

### STUDENT TENANCY GUIDANCE NOTES

**Viewings:** Strictly by appointment only and arranged via our lettings office. Please ensure all members of your intended household are able to attend.

**Offers:** Offers will only be accepted provided you have the full quota of people to fill the student property; i.e. for a 7 bedroom house there must be seven people in your group.

**Charges:** There is an administration charge per student levied by Parker Baker. This covers the administration and tenancy agreement costs and is payable at offer stage. It is non-refundable thereafter.

**Rent:** The rent for each letting room is set at one calendar month and is non-negotiable. The rent for 1<sup>st</sup> September to 30<sup>th</sup> September is to be paid prior to 1<sup>st</sup> September and thereafter by monthly standing order no later than the 1<sup>st</sup> day of each calendar month of the tenancy.

**Term:** The term of the tenancy will be ten months, being 1<sup>st</sup> September to 30<sup>th</sup> June.

**Retainer Rent:** Half rent to cover the summer period 1<sup>st</sup> July to 31<sup>st</sup> August whilst the property is prepared for your occupation. It ensures that the property is not subject to other offers and will be available to you in September. The retainer rent is payable upon acceptance of your offer to rent the property and is non-refundable thereafter.

**Retainer Period:** During the retainer period you will not be permitted to live in the property, or to move belongings in to the property. Any concessions made in respect of access or storage of your belongings at the property is strictly at the discretion of the landlord, and neither the landlord nor the agent accepts any liability in this respect. Tradesmen and other persons as required will have access to the property during the retainer period without prior appointment. You must have adequate insurance in place to cover any potential loss or damage to your belongings in the event that any such concession for storage or access is made to you.

**Security Deposit:** Each student is required to pay a security deposit equivalent to one month rent plus £40.00 to be held against any breach or non-observance of the tenancy. The full terms are detailed in the tenancy agreement. The deposit is payable upon signing the tenancy agreement.

**Guarantors:** Each student will require a parent or guardian who is prepared to guarantee their performance of the terms of the tenancy i.e. payment of rent and looking after the property. The guarantor is required to sign the tenancy agreement and return it by 1<sup>st</sup> August.

**Tenancy Agreement:** Each student will be required to sign a tenancy agreement when their offer is accepted. Appointments must be made in advance for each household to attend the office as a group to sign. Please ensure you understand the terms of the tenancy agreement when you sign. Unless otherwise specifically stated in the tenancy agreement the property and rooms are let as seen – minus any personal belongings owned by the current tenant. Please ensure you have established what is provided by the landlord.

# Parker Baker

## PROPERTY CONSULTANTS

### Payment/Signing Schedule:

<b>On acceptance of offer</b>	Retainer rent paid Administration fee paid Tenancy signed
<b>1<sup>st</sup> August</b>	Security deposit paid Guarantor signed
<b>1<sup>st</sup> September</b>	Rent for 1 <sup>st</sup> September to 30 <sup>th</sup> September paid
<b>1<sup>st</sup> each month thereafter</b>	Rent for the month to come paid

**Keys:** Keys to the property and letting rooms will be available from 1<sup>st</sup> September (unless this is a Sunday, in which case they will be available from 2<sup>nd</sup> September unless an agreement has been made to be made available on the 31<sup>st</sup> August). You will need to make an appointment with this office for a date and time in order that we may meet you at the property to go through the inventory and hand you the front door key and the key to your letting room. We appreciate it is not always possible for you all to move in on the same day, therefore the first person to take possession will have the communal inventory check-in conducted with them, and thereafter we will do each room only. Weekend appointments are only available between 9.30am and 12.00pm on a Saturday.

**Property Management:** We will advise you who is managing the property in order that you may contact the relevant person should you experience any difficulties or require repairs to the property. Whoever is managing the property, they are required to protect your deposit and you are entitled to know how it is being protected and how to claim your deposit back at the end of the tenancy. Where we manage the property, all maintenance issues should be directed to us within 3 days of an issue occurring. Please be aware we have to gain authority from the landlord before we can carry out any repair work.

**Emergency Matters:** In the event of a real emergency occurring out of normal working hours (emergencies are defined as major water leaks, major drains blockages (if backing up into the property), serious structural damage, or major electrical problems), If we manage the property please contact our office on 01792 480715 Mon-Fri between 9.00am to 5.30pm or Sat 9.00am to 1.00pm, or our out of office number on 07973662675.

Locking yourself out of the property is **not** an emergency we will deal with – if this happens you must phone a 24 hour locksmith and make your own arrangements to pay for their services. You must also provide two copies of any new key to the person managing the property.

You should familiarise yourself with the property upon occupation and be confident that you know where the water stop cock, gas mains lever and electric fuse box are so that you may turn off supplies in an emergency.

If you smell gas, or have any reason to suspect a Gas leak you should telephone National Grid (formerly Transco) straight away and they will attend the property free of charge to investigate and make safe. The number for this is: Free-phone **0800 111 999**.