

**STUDENT AND GUARANTOR APPLICATION FORM**

Please ensure that this is returned to; [info@varsitycanterbury.com](mailto:info@varsitycanterbury.com)

**PLEASE ENSURE THAT YOU COMPLETE THE FORM IN BLOCK CAPITALS. PLEASE ONLY WRITE IN THE WHITE BOXES. THIS FORM NEEDS TO BE HAND SIGNED.**

Tenancy Details	Rent PCM:			
	Tenancy Term:			
Agreed Works	Note:			
Property Address:				
Which person in your group will be your lead student?				

PERSONAL INFORMATION			
STUDENT		GUARANTOR	
Name		Name	
Mobile		Mobile	
Email (Uni & Personal)		Email	
D.O.B		D.O.B	
Guarantor relationship to applicant			

STUDENT ADDRESS HISTORY	
University Address (Inc. postcode)	
Period at this address (Y/M)	
Home Address (Inc. postcode)	
Period at this address (Y/M)	
Name/Contact information of Landlord/Managing Agent (if applicable)	

GUARANTOR ADDRESS HISTORY		
Current Address (Inc. postcode)		
Period at this address (Y/M)		
Property Status (Rented/Owned/With Parents)		
Previous address (if not at your current address for more than 2 years)		
	Period at this address (Y/M)	

STUDENT - UNIVERSITY DETAILS	
University	
Course /Year	
Student ID Number	

GUARANTOR - EMPLOYMENT INFORMATION	
Organisation/Company	
Job Title	
Salary (p/a)	
Length of Employment	
HR Dept./Contact Person	
Contact Email Address:	

**To be completed by the student;**

EXTRA INFORMATION/AGREED WORKS
(This is not an opportunity to request works, just note anything already agreed as part of the tenancy application)

### **TERMS & CONDITIONS OF APPLYING FOR A TENANCY – VARSITY PORTFOLIO MANAGEMENT LTD.**

1. In order for the chosen property to be reserved **subject to contract**, all applicants must have paid their administration fee. We may sometimes agree that we will reserve the property **subject to contract** on your behalf, so long as at least half of your group have paid their administration fee and the remaining members of the group pay within a specific time frame. Should the time frame for paying the administration fee not be adhered to, the property will be remarketed.
2. The administration fee paid is non-refundable in circumstances where the applicant is unable to or unwilling to proceed with the application. Circumstances include but are not limited to; where the applicant decides to withdraw their application, is unable to provide suitable references and/or credit checks for themselves, the applicant provides misleading or intentionally incorrect information or their guarantor and where the applicant does not adhere to time frames and deadlines set. The administration fee will be refunded to the tenants if for any reason the Landlord decides not to proceed with the tenancy.
3. All Guarantors must be based in the UK and must be able to provide a satisfactory employment reference. If an applicant is unable to provide a guarantor, rent must be paid in advance or an application can be made to Housing Hand (details available upon request).
4. It is vital to ensure that all initial monies are paid well in advance of the tenancy commencing (and paid on the date agreed to in the STC Letter). We will not be able to commence the Tenancy if we are not in receipt of cleared funds. All initial monies including rent and deposit should be paid via bank transfer
5. Varsity Portfolio Management strongly advises that all tenants take out an adequate insurance policy prior to the tenancy commencing. We suggest that tenants take out a specific tenants' policy which includes cover for accidental damage to Landlord's fixture and fittings
6. Unless agreed to the contrary, all properties will be provided in the same condition as seen at the viewing, without improvement or redecoration (unless specifically agreed)

### **DECLARATION - WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this Information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be communicated to the landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I understand that Varsity Portfolio Management will make a search with a credit reference agency, which will keep a record of that search.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with any Credit Referencing Agency as seen fit by Varsity Portfolio Management who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information provided herein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer. Varsity Portfolio Management will remain the Data Controller for the purposes of this application. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I confirm that I understand and that it has been explained to me that the payment of a Holding Fee is due with all Applications. I understand that should mine or any of my joint Applicants references be unsatisfactory or that I/we do not take up the tenancy on the agreed start date that I/we will forfeit the Holding Fee. Varsity Portfolio Management in turn confirm that on receipt of the Holding Fee they will not offer the accommodation to any other Applicant provided the owner in turn agrees to the Applicant(s) offer.

<b>Student</b>	<u>Signed</u>	
	<u>Name (print)</u>	
<b>Guarantor</b>	<u>Signed</u>	
	<u>Name (print)</u>	
<b>Dated</b>		

**FROM 1 FEBRUARY 2016, ALL PRIVATE LANDLORDS AND AGENTS IN ENGLAND WILL HAVE TO MAKE RIGHT TO RENT CHECKS; THIS MEANS CHECKING THAT ALL TENANTS HAVE THE RIGHT TO BE IN THE UK. THEREFORE, YOU ARE REQUIRED TO PROVIDE APPROPRIATE ORIGINAL HARD COPY PHOTOGRAPHIC EVIDENCE/IDENTIFICATION IN PERSON TO BE PHOTOCOPIED AND HELD ON FILE.**

### **CHECKLIST. Please take the time to ensure the following;**

You've paid your Holding Fee.	
You've sent/uploaded valid ID for your Guarantor.	
You've read through the example Tenancy Agreement and Agreement of Guarantee.	
<b>RIGHT TO RENT: You understand that you (Students) must come to our office with your passport (or relevant ID) to prove your eligibility to rent a property in the UK, in accordance with the new Right to Rent Legislation 2016</b>	
<b>HOW TO RENT: You've received the current version of the document via email</b>	
You've 'Liked' our Facebook Page (This is the best way to keep up to date) and left a Google Review of your experience so far!	