

What Happens Next

Students



Having viewed and selected a property you may have some questions....

Q	What will you need from me?
A	<p>Once you have selected a Property a non-refundable administration charge is required which enables us to hold the Property for you subject to contract and satisfactory references. However this does not in anyway form a contract or any obligation upon ourselves or the Landlord. At this stage and subject to the Landlord's agreement, we will advise other applicants that the Property is under offer.</p> <p>In order to successfully complete your application and prior to any Tenancy commencing, we will require:</p> <ul style="list-style-type: none">• Proof of residency – please contact the branch for details of acceptable proof of residency i.e. Utility bill from last 3 months• Proof of studentship i.e. student card• Confirmed proof of place of study and course• Photographic ID i.e. Passport, Identity card or Driving Licence.• UK Guarantor* <p>Overseas Students</p> <ul style="list-style-type: none">• Copy of passport• Confirmed proof of place of study and course• Letter of Sponsorship (if UK Guarantor not available)
Q	What is a UK Guarantor and what will they need to do?
A	<p>* A Guarantor must be based in England and Wales and meet minimum affordability requirements. Income of at least 2.5 times the annual rent is required in order to comply with the referencing criteria. A Guarantor will need to sign an indemnity confirming acceptance of all the Tenant's responsibilities under the terms of the Tenancy Agreement. They will be responsible for all of the rent and not just an individual's share. A separate indemnity and application form will be forwarded to the Guarantor who must also provide proof of residency and photographic ID. All documentation must be completed and returned as a matter of urgency to allow for sufficient time to complete the application process. <i>PLEASE NOTE: If Guarantors are required, the Tenancy will not commence until all Guarantors have been accepted and signed indemnities received by the Branch – to prevent possibly delays ensure any potential Guarantor is immediately made aware of their liabilities under any proposed Tenancy.</i></p>
Q	What happens to my application?
A	<p>From the information provided on your Tenant referencing application forms, relevant checks will be undertaken. Any detrimental or false credit information may adversely affect your application and you will forfeit your administration charge as it is non-refundable. <i>It is stressed that the prompt return of the application forms, requested documentation and Guarantor information is essential in order to ensure the proposed Tenancy progresses smoothly and efficiently.</i></p>
Q	How much is the administration charge?
A	£95.000 + VAT
Q	What happens if I have pets?
A	<p>If the Landlord has given permission for pets to be kept at a property, then an additional sum of £150.00 will be due. This sum may vary according to the requirements of the Landlord and the number and size of the pets to be kept at the property. This figure will be confirmed to you in writing prior to Check in.</p>
Q	What happens when my Tenancy is renewed?
A	<p>Should your tenancy be extended, there will be an administration charge of £50.00 + VAT. If rent for the tenancy is paid in full and in advance, any renewal will be under the same terms unless a further reference fee is paid and suitable references obtained to confirm monthly rent payments via Standing Order Mandate are acceptable</p>
Q	What do I need to pay on Check In?
A	<ul style="list-style-type: none">- Tenant Deposit One month's rent plus an administration fee (contact branch for details) per student. This will also be confirmed in writing. The Tenancy Deposit will be held in accordance with the Tenancy Deposit Protection Scheme- First month's rent- Check Out Charge please ask in branch for details- Guarantor Charge please ask in branch for details
Q	How do I pay on Check in?
A	<p>✓✓✓ Debit Card ✓✓ Credit Card ✓ Banker's Draft</p> <p>Debit/Credit Card payments is the preferred method Please note there is a surcharge of 2% for payment with a Credit card. A personal cheque is not acceptable on check in day. A personal cheque will need to be received 10 working days in advance. Cheques should be made payable to Allan & Bath</p>

Applicant Signature: _____

Date: _____

Q When can I collect the keys?

A The pre-tenancy inventory check in will be carried out in your absence and keys will be available for collection. Please contact your branch to arrange an appointment for collection of keys on the day the Tenancy starts. We must have in our possession cleared funds, a signed Tenancy Agreement, completed references, photographic ID, proof of residence, details of appropriate Contents Insurance and a completed Standing Order Mandate before we can hand keys over to you.

Q What about insurance?

A Tenants are required to take out appropriate contents insurance, which includes third party cover for the Landlord, as specified in the terms and conditions of your Tenancy Agreement. Insurance must be in place as soon as the Tenancy commences. Allan & Bath offer specialist contents insurance cover for Tenants which include third party cover for the Landlord's goods through Hepburns Insurance. If you would like a quotation for insurance at any time, please call your local branch for more information.
Hepburns Tenant Insurance Tel: 01534 515 151 PO Box 732 6-7 Mulcaster Street, Jersey JE1 1AE

Q What about utilities?

A If we are carrying out the inventory check in, we will endeavour to notify the relevant gas, electricity, water and Council Tax companies. If your landlord checks you in, you may have to change the utilities yourself. You will be responsible for paying these accounts for the duration of the Tenancy unless otherwise stated in your Tenancy Agreement. Telecommunications companies will not accept instructions from third parties and therefore neither the Landlord nor the Agent can be responsible for ensuring there is a working active line available to you. If you are moving into a Property that has not had a telephone line connected previously or it has been vacant for three months or more then it will be your responsibility to pay the BT or any other provider's connection fee.

Q How do I pay future rent?

A Your rent in cleared funds is payable in advance and should reach our account on the rent due date as specified in your Tenancy Agreement. *(eg Tenancy commenced on the 26th day of the month then the rent due date is monthly every 26th day thereafter)*
Rent is paid by **Standing Order Mandate** (we do not operate a Direct Debit system). Rent will leave your account **3 days** before it is due to enable it to reach our account on the due date. Standing Orders are your instructions to your bank to pay Allan & Bath. They cannot be cancelled or changed by Allan & Bath once they are set up.
Only one Standing Order is acceptable for payment of rent; we cannot accept split payments. To accommodate a single payment Standing Order, you may wish to enquire about starting a house account with your fellow occupants.
Please note: Notification of late payment of rent is charged at £25 + VAT. Legal notices are charged £75 + VAT.

Q What happens to my Tenancy Deposit?

A *Your Tenancy Deposit will be held as Stakeholder in accordance with the Tenancy Deposit Protection Scheme, which means that it can be released as soon as both parties agree. (please refer to your Tenancy Agreement).*

*Contact details of the scheme:
The Dispute Service Limited. PO Box 1255 Hemel Hempstead Hertfordshire HP1 9GN
Tel: 0845 226 7837 Fax: 01442 213193
email: deposits@tds.gb.com*

Q What are my responsibilities as a tenant?

A *These will be clearly defined in your Tenancy Agreement, but if in doubt - ASK US
According to Lord Denning:- "The Tenant must take proper care of the premises he must do the little jobs around the place which a reasonable tenant would do"*

Q Who do I call for a progress report on my application?

A For a progress report on your application or for any queries once you have moved in, please contact :
Bournemouth: 01202 292 000 **Poole: 01202 687 000**

Q What about Data Protection?

A Information supplied will be held on our computer system in accordance with the company's notification under the Data Protection Act 1998.

Applicant Signature: _____

Date: _____