



## **Student Move In Process**

**Lead Tenant:** Please nominate a lead tenant for the group, the lead tenant will be responsible for:

- Completing the property application form on behalf of all tenants
- Paying the holding deposit on behalf of the group
- Providing Bristol Property Partnership with all the tenant & guarantor details
- To keep the group informed about the progress of their application
- Paying the deposit on behalf of the group
- Making sure all tenants sign the Tenancy Agreement and all guarantors sign the Guarantor's Agreement

### **After viewing – secure your accommodation**

**1. Confirm** you would like to proceed with renting the property to the letting's negotiator.

LEAD TENANT TO Complete the online application form and provide the:

- Full name of each tenant, contact number & email address
- Full name of each guarantor, contact number & email address

We will need each person's name, as it appears on their ID. We WILL NOT accept a holding deposit without all the tenants and guarantor's details.

**2. Pay one weeks rent holding deposit** to secure the property. This holding deposit will be deducted from your initial rent payment at the start of your tenancy.

Please nominate a lead tenant to make payment of the holding deposit into the following account by bank transfer to:

Bristol Property Partnership

Lloyds Bank

Sort Code: 30-64-57

Account Number: 72439960

Reference: **(Please put the property address you're applying for)**

Once payment has been made, please email a screenshot of the payment to the office email:

[lettings@bristolpropertypartnership.co.uk](mailto:lettings@bristolpropertypartnership.co.uk)

**Once the holding deposit is paid, all parties have 15 days to take 'all reasonable steps' to enter into a tenancy agreement.** Your Tenancy Agreement for renting the property is with Bristol Property Partnership. If you have opted for an all-inclusive utilities package this is a separate utility contract with Uni Homes.

**NOTE: if you want to change any of the tenants for a joint tenancy or any of the guarantors after we have started processing your application or documents (Vouch application, 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 or your guarantor 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 – ie. You are not permitted to live in the UK.
- You provide any false or misleading information to us before or during referencing, including not disclosing CCJs, debt and rent arrears or providing false references
- The contract / Tenancy Agreement has not been entered into within 15 calendar days following the payment of the holding deposit (this can be extended if agreed by both parties)

**4. Start referencing** – You will receive a text message and an email from “**Vouch**”. To ensure referencing is not delayed or your application is cancelled, and your holding deposit forfeited, you must complete the Vouch online application **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 also receive a text message and an email from “**Vouch**” once you have submitted your application form.
- Your guarantor will need to complete the online application and provide documents such as ID, proof of address and proof of income.
- It is your responsibility to make sure your guarantor completes the online application **within 48 hours of receipt of the text message and email from Vouch.**

**6. Sign Agreements** – Once references are complete Bristol Property Partnership will contact your lead tenant, by email or phone to confirm they are happy to proceed with the let.

All tenants and guarantors will receive the following documents to sign via an email from “Arthur Online via Signable”:

- **Tenancy Agreement** – Please read the tenancy agreement as this will confirm the terms and conditions you and your guarantor are liable for. **All tenants must sign the tenancy agreement within 48 hours of the tenancy agreement being issued**
- **Guarantor Agreement** – The guarantor agreements will be issued at the same time as the tenancy agreement. **All guarantors must sign their guarantor agreements within 48 hours of the agreements being issued. All guarantor agreements must be witnessed by an independent witness (the witness must not be related and cannot be the tenant)**
- **Uni Homes utility contract** – This will be attached to the tenancy agreement document if you have opted for an all-inclusive utilities package.

**IMPORTANT:** A tenancy agreement and a guarantor agreement is a legally binding contract that you are obliged to honour. **DO NOT** commit to a tenancy unless you are certain you can meet your obligations for the entire term of the tenancy.

**7. Pay your deposit**– You will be asked to pay your property deposit when signing your tenancy agreement. **Payment is to be made within 48 hours of signing the tenancy agreement.**

The property deposit will be protected with the Deposit Protection Service. The lead tenant will receive communication that the deposit has been protected from the deposit scheme.

**8. First month's Rent payment** – Your first month's rent must be paid one month before your tenancy is due to start. Example: Tenancy start date: 01/07/2023 – your rent payment must be paid no later than 31/05/2023.

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 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. Direct Debit set-up for month rent payments** – You will be sent a link to complete to set-up a direct debit with Bottomline so we can collect your rent monthly by direct debit.

**10. Book your check-in appointment** – All keys are to be collected from our office. You will need to book a check in time with the office. ***Don't forget to bring your passport or residency permit with you.*** The check in appointment usually takes 10 to 15 minutes.

**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. Bristol Property Partnership recommend some good value insurance providers – see your check in email for the links.

**Council tax** – It is your responsibility to provide Bristol City Council with your exemption certificate. You can provide this information to Bristol City council via the following link:

<https://www.bristol.gov.uk/residents/council-tax/discounts-and-exemptions/student-exemptions-and-discounts>