



# student living



## Student Information & Application Form



EAST OXFORD  
267 Cowley Road,  
Oxford OX4 1XQ  
Tel: +44 (0) 1865 244666  
Fax: +44 (0) 1865 244885

# Check list

- Application Fee
- Individuals Signed Application Form
- Guarantors Signed Application Form
- Guarantors Fee
- Proof of Identity

## Office Use Only:

- Verification of Identity
- Copy of this completed document provided to applicant
- Application fee receipt issued
- Outline of offer confirmed

## Please read and complete the following documents:

ALL APPLICATIONS ARE **SUBJECT TO CONTRACT**. AN APPLICATION TO RENT ACCOMMODATION AND RECEIPT OF SATISFACTORY REFERENCES **DOES NOT** GUARANTEE THE TENANCY.

## What happens next?

1. Pay your application fee and holding deposit to scottfraser as soon as possible. (Please see Guide To Charges attached). Should you decide not to continue with your application at any time these fees will not be refunded. Upon the start of your tenancy the holding deposit will form part of your delapidations deposit.
2. Complete and sign the attached forms so that we can start to process your application immediately and obtain the necessary references. Your guarantor will also need to complete the Guarantors Application Form, which they can download from [www.scottfraser.co.uk/pdf/guarantorinfoapplicationform.pdf](http://www.scottfraser.co.uk/pdf/guarantorinfoapplicationform.pdf) or collect from our office. The property will be held 'under offer' until we are in receipt of the signed agreement and first account monies.
3. It will take a few days for your references to be approved. It will speed the process up if you have already contacted your referees to ask them to respond quickly when requested.
4. Your tenancy agreement and first account invoice will be prepared and sent to you by post as soon as possible. You must nominate a lead tenant for us to communicate with and who we will send all correspondence to. The first account invoice provides the details of how much you will need to pay. This will include a) the rent up to the end of the first calendar month of your tenancy (please note that if the start date of the tenancy is after the 18<sup>th</sup> of the month the following month's rent will be included for payment) and b) deposit equivalent to 2 months rent. Please note that we can no longer accept personal cheques as a method of payment.
5. Once you have received the tenancy agreement and invoice you will need to deliver the signed tenancy agreement and full amount of deposit back to us within a specified timescale (normally within 10 working days) and contact us to arrange payment of the first account invoice. We will send the tenancy agreement to the lead tenant. You must arrange for every tenant and all guarantors to sign it and return it to us.
6. Along with your application form we require that you provide proof of your identity. We will therefore need to see your current passport or photo driving licence.
7. On receipt of all the necessary paperwork and moneys we will make an appointment for you to pick up the keys to the property which will be no earlier than the start date of the tenancy.

## EAST OXFORD - 1897

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### Track your application on-line.

1. Go to [www.maras.co.uk](http://www.maras.co.uk).
2. Select application tracker.
3. Provide your date of birth where indicated.
4. Enter the office code (see above) and click on the search button.
5. Select your record for the progress of the application.

#### 1. Rental Property Address:

Post Code:	
Total Monthly Rent: £	Tenancy Term: Months
Preferred Start Date:	
If a joint tenancy, please state the applicant's share: £	pcm
Is the individual an additional applicant to an ongoing/current application?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide the name of your guarantor:	
*If so, please provide the MARAS reference number:	

#### Applicants' Details

2. **Personal Details:** Title: Dr  Mr  Mrs  Miss  Ms  Other  please specify

Full Name (incl middle names):

Date of Birth: Married  Single  Separated  Divorced  Widowed

Current Address:

Post Code:  
Period at address: Tel: Mobile:

E-mail:

Owner  Council Tenant  Private Tenant  With Parents  Other  (please advise)

Reason for departure:

Have you any adverse credit history? Yes  No  **If yes**, please detail on a separate sheet

To avoid unnecessary delay,  
please print and complete in  
full in a dark colour.

Estate/Letting Agent, Solicitor  
or Landlord regarding where  
you are now living.

#### 3. Company or Landlord name:

Address: Post Code:  
Tel: (day) E-mail:

Where have you been living  
during the last three years prior  
to your current address?

#### 4. Please provide previous addresses and dates of occupation, attaching a separate sheet if necessary:

1) Address: Post Code:  
Period at address:  
2) Address: Post Code:  
Period at address:

**Course Details** Student

**5. College/university name:**

Address:

Post code: Tutor's name:

Course name: Tutor's email:

Commencement date: Total length of course:

University Tel: University Fax:

Full time  Part time

**Bank/Building Society  
current account only** **8. Bank/Building Society Name:**

Address:

Post Code: Tel:

Account Name:

Account Number: Sort Code:

**Personal Reference** **9. Name:**

Relationship:

Address:

Post Code: Tel:

E-mail:

**Next of Kin Excluding Spouse** **10. Name:**

Relationship:

Address:

Post Code: Tel:

E-mail:

**Additional occupants** **11. Please list the names of all prospective tenants over 18 years of age to reside at the address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Information

12. Ages of Children:

Smokers/Non Smokers:

Nationality:

List any Pets:

## Declaration

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Managing Agents Reference Assistance Services Limited in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained/compiled by Managing Agents Reference Assistance Services Limited may be passed on to Agents and Landlords.

**Applicant's Signature:**

**Date:**

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MARAS is a registered trademark of Managing Agents Reference Assistance Services Limited.

# Guide to Charges Including VAT unless otherwise stated

All charges are reviewed yearly by scottfraser and are therefore subject to change

<b>Application Fees (non-refundable):</b> Per Person Guarantor	£135.00 Included in the above
<b>Tenancy Renewal Fee:</b>	£75.00
<b>Change of Tenant Fee:</b> In shared households where 1 or more tenants wish to leave the property mid-tenancy and therefore find a replacement, the following charges will be made (subject to landlord approval and references)	Agent's Administration Fee £90.00 for Incoming Tenant £210.00 Penalty fee to Outgoing Tenant
<b>Loss of Keys/Lock Out Fee (out of hours):</b> In the event that a tenant loses their keys In the event that a tenant is locked out of the property  <b>If Master key not available, cost of locksmith will be applied</b>	£70.50 to use the Master Key  Cost of locksmith visit to change locks & supply duplicate
<b>Missed/Re Inspection Appointment (fully managed properties only):</b> (Inspections will be arranged by letter. It is the tenant's responsibility to change the date if it is not convenient, and to present the property in good order. In the event that the property manager arrives and is not allowed access or should the property not meet the standard required to carry out the inspection then a charge will be issued and the inspection re-scheduled)	£50.00
<b>Rent Arrears Reminder Letter:</b>	£20.00 per letter
<b>Early Termination of Tenancy Fee:</b> subject to approval by Landlord and conditions	4 weeks rent plus VAT
<b>Check Out Fee:</b>	From £95.00 depending on size of property and if furnished or unfurnished
<b>Additional Check Out Fee:</b> This will only be charged if the property is not ready to check out at the agreed time	From £100.00

PLEASE READ CAREFULLY

1. **Application Fees:** After payment of fees and return of completed application forms, the property will be held "under offer" whilst referencing is carried out and until such time as the signed tenancy agreement and first account monies are received. If these are not received within the timescale specified, the property will be put back on the market. Should you fail referencing or withdraw before the tenancy agreement is signed, the application fees and holding deposit are non re-fundable.

**All applications and negotiations are subject to contract, successful referencing and landlord approval.**

2. **Rent:** All rent is due on the 1<sup>st</sup> day of each calendar month. Where a tenancy commences on any date after the 18<sup>th</sup> of the month then rent to the end of the month is payable plus the full rent for the following month. The amount of rent for the part month will be apportioned using the following daily rate calculation:  $\text{rent pcm} \times 12 / 365 \times \text{days in occupation}$ .

Rent is payable by standing order unless otherwise stated in the tenancy agreement.

3. **Inventory:** Two copies of the inventory will be given to the tenant shortly after the start of the tenancy. Discrepancies should be noted and one copy given back to **scottfraser** within 48 hours. If the inventory is not sent back within this time then it will be deemed to be correct in every detail when used to check the property at the end of the tenancy.
4. **Deposit:** Tenants' deposits are normally twice the monthly rental. **scottfraser** are members of the Tenancy Deposit Scheme. The deposit is to cover damage to the property over and above reasonable wear and tear and/or rent arrears. At the end of a tenancy, the deposit will be returned to the tenant as soon as practicably possible, less any deductions agreed. However, occasionally, a dispute may arise regarding the proposed deductions. If this cannot be agreed between parties,

**scottfraser** are able to refer any deadlock disputes to the Tenancy Deposit Scheme (TDS). Each case is sent to their Independent Case Examiner and subject to expert third party adjudication and the apportioning of deposit money.

**Under no circumstances will the deposit be used to cover rent during the period of the tenancy.**

5. **Renewing Your Tenancy:** In the November prior to the end of your tenancy we will contact you to ask if you would like to extend the tenancy. If you do, a renewal agreement will be drawn up (see Guide to Charges) for you to sign and return to us as soon as possible.

If you do not wish to renew your tenancy **scottfraser** will commence marketing and viewings. You must make the property available for viewings when given sufficient notice.

6. **Early Termination of Tenancy:** Once signed and executed you are legally bound by the terms of your tenancy agreement. Therefore your landlord is under no obligation to release you from your tenancy early and may hold you liable until the end of the fixed term.

CONTINUED...

# Important notes for Tenants page 2 of 2

PLEASE READ CAREFULLY

...CONTINUED

7. **Change of Tenant in Shared Properties:** The vacating tenant/s must give a minimum one month's written notice of the date of proposed vacation.

All existing tenants will remain jointly and severally liable for payment of rent and condition of the property until a replacement tenant has been successfully referenced, the existing tenancy formally surrendered and a new tenancy agreement signed and returned. The new tenancy will not be executed until the "Change of Tenant" fees have been paid (please see attached Guide to Charges).

An inventory cannot be carried out unless all tenants vacate the property, including removal of all personal belongings. Therefore, in signing the new tenancy agreement, the new tenants agree to accept the property in accordance with the inventory and schedule of condition prepared at the start of the initial tenancy. It is not until the final tenancy ends and the property is vacated that the inventory will be carried out and the deposit returned in the usual way (see clause 4 of these notes).

8. **Utilities & Services:** You are responsible for payment of gas and oil (where applicable), electricity, council tax, television license, telephone and any other subscription services such as NTL or Sky. Cable is not always available at a property and you must make your own enquiries. A Sky dish must not be erected without the permission of the landlord.
9. **Property Information:** Every effort has been made to ensure that you are given correct information about the property for which you are making an application. You must ask if there is any aspect of the property about

which you are unsure. The current inventory will be made available to you on request if you wish to confirm the items that remain at the property.

10. **Guarantor:** The guarantor(s) must be aware that they will need to sign the tenancy agreement and be jointly and severally liable for the tenancy. This will include the payment of rent and any other terms set out in the agreement in the event that any named tenant does not meet their tenancy obligations.
11. **Insurance:** The landlord will retain buildings and his personal contents insurance on the property. However this will not cover your own personal belongings or furniture. You must therefore insure your own possessions and the policy must include personal liability and accidental damage to landlord's possessions. Please refer to FAQ.

**I would like to take out the NWBrown Insurance via scottfraser**

**I shall arrange my own insurance cover and will provide a copy of the certificate prior to commencement of the tenancy**

## Declaration:

I confirm that I have read, understood and accepted the attached information in full, including the Guide to Charges and Important Notes documents.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### For Office Use Only (forms part of offer)

If a shared house state lead tenant:

Additional clauses:

Items to be provided/removed:

Agreed works to be completed at the property:

Rent increase mid tenancy:

Others:

# Insurance Information FAQ's

## TENANTS CONTENTS

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- 1. Why do I need insurance?**

To cover the cost of replacing your contents and to protect your deposit in the event of an insured incident. The policy includes £3,000 accidental damage to landlords contents, fixtures and fittings as standard. Personal liability is important to cover you for any accident to befall a 3rd party at the property, in the event that they decide to take action against you.
- 2. My tenancy is for 6 months why is this policy for 12 months?**

To reduce the cost of administering the policy and therefore the cost of insurance. If the policy is not used (no claim made) it can be cancelled with a pro rata refund given.
- 3. I am living in a shared house do we each need a policy?**

You do not need to take out a policy each, although you may prefer to do so.
- 4. What is accidental damage and why do I need it?**

The policy includes accidental damage to landlords contents, fixtures and fittings automatically but not accidental damage to your own contents. Accidental damage would be an incident such as spilling paint over a carpet.
- 5. What is meant by high risk items limit of £1,000?**

All items of this type are insured to a maximum value of £1,000 unless you have told us about them and they appear on your schedule. High risk items may include - *television, radio, recording and audio equipment, jewellery, personal computers, watches, cameras, and works of art.*
- 6. What is meant by Personal Possessions?**

These are personal effects kept on or about the person and taken outside the property, such as - *mobile phone, jewellery, camera, ipod.* They have a £1,000 single article limit unless specified on your schedule.
- 7. What do I do if I need to claim?**

If the claim relates to your own contents you can use this link and complete a claim form - <http://www.nwbrown.co.uk/insurance/insdownloads.asp>.  
If the claim relates to the building policy (eg water leak) or landlords contents (eg break-in) please contact **SCOTTFRASER** in the normal way.
- 8. Who are NW Brown Insurance Brokers?**

To enable us to sell insurance, pay for insurance and deal with claims on your behalf we are required to be authorised and regulated by the FSA (Financial Services Authority). As this is a specialist area it is essential to ensure we are able to provide this service within the rules. We are therefore an appointed representative of NW Brown Insurance Brokers, which allows us to use their expert knowledge so that we can concentrate on managing your property.
- 9. What if I need to make changes to my policy?**

Just call NW Brown on 01223 720350 and give them your name and policy number. They will talk you through the process.

