



HOW TO RENT A ROOM IN PURPOSE BUILT STUDENT ACCOMMODATION

CP Walker & Son's letting procedure

1. Identify a property you would like to rent

Please arrange all viewings through our office. If you are interested in a reserving a property without seeing it (e.g. you are based abroad and you are unable to view before your arrival in the UK), we strongly advise that you to speak with a representative at CP Walker prior to submitting your application. We will give you accurate feedback on available properties. Once an agreement has been signed, you are not able to change properties when you arrive in Nottingham for any reason you decide you don't like the location etc. It is not a good long term solution for a landlord to have an unhappy tenant in his/her property and so we will try and make sure you find the right property to start with.

2. Complete an Application Form

Once you have identified a property that you want to rent, you need to complete an Application Form. Application Forms are available from our office as paper versions or we can provide a digital copy so you can return by email. Students are asked to provide with their application:

1. Photo ID (copy passport or driving licence)
2. A copy of your Student Card (or a copy of your offer letter if you are not currently registered as a student)
3. Overseas Students will be required to provide confirmation of their overseas address

Once we have received your forms and the supporting information, we will allocate a room to you. This room is placed "under offer" but the room is only "secured" once you sign the Tenancy Agreement. To secure the room you need to sign the tenancy as quickly as possible once it has been sent to you. If you delay signing, then you risk losing the room if we decide to re-market due to delays on your behalf in signing the tenancy.

3. Check and Complete the Tenancy Agreement

Once we have received your application and allocated you your room, we will draft the Tenancy Agreement and send this to you by email. The tenancy is completed using electronic signature through the "DocuSign" software. Once you receive the Docusign email, we ask that you sign promptly.

4. Pay the Deposit

Once you have signed the agreement, you will need to pay the Deposit which is fixed at £300 per person. Details of how to pay will be sent to you after we have received your application. The Deposit will be registered as required under UK with The Tenancy Deposit Scheme. The Tenancy Deposit Scheme provides tenants with the protection that the Deposit will be dealt with fairly and will be returned at the end of the tenancy less any proper deductions. The Scheme offers an arbitration service for the benefit of both parties should there be any dispute about any proposed deductions from the Deposit at the end of the Tenancy. For further details of the scheme, visit www.thedisputeservice.co.uk.

5. Cancellation Policy

Once the Tenancy Agreement has been signed, there is a binding contract on both landlord and tenant to rent the room. This means that you are not automatically able to "pull out" if you have a change of circumstances. If you do have a change of circumstances, then you should contact CP Walker & Son immediately who will usually agree to re-market the room to others. As and when a replacement tenant can be found, it will be possible to release you from the contract. CP Walker & Son may charge an administration fee for finding a new tenant. If it is not possible to find a new tenant then you will be liable to pay the entire rent for the year so it is important that you disclose your change of circumstances as soon as you can to help avoid this eventuality.

6. Rent Payments

The default arrangements for rent payments from overseas students are annually in advance. However, it is sometimes possible to vary the payments e.g. if you are a UK student in receipt of UK Student Loan Payments or if you are a Postgraduate student in receipt of monthly stipend income. If you want to request a variation from the standard payment arrangement, we ask that you state this on your application so we can discuss this with the Property Owner. It is not usually possible to vary the payment dates once the tenancy has been completed. As a condition of agreeing alternative payments, you may be asked to provide details of a parent or other relative who can act as your Guarantor.

All payments are due by Standing Order (direct bank transfer). Details of the amount and dates you are due to pay will be sent to you once you have made your application. You will also be provided with details of how to pay including the overseas bank details of you are making payments from abroad. The first instalment of rent is due 14 days before the start of the tenancy. This allows cleared funds to be in our account so we can release keys when you arrive.

7. The move in – Collection of keys

Before you are due to move in to your property, we will send you a “Move In Email” which sets out the processes within the building and information you need to move into the property. When you collect your keys, you also need to book a time with our representative to give you a short induction to the property. We will usually want to do this when you collect your keys. Keys can be collected from our office (not the property) between 9am and 5pm Monday to Friday and 9am to 12.30pm on Saturday. If you arrive outside these hours and want to collect keys, then this is usually possible by prior arrangement subject to the payment of an out of hours arrival cost of £50. Alternatively, you can arrange for someone to collect keys on your behalf. You must advise us in advance of the identity of the person who will collect keys for you and that person must bring their ID to the office. You will then need to make an appointment for your induction following your arrival.

8. The move in – Induction Meeting

Each person that moves in to the property will be given a personal tour of the accommodation and their room to familiarise them with the property and the policies and procedures for dealing with any problems encountered during your stay. We will also explain the Health and Safety arrangement to include the fire alarm policy. We usually do this when you arrive to collect your keys so it is important that you reserve a time with CP Walker prior to your arrival for this.

9. The Inventory & Schedule of Condition

An Inventory & Schedule of Condition is prepared shortly before you move in. This document records the general state of the property as at the start of the tenancy and lists the various contents that are supplied with it. Once it has been typed and emailed over to you, you will then have a period of seven days to check through the Inventory it to make sure you are happy with it. The Inventory forms a record of the state of the property for the benefit of both parties and against which any disputes can be referred to during or at the end of the tenancy.

If you have any further questions, please telephone (+44) 115 925 4062 or email students@cpwalker.co.uk