



ALEXANDRA HOUSE, CASTLEGATE, SHEFFIELD S3 8LE

To book a room the prospective tenant needs to provide the following:

1) **A completed Student Tenancy Application Form and a completed Guarantor Form per guarantor.**

You must complete a Tenancy Application form and provide some basic details. This allows us to take appropriate references before we can obtain the owner's approval to proceed with the letting. Students are also asked to provide:

- Confirmation that they will be attending University (e.g. a copy of the University's offer letter or student ID card)
- Overseas Students will be asked for confirmation as to how their study is being financed (e.g. a copy of letter confirming sponsorship, confirmation of bank funds or confirmation of funding from parent or guardian)
- Overseas students will also be required to provide a copy of their passport and confirmation of their overseas address

Students who are normally resident within the UK will be asked to provide a Guarantor (usually a parent) who will agree to underwrite their rental obligations under the tenancy agreement unless the full annual rent is paid in advance.

Overseas Students will need a UK based guarantor unless the full annual rent is paid in advance.

2) **Pay the Application fee of £100 (England & Wales – No Application Fee in Scotland)**

The Application fee is to cover tenant & guarantor referencing, the drafting of the Assured Short hold Tenancy Agreement, and checking the tenant into their room.

3) **Proof of identification & Proof of address** – this can be in the form of a passport, driving licence or student ID card. A recent utility bill is the most acceptable form of proof of address.

Payment of Application Fees

We accept bank transfers and payments by cheque for these. Please make cheques payable to 'Primo Property Management (NW) Limited'.

UK Payments: Bank details are: Sort Code: 20-96-37 Account no. 13338924

International Payments: Bank Details: Sort Code: 20-96-37 Account no. 13618226

IBAN GB77BARC20963713618226 / Barclays SWIFTBIC, which is: BARCGB22

PLEASE FEEL FREE TO CALL OUR OFFICE ON 01204 360920 AND PAY WITH A DEBIT/CREDIT CARD – NO ADDITIONAL FEES ARE INCURRED IF YOU PAY OVER THE TELEPHONE

Primo Property Management (NW) Limited
14 Wood Street, BOLTON. BL1 1DY
IF YOU HAVE ANY QUERIES WITH THIS APPLICATION
PLEASE CALL 01204 360920 – WE'RE VERY HAPPY TO HELP

**PLEASE READ OUR BOOKING/CANCELLATION POLICY ON THE
NEXT PAGE**

enquiries@primopropertymanagement.co.uk



BOOKING / CANCELLATION PROCEDURE

ONCE PRIMO RECEIVE THE DULY COMPLETED APPLICATION FORM, APPLICATION FEE PAYMENT (NON-REFUNDABLE), AND SUPPORTING DOCUMENTATION, THEY WILL :

1. Carry out the necessary checks, and **WITHIN 7 DAYS** confirm **by email** your application has been successful* and OFFER YOU the specific room you viewed or room category you have requested (where the applicant has been unable to view).

**If, for some reason, we need further information we will contact you to request this. Don't worry, this sometimes happens and we can work with you to sort things out.*

2. You need to reply to Primo's email to confirm you wish to take up Primo's offer of accommodation. **You must do this within 7 days of receiving Primo's offer***. The date your email is received will be deemed the 'booking date'**.

**If you do not confirm your booking within this period, the room will become available for someone else to book.*

****CANCELLATION / COOLING OFF PERIOD.** You have 14 days in which to cancel (by email) your accommodation booking should you wish to. The 14 day period will be calculated from the 'booking date' (see above).

- 3, Once the 'COOLING OFF PERIOD' has passed, Primo will raise your contract and send it for signature (by you and your guarantor, where applicable). Please read this document carefully, feel free to call us to clarify anything on the contract you are unsure of – 01204 360920. You need to post or email this back to us (**within 7 days**), duly signed*, and keep a copy for yourself/your guarantor. We will have this document signed on behalf of the Landlord and email a copy to you for your records.

***Note: Unless we have this signed documentation on file, you will be unable to arrange a 'check in' appointment to collect your keys.**

MOVING IN

In advance of moving in, Primo will contact you to advise of a) the move in dates and times available so that you can book a 'check in' appointment, and b) advise you of the monies to be paid on move in date (Deposit and 1st Instalment).

Alexandra House, Boutique Student Living - Sheffield

Key Terms and Conditions

Primo Property Management

Alexandra House is managed by Primo Property Management on behalf of the Landlords.

Tenancy Agreements

All agreements used are Assured Short hold Tenancies. The basic terms and conditions of these tenancies are set out by statute (the 1988 Housing Act). Once you've signed your contract you're bound by everything outlined within it, so please read it carefully and make sure you're familiar with the key terms and conditions. Students are advised to take advice prior to signing the Tenancy agreement if they are concerned about what they are being asked to sign up to.

Length of Tenancy

We offer 44/45/46 & 51 week tenancies. You are bound to the full contract period whichever it may be. If you leave before the contract ends you will not receive a reduction in rent. If you decide to transfer to another room, exchange rooms, or leave Alexandra House, you will be charged a £50 administration fee. If you move out prematurely (including withdrawing from your course) you will need to find an appropriate tenant to move into your room. The both of you will need to go to the Accommodation Office to sign the paperwork. Your replacement tenant will need to pay an Application Fee and sign a Tenancy Agreement. You'll need to pay a £50 admin fee and you're also liable for the rent payments until your replacement moves in.

Rent Payments

You must pay your rent on the due dates stated on your Tenancy Agreement. The 2nd & 3rd instalments or monthly payments are due by standing order. Outstanding debts will eventually be passed to an external debt collection agency.

Deposit

The Deposit for all rooms and studios is £350. The deposit is protected by the My Deposits government backed protection scheme. View website for further information: <http://www.mydeposits.co.uk/>

Insurance

Primo Property Management does not accept liability for the loss or damage to any resident's property, whatever the circumstances. We advise you to arrange adequate insurance cover for your personal possessions while you are here. There are several insurance companies that offer Policies specially designed for students. However, it is always better to check with your parents' home policy as usually this can be extended to offer cover on your term time address.

Access

Staff may need access to your room for room inspection, maintenance and repair and during open days for prospective students. At least 24 hours' notice will be given (unless it is impractical to do so – for example in an emergency situation).

Utilities

Your rent payments include water and electricity bills. It is your responsibility to ensure that you've applied for student exemption for Council Tax with the local Council. If you don't do this as soon as you move in, you may receive a council tax bill.

Primo Property Management
Student Tenant Application Form for
ALEXANDRA HOUSE, SHEFFIELD

STUDENT APPLICANT – Page 1 (of 2)

Please note this form must be completed in full

University/College to attend: 2015/2016 Academic Year
Course Title: 1st year 2nd year 3rd year
Term of Course: Post Graduate Course
Title: International Student
Forenames:
Surname: Please supply details of your next
Date of Birth: of Kin:
Age: Name:.....
Sex: (Male/Female) Relationship:
National Insurance Number: Telephone No.....
Permanent Home Address: Address:
.....
.....
Home Tel: **International Students Only:**
Email: Foreign Embassy Tel:
Student's Mobile Number: Address:
Your Status: Permanent Home:
 Living with Parents/Relatives Owner Other: Please specify
Years at Permanent Address
Have you had any county court judgments, court decree or admin orders?
 Yes No If yes, please give details
Current Address:
.....
Postcode
Time at this address:
Current Landlord details:
Name: Telephone Number:
Address: Email Address:
..... Postcode:

STUDENT APPLICANT – Page 2 (of 2)

References: Please give details of a referee we can contact, preferably a professional person, e.g. School Headmaster/ University Tutor (not a relative)

Full Name:..... Relationship Address:
.....

Postcode:

Telephone No: Email:

ALEXANDRA HOUSE:

Length of tenancy: 44 weeks 51 weeks

Room Type: Small Classic Studio with en suite and Kitchenette £110 per week
 Classic Studio with en suite and Kitchenette £115 per week
 Superior Studio with en suite and Kitchenette £125 per week
 Premium with en suite and Kitchenette £135 per week
 Double occupancy plus £50 upcharge

Payment Details: Full year's rent in advance
 3 Instalments in line with student finance payments
 Monthly instalments

Declaration: Please read carefully before signing:

- I confirm that as far as I am aware, all the information provided above is true and correct and I authorise this information to be used by an appointed credit-referencing agency;
- I understand that my personal details here will be stored on a computer and agree to this;
- I understand you will request references from my current landlord;
- I understand that Alexandra House is a no smoking building and that pets are not allowed;
- I have included my non- refundable application fee £100;
- I understand if I do not have a suitable guarantor, rent payments must be paid in full;
- I am a qualifying student under the 1988 Housing act in Full Time education. I will contact the local authority in relation to my student exemption in relation to Council Tax.
- I understand that a tenancy will only be offered on receipt of satisfactory references and guarantor.

Signed

Date

Print Name

Primo Property Management

GUARANTOR FORM - Page 1 (of 3)

If you intend to pay by 3 instalments or monthly, this form **must** be completed by a satisfactory guarantor before your application can be accepted. If you do not have a guarantor, payment must be made in full.

• **This section to be completed by the prospective Tenant (Student Applicant):**

Title..... First Name Surname

DOB Mobile Number National Insurance Number

Current address

Post Code..... Email address

Period at this address: Years... Months... Owner: Council Private L/L Living with Parents

If you are renting accommodation a landlord's/council reference will be required:

Name of Landlord/Agency

Address

Email Tel

Have you had any County Court Judgments, Court Decree or Administration orders Yes No

If yes, please give detail here

.....

• **To Be Completed and Signed by the Guarantor and must be filled out in full and details are subject to search.**

Title..... First Name Surname

DOB Mobile Number Relationship to tenant

Marital Status.....Any previous surnames.....No. of Dependants.....

Current address

Post Code..... Email address

Period at this address: Years..... Months..... Owner: Council Private L/L Own Home

Own Home: Please provide a copy of current Mortgage Statement

Have you had any County Court Judgments, Court Decree or Administration orders Yes No

If yes, please give details here

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If you are renting accommodation a landlord's/council reference will be required:

Name of Landlord/Agency

Address

Email Tel

Primo Property Management

GUARANTOR FORM - Page 2 (of 3)

Where have you been living for the last 3 years: Please provide previous addresses and dates of residency (attach a separate if necessary)

Address 2,

..... Post Code

Period at this address: Years.... Months... Owner: Council Private L/L Own Home

Address 3,

..... Post Code

Period at this address: Years.... Months... Owner: Council Private L/L Own Home

• Current Employment Status must be filled out in full:

Employed Self Employed Unemployed Other (please state).....

Permanent Temporary Contract if so how long is the contract.....

Please give details of your current employer

Company Name Company Address

..... Post Code

Telephone No..... Work Email

Your Position..... Gross Salary..... National Insurance No.....

Start date..... Payroll No.....:we will contact your current employer to

verify details. Employer Contact Name..... Contact Job Title.....

Contact Landline No. Mobile No. Fax No.

Contact Email Address:.....

If you have not been in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if required)

Employed Self Employed Other (please state).....

Permanent Temporary Contract if so how long is the contract.....

Please give details of your previous employer

Company Name Company Address

..... Post Code

Telephone No..... Work Email

Your Position..... Gross Salary..... National Insurance No.....

Start date.....: End Date

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GUARANTOR FORM - Page 3 (of 3)

Self Employed – Accountant as referee

Name and Address of Accountant

.....

Telephone No..... Email Address

DECLARATION

PLEASE NOTE THAT INFORMATION MISSING FROM THE GUARANTOR WILL AUTOMATICALLY RESULT IN THE APPLICATION NOT BEING AUTHORISED.

PLEASE MAKE SURE THAT YOU FILL OUT THIS FORM IN FULL AND UNDERSTAND YOUR OBLIGATIONS AS GUARANTOR, THIS FORM MUST BE SIGNED AND DATED BY ONLY THE GUARANTOR

- I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objection to the information being verified by whatever means necessary. I understand that in the event of my defaulting in respect of my covenants as guarantor, that any such defaults may be recorded with the credit referencing agency who may supply the information to other credit companies or insurers in the quest for responsible granting of tenancies, insurance or credit.
- I understand that in the event my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.
- I hereby guarantee the payment of all monies due arising out of the Tenancy Agreement entered into by the above named tenant.
- I understand that if the tenant named fails to pay I will be liable and pay upon demand the sum owing. I understand that if any information provided within this document is found to be untrue, it is grounds for termination of the tenancy.
- This Guarantee is liable for the whole period of the Tenancy

Guarantors Signature

Date.....

Print Name in Capitals

enquiries@primopropertymanagement.co.uk

14 Wood Street, Bolton. BL1 1DY

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Primo Property Management

Checklist for Tenancy Application for Alexandra House, Sheffield

Your application must be submitted with the following:

- Confirmation that you will be attending University (e.g. a copy of the University's offer letter or student ID card).
- If you are an Overseas Student confirmation of how your study is being financed (e.g. a copy of a letter confirming sponsorship, confirmation of bank funds or confirmation of funding from parent or guardian).
- If you are an Overseas Student a copy of your passport & confirmation of your overseas address.
- If you wish to pay your rent in three instalments or monthly a completed Guarantor Application form.
- Proof of identification & Proof of address – this can be in the form of a passport, driving licence or student ID card. A recent utility bill is the most acceptable form of proof of address.
- The non-refundable Application Fee of £100. We accept payment by the following methods:

Bank transfer : Account details

Primo Property Management (NW) Limited.

UK Payments : Bank details are: Sort Code: 20-96-37 Account no. 13338924

International Payments Bank Details: Sort Code: 20-96-37 Account no. 13618226

IBAN GB77BARC20963713618226

Barclays SWIFTBIC, which is: BARCGB22

By cheque made payable to Primo Property Management (NW) Limited.

Completed applications should be returned to:

Primo Property Management
14 Wood Street, Bolton. BL1 1DY or

emailed to enquiries@primopropertymanagement.co.uk

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