

Signing up for St Thomas Hall

Seven days after you have secured your room with a £200 deposit* you must submit the following:

1. Tenant Application Form with passport photo
2. Tenancy Deposit Scheme Agreement
3. Standing Order Mandate
4. Guarantor Agreement with proof of address
(To be completed by the nominated Guarantor)

If you do not submit ALL the Tenancy Forms when you apply for a room we will withdraw the offer of tenancy and re-rent the room.

If you sign up before 1/7/10 you will also be required to pay a summer retainer fee of £100.

If you intend to live in your room over the summer from 1/7/10 you will be required to pay £50.00 per week up to 14/9/10.

One form to be completed **IN BLOCK CAPITALS** by each Tenant. Your application cannot be confirmed without a fully completed Application Form, Tenancy Deposit Scheme Agreement, Standing Order Mandate, Guarantor Agreement and signed Tenancy Agreement.

St Thomas Hall Preston PRI 6AX

Room Allocated _____

1. Your Details:

Name _____ Date of birth _____

Will you be a student in the forthcoming academic year? (Circle) Yes/No University/College _____

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

Term-time address _____ Postcode _____

Home address _____

_____ Postcode _____

Current Tel. No _____ Mobile _____

*College email _____ *Personal email _____

*At least one email address must be provided

2. Details of Contact (Parent or Guardian):

Name _____ Relationship to you _____

Permanent Address _____

Postcode _____ Mobile No _____ Tel No _____

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, Association of Residential Letting Agents and the Local Authority. Failure to complete the Tenancy may result in forfeiture of deposit.

For office use only

Payment of	Amount	Date Received	Notes
Weekly Rent Per Person	£72.00pw	N/A	
Deposit	£200.00		
Retainer	£100.00		
Standing Order Mandate	N/A		
Deposit returned			
TDS Leaflet provided			

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 Assured Shorthold Tenancy Agreement (ASTA) must be made aware of their rights during and at the end of the ASTA regarding the protection of deductions from the deposit.

Address of the property to which the ASTA relates: St Thomas Hall Preston PRI 6AX Room _____

Details of the Deposit Holder

accommod8 (NW) Ltd
PO Box 25
Liverpool
L69 1YL
0151 703 9355

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 Tenant(s)

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

Form to be completed IN BLOCK CAPITALS.

Before completing the Guarantor Agreement please request a copy of the Assured Shorthold Tenancy Agreement (ASTA) from **sth@accommod8.biz**

The Terms of This Agreement:

1. This Guarantee is valid for the period of the ASTA and any future Tenancy whether fixed term, periodic or other.
2. The Guarantor is responsible for all terms of the ASTA.
3. The Estate of the Guarantor becomes liable with the demise of the Guarantor while the ASTA exists.
4. The Guarantor acknowledges that they have read and understood the terms of the ASTA and that they are signing without duress and that they have sought legal advice to both this Guarantor Agreement and the ASTA.
5. You must be a **permanent resident in the UK and be 21 years of age** or over to be able to act as a Guarantor.
6. We will withdraw the offer of Tenancy if do not receive a Guarantor Agreement for each Tenant named on the ASTA on the day the ASTA is due to be signed.

Declaration:

I _____ (full name of Guarantor) of _____

_____ (Current address) Postcode _____

Tel _____ Mobile _____ Email _____

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

Name of Tenant _____ Relationship to Tenant _____

for the property situated at **St Thomas Hall Preston PR1 6 AX** Room _____ (Tenancy Address)

I understand that the Guarantor Agreement is legally binding and that I will be pursued in court of law if the Tenant incurs any debt to the Landlord 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.

Guarantor Signature _____ Date _____

In the presence of

Witness name _____ Witness Signature _____

Address of Witness _____

Please attach a copy of a recent utility bill as proof
of address and return to the address below