



Student Moving-In Process

- 1. Confirm** you want the property to your lettings negotiator providing details of those tenants who will be moving in.
- 2. Pay one weeks rent holding deposit** to secure and hold the property. This will be deducted from your initial rent payment. Please pay into our bank account using the details over the page and send a screenshot of the payment to the office email: office@bristolpropertypartnership.co.uk

Once we receive the holding deposit from **ALL TENANTS** we will stop marketing the property and proceed with your referencing application.

NOTE: if you want to change any of the tenants for a joint tenancy after we have started processing your documents (Tenancy Agreement and/or Guarantor agreements) you will be charged £50.

- 3. Disclosure** - By paying the holding deposit **you are acknowledging there is no reason you are aware of that means you will fail referencing or credit checks.**

Please ensure **before paying the holding deposit** that **you declare any CCJs, any current debts and any current rent arrears** as this will cause you to fail referencing. If you do not declare this to us we will be unable to proceed with your application and your holding deposit will not be refunded.

Your holding deposit will NOT be refunded if:

- For any reason you change your mind
- You fail your right to rent checks – You're not permitted to live in the UK
- You provide any false or misleading information including not disclosing all CCJs, debt and rent arrears to us before referencing starts

- 4. Start referencing** – You will receive a text message and an email from “**Vouch**” - please promptly provide all information requested. To ensure referencing is not delayed or your application cancelled and holding deposit forfeit, you must provide this referencing information **within 48 hours of receipt of the text message and email from Vouch.**
- 5. A UK resident Guarantor is required and they will be referenced and credit checked in exactly the same way as yourself.**
 - Your Guarantor will need to provide documents such as ID, proof of address and proof of income. You are responsible for chasing them to complete the referencing process.
- 6. Advise your landlord you are using them for references**
 - How long your references take depends entirely on how quickly you and your landlord provide the information to our referencing company “Vouch”



- Upload Proof of address documents
 - If you are currently in student accommodation, a reference is not required – select this option during the vouch process.
- 7. Once references are complete Bristol Property Partnership will contact you, usually by email or phone to let you know.**
- 8. Deposit and initial rent will need to be paid prior to check-in.**
- We will advise you of the amount you need to pay
 - The amount of initial rent you pay will depend on the date your tenancy starts
 - For example, if your tenancy starts on 21st October, you will pay from the 21st October until the end of November (1 month plus 11 days) as our rents are due on the 1st of the month
 - If you move in on the 10th October, you will pay from the 10th October until the 31st October and then a full month's rent will be due on the 1st November
- 9. Documents** requiring your signature such as your Tenancy Agreement, Deposit Information and Inventory will be sent to you **via email for electronic signature prior to your check-in appointment. These must be signed and payment made at least 24 hours before check-in.**
- 10. Direct Debit set-up for month rent payments** – You will be sent a link to complete to set-up a direct debit with Go Cardless so we can collect your rent monthly by direct debit. **This must be completed before check in.**
- 11. Insurance** - tenants are strongly advised to take out **contents and tenant liability insurance** as your personal belongings and any damage you cause in the property are not covered under the Landlords insurance. **BPP recommend some good value insurance providers – see your check in email for the links.**
- 12. Turn up for your check-in appointment** at our office **to collect the keys. Don't forget to bring your passport or residency permit with you.**
- The check in appointment usually takes 10 to 15 minutes
- 13. Move into new house 😊**

Holding Deposits are payable by bank transfer to:

**Bristol Property Partnership
Lloyds Bank
Sort Code: 30-64-57
Account Number: 72439960
Reference: *Room and property***

or via PayPal by visiting www.bristolpropertypartnership.co.uk/pay



Student Moving-In Deadlines

November/December

- View a property
- Pay holding deposit
- Start Referencing

1 Month after paying Holding Deposit

- Completed Referencing including Guarantor's reference

4 Months before Move In

- Signed all Guarantor's Agreements

3 Months before Move In

- Signed Agreement
- Paid Deposit

1 Month before Move In

- Paid Initial Rent
- Set Up Rent Direct Debit

Move In Date

- Collect Keys
- Check IDs
- Enjoy!

Please be aware that these are **DEADLINES**, and each of these elements needs to be **COMPLETED** by the date stated.