

DEPOSIT MANAGED

STUDENT APPLICATION FORM (To be provided to iConn)

PROPERTY DETAILS (To be filled in by Agent)

ADDRESS _____ RENT _____ PCM _____ PP _____

STUDENT APPLICANTS DETAILS (TO BE FILLED IN USING BLOCK CAPITAL LETTERS ONLY)

FULL NAME MR MRS MISS _____

DATE OF BIRTH _____

NATIONALITY _____

HOME ADDRESS
(Out of Term Time) _____

LOCAL ADDRESS
(For Correspondence
During Term Time) _____

LOCAL TELEPHONE _____ MOBILE TELEPHONE _____

HOME TELEPHONE _____

E-MAIL ADDRESS _____

CURRENT LANDLORD
NAME & ADDRESS
OR AGENT NAME
(If Applicable) _____

LANDLORD TELEPHONE _____

COLLEGE/UNI ATTENDED _____

COURSE TITLE _____

COURSE YEAR _____

NAME OF TUTOR _____

TYPE OF ID PROVIDED _____

GUARANTOR DETAILS

FULL NAME MR MRS MISS _____

ADDRESS
(Including postcodes) _____

HOME TELEPHONE _____ MOBILE TELEPHONE _____

EMAIL _____

OCCUPATION _____ RELATIONSHIP TO APPLICANT _____

ADDITIONAL INFORMATION

ADMIN FEE CHARGE: £ _____

HOLDING FEE CHARGE: £ _____

DEPOSIT CHARGE: £ _____

CONDITIONS OF LET

Please confirm if you are taking the tenancy based on 'TAKEN AS SEEN' if you have agreed with the Landlord/Agent for items to be changed or replaced upon viewing the property, please list what has been agreed.

TAKEN AS SEEN:
YES/NO _____

AGREED WORKS:

DO YOU HOLD A STUDENT VISA? YES/NO

FROM 1 FEBRUARY 2016, ALL PRIVATE LANDLORDS AND AGENTS IN ENGLAND WILL HAVE TO MAKE RIGHT TO RENT CHECKS; THIS MEANS CHECKING THAT ALL TENANTS HAVE THE RIGHT TO LIVE IN THE UK.

THEREFORE YOU ARE REQUIRED TO PROVIDE APPROPRIATE ORIGINAL HARD COPY PHOTOGRAPHIC EVIDENCE/IDENTIFICATION IN PERSON TO BE PHOTOCOPIED AND HELD ON FILE. (You will be provided with a link to show acceptable documents relating to your circumstances)

Declaration

I confirm that I am over 18 years of age and I have read and understood all the information provided to me by iConn Property Management. I also confirm that all the information I have provided on my application form is correct and may be verified. I authorise iConn Ltd Property Management or any agent thereof, to carry out all necessary enquiries to verify the information I have submitted on my application form. By signing this, I authorise iConn Ltd to make the relevant enquiries to validate the information I have provided if necessary. I authorise iConn Ltd to use the information obtained in order to process my application and provide the results directly to the Landlord. I authorise iConn Ltd to use the information obtained in order to provide relevant information to any relevant contractor/repairer, referee, utility company, debt collecting Agency, Tracing Agency or the Home Office. I authorise iConn Ltd to use the information obtained in order to be able to send me news letters or any such matter that may have relevance to my tenancy (option to unsubscribe) I understand that iConn Property Management will retain this information in strict confidence and will hold it only in accordance with the Data Protection Act.

I confirm that by signing this declaration constitutes acceptance of the terms and conditions and the student guide notes provided within this document and confirms that I have read and understood all details within and I have retained a copy for my records.

SIGNED

DATE

STUDENT ACCOMMODATION 2018/19

TERMS & CONDITIONS

DEPOSIT

1. A standard tenancy will run from 01st July 2018 to 30th June 2019. **Please note some properties may have a different tenancy start date.**
2. **Due upon application** - New applicants will be required to pay an administration fee of £180.00 (inc vat) and a Holding fee of one months' rent each upon submission of the application form. The administration fee covers all legal documentation and time required to set up your tenancy. The holding fee will be retained on your account and will reserve the property whilst we process your application. The property shall remain on the accommodation list until all applicants holding fees have been received. Once your tenancy has started, the holding fee will be transferred over to your rent account. Existing (2017/18) tenants wishing to renew their tenancy for 2018/19 may transfer their Security Deposits to the new tenancy but will be required to pay a holding fee if applying for a different property let by iConn. Payment of a holding fee does not guarantee your application will be successful or legally binds the Landlord into a Tenancy agreement. Should the application for the tenancy not proceed or complete by the given timescales provided, the application will be deemed to have lapsed and the property will be returned to our 2018/19 accommodation list with all administration monies already paid, all or part carried forward Deposits or holding fees (excluding rent) being forfeited and used to compensate the Landlord for loss of rental income while the property has been solely held for you. Calculation will be based on a daily rate of rent for the property. Your tenancy is a joint and several tenancy and therefore if one or more of the group pull out; it will be the remaining proposed tenant's responsibility to ensure they are replaced or all tenants will be deemed as forfeiting the application.

Existing tenants – If you are choosing to renew your tenancy and staying on in the same property, you will benefit from a 50% off reduced administration fee of £90.00 (inc vat) each.

Existing tenants moving to another iConn property benefit from a 25% off reduced administration fee of £135.00 (inc vat)

3. **Due within 7 days of application** - Each applicant shall provide a Guarantor and a Guarantor agreement must be completed, signed and returned to us. A Copy of each Guarantors photo ID is required, either Passport or Drivers License as well as a copy of their current utility bill showing their home address.

All standing order forms for rent are to be returned. Each household can elect a head of household and it is this person's account the standing order must be set up in. You are all therefore responsible for paying your rent to your head of household in time for the due date of the 01st of every month (unless a different start date or the setting up of your own standing order has been agreed) Please ensure you set up a regular standing order or bill payment facility to your head of household to ensure your rent is paid in time for your head of households standing order to be paid to us or your Landlord.

All photo ID's of each applicant are to be provided.

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We require the Tenancy Agreement to be signed by all named tenants.

4. Due by 30th April 2018 – Each applicant shall pay a deposit of £400.00. If iConn has undertaken an Inventory & schedule of condition on behalf of the Landlord; iConn will hold the deposit as stakeholder in a designated client deposit account. The deposit is protected under The Deposit Scheme (TDS) and you will be provided with a TDS certificate within 30 days of having paid the full deposit for the whole household to iConn. The deposit is fully refundable at the end of the tenancy; however any loss or damage (if any) will be deducted from the deposit and must be agreed by you the tenant and the Landlord in the first instance. All interest accrued on deposit monies held are retained by iConn Property Management. Payment of any deposit does not constitute acceptance of your application or entry into any type of tenancy agreement. If your Landlord withdraws for any reason your deposit will be refunded in full.

Should the application for the tenancy not proceed or complete by the given timescales provided, the application will be deemed to have lapsed and the property will be returned to our 2018/19 accommodation list with all administration monies already paid, all or part carried forward Deposits or holding fees (excluding rent) being forfeited and used to compensate the Landlord for loss of rental income while the property has been solely held for you. Calculation will be based on a daily rate of rent for the property. Your tenancy is a joint and several tenancy and therefore if one or more of the group pull out; it will be the remaining proposed tenant's responsibility to ensure they are replaced or all tenants will be deemed as forfeiting the application.

5. Rent for the period (Start date is dependent on the property) up until the 30th June 2019 is payable monthly in advance by Standing Order on the first day of each month.
6. All Applicants will be signed into a 'Joint and Several' fixed term tenancy agreement.
7. Should one, any or all of the group wish to occupy the property during July and/or August, full rent for the property will be payable. Please note the date of occupation would need to be discussed and agreed in advance (**subject to current marketing offer**).

Tenants' possessions are not covered under the landlord's insurance policies and we would recommend that you have your own suitable cover in place; ideally one which includes accidental damage to the Landlords items, as this will help protect your deposit. Please ensure that you inform your Insurance Company of your Joint and Several tenancy and that individual bedroom locks are not provided.

MANAGED BY: iConn Property Management.

This property is under the management of iConn Ltd, which means that all maintenance, tenancy and rent issues during the term of your tenancy will be dealt with by iConn Ltd direct.

GUIDE TO STUDENT LETTINGS FOR MANAGED PROPERTIES

• **Holding Fee & Administration fee**

Deadline: On application.

Once you have viewed a property and you decide to apply to rent it, a holding fee of one months' rent is payable per student (amount may differ per property). Upon the tenancy start date, your holding fee will be transferred over to your rent account to cover the first months' rent. An administration fee of £180.00 (inc vat) each is also payable to cover your proportion of the following:

- **To undertake the application process – upload applicant full details on to our computer system.**
- **Hold deposit under a government protected scheme.**
- **Take copies of ID and upload details onto our computer system and hold on file.**
- **Generate a new professional drafted legal tenancy agreement (two copies) with terms of the specified let which protects the tenant and the Landlord and gives security of tenure to the tenant.**
- **Generate a professional drafted Guarantor agreement which is emailed or posted to the Guarantor for signing.**
- **Taking copies of utility bills and hold on file.**
- **Email correspondence to tenants and Guarantors throughout the application process.**
- **Telephone communication to tenants and Guarantors throughout the application process.**
- **Arrange for signature of tenancy agreement.**
- **Providing a standing order form and arranging for the standing order form to be set up at bank.**
- **Undertaking the Inventory and providing a copy of a professional fully comprehensive inventory and schedule of condition.**
- **Taking photos of the property for the purpose of the Inventory and providing a copy of the photos on a disc should the tenant request a copy – (we hold this on file)**
- **Provide and email a welcome pack which includes helpful information regarding the tenancy and the local council rubbish collection.**
- **Generate key pick up form for tenants to sign upon key pick up.**
- **End of tenancy – generate key drop off form for signing and upload tenants forwarding address and bank details to computer system for deposit return.**
- **Undertake a full check out of the property and provide tenants with a fully concise check out report as well as photos if required.**
- **Source and provide a break down of quotes/costs for any repairs or cleaning if required.**
- **Arrange for contractors if necessary to undertake repairs and cleaning where required which may fall under the tenants' responsibilities.**
- **Negotiate on tenants behalf for dilapidation costs (if any) upon check out of the property between the tenant and the Landlord for the purpose of the deposit return.**
- **Administer deposit refund.**

Existing tenants – If you are choosing to renew your tenancy and staying on in the same property, you will benefit from a 50% off reduced administration fee of £90.00 (inc vat) each. (Please note a holding fee of one months' rent is required and will be retained; it will then be transferred over to your rent account for your first months' rent)

Existing tenants moving to another iConn property benefit from a 25% off reduced administration fee of £135.00 (inc vat) each (Please note a holding fee of one months' rent is required and will be retained; it will then be transferred over to your rent account for your first month's rent)

By paying the holding fee and administration fee in full, the property will be taken off the market whilst your application is being processed. The property will only be taken off the market when all tenants have paid their application costs in full.

If you withdraw at any time after completing the application form, you will lose any administration fee paid as well as your holding fee as this will be used to compensate the Landlord, as the property has been taken off the market and solely held for you.

As your tenancy application is signed as a joint and several contract, should any member of your group pull out, this withdrawal will apply to the whole group unless a replacement is found by you before the tenancy starts.

Payment of any holding fee does not constitute acceptance of your application or entry into any type of tenancy agreement. If your Landlord withdraws for any reason your application and holding fee will be refunded to you in full.

Now that you have paid your application fees in full and have secured your property for the next academic year, please find below important details for your information. Please familiarise yourself with the process as failure to complete any of the steps below may result in your application being denied, your application fees paid will be forfeited and the property returned to the market for viewing purposes as per the terms and conditions you have signed.

- **Guarantor Agreement**

Deadline: Within 7 days of application

Normally when a prospective professional tenant applies for a property, we have to fully reference them which will include checking their employment history etc to ensure that they are in a position to be able to pay the rent they are legally contracted to pay, whilst in their fixed term tenancy agreement. However, as you are a student; it's quite common that you would not have an extensive work history or be in full time employment. So, due to this fact; we have to ensure a responsible person will be happy and agree to stand as a guarantor to guarantee that if you did not pay your rent for any reason; they would be legally obliged to pay the rent on your behalf. It is very important that you ensure the person you have asked to be your guarantor is aware of their legal responsibility and understands what they are agreeing to. This person will undertake to guarantee your obligations as set out in the joint and several tenancy agreement. The Guarantor is liable for rent if you do not pay and is also liable for any damage or other losses incurred by the Landlord due to actions either accidental or deliberate by you or any guests invited into the property. The Guarantor agreement must be signed and returned within 7 days of application.

- **Deposit**

Deadline: April 30th 2018

Once your application has been successful and you have completed all the relevant paperwork; a deposit of £400.00 will be payable.

If the Landlord has undertaken the Inventory & Schedule of condition themselves or has contracted an independent Inventory provider; the Landlord will have their own Deposit Protection Scheme; in which case your deposit will be transferred to that particular scheme (The name of the scheme will be confirmed to you during the process)

If iConn has undertaken an Inventory & schedule of condition on behalf of the Landlord; iConn will hold the deposit as stakeholder in a designated client deposit account. The deposit is protected under The Deposit Scheme (TDS) and you will be provided with a TDS certificate within 30 days of having paid the full deposit for the whole household to iConn. The deposit is fully refundable at the end of the tenancy; however any loss or damage (if any) will be deducted from the deposit and must be agreed by you the tenant and the Landlord in the first instance. All interest accrued on deposit monies held are retained by iConn Property Management.

Payment of any deposit does not constitute acceptance of your application or entry into any type of tenancy agreement. If your Landlord withdraws for any reason your deposit will be refunded in full.

- **July and August rent (subject to marketing offer)**

In the summer during July & August, the rent is reduced; this is because most students return home for the summer months' and do not need to occupy a property. Please be aware you have no right of occupation; however, if you do need to occupy the property during the summer months', you will have to pay your share of the full rent (not at half rent) for the property, even if only one tenant out of the whole group wishes to occupy (subject to current marketing offer). **You must also advise us at the time of your application if you wish to reside at the property during July and August.** Early notification will allow us to inform your Landlord of your intentions as a date will need to be agreed, as sometimes it may be that a property has to undergo maintenance repairs and therefore a no occupancy status will be placed on the property; however you will still be able to store your belongings, should you wish to do so. **If you wish to store any belongings in the property during the summer months' then please let us know in advance, as we cannot guarantee all properties are available due to Landlords carrying out possible repair works.** As long as your account is up to date and we have given you permission to store your belongings, you will need to provide us with a list of items you wish to store and on what date you wish to drop your items off. You will be provided with a key on that day but the key must be returned to us within the same day and before the close of business.

- **Standing order form**

Deadline: Within seven days of application

Once your first month's rent has been paid (from your holding fee) all further rent payments are paid monthly in advance and needs to come direct from your chosen head tenants' bank to ours. This form needs to be completed and returned to us, so that we can send it to the relevant bank and the bank has plenty of time to set the standing order up. However, it is your responsibility to check with your head of house to ensure that they have successfully set the standing order up at the start of your tenancy and have stopped it at the end of your tenancy; as we are unable to do this for you. If it is your intention a standing order is to be set up via a parents account, then please ensure you pass the standing order form to the responsible parent to fill in and sign. You must then return the form to us. Please note in some circumstances, we are able to offer separate standing orders for individual tenants should a head tenant not wish to take on the responsibility.

- **Tenancy Agreement**

Deadline: Within 7 days of application

The draft tenancy agreement website link will be sent to you within two days of the completed applications and deposit paid; the draft copy is for you to read through and for you to familiarise yourself with and to help you understand your obligations. Please read it **BEFORE** you come into the office and if you have any queries or concerns; please contact us direct and we will be very happy to help. Two original copy agreements will be kept in our office and you will need to come into the office to sign both of them. Once completed an original copy with all tenant and landlord signatures will be provided to you in your welcome pack at the start of your tenancy, when you pick up your keys. The other original signed agreement will be kept in our office for our records. If you are in any way concerned or do not fully understand your legal obligations; iConn recommends you speak with an appropriate professional or seek advice from the citizen's advice bureau before you enter into the agreement.

- **Photo Identification**

Deadline: Within 7 days of application

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****In addition to the above, you will also need to provide a copy of your student ID****

- **Contents Insurance**

We highly recommend you set up your own contents insurance for your own belongings which you bring into the property as well as having adequate insurance to cover you for accidental damage to the Landlords items, fixtures and fittings. Your Landlord will have their own Insurance in place but this will not cover you for your belongings. Having suitable accidental damage cover for your Landlords items, fixtures and fittings will help to reduce your financial liability should any damage occur. **Please ensure you inform your Insurance Company of your Joint and Several tenancy and that individual bedroom locks are not provided.**

- **Key Collection**

Keys will be released to you from the 01st September 2018 and no earlier or from the start of your tenancy should you choose to occupy the property during the summer months'. You will need to come to our office to pick up your keys. PLEASE NOTE: Your account must be up to date and paid in full, as well as all the necessary paperwork being completed. ALL tenants included on the tenancy agreement must all have paid in full and all paperwork must be completed. If any monies or paperwork are outstanding, no tenant will be issued a key. **Please note individual bedroom locks are not provided.**

- **Inventory & Schedule of Condition**

An inventory & schedule of condition report will be provided to you in your welcome pack. This document is used to document the condition of the property and all its fixtures and fittings (including furniture) at the start of your tenancy. You will need to walk round the property with your housemates to ensure the document is correct and that you agree with its contents. You all then need to sign the document and return the document to our office within seven days of when the first tenant picked up their keys and welcome pack. The same inventory will be used for the check out process at the end of your tenancy. If you do not return the Inventory within seven days, it is deemed that you agree to the documents contents, which states the condition of the property, its fixtures and fittings and all items contained therein. The document, to which we have a copy of, will then be used to compare the properties condition at the end of the tenancy for the check out and deposit return process.

- **Utilities**

We will notify all relevant utility companies and the local council tax office **apart from the telephone, broadband and TV licence companies**, of your tenancy start date and provide them with your details as well as providing them with all meter readings which are also included on your inventory report.

However, it is ultimately your responsibility to ensure all utility bills have been set up in your name(s) correctly. This will include, council tax, electric, gas, water in & water out, telephone, broadband and TV licence. Students are exempt from paying council tax during term times but the council may still contact you direct for your student details. Please note, although we notify all utility companies of your tenancy start date, and provide your details and meter readings, we cannot be held responsible for ensuring the utility companies successfully update their records their end; so it is essential you contact all relevant companies to ensure they have your correct details. **We are unable to contact BT, Broadband and the TV licensing company for you, due to their data protection policy.** You are responsible for paying all accounts that have been set up in your name(s) iConn reserves the right to forward all contact details and forwarding addresses to all utility companies, debt collection companies and tracing companies in order to finalise all bills set up in your name at the end of your tenancy.

Please note: All utility companies charge a 'standing charge' so even if you have not resided in your property from the 01 July 2018, a standing charge will be applied to your bill for the months' of July and August onwards.

- **Parking**

Please note that we cannot accept any responsibility for issuing parking permits or for any fines that may be incurred if you park your vehicle in a restricted zone outside or near your property.

- **Renewing for the next academic year**

It is our policy, as long as the tenancy has been conducted in a satisfactory manner, to give you first refusal to renew your tenancy for the next academic year. We will start the remarketing process in November 2018 and so we will approach you in November 2018 to find out what your intentions are.

- **Attending the office**

We understand your time as a student is quite limited due to lectures and exams etc; so, it is important we try and keep things as simple and as time effective as possible for you to reduce the amount of times you have to visit our office. Please see below a straightforward table which sets out your obligations:

Step 1	Holding fees and Administration fees	In office.	Can be paid over the phone (*charges apply) or by bank transfer (Free)
	Application form	In office.	Can be completed by using forms online and posting/faxing or emailing back.
Step 2	Guarantor agreement	-	Posted back to us.
	Completion of paperwork: Standing order, ID, Tenancy Agreement	In Office.	All ID must be provided in person – original hard copies only
Step 3	Deposit Fee	In office	Can be paid over the phone (*charges apply) or by bank transfer (Free)
	Pick up keys	In office	Keys must be picked up in person and signed for.

You do not have to attend the office as one whole group; however we would ask that you are able to complete most of the procedures within one visit.

***Charges – Debit card = 1% of monies paid. Credit card & International cards = 3% of monies paid.**