

GUIDE TO STUDENT LETTINGS

Now that you have placed your £400 deposit and secured your property for next year here are a few details to keep in mind; Please familiarise yourself with the process of the student letting as failure to complete any of the below steps may result in your tenancy being forfeit and your property returned to the market as per the terms and conditions you have signed (copy on reverse).

- **Guarantor Agreement**

Deadline: 1st April 2012

Please ensure that the people you have asked to be guarantor are aware that the agreement which they are asked to sign is returned to the office by the 1st April.

- **Your administration fee:**

Deadline: 1st May 2012

£138 for new applicants or £78 for previous tenants covers referencing costs, production of the guarantor packs, production of the tenancy agreement, production of the welcome student pack, notifying all utilities and local council and any communication and chasing paperwork included in setting up of the tenancy.

- **July and August Rent**

Deadline: 1st June 2012

Summer rent is charged at half price with no right of occupation. If you need to occupy the property during the summer months then full rent is payable for the property, even if only one student stays. If you wish to store any belongings in the property during the summer months then please let us know as we can not guarantee all properties to be available. If you have permission to store belongings you will need to provide a list of items.

- **Standing order form**

Deadline: 1st June 2012

The rent for the rest of the tenancy September 11 to June 12 is paid monthly and needs to come direct from your bank to ours. This form needs to be completed and returned so the bank has plenty of time to arrange the standing order.

- **Tenancy Agreement**

Deadline: 1st June 2012

The tenancy agreement link will be sent to you once all the guarantor agreements are received, this copy is for you to read through and familiarise yourself with your obligations. Two original agreements will be kept in our office and you will need to come into the office to sign them. Once completed an original copy with all tenants and landlords signatures will be provided in your welcome pack on your tenancy start date. The other original agreement will be kept in our office.

- **Contents Insurance**

Tenants are recommended to have a personal contents cover, which includes accidental damage, in place for the tenancy.

- **Key Collection**

Keys are released on the start date of the tenancy from the office and can not be released earlier. All monies need to be cleared and all paperwork received by all tenants in order to release the keys.

- **Inventory**

An inventory will be provided in your welcome pack. This inventory is what will be used to check you out at the end of the tenancy and is what your deposit is held against so please make sure all amendments are made, signed by all tenants and returned to the office within seven days of the start date. Failure to do so will result in the original unedited copy being used.

- **Utilities**

We will notify all utilities and council tax of your arrival and provide them with meter readings which are supplied on your inventory. Students are exempt from paying council tax but the council may still contact you for your student details.

- **Payments**

All of the other utilities including telephone, internet and TV licences are the responsibility of the tenants.

STUDENT ACCOMMODATION 2012/13 TERMS & CONDITIONS

1. Tenancies run from 1st July 2012 to 30th June 2013 with the first two months, July & August, at half rent with no right of occupation.
2. New applicants will be required to provide a Security Deposit of £400.00 each upon submission of the application form. The property shall remain on the accommodation list until all applicants deposit is received. Existing (2011/12) tenants wishing to renew their tenancy for 2012/13 may transfer their Security Deposits to the new tenancy but will be required to lay a new deposit if applying for a different property.
3. Each applicant shall provide a Guarantor.
4. An Administration Fee of £100.00 plus VAT (£120.00) for each new applicant is payable. Existing tenants (2011/12) have a reduced admin fee of £50.00 plus VAT each. There is a £15.00 administration fee plus VAT (£18.00) per student for TDS deposit protection. Total administration payable inclusive of VAT is £138.00 per person.
5. Receipt of the signed Tenancy Agreement, completed standing order form and payment of July & August rent is required by 1st June 2012. Should payment by one, any or all of the group not be received by this date or should the completed agreement not be received or should one, any or all of the group withdraw, the application will be deemed to have lapsed and the property returned to our 2012/13 Accommodation List with all monies already paid, including carried forward Deposits (excluding rent), being forfeited.
6. Rent for the period September '12 – June '13 is payable monthly in advance by Standing Order on the first of each month commencing 1st September 2012.
7. Applicants will be jointly and severally liable for the full term of the tenancy.
8. 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

Tenants' possessions are not covered under the landlord's insurance policies and we would recommend that you have suitable cover arranged, ideally which includes accidental damage as this will help protect your deposit.

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