:-	
Total Rent Per/Week :- £	Summer Rent :- £
Security Deposit :- £	Booking Fee :- £
Commencement date :-	

Applicants will be jointly and severally liable for the TOTAL RENT per month for the property

SECTION 2 - Applicant Details	
Full Name	
Date of Birth	
Current Address (ie in halls)	
Postcode	
<input type="checkbox"/> Owner occupier <input type="checkbox"/> In Halls <input type="checkbox"/> Living with parents <input type="checkbox"/> Privately rented (list on rear)	
University Course (ref)	
Home Address	
Home Tel No	
Mobile Tel No	
Home Fax No	
Email address	
Are you aware of any CCJ/CD or Bankruptcy? YES / NO <i>(if yes, please give full details on a separate sheet)</i>	

SECTION 4 – Guarantor (MUST ALSO FILL IN THE GUARANTOR LETTER)	
Full Name	
Address	
Postcode	
Daytime Tel No	Evening Tel No
Relationship	

SECTION 5 – DECLARATION	
<p>In conjunction with this application Oak Student Letts may carry out a search with any of the application details which I have submitted. I hereby expressly consent to the carrying out and retaining a record of any such search or check. I also expressly consent to Oak Student Letts passing the results of any search or check to the prospective landlord for the purpose of assessing this application.</p>	
Applicant's Signature	Date

OAK STUDENT LETTS - TERMS AND CONDITIONS

PLEASE READ THROUGH AND SIGN AT THE BOTTOM OF THE FORM TO SAY YOU HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF OAK STUDENT LETTS

- Once you have decided to book the property, in order to secure it, we require one or one and a half months rent in advance. (dependant on the property booked)
- Your application for a tenancy must be accompanied by a booking fee for the sum of £50.00. This fee is not refundable under **any** circumstances.
- You are required to pay a security deposit on signing the tenancy agreement. This amount will be the equivalent of the highest individual monthly rental figure plus £50.00, (e.g. rental amount £250.00 = security deposit £300.00). For one bedroom properties a deposit equivalent to £100.00 plus the monthly rent is required. This will be held by us and is fully refundable after the tenancy has ended, unless there has been a breach of the terms of the tenancy agreement.
- The security deposit must be paid no later than 1st June 2007. Post-dated cheques are acceptable but all monies **must** be cleared before **any** keys can be released for the property.
- For **every** student tenant we take a parental guarantee. This means your parent/guardian is being asked to guarantee your rent for the term of the tenancy agreement only. These will be posted from our office along with a specimen copy of the tenancy agreement and a letter explaining our services. We request that these forms are completed, signed and returned to us within **14** days. Tenancy agreements will not be offered to prospective tenants without a completed parental guarantee form.
- All properties are available on assured shorthold tenancy agreements for a **fixed** term of either ten, eleven or twelve months (dependant on the property concerned) unless agreed differently between you and us.
- If you are on an exclusive rent tenancy agreement you are responsible for your own council tax, water rates, gas, electricity and telephone bills, TV licence and own personal effects/contents insurance, unless otherwise stated in your Tenancy Agreement. If you are on an inclusive rent tenancy agreement you will still be liable for certain payments and these will be clear from your tenancy agreement.

Your Landlord is responsible for the buildings insurance together with any Landlord's contents insurance. Any ground or chief rent is also the responsibility of the Landlord. In the case of flats or apartments, maintenance, management and service charges will be the responsibility of the Landlord unless otherwise stated.

- If within the one month period from the booking date the tenancy agreement has not been signed by all the tenants we reserve the right at our absolute discretion to cancel the reservation and any part payments of rent or security deposits received may be retained by us
- No keys can be released until the tenancy agreement is signed by all tenants and all monies have cleared our bank. The keys can be collected from this office during normal office hours and upon prior appointment. We are not able to send any keys by post or personally hand keys over at the weekend. All keys for the property will be handed to the first tenant to call at our office and it will be that persons responsibility to advise the other tenants that the keys have been collected and to arrange for distribution of the keys.
- Should you withdraw your application, monies paid are non-refundable.

I THE UNDERSIGNED HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF OAK STUDENT LETTS

SIGNED:

PRINT NAME:

DATE: