

How to rent your new **accommod8** student home...

Student Rentals

Step 1 – View & reserve a property

After you have viewed and chosen your new property with accommod8 you/your group need to attend the agency to complete the online Tenant Application and pay a Reservation Fee* by debit card only.

*All Reservation Fees paid will be registered as Security Deposits once the Tenancy Agreement is signed.
Reservation Fees are non-refundable if the Tenancy Agreement is not signed.

Step 2 – Apply for Tenancy at www.accommod8.biz

All applicants must complete the Tenant Application online at **BEFORE** the Sign Up meeting – see Step 4 below. We recommend prospective tenants read the FAQs on our website before signing the Tenancy Agreement.

Step 3 – Complete the Tenant Application Forms

You **MUST** bring the following to the Sign Up meeting:

1. **Your Student ID Card** – to confirm your student status
2. **Your Passport or National ID Card** – to comply with the law
3. **Your £200 Security Deposit**
4. **Your completed Tenancy Deposit Scheme (TDS) Agreement** – to allow us to protect your deposit.
5. **Your Guarantor Agreement** – an **original** copy completed and signed by your Guarantor along with **copies of both** supporting documents:
 - ~ Proof of residency for the Guarantor in the form of a utility bill or bank statement no more than 3 months' old
 - ~ Form of photo ID for the Guarantor (Passport or Driving Licence).
6. **Your Council Tax Exemption Certificate** - not required if you study at LJMU, UoL, Hope or LIPA.

Step 4 – Attend your Sign Up meeting

You and your group must attend a Sign Up meeting together as a group at our agency where all applicants will be required to:

1. **Pay a £200 deposit** - once you have completed the Tenant Application online and we have booked you in to your property, you can then pay your £200 deposit by debit card at the agency.
2. **Submit your forms** – you will be required to show your Student ID and submit the TDS Agreement, Guarantor Agreement with supporting documents and Council Tax Exemption Certificate (if applicable). If applicants are unable to provide a Guarantor Agreement **FULL RENT** will be payable before the first day of the Tenancy and before the property can be occupied.
3. **Sign the Tenancy Agreement** – all members of the group will be required to sign the Tenancy Agreement in the presence of each other as witnesses. As this is a legal contract you should read the copy supplied in the Viewing Pack and take advice if required before signing it.

Failure to complete the application process in full at the Sign Up meeting may result in withdrawal of the Offer of Tenancy and forfeiture of all Reservation Fees.

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 _____

Person paying deposit _____

Bank Account _____ Sort Code _____

This account will only be used to return the deposit at the end of the Tenancy

Address of deposit payer _____

Email of deposit payer _____ Phone number of deposit payer _____

TDSA 1. 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 30 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 30 days the Tenant should take independent legal advice from a solicitor, Citizens Advice Bureau (CAB) or other housing advisory service.

TDSA 2. A leaflet entitled 'What is the Tenancy Deposit Scheme?' explaining how the deposit is protected by the Housing Act 2004 will be issued to the Tenant by the deposit holder being accommod8. It is also available from accommod8's website. At the end of the Tenancy the deposit will be released following the procedures set out in the Clause 5.8 of the Assured Shorthold Tenancy Agreement (ASTA) provided separately.

TDSA 3. Deductions may be made from the deposit according to Clause 5.8 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?'

TDSA 4. 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 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'.

TDSA 5. 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.

TDSA 6. 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.

TDSA 7. 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.

The Tenant confirms they have received a copy of 'What is the Tenancy Deposit Scheme?'.

Signed by the Tenant _____

Date _____

Signed by accommod8 _____

Date _____

Guarantor Agreement

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Form to be completed IN FULL & BLOCK CAPITALS only by the Guarantor

A copy of a utility bill or bank statement, no more than 3 months old, must be supplied with this form as proof of the Guarantors address AND along with a copy of one form of Photo ID (Passport or Driving Licence).

Completed Guarantor Agreements and supporting documents should sent to accommod8 PO Box 25 Liverpool L69 1YL or scanned and emailed to us at enquiries@accommod8.biz

Before completing this Guarantor Agreement, you are advised to read the **Assured Shorthold Tenancy Agreement (ASTA)** issued to the Tenant(s).

The Terms of This Agreement:

1. This Guarantee is valid for the period of the ASTA and any renewals resulting in continuous occupation.
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. The Guarantor must be a permanent UK resident and over 30 years of age.
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 and before occupation.

DECLARATION: (All fields are mandatory)

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

Postcode _____

Tel _____ Mobile _____ Email _____

Do hereby guarantee to indemnify the landlord/accommod8 (NW) Ltd against any losses, claims, liabilities, costs and expenses arising out or in connection there within incurred 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 rental property situated at _____

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 exceptions or extensions will be granted for rent arrears including delays of student loan payments.

I agree to credit and reference checks to be made to establish my suitability as a Guarantor.

I understand that the Guarantor Agreement is legally binding and that I will be pursued in a 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 to act as Guarantor** for the above named tenant.

Guarantor Signature _____ Date _____

In the presence of an independent and unrelated Witness

Name _____ Witness Signature _____

Address of Witness _____ Postcode _____