

Request Form

It is your responsibility to ensure that you are aware of exactly what items are supplied within the property, and which items belong to the current tenants.

Property:

Tenant Request:

Tenant: Date:

Agreed by: Date:

(Office Use Only)

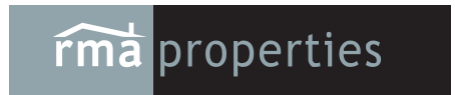
Contacted Landlord:

By Email By Phone Agent: Date:

Notes:

Tenant: Date:

Agent: Date:



PROPERTY BOOKING APPLICATION FORM

steps to booking a property

1. Each individual is required to complete a Reservation Form. Please see our Terms and Conditions as you will be required to sign these.
2. Pay the **Holding Deposit** (in one payment) made payable to “**RMA Properties**” for one weeks’ rent per person (Please note this payment forms part of your first months’ rent. **(This fee is non-refundable should you cancel your booking)**)
3. Each student **MUST** provide valid proof of identity i.e. EU passport/ signed non EU passport/ valid national ID card/ visa proof of entry to the UK.

All of the above is to be completed on the day of booking the property.

4. By the **10th working day** an appointment will be arranged for the final tenancy agreement to be signed and outstanding documents to be handed in. Please note the property in question will be taken off the market **subject to the references being completed.**
5. If all the documents are not received by the **15th calendar day**, then your booking will be void, and your **Holding Deposit** will be lost, **unless it has been mutually agreed to extend this date.**

Please use this checklist to ensure the completion of your tenancy agreement:

	<i>Holding Deposit Paid</i>
	<i>Reservation Form completed and Terms & Conditions signed and returned</i>
	<i>Copy of photo ID</i>
	<i>Letter from previous landlord/agency/bursar/accommodation office confirming a previous tenancy</i>
	<i>Letter from University to show that you are a student i.e. certificate of attendance</i>
	<i>Parent/Guarantor agreement signed by UK parent/guardian</i>
	<i>Credit check forms for guarantors</i>
	Notes:

Reservation Form (BLOCK CAPITALS ONLY)

Property Address:

.....

Tenancy Start Date:..... Tenancy End Date:..... Rent PCM:.....

Holding Deposit:.....

Agent:

Applicants Details

Name: Mr/Mrs/Ms/Other

University/Employer:.....

Permanent Correspondence Address:

.....

Mobile No:

E-Mail Address:

Next of Kin: Name:..... Number:.....

Guarantor Name:

Guarantor Address:

.....

Guarantor E-Mail:.....

Tel:

“RMA Properties Ltd reserves the right to hold, retain and store your personal data information alongside any relevant third parties for the purposes of the Lettings process. Upon written request, you reserve the right to withdraw your consent for us to retain your data following the termination of your tenancy.”

dates and rent subject to contract

Payment of the Holding Deposit are accepted strictly upon the following:

TERMS & CONDITIONS

At the time of booking a property, you will be required to pay a Holding Deposit.

HOLDING DEPOSIT

The holding deposit is **one weeks’ rent per student. (Non-refundable)*** *This is Non-refundable where a tenant provides false or misleading information, fails a right to rent check, withdraws from a property or fails to take all reasonable steps to enter into a tenancy agreement and the agent, RMA Properties Ltd has taken all reasonable steps to facilitate this. The Holding Deposit will be deemed as non-refundable 7 days after the 15 calendar days “deadline for agreement” have passed and you will be informed in writing as to the reasons why your Holding Deposit is being retained.

We only accept Holding Deposits from a whole group and will not accept any fees from an incomplete group booking a property. The Holding Deposit is **intended to contribute towards your first months’ rent.** [This is to be distinguished from the Tenancy Deposit of 5 weeks rent, which is a separate payment]. The tenants have 15 calendar days to provide all their references for the tenancy, and unless it has been mutually agreed in writing to extend this deadline, the holding fee will not be refunded.) **By signing the form at the bottom of this page, it is hereby understood and agreed that you provide your consent for your holding deposit to form part of your first month’s rent.**

TENANCY AGREEMENT

We will prepare the Assured Shorthold Tenancy Agreement within 15 calendar days from the date of your booking to sign. This is a binding legal agreement and if you are unsure about signing this document, you should take advice from a solicitor. **On the date of signing the contract, each tenant must provide acceptable forms of ID.**

TENANCY DEPOSIT

The Tenancy Deposit is the equivalent to **five weeks rent** and is payable **six weeks prior to the start of your tenancy.** If however the property is booked **post-May** for the same year of occupancy, you will be required to pay the **FULL** tenancy deposit in lieu of the Holding Deposit. The Tenancy Deposit will be registered with an appropriate deposit protection scheme and a certificate to that effect will be issued to the tenants accordingly by **Deposit Protection Service.**

Professional tenants who do **not** meet the credit check requirements may be asked to provide a Guarantor.

GUARANTORS

RMA may require Tenants to provide written assurance from parents or guardians to guarantee the obligations set out in the Tenancy Agreement. These Guarantors must be based in the United Kingdom. If **any** of the Tenants are unable to provide such Guarantees, the respective Tenants will have to pay their rent three months in advance, every three months, or we reserve the right to cancel the booking. **PLEASE NOTE EACH GUARANTOR WILL HAVE TO PASS A CREDIT CHECK.**

RENT

The Tenants will be advised of the first rent payment **within 15 calendar days of the booking,** less the holding deposit paid on application This **may not** apply in cases where a holding deposit has **not** been requested to be paid when you have booked the property, in which case the **FULL** rent amount will be requested **before** the tenancy commencement date). All rent payments are to be paid on the first day of each month, by Standing Order. **This must be the full payment; RMA Properties do not accept individual rental payments from tenants.**

DATE OF TENANCY

The commencement and termination dates of the Tenancy Agreement are fixed once the contract has been drawn up; however, the dates advertised **may be subject to change and are subject to contract.**

JOINT & SEVERAL LIABILITY

We do not ordinarily let individual rooms in a property to individual tenants. Our Tenancy Agreement clearly states that **all tenants will be jointly liable for any unpaid rent (unless your individual rental and financial liability has been limited to the relevant percentage as per the Deed of Guarantee Agreement as applicable) or for any breach of the Agreement.** Please be certain that you understand this and that your Guarantors are made aware of this, **if applicable.**

LEAD TENANT

For ease of administration and communication, we require a **Lead Tenant to be nominated to act as a person who WILL be contacted, and act upon behalf of all of you.** The nominated person will be the first point of contact for all matters relating to maintenance and access to the property and, **unless otherwise agreed with the tenants in writing,** the Lead Tenant is **the person to whom the Tenancy Deposit will be returned at the end of the Tenancy** for them to distribute to their co-tenants, save for deductions in respect of arrears/payments for dilapidations etc.

CONTRACTUAL OBLIGATIONS

The tenants must have viewed the property prior to payment of the Holding Deposit and payment of such will be acceptance of the condition of the property and its furniture, fixtures and fittings. **It is therefore your responsibility to ensure that you are aware of exactly what items are supplied with the property, and which items belong to the tenants.** The **photographic** sections of the Inventory provided by RMA Properties *may* show these items as being present or provided in the property, but we **cannot accept any responsibility** for any possible inadvertent inaccuracies of this nature and the Landlord/Agency will **not accept any liability** for these items being repaired nor replaced.

TERMS OF THE AGREEMENT

The Tenancy Agreement is for a fixed period of **twelve calendar months** unless stated otherwise and is in the names of all Tenants residing at the property. **There is no provision in the Tenancy Agreement for any Tenant(s) to give notice, or vacate, prior to the official Termination Date.** In the event that a Tenant leaves the group they will remain liable under the terms of the Tenancy Agreement until such time as a replacement Tenant is found by the group subject to the landlord’s approval. The incoming tenant will pay the typical holding deposit (see **page 1**) and the change of tenant fee will be payable by the outgoing tenant of **£50 [plus any additional reasonable costs that may be incurred for the Landlord/Agency].** (Further details of this procedure are available on request)

LET ONLY PROPERTIES

Where RMA handle the **booking only** of a property, deposits must be paid directly to the Landlord of the said property. RMA will provide you with details of the landlord and information on deposit protection schemes; however tenants are responsible for ensuring that the landlord complies with the requirements of the Deposit Protection Scheme which became law on 6 April 2007 (SI.2007 No. 796 The Housing (Tenancy Deposit Schemes) Order 2007).

RMA accept **no liability** for the actions of the landlord in any Let Only Properties with regard to the protection of the deposit or the collection of rent monies.

RIGHT TO RENT DISCLAIMER

We, agree to receiving the following items by e-mail:

1. Landlords Gas Safety Record (if applicable)
2. Energy Performance Certificate
3. “How to rent” guide.

Signature:.....

Date: