



homefinders

for office use only:

Credit check recd

Guarantor letter recd

College ref recd

L/L ref recd

STUDENT REGISTRATION FORM

PROPERTY APPLIED FOR:

APPLICANT'S PERSONAL DETAILS

FORENAMES:

SURNAME: TITLE:

MARITAL STATUS: MARRIED SINGLE LIVING WITH PARTNER

E-MAIL ADDRESS:

TELEPHONE NOS: MOBILE: HOME: OTHER:

DATE OF BIRTH: NATIONALITY:

PROOF OF IDENTIFICATION PROVIDED:

NAME OF COLLEGE

ADDRESS OF COLLEGE

.....

CURRENT ADDRESS IN OXFORD:

.....

PERIOD AT ADDRESS:YEARS.....MONTHS

IS THIS PROPERTY RENTED? YES / NO

IF YES, PLEASE PROVIDE NAME & ADDRESS OF LETTING AGENT OR LANDLORD BELOW:

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.....

HAVE YOU ANY COUNTY COURT JUDGEMENTS, COURT DECREES, BANKRUPTCY OR
ADMINISTRATION ORDERS? YES / NO (If Yes, please detail on a separate sheet)

NAME OF BANK:

ADDRESS OF BANK:

NAME IN WHICH ACCOUNT HELD:

BANK ACCOUNT NUMBER:SORT CODE:

GUARANTOR DETAILS

A 'Guarantor' should have sufficient provable income and be living and working in the UK. If you are making a choice between parents please select the higher earning parent

GUARANTOR NAME: SURNAME: TITLE:

FORENAME:

RELATIONSHIP:

IS THIS PERSON IN FULL TIME EMPLOYMENT? YES / NO

IS THIS PERSON LIVING & WORKING IN THE UK? YES / NO

If you have answered 'NO' to either of the above, please talk to a member of the Homefinder's staff

ADDRESS OF GUARANTOR:

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.....

TELEPHONE NO: HOME: OTHER:

ANY SPECIAL REQUESTS OR REQUIREMENTS PLEASE LIST BELOW:

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PLEASE READ & SIGN THE FOLLOWING DECLARATION:

I, the undersigned, confirm that I have read and agree to Homefinders Terms and Conditions for Student Lets and I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I understand that the results of the findings may be forwarded to the landlord of the property and may be accessed again should I default on my rental payment. I agree to Homefinders searching the files of a Credit Reference Agency and IDS Ltd., the insurance industry's data collection agency, which will keep a record of that search. I also understand that no details of the searches will be given to me by the letting agent and/or landlord, but I may request the name and address of the Credit Reference Agency to whom I may apply for a copy of any information provided. I also confirm that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for responsible granting of tenancies, insurance and credit.

I understand that completion of this form and payment of the Reservation Fee does not guarantee me being offered a Tenancy of a property and in no way constitutes any form of Tenancy Agreement. I understand that the Reservation Fee and Holding Deposit are non-refundable.

SIGNED DATED



I, the undersigned, hereby confirm that I accept and agree to Homefinders obtaining information and confirmation that I am a student at:

College Name :

Student Name (printed) :

Date :

Student's Signature :

**TERMS AND CONDITIONS FOR APPLICANTS FOR STUDENT LETS
THESE DETAILS ARE IMPORTANT-PLEASE DETACH & RETAIN**

1. A Reservation Fee of £115 plus VAT (£135.13 incl. VAT) per student is required. On receipt of full payment of these fees the property will be reserved pending the obtaining of references, a satisfactory credit reference and guarantor documents. Homefinders will obtain all references required. Please note: We use a Credit Referencing Agency. The Reservation Fee includes all administrative costs, all referencing and guarantor documentation and the drawing up of a contract.
2. Each student will require a guarantor, usually a parent or guardian, based in the UK who will be required to sign a Deed of Guarantee. Please be aware that the guarantor will also be jointly and severally responsible for upholding the terms of the tenancy agreement.
3. References will be required for each student and guarantor and Homefinders reserve the right to consult a credit reference agency and to reject any application without explanation.
4. In the event of references being obtained which are not acceptable to the Landlord or in the event of a guarantor not being acceptable to the Landlord, then the Landlord may decide not to proceed and in this event the fees will not be refunded. If the student decides not to proceed for whatever reason, fees will not be refunded. Should the Landlord decide not to let the property for any reason, other than non receipt of satisfactory references, all fees, (and any rent and deposit that may have been paid by the tenant) will be refunded; in this event it is understood that neither the Landlord nor Homefinders will be liable for any compensation whatsoever.
5. The Tenancy will be for one year, unless expressly agreed otherwise, in writing. All students will be jointly and severally liable for the performance of the tenancy.
6. For each student a letter from his/her college confirming that he/she will be a student with them during the coming academic year will be required and Homefinders will usually apply for such a letter.
7. The tenancy agreement must be signed as soon as all references are received and when Homefinders advise that the tenancy agreement is ready for signing, or within 2 months of the fees being paid, whichever is the sooner. The first rental payment and the check-out fee must be paid, on signing the Tenancy Agreement. This will take place at our offices, usually between a month and six weeks from the date of reservation. The rent payment is not refundable in the unlikely event of the applicant not proceeding. However, the check-out fee is refundable. The first rental payment and check-out fee can be paid by VISA/Mastercard (subject to 2% supplement) or by Switch or Delta debit cards (no supplement). Alternatively this can be paid by personal cheque or bankers draft, bank transfer or in cash at our offices.
8. If the Tenancy agreement is not signed and the rent is not paid within the time limit specified, the property will be put back on the market. The check-out fee is calculated on the number of bedrooms the property has. For 4 bedrooms or less, the check out fee is £40.00 plus VAT (£47.00), for each further bedroom the property has, a £10.00 plus VAT fee is added.

9. Until all documentation is completed and the Refundable damages deposit has been paid in cleared funds, none of the proposed tenants will be allowed possession of the property, but all will remain liable for the rent from the date that the tenancy commences.
10. From 6th April 2007, all Landlords or their Agents were required to join a statutory tenancy deposit scheme if they take deposits. For your information; Homefinders is a member of the TDSRA (Tenancy Deposit Scheme for Regulated Agents) which is an insurance-backed deposit protection and dispute resolution scheme run by The Dispute Service Limited, and during the Tenancy Homefinders will hold the Deposit as Stakeholder.
11. The refundable damages deposit is payable at least 2 weeks before the commencement of the Tenancy. You can pay by VISA/Mastercard (subject to 2% supplement) or by Switch or Delta debit cards (no supplement). Alternatively this can be paid by personal cheque or bankers draft, bank transfer or in cash at our offices.
12. Future rental payments must be paid monthly in advance. A standing order for all rent payments must be signed before the tenancy commences. Homefinders/the Landlord will only accept a standing order from one Bank account for the full amount of the rent payment due and therefore students are strongly advised to set up a "House Account" for the payment of rent and other household bills.
13. It is the tenant's responsibility to register for Council Tax at the local Council office and to pay Council Tax throughout their occupation of the property, subject to any exemptions that may apply.
14. All properties advertised through Homefinders are let at a rent **exclusive** of all utility charges, including water rates, unless otherwise stated.
15. 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.
16. There will be a 'suspended' cleaning clause within the tenancy agreement which allows us to employ a regular cleaner at your expense if standards are not maintained.
17. Any agreed let remains subject to contract until the tenancy commences. This means that all the terms of the signed agreement only become effective at the start date of the Tenancy. Homefinders will expect the tenancy agreement to be signed in advance to avoid the problem of all members of the group not being available to sign together on the first day, and to fulfill our obligations to our client (the landlord). In practice when the first member of the group collects the key the agreement will be dated and become effective. Although it is legally possible for the Landlord to withdraw from the contract prior to the start date, this is extremely rare and Homefinders will inform the group at the earliest opportunity in the very unlikely event of this occurring.

18. All Student properties will have single joint contracts for the whole property and as such all students of the group will be jointly & severally liable to all conditions on the contract. It is not encouraged for the occupants of the property to change during the fixed terms of the tenancy. We understand, however, that occasionally, this is unavoidable. In this instance, the tenant wishing to leave will need to pay an exit/check out fee of £99.50 inclusive of VAT. The tenant group will be responsible for finding a suitable replacement with guarantor. The new prospective tenant will be asked to complete an application form and submit it to us for approval. An application fee of £115 plus VAT (£135.13 incl. VAT) will be payable by the new sharer. Rent will be payable by the outgoing tenant until the replacement tenancy begins. A new Tenancy Agreement will be needed to show the new occupants details. All of the remaining tenants will be asked to sign the new agreement.
19. We reserve the right to conduct viewings for the next year's tenancy from November.
20. 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.
21. If keys are not returned to us 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 or the cost for replacement lock change or key cutting; the Landlord may decide to waive part of this charge depending on circumstances.

NB: HOMEFINDERS ONLY LETS PROPERTIES TO GROUPS THAT COME TO US AS A GROUP; HOMEFINDERS DOES NOT MAKE UP GROUPS.

Homefinders recommend that if you are in any doubt regarding any of the above points then you should discuss it with Homefinders to obtain further clarification. If you are still in any doubt then Homefinders recommend you consult the Citizen's Advice Bureau or a legal advisor.