

STUDENT APPLICATION FORM

PERSONAL DETAILS

Name:

Date of Birth:

Current Address:

Proposed Address:

Proposed Move-in Date:

Length of Tenancy:

Mobile Number:

Email Address:

NEXT OF KIN DETAILS

Name:

Relationship:

Permanent Address:

Home Telephone:

Mobile Number:

Email Address:

GUARANTOR DETAILS

If your guarantor is the same as next of kin, please tick here

Guarantor Name:

Full Address:

Home Telephone:

Mobile Number:

Email Address:



STUDENT APPLICATION FORM

CURRENT LANDLORD/AGENT DETAILS

Name:

Email Address:

Telephone:

PHOTOGRAPH IDENTIFICATION

Guarantor ID

Guarantor Address Verification

Student ID Card

Current Passport

APPLICATION CONFIRMATION

***Fraudulent applications will result in eviction under grounds 17 of the
Housing Act 1996.***

PRINT NAME

SIGNATURE

DATE



A GUIDE FOR TENANTS

REFERENCING FEES

The Tenant is liable to pay a referencing fee of **£180.00 inc. VAT per person** to secure a property; this is on a first come first served basis and subject to satisfactory references.

This is the cost of taking up references, and there is no additional charge for considering the application, preparing documentation relating to the tenancy, or for an independent credit check to be carried out.

The referencing fee is non- returnable in the event that references prove unsatisfactory or the Tenant withdraws the Application before completion. Full fees need to be paid within 24 hours.

All monies can be paid either in the office or over the telephone by debit or credit card. Please note that all payments made by credit card will incur a charge of **2.4% inc. VAT** charge.

A one off checkout fee of **£90.00 inc. VAT** will also be payable by the tenant(s) for managed properties only, this fee is per property and will be deducted from the deposit at the end of the tenancy.

REFERENCES

You will be required to provide Moginie James with the following documentation before a tenancy is signed:

- Completed Financial Guarantor* form with photographic ID
- Landlord / Agent reference (Where Applicable)

*Financial Guarantor must be signed by a UK resident homeowner. The guarantor is signing to say that should you fail to pay the rent, they will be liable to pay it for you.

Please note if we are not in receipt of all three documents plus photographic ID (where applicable) then the tenancy cannot commence. Applications

and required documents are needed to be returned within 48 hours.

BOND

A deposit equivalent to **one months rent + £100.00 (minimum)** is held (if the property is managed, by Moginie James Estate Agents) for the duration of the Tenancy to offset any costs required to remedy the failure of the Tenant to fulfill the conditions of the Tenancy Agreement. We do not pay interest on any money held in our client's account. If the property is managed by Moginie James, your Deposit will be held by The Dispute Service.

INITIAL PAYMENT

One full month's rent is required for July & August's half rent period (where applicable). Half rent is paid as a holding fee to reserve the property until 1st September; this is an opportunity for the landlord to carry out any essential maintenance work over the summer period. You are not permitted to reside in the property during this time. The first rental instalment and deposit must be received in cleared funds no later than receipt of the signed Tenancy Agreement.

If payment of the initial cost is to be made by cheque, a period of ten working days prior to commencement of the tenancy is required to guarantee clearance of the cheque.

A Head Tenant must be nominated and all rent and bond payments must be made via the Head Tenant.



A GUIDE FOR TENANTS

SIGNING THE AGREEMENT

The tenancy agreement must be signed prior to the commencement of the tenancy by all parties. Once you and the Landlord, or agent, have signed the Tenancy Agreement (Assured Shorthold Tenancy introduced by the Housing Act 1988) you are legally committed.

Please note that once you have paid your referencing fee, contracts must be signed by all parties within 14 days.

Rent and bond must be paid in full when signing contracts; these must be paid as the property may be let to another party.

SUBSEQUENT PAYMENTS

Subsequent to the initial payment, rent must be paid by standing order (If a managed property) and the appropriate form will be given to you upon completion. Standing orders must be set up at least five days prior to the rent being due, this is so the rent is in our account on the date your rent becomes due. If rent is late by more than three days a

£18.00 Inc VAT charge will apply. The full rent on the property will be joint and several liable, therefore all tenants are responsible for the full rent.

MID TERM VISITS

Moginie James carry out quarterly visits on all managed properties, sufficient notice will be provided for the appointment.

TENANT SWAPS

If at some point during the tenancy, you wish to move out, and subject to your Landlords approval, you find a replacement tenant to take your place, we will draw up the necessary documents after the replacement tenant has passed our referencing procedure. The outgoing tenant and the remaining tenant/s will pay a fee of **£180.00 Inc. VAT**, and the replacement tenant will pay a fee of **£180.00 Inc. VAT** which will include the cost of referencing.

INSURANCES

The Landlord is responsible for providing building insurance, and contents insurance for his own belongings, but he is not responsible for your possessions. As per the terms of your tenancy, you are responsible for insuring your own contents and valuables.

You will be contacted by us regarding Tenants Liability Insurance, and provided you have given consent, our recommended insurance company will contact you.

PROPERTY MANAGEMENT

You will be informed of whom will be looking after the property during the term of your tenancy. The landlord, their representative, or we will be managing the property on a day-to-day basis. Where the property is managed by Moginie James we will endeavor to assist you in any maintenance issues. Please report any maintenance issues via our online reporting system, FixFlo; this can be found on our website via the Lettings Tab (drop down to Property Maintenance)

Moginie James carry out quarterly inspections on all



A GUIDE FOR TENANTS

PROPERTY MANAGEMENT (CONT)

managed properties, sufficient notice will be given for the appointment.

RENEWAL OF TENANCY

If at the end of your period of tenancy you wish to renew your tenancy agreement, after the landlord agrees, we will draw up the appropriate documents. This renewal will be at a cost of **£90.00 Inc. VAT per person** and new referencing will be required.

APPLICATION CONFIRMATION

Please sign to confirm you understand all the associated charges set out within the guide for tenants document

PRINT NAME

SIGNATURE

DATE

