



homefinders

**COLLEGE, EDUCATIONAL ESTABLISHMENT  
AGENCY REGISTRATION FORM**

<b>PROPERTY APPLIED FOR:</b>
<b>LENGTH OF LET REQUIRED:</b>
<b>MAXIMUM NUMBER OF STUDENTS TO RESIDE IN PROPERTY:</b>

**COLLEGE DETAILS**

<b>NAME OF COLLEGE:</b>
<b>ADDRESS:</b>
<b>CONTACT NAME:</b>
<b>TELEPHONE NUMBER:</b>
<b>FAX NUMBER:</b>
<b>E.MAIL:</b>

**BANK DETAILS**

<b>NAME OF BANK:</b>	
<b>ADDRESS OF BANK:</b>	
<b>BANK ACCOUNT NO:</b>	<b>SORT CODE:</b> <input type="text"/> <input type="text"/> <input type="text"/>

**OTHER INFORMATION**

<b>ANY OTHER REQUIREMENTS OR INSTRUCTIONS:</b>

PLEASE NOTE ALL OUR PROPERTIES ARE NON-SMOKING PROPERTIES UNLESS STATED OTHERWISE.

I, the undersigned, understand and agree to the following points, should I take accommodation offered through Homefinders:-

1. A non refundable administration fee equivalent to 25% of a months rent and a contract fee of £66.00 +VAT (£77.55 incl.VAT) per property is required to hold the property pending the obtaining of references.
2. References may be required from the college's bank and 2 trade references may also be required.
3. I understand that Homefinders reserve the right to consult a credit reference agency and to reject my application without explanation.
4. The first month's rent is required, together with a refundable damages deposit equivalent to one and a half month's rent and the check-out fee, in cleared funds, prior to the commencement of the tenancy.

Check-out fee:-

Properties up to 4 bedrooms - £47.00 plus VAT  
Properties with more than 4 bedrooms - £10.00 plus VAT per bedroom  
Single rooms in a shared property - £20.00 plus VAT

Please note, when funds are paid prior to the commencement of the tenancy, the tenancy agreement remains strictly subject to contract. Possession of the property will only be possible after all monies have been paid in cleared funds, but the tenant will remain liable for the rent from the date the tenancy commences.

5. If, after paying the administration and contract fees, the applicant decides, for whatever reason, not to take the property, fees will not be refunded. However the check-out fee will be refunded. For properties reserved more than two weeks in advance of move in, the first rental payment will be required to be paid in advance; in this instance these rental monies will not be refundable if the applicant decides not to proceed.
6. However, should the Landlord decide not to let the property for any reason other than non receipt of satisfactory references, all fees, rent and deposit paid by the tenant will be refunded. It is understood that the Landlord and Homefinders will not be liable for any compensation whatsoever.
7. The deposit will be used as security for the performance of the tenant's obligations and safeguard against damages and shall be repayable, without interest, at the end of the tenancy or when the property is vacated, whichever is later, after deduction of any sums required to compensate the Landlord for loss or damage to the property or if the tenant is in breach of the tenancy agreement whether wholly or in part. Evidence must also be produced of payment of utility charges and Council Tax before any refund of deposit is made.
8. The tenant is responsible for registering for Council Tax at the local Council office and paying Council Tax throughout their occupation of the property.
9. All properties advertised through Homefinders are let at a rent **exclusive** of all utility charges, including water rates, unless otherwise stated.

10. The prospective tenant(s) need to satisfy themselves that there is a suitable phone connection for their requirements and / or that they can organise internet access (if required). Homefinders takes no responsibility for the provision of telephone lines or cable connection and makes no claim as to the suitability or provision of such services.
11. Tenants are required to vacate the property no later than 2pm on the last day of the Tenancy and to return all keys to the Landlord's Agent no later than 2pm on the last day of the Tenancy.
12. If keys are not returned to Homefinders on the last day of the tenancy (as specified above), a penalty charge will be incurred by the tenant. The charges are £25 plus VAT, for every day the key is not returned to us. Also, £50 plus VAT, on day 5 if the key has still not been returned for the cost of a replacement lock change or key cutting: the Landlord may decide to waive part of this charge depending on circumstances.

All information given on this form is true, accurate and complete.

SIGNED.....

DATE.....