



HOW TO RENT STUDENT PROPERTIES

1. Identify a property you would like to rent

All viewings must be arranged through this office. Under no circumstances should you try and access the property direct. Properties are occupied and for security reasons tenants are advised not to let anyone in without a prior appointment. If you are reserving a property over the internet, we strongly advise you to speak with CP Walker prior to submitting your application so we can give you accurate feedback on your chosen property. Once an agreement has been signed, you are not able to change properties when you arrive in the Nottingham if for any reason you decide you don't like the location etc. We therefore want to make sure you find the right property initially.

2. Complete a Tenancy Application Form

Each person that wants to live at the property is required to complete a Tenancy Application Form and provide some basic details. This allows us to take appropriate references before we can obtain the owner's approval to proceed with the letting. Students are asked to provide:

- Confirmation that they will be attending Nottingham University (e.g. a copy of the University's offer letter or student ID card)
- Overseas Students will be asked for confirmation as to how their study is being financed (e.g. copy of letter confirming sponsorship, confirmation of bank funds or confirmation of funding from parent or guardian)
- Overseas Students will be required to provide a copy of their passport and confirmation of their overseas address

When handing in the application, each person will be required to pay an **Application Fee of £30**. Once the reference process has started, the property will be placed "Under Offer" and no further viewings will take place. We would therefore ask you to contact us immediately if for any reason you have a change of plan and decide not to proceed with completing the Tenancy Agreement. If there is any delay on your behalf in completing the Agreement, we reserve the right to place the property back on to the market and we will inform you when this has been done.

3. Complete the Tenancy Agreement & Pay the Deposit

As soon as we have the owner's instructions to proceed with the letting, we will prepare the Tenancy Agreement. This will be emailed or sent to you so you can check through it and raise any queries that you may have on any of the terms and conditions of the Agreement. You will then need to make an appointment to come in to CP Walker's offices to sign the Agreement. Students that are based overseas or who are unable to come in and sign will need to make alternative arrangements for the Agreements to be signed (usually emailed over, signed and returned by post). You should speak with your contact at CP Walker about this when you submit your application.

On completion of the Tenancy Agreement, each person is required to pay the deposit (or "damage bond"). The deposit for each property is equivalent to the monthly rent + £50 per tenant. This will be held by CP Walker & Son in accordance with the terms of The Tenancy Deposit Scheme (a Government authorised scheme that provides tenants with protection against misappropriation of their deposit monies - further details of the scheme can be provided on request). The Deposit will be returned after the end of the tenancy as long as there are no rent arrears, damage or other relevant breaches of the terms of the Tenancy Agreement.

For all properties listed on CP Walker's "Student Lists", there will be no Tenancy Fee to pay on completion of the Tenancy Agreement. If the property is advertised on one of our "Professional Lists", then the normal Tenancy Fee of £100 is payable. If you are unsure as to whether or not you need to pay a Tenancy Fee, contact CP Walker when or before you submit your Tenancy Application Form.

4. Complete the Guarantor Agreements

Students that are normally resident within the UK will be asked to provide a Guarantor (usually a parent) who will agree to underwrite your obligations under the terms of the Tenancy Agreement. Overseas applicants will be considered but may be required to pay an additional deposit or more rent in advance. This will vary landlord to landlord so please check with CP Walker to find out if this applies to you when or before you submit your Tenancy Application Form.

5. Pay the initial instalment of rent

You should make arrangements to pay the initial instalment of rent by the start date specified in the Tenancy Agreement. Payments can be made by cash or card (credit cards and overseas debit cards are accepted but there is an additional bank charge to pay of 2%). Payments are also accepted by bank transfer though these should be made at least 7 days before the due date (so that cleared funds are received). You must also make sure that the correct reference is quoted with any payment (please ask for details).

6. Collect the keys and agree the Inventory & Schedule of Condition

You should contact our office at least 48 hours in advance to arrange to collect the keys when you want to move in to the property. Keys can be collected 9am to 5.30pm Monday to Friday and 9am to 1pm on Saturday. When or shortly after you move into the property, we will give you an Inventory & Schedule of Condition. 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. This forms a record of the property for the benefit of both parties against which any disputes can be referred to during or at the end of the tenancy. We will arrange a "Check In" meeting with you. One of our Representatives will meet you at the property after you have moved in to go over the Inventory and Schedule of Condition and answer any practical queries you may have on the property. We will also supply you with a copy of the Gas Safety Certificate (where applicable). Meter readings will be taken (and provided within the Inventory) and we will notify the gas, electric and water suppliers and the Local Authority.

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



TERMS AND CONDITIONS

STUDENT LETTINGS

Tenancy Agreements

Tenancies of whole properties will be documented by a single tenancy agreement (called a “joint tenancy”). This avoids problems that can be created on room by room lets with TV licensing, Council Tax and other “HMO” issues. Although a joint tenancy makes each and every tenant liable for the total amount of monthly rent, our landlords will usually view rent payments on an individual basis (i.e. each person is only held liable for their share of the rent). A side letter to this effect is available on request from CP Walker.

Where properties are let on a room by room basis, individual tenancy agreements will be drawn up. The agreement states that the tenant is responsible for payment of the quoted rent plus a share of the bills associated with the occupation of the property.

All agreements used are Assured Shorthold Tenancies. The basic terms and conditions of these tenancies are set out by statute (the 1988 Housing Act). Sample copies of our Agreement are available on request. The Student Advice Centre in the Portland Building offers free advice to all students who are considering signing a Tenancy Agreement. Students can therefore seek their advice prior to completing our Tenancy Agreement if they are concerned about what they are being asked to sign up to.

Length of tenancy

Contracts are usually available for periods of either 10, 11 or 12 months. The term of the tenancy varies property to property; speak with your contact at CP Walker to find out what terms are offered for each property. Summer concessions are sometimes available for undergraduate students that do not intend on being resident over the summer months. Further information is available from CP Walker.

Inventory

When you move in to the property you will be given an Inventory & Schedule of Condition that lists any contents supplied with the property and comments on the general condition. This then forms a record of the property and its contents as at the start of the lease for the benefit of both parties during or at the end of the tenancy. You should check through this document and let us know if there are any points that you are unhappy with as soon as you move in. We will arrange a “Check In” meeting with you after you have moved in to go over the document so that you can raise any issues together with any practical queries that you may have on the property.

Rent Payments

Rent for each property is assessed and charged monthly in advance. Rent is payable on the first day of your tenancy (whatever date in the month it is agreed that the tenancy starts) and then on the corresponding date the following month, until the end of the tenancy. After the initial payment of rent made, further payments are due by standing order (direct bank transfer). Where rents are quoted for an entire property, groups can decide to split the amount of rent so that individuals pay different amounts (for example so that tenants with larger rooms pay more). If you are intending to do this, you should inform us when or before you make your initial payment of rent. Otherwise, we will charge and collect rents equally.

The table below sets out the equivalent “weekly” amounts for rents charged per calendar month:

Rent per calendar month	£200	£210	£220	£230	£240	£250	£260	£270	£280
Weekly equivalent	£46.15	£48.46	£50.77	£53.08	£55.38	£57.69	£60.00	£62.31	£64.62

Deposit

The Deposit payable (on completion of the Tenancy Agreement) is equivalent in each case to the respective share of the monthly rent plus £50 per person (i.e. if the share of the rent is £260 pcm, the deposit due is £310). Under the terms of an Assured Shorthold Tenancy, tenants are not responsible for the normal wear and tear of the decorations or furnishings. They are, however, responsible for any damage caused. The Deposit is held as security against the Tenant’s obligations under the terms of the lease, including any damage or cleaning required at the end of the period of occupation. If you have complied with the terms of the Tenancy Agreement, the Deposit will be returned in full following your vacation of the property. Otherwise, the balance of the Deposit will be returned once the work has been carried out or replacement items purchased. CP Walker are Members of the Tenancy Deposit Scheme, a UK government approved scheme for Deposits that helps to safeguard tenant’s money and ensure that any deductions are dealt with in a proper manner. Further details on this scheme are available at www.thedisputeservice.co.uk

Household Bills

Tenants are responsible for the payment of all utility charges associated with the property throughout the period of their tenancy (including gas, electricity, and water bills, Council Tax (where applicable), TV licence, telephone and internet bills). The Tenant must not change the supplier of the gas or electricity without notifying the landlord or agent (so that we know who to inform after the end of the tenancy). Although students are usually exempt to Council Tax, there may be certain instances when Council Tax is due. Researchers are generally liable to pay Council Tax; Research students should bear this in mind when considering where and with whom to live. This can have significant financial consequences.

Insurance

The Tenant is responsible for maintaining insurance on his/her own belongings. There are several insurance companies (notably Endsleigh) that offer Policies specially designed for students. However, it is always better to check with your parents’ home policy as usually this can be extended to offer cover on your term time address. This can sometimes be done at nil cost.

Repairs

The Tenant is responsible for keeping the interior of the property in good and clean condition and repair (subject to the principles of fair wear and tear). The Landlord is responsible for the repair of the structure and exterior (including drains, gutters and external pipes), the installations for the supply of water, gas, electricity and sanitation and the central and water heating systems.

Inspection

The Landlord or their Agents will carry out periodic inspections of the property during the period of the Tenancy to monitor care.