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
- Keeping the group informed about the progress of their application
- Paying the Security deposit on behalf of the group or arranging this to be paid by each tenant
- 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.

The online form can be found at www.bristolpropertypartnership.co.uk/students/

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 Client Account
Sort Code: 30-64-57
Account Number: 72439960
Reference: **(Please enter the property address you're applying for)**

Once payment has been made, please email a screenshot of the payment to : lettings@bristolpropertypartnership.co.uk

Once the holding deposit is paid, all parties have 15 days to take 'all reasonable steps' to complete referencing and proceed with the Tenancy. We will hold the property for your group and will cease further advertising for this time.

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 need to pay a £50 charge.

3. Holding Deposit Disclosure - By paying the holding deposit you are acknowledging there is no reason you, your fellow tenants and guarantors are aware of that means any of 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 about renting the property
- Any applicants in the Group, or their Guarantors fail right to rent checks – i.e. You are not permitted to live in the UK
- Anyone in your Group provides any false or misleading information to us before or during referencing, including not fully disclosing CCJs, debt and rent arrears or providing false references
- The 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 – We use a system called Goodlord for referencing. You will receive an email from "**Goodlord**" with instructions on how to get started on your referencing. To ensure referencing is not delayed or your application is cancelled, and your holding deposit forfeited, you must complete the Goodlord referencing online application **within 5 days of receipt please.**

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 an email from "**Goodlord**" to start their referencing.
- 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 5 days of receipt of the email from Goodlord.**

We can also accept a Professional Guarantor if a UK resident personal Guarantor is not available

6. Confirmation of Successful referencing – Once references are complete Bristol Property Partnership will contact your lead tenant, by email or phone to confirm we are happy to proceed with the let and request payment of the Security Deposit.

Under the Renters Rights Act 2025 we are not able to issue Student Tenancy Agreements for signature more than six months before the start of the Tenancy. Once all references for Tenants and Guarantors have successfully completed we will confirm this to you, request the Security deposit and advise the date you can expect the Tenancy Agreement for signature.

Note: Your Tenancy Agreement for renting the property will be with Bristol Property Partnership on behalf of the Landlord. If you have opted for an all-inclusive utilities package this is a separate utility contract with Uni Homes.

7. Pay the Security deposit – You will now be asked to pay your property security deposit**.**

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

6. Sign the Agreements – Once the Security deposit has been received all tenants and guarantors will receive the following documents to sign via an email from "***Arthur Online via Signable***":

Note: Under the Renters Rights Act 2025 we are not able to issue Student Tenancy Agreements for signature more than six months before the start of the Tenancy. If this applies to you, we will advise when you can expect the receive these documents.

- **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 5 working days 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 5 working days of the agreements being issued. All guarantor agreements must be witnessed at point of signing by an independent witness. <u>The witness must not be related and cannot be the tenant</u>.**
- **Uni Homes utility contract** – This will be issued separately by Uni Homes if your group has opted for a utilities package.

Note: Your Tenancy Agreement for renting the property will be with Bristol Property Partnership on behalf of the Landlord. If you have opted for an all-inclusive utilities package this is a separate utility contract with Uni Homes.

<u>IMPORTANT:</u> 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 academic year ahead.

8. First month's **Rent payment** – Your first month's rent must be paid one month before your tenancy is due to start, or as soon as the Tenancy Agreement is signed by all parties.
Example: Tenancy start date: 01/07/2027 – your rent payment must be paid no later than 01/06/2027.

The holding already paid will be deducted from your first payment. We will advise you of the amount you need to pay, for example:

- If you move in on the 3rd July, you will pay from the 3rd July until the 2nd August and then a full month's rent will be due on the 3rd August and monthly thereafter.

9. Direct Debit set-up for month rent payments – You will be sent a link to set-up a direct debit with Bottomline so we can collect your monthly rent. This must be complete for all tenants before key collection.

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. ***<u>Don't forget to bring your passport or residency permit with you</u>***. 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 student 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

Failure to do this will result in a council tax bill which you will be liable to pay.