

Application Pack

1. To reserve a room in St Thomas Hall you must apply online at **www.accommod8.biz** and pay a deposit of £200 immediately by debit card by calling the agency on 0151 703 9355.
2. You must then download and print the Preston Tenant Application Pack 2012 from our website.
3. A Sign Up meeting will be arranged for you to finalise the Tenancy. You must 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 (if you are registered) - we may also take a picture of you
3. Have paid a £200 refundable deposit payable by debit card or cheque
4. Have paid a £100 summer retainer payment by debit card or cheque
5. Your Tenancy Deposit Scheme (TDS) Agreement
6. Your Rent Payment Mandate
7. Your Guarantor Agreement with proof of address (must be permanent UK resident)
8. Your Council Tax Exemption Certificate covering the period of Tenancy (not UCLAN)

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

Check Ins must be pre-arranged.

Summer rentals are available between 1/7/12 – 1/9/12 at £50pppw (minimum of 4 weeks). If you wish to stay in the accommodation you can apply for ongoing tenancy from 1/9/12.

Tenancy Deposit Scheme Agreement

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 Forms to: accommod8 PO Box 25 Liverpool L69 1YL
0151 703 9355 enquiries@accommod8.biz www.accommod8.biz

St Thomas Hall Rent Payment Mandate

accommod8

Form to be completed (IN BLOCK CAPITALS)

A Standing Order Mandate is required for the payment of your rent over the full tenancy.

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

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

1. Account Details

Name on Account _____ Account Number _____

Account holding branch _____ Sort Code _____ - _____ - _____

Your mobile number _____

2. Payee Details

Name of Organisation to be paid accommod8

Payment reference

TCAS ID

Sort Code

20 – 50 – 94

Account Number

10210005

IBAN

GB12BARC20509410210005

SWIFTBIC

BARCGB22

Routing Code (US payments only)

026002574

3. About the Payments

First payment (16 weeks rent) payable on 1 October 2012 £ __, __ __ __. __ __

Second payment (16 weeks rent) payable on 1 February 2013 £ __, __ __ __. __ __

Third & FINAL payment (10 weeks rent) payable on 1 May 2013 £ __, __ __ __. __ __

4. Confirmation

Signature of Account Holder 1 _____ Date: 1 June 2012

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

Property Address applied for: **St Thomas Hall Preston PRI 6AX**

In the event of a query please contact accommod8 on 0151 703 9355

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