

Liverpool Tenant Application Pack

accommod**8**

1. To reserve a property one member of the group must come to the agency to apply online at **www.accommod8.biz** and pay a reservation fee* immediately by debit card.
2. A Sign Up meeting will then be arranged for your group to finalise the Tenancy. All remaining members of the group **must also apply online before** the Sign Up meeting.
3. All members of the group **must attend the Sign Up meeting together** and bring along all the items listed below.

For your Sign Up meeting you will need:

1. To have applied online at **www.accommod8.biz**
2. Your Student Registration Card (we will also take a picture of you)
3. A £200 refundable deposit payable by debit card or cheque
4. Tenancy Deposit Scheme (TDS) Agreement
5. Payment Mandate Number 1 (For the July & October rent payment)
6. Payment Mandate Number 2 (For the February & May rent payment)
7. Guarantor Agreement with proof of address (must be permanent UK resident)
8. Council Tax Exemption Certificate covering the period of Tenancy (not UoL/JMU)

Failure to submit the items listed at the Sign Up meeting may result in withdrawal of the offer of Tenancy.

*The reservation fee will become that Tenants deposit once the Tenancy Agreement is signed

Tenancy Deposit Scheme Agreement

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

This information is prescribed under the Housing Act 2004. This means all the 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 _____

Details of the Deposit Holder

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

Name of Tenant: _____

Home Address: _____

Postcode _____

Deposit amount: £200.00

Mobile: _____ Email _____

The holder of the deposit will register the deposit with the Tenancy Deposit Scheme (TDS) and provide other prescribed information to the Tenant and 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 deposit holder being accommod8. At The End of the Tenancy the deposit will be released following the procedures set out in the Clause 5.9 of the Assured Shorthold Tenancy Agreement (ASTA) provided separately.

Deductions may be made from the deposit according to Clause 5.9 of the ASTA. No deductions can be made from the deposit without written consent from both parties to the Tenancy. 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?' More detailed information is available on www.tds.gb.com

The TDS is 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 (usually 20 working days) but for no longer than it would take for the Independent Case Examiner (ICE) to resolve a dispute, to contact the 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 absent Tenant/Landlord the member may then donate the amount allocated to them to a registered 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 they have been given the opportunity to examine this information. The Tenant confirms by signing this document that to the best knowledge of the Tenant the information above is accurate.

Signed by the Tenant:

Date:

Signed by accommod8:

Date:

The deposit is safeguarded by the Tenancy Deposit Scheme PO Box 1255 Hemel Hempstead Herts HP1 9GN 0845 226 7837 www.tds.gb.com deposits@tds.gb.com

Return all forms to: **accommod8 PO Box 25 Liverpool L69 1YL**
enquiries@accommod8.biz www.accommod8.biz 0151 703 9355

Liverpool Payment Mandate Number 1

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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

_____ TCAS ID

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 2012** £ __ , __ __ __ . 00

Date & amount details of next payment **1 October 2012** £ __ , __ __ __ . 00

Date of final payment **1 October 2012**

4. Confirmation

Signature of Account Holder 1 _____ Date: 1 June 2012

Signature of Account Holder 2 (For Joint Accounts) _____ Date: 1 June 2012

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 0151 703 9355

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

TCAS ID _____

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 2013** £ __ , __ __ __ . 00

Date & amount details of next payment **1 May 2013** £ __ , __ __ __ . 00

Date of final payment **1 May 2013**

4. Confirmation

Signature of Account Holder 1 _____ Date: 1 January 2013

Signature of Account Holder 2 (For Joint Accounts) _____ Date: 1 January 2013

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 0151 703 9355

Guarantor Agreement

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Form to be completed IN BLOCK CAPITALS.

Before completing this Guarantor Agreement you are advised to read **Assured Shorthold Tenancy Agreement (ASTA)** the Tenant(s) has been issued with and is expected to sign.

The Terms of This Agreement:

1. This Guarantee is valid for the period of the ASTA
2. The Guarantor is responsible for all relevant terms of the ASTA
3. The Estate of the Guarantor becomes liable with their demise 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 UK resident and 25 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 ASTA on the day the ASTA is to be signed
7. Tenants unable to provide a UK based Guarantor will be required to pay the full rent due on the first day of the Tenancy

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 (e.g. rent or damage) incurred by the Tenant in respect of the Assured Shorthold Tenancy Agreement (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 _____ (Tenancy Address)

I understand that if there are arrears on the above named tenants account seven days from the due date the landlord/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 AGREE ACT AS GUARANTOR for the above named tenant.

Guarantor Signature _____ Date _____

In the presence of: Witness Name _____ Witness Signature _____

Address of Witness _____ Postcode _____

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