

Application Pack accommod8

accommod8 is the provider of choice for students seeking rental accommodation in Liverpool. We have been providing student accommodation since 1994 and offer a range of apartments and houses in popular locations to suit all tastes and budgets.

We are committed to high standards in our accommodation. All properties are registered with the Universities and accredited by the City Council requiring us to conform to rigorous Codes of Practice.

We are licensed and regulated by the Association of Residential Letting Agents (ARLA) giving our tenants additional peace of mind.



Securing your property:

Seven days after your group has reserved a property with a £200 holding deposit* the **WHOLE GROUP** must attend a Sign Up meeting **TOGETHER** at our agency to complete all the Tenancy Forms. The Tenancy Forms can be downloaded from our website www.accommod8.biz/arrange.html

At the Sign Up meeting **EVERY** applicant must submit:

1. Tenant Application Form with one passport photo
2. £200 refundable deposit by cash/cheque
3. Tenancy Deposit Scheme (TDS) Agreement
4. Payment Mandate Number 1
(For the July & October rent payment)
5. Payment Mandate Number 2
(For the February & May rent payment)
6. Guarantor Agreement with proof of address
(To be completed by a UK based Guarantor)
7. A Council Tax Exemption Certificate to cover the period of tenancy 1/7/10 to 30/6/11)

Unless **every applicant submits all the documents** listed above at the Sign Up meeting we will withdraw the offer of tenancy.

* The £200 payment will be credited as the Tenant's deposit on signing the Tenancy Agreement and returned at the end of the Tenancy under the terms of the Tenancy.

Application Form

accommod8

Liverpool 2010/11

Your application cannot be confirmed without a fully completed Application Form, Tenancy Deposit Scheme Agreement, Payment Mandates, Guarantor Agreement and signed Tenancy Agreement.

1. Your Details: (PLEASE COMPLETE IN BLOCK CAPITALS)

Property Applied for _____

Name _____ Male / Female _____ Date of birth _____ Nationality _____

Will you be a full time student in the forthcoming academic year? Yes/No _____ University/College _____

Student Registration No _____ Course of study _____ Course completion date _____

Current Term-time address _____ Postcode _____

Home address _____

_____ Postcode _____

Home Tel. No _____ Mobile _____

College email _____ Personal email _____

2. Details of Contact (Parent or Guardian):

Name _____ Relationship to you _____

Permanent Address _____

Postcode _____ Tel No _____ Email _____

Will they be acting as your Guarantor Y / N

3. Signature of Tenant _____ Date _____

A signature on this form is a commitment to sign the Tenancy and permission to contact your Parent or Guardian and Guarantor should the need arise. It also gives permission to share your personal information with others associated with accommod8 including your place of study, the Tenancy Deposit Scheme, Endsleigh Insurance, Association of Residential Letting Agents and the Local Authority. Failure to sign the tenancy and complete the formalities may forfeit your deposit and/or charged administration fees.

For office use only

Payment of	Amount	Date Received		Notes
Weekly Rent Per Person		N/A		
Deposit	£200.00		Payment Method	
Retainer		N/A		
Standing Order Mandate	N/A	No. 1	No. 2	
Deposit returned				
Council Tax Exemption Certificate	N/A			
Photograph				

Return all forms to: accommod8 PO Box 25 Liverpool L69 1YL
enquiries@accommod8.biz www.accommod8.biz

Tenancy Deposit Scheme Agreement

accommod8

Form to be completed (IN BLOCK CAPITALS) by each Tenant

This information is prescribed under the Housing Act 2004. This means that the two parties to the Joint Assured Shorthold Tenancy Agreement (JASTA) must be made aware of their rights during and at the end of the JASTA regarding the protection of deductions from the deposit.

Address of the property to which the JASTA relates _____

Details of the Deposit Holder

accommod8 (NW) Ltd
PO Box 25
Liverpool
L69 1YL

Name of Tenant: _____

Name of Guarantor: _____

Deposit amount: £200 per person

Terms & Conditions

The holder of the deposit will register the deposit with the Tenancy Deposit Scheme (TDS) and provide other required information to the TDS within 14 days of the commencement of the Tenancy or the taking of the deposit whichever is earlier and provide proof to the Tenant of compliance. If the holder of the deposit fails to provide the registration certificate to the tenant within 14 days the Tenant should take independent legal advice from a solicitor, Citizens Advice Bureau (CAB) or other housing advisory service.

A leaflet entitled '*What is the tenancy deposit scheme?*' explaining how the deposit is protected by the Housing ACT 2004, is attached to this document for the Tenant by the person holding the deposit being accommod8 (NW) Ltd. At The End of the Tenancy the deposit will be released following the procedures set out in the Clause 5.9 of the Joint Assured Shorthold Tenancy Agreement (JASTA) provided separately

Deductions may be made from the deposit according to the Clause 5.9 of the JASTA provided separately. No deductions can be made from the deposit without written consent from both parties to the JASTA. The procedure for instigating a dispute regarding deductions from the deposit at the end of the tenancy is summarised in '*What is the tenancy deposit scheme?*' which is attached to this document. More detailed information is available on www.thedisputeservice.co.uk

TDS are specifically excluded under Statutory Instrument from adjudicating where, despite making reasonable efforts to do so, the landlord or the agent are unable to contact the tenant, or the tenant is unable to contact the landlord or agent. Under these circumstances, the member must do the following:

- Make every practical effort, over a reasonable period of time but for no longer than it would take for the ICE to resolve a dispute, to contact the (ex) Tenant/Landlord using the information readily available.
- Determine dilapidations, rent arrears and any other prospective deductions from the deposit as they would normally do.
- Allocate the deposit, pay the party who is present as appropriate, and transfer the amount due to the absent Tenant/Landlord to a suitably designated "Client suspense (bank) account"

A formal record of these activities should be made, supported by appropriate documentation. Following sufficient time (usually 6 years) having elapsed from last contact from the lapsed Tenant/Landlord the member may then donate the amount allocated to them to a suitable charity, subject to an undertaking that any valid claim subsequently received by the member from the beneficial or legal owner would be immediately met by the member from its own resources.

Should the absent Tenant/Landlord return within that period and seek to dispute the allocation of the deposit, the ICE may offer to adjudicate.

accommod8 confirms that the information provided to the Tenant is accurate to the best of his knowledge and belief and the Tenant has had the opportunity to examine the information.

The Tenant confirms he has been given the opportunity to examine this information. The Tenant confirms by signing this document that to the knowledge of the tenant the information above is accurate to the best of his knowledge and belief.

Signed by the Tenant:

Date:

The deposit is safeguarded by the Tenancy Deposit Scheme, which is administrated by The Dispute Service Ltd PO Box 1255 Hemel Hempstead Herts HP1 9GN

**Return all forms to: accommod8 PO Box 25 Liverpool L69 1YL
enquiries@accommod8.biz www.accommod8.biz**

Liverpool Payment Mandate Number 1

accommod8

Form to be completed (IN BLOCK CAPITALS) by each Tenant

Two Standing Order Mandates are required for the full tenancy year due to the irregular date of payments

To _____ (Your Bank - UK Banks & Current Accounts only)

Please set up the following Standing Order and debit my/our account accordingly

1. Account Details

Name on Account _____ Account Number _____

Account holding branch _____ Sort Code _____ - _____ - _____

Your mobile contact number _____

2. Payee Details

Name of Organisation to be paid accommod8

Payment reference

Sort Code

20 – 50 – 94

Account Number

90124621

IBAN

GB55BARC20509490124621

SWIFTBIC

BARCGB22

Routing Code (US payments only)

026002574

3. About the Payment

Date & amount details of first payment 1 July 2010 £ __ , __ __ __ . 00

Date & amount details of next payment 1 October 2010 £ __ , __ __ __ . 00

Date of final payment 1 October 2010

4. Confirmation

Signature of Account Holder 1 _____ Date: 1 June 2010

Signature of Account Holder 2 (For Joint Accounts) _____ Date: 1 June 2010

Property Address applied for _____

In the event of queries please contact accommod8 on 0151 703 9355

Please post confirmation of payment set up to the address below

Return all forms to: accommod8 PO Box 25 Liverpool L69 1YL
enquiries@accommod8.biz www.accommod8.biz

Liverpool Payment Mandate Number 2

accommod8

Form to be completed (IN BLOCK CAPITALS) by each Tenant

Two Standing Order Mandates are required for the full tenancy year due to the irregular date of payments

To _____ (Your Bank - UK Banks & Current Accounts only)

Please set up the following Standing Order and debit my/our account accordingly

1. Account Details

Name on Account _____ Account Number _____
Account holding branch _____ Sort Code _____ - _____ - _____
Your mobile contact number _____

2. Payee Details

Name of Organisation to be paid accommod8

Payment reference

	Tenants surname	Property Code
Sort Code	20 – 50 – 94	
Account Number	90124621	
IBAN	GB55BARC20509490124621	
SWIFTBIC	BARCGB22	
Routing Code (US payments only)	026002574	

3. About the Payment

Date & amount details of first payment	1 February 2011	£ __ , __ __ __ . 00
Date & amount details of next payment	1 May 2011	£ __ , __ __ __ . 00
Date of final payment	1 May 2011	

4. Confirmation

Signature of Account Holder 1 _____ Date: 1 January 2011

Signature of Account Holder 2 (For Joint Accounts) _____ Date: 1 January 2011

Property Address applied for _____

In the event of queries please contact accommod8 on 0151 703 9355

Please post confirmation of payment set up to the address below

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enquiries@accommod8.biz www.accommod8.biz

Guarantor Agreement

accommod8

Liverpool 2010/11

Form to be completed IN BLOCK CAPITALS.

Before completing this Guarantor Agreement you are advised to read the Joint Assured Shorthold Tenancy Agreement (JASTA) that the Tenant will be expected to sign. This can be requested from enquiries@accommod8.biz

The Terms of This Agreement:

1. This Guarantee is valid for the period of the JASTA and any future Tenancy Agreement
2. The Guarantor is responsible for all terms of the JASTA.
3. The Estate of the Guarantor becomes liable with their demise while the JASTA exists.
4. The Guarantor acknowledges that they have read and understood the terms of the JASTA and that they are signing without duress and that they have sought legal advice to both this Guarantor Agreement and the JASTA.
5. You must be a **permanent UK resident** and 21 years of age or over to be able to act as a Guarantor.
6. We may withdraw the offer of Tenancy if we do not receive a Guarantor Agreement for each Tenant named on the JASTA on the day the JASTA is to be signed.
7. Tenants unable to provide a UK based Guarantor will be required to pay the full rent due at the time of signing the JASTA.

Declaration:

I _____ (full name of Guarantor) of _____
_____ (Current address) Postcode _____

Tel _____ Mobile _____ Email _____

Do hereby guarantee to indemnify the landlord/accommod8 (NW) Ltd against any loss (eg rent or damage) incurred by the Tenant in respect of the Joint Assured Shorthold Tenancy (JASTA) entered into should the Tenant fail to comply with their obligations under the JASTA.

Name of Tenant _____ Relationship to Tenant _____

for the property situated at _____ (Tenancy Address)

I understand that if there are arrears on the above named tenants account seven days from the due date accommod8 will request immediate payment in full by the Guarantor. No extensions will be allowed for rent arrears including delays of student loan payments.

I understand that the Guarantor Agreement is legally binding and that I will be pursued in Court of Law if the Tenant named incurs any debt due to the Landlord/Agent during the Tenancy and any further debts after the period of Tenancy.

I confirm that, in the event of my defaulting on the Guarantor Agreement any such default may be recorded with the Credit Reference Agency and may affect any future application for credit I may make.

If you have any doubt that you will not be able to meet the financial obligations of this agreement DO NOT ACT AS GUARANTOR for the above named tenant.

Guarantor Signature _____ Date _____

In the presence of: Witness Name _____ Witness Signature _____

Address of Witness _____

You must attach a copy of a utility bill as proof of address and return both to the address below

Return all forms to: accommod8 PO Box 25 Liverpool L69 1YL
enquiries@accommod8.biz www.accommod8.biz

Tenants' Charter accommod8

Our **Tenant's Charter** explains how we will manage your enquiry, the tenancy and your property.

Before letting a property accommod8 will:

- Provide accurate information concerning the property
- Ensure telephone calls are answered at times stated in advertisements
- Offer prospective tenants a viewing of the property
- Issue clear written instructions on the payment of rent
- Issue tenancy agreements that are written in clear English that do not contain clauses that conflict with the tenant's legal rights
- Allow prospective tenants a minimum of 24 hours to consider the tenancy agreement before requesting a signature
- Serve the relevant notices on any incumbent tenant to ensure vacant possession is secured for the incoming tenant
- Clearly state who is responsible for the payment of utilities and service charges levied against the property

During and throughout the tenancy accommod8 will:

- Ensure the property is in a good state of repair at the commencement of the tenancy
- Ensure that the property is adequately furnished (if furnished)
- Provide adequate space and equipment (except utensils) for the storage and preparation of food for the number of occupants
- Provide an adequate number of baths or showers suitable for the number of occupants
- Provide sufficient cleaning equipment to enable the effective cleaning of the property by the tenants
- Carry out repairs in full compliance with the provisions of Section 11 of the Landlord and Tenant Act 1985 and Sections 1 and 3 of the Defective Premises Act 1972
- Carry out repairs within reasonable times following our standard procedure
- Give tenants at least 24 hours notification if access is required to the property except in case of emergency
- Supply the tenants with guidance on the safe use of all cooking and heating appliances
- Ensure that the property is secure enough to enable tenants to insure their personal belongings
- Provide sufficient waste disposal containers for the number of occupants of the property
- Carry out gas safety checks annually in full compliance with the Gas Safety (Installation and Use) Regulations 1994 and amendments in 1995
- Carry out an inspection of the electrical wiring and appliances every 5 years by a registered NICEIC technician to comply with the Institute for Electrical Engineers Wiring Regulations
- Ensure that a competent person carries out all repairs
- Ensure the exterior of the property is presentable so as not to detract from the look of the area

At the end of the Tenancy accommod8 will:

- Provide the tenants with detailed information about the steps they need to take to avoid any part of their security deposit being retained.
- Inspect the property prior to vacation of the property if requested.
- Inspect the property once the property has been vacated.
- Give a written explanation to the tenants if any portion of the deposit is retained.
- Return deposits (or part thereof) in accordance with the Tenancy Deposit Scheme.

Student Insurance



- Endsleigh are the student insurance specialists
- Immediate cover with online application
- Cover for individuals or everyone in a shared flat/house
- Cover for the landlord's property to help protect your deposit
- Optional Accidental Damage cover
- Legal expenses cover as standard

For the best Endsleigh quote now go to:

www.accommod8.biz then click 'Student Insurance'

