



local & independent

Our Students' Guide to Letting for 2009/2010

Important - Please read carefully and keep this information for future reference

Once you have viewed a property you want, you must act quickly so that we can secure it for you. Here is what to do next ...

Pay your application fee by phone or in our office at **13 Moorland Road, Oldfield Park, Bath**. You can pay by cash, cheque or card. This is an all inclusive charge which covers the costs of referencing, the Tenancy Agreement and setting up the tenancy and is not refundable or negotiable! When all prospective tenants have paid the application fees for a property we take it off the market. **Marketing of the property will recommence immediately if any of the due dates are missed without prior warning and you will forfeit your application fees.**

You are required to have a Guarantor – someone (usually a parent) who is legally responsible for covering your rent if you were to default. To qualify they must be over 18, be a UK homeowner and resident and earn sufficient income. Although you may be lucky enough to have your rent paid by your guarantor they are not the legal tenant and we **cannot** enter into any discussion with them on your behalf. We will take your contact details and those of your guarantor then send a Guarantor Indemnity form for them to sign. This is a legal document but basically states that they will pay the rent if you default. **You and your guarantor have 7 days to return all the paperwork to us.**

We will book you an appointment to come back to the office in about 3 weeks. In the meantime all the forms will be processed and approved and the Tenancy Agreement drawn up. It also gives you some time to find the deposit (1.5 x months rent) and the first month's rent which must both be paid in advance. Please pay this by bank transfer, banker's draft or cheque. We are not able to take deposits from a credit or debit card. All tenants must attend this appointment in order to sign the Tenancy Agreement. Your deposit will be protected in accordance with recent legislation.

Once signed you are under contract to take the property and are liable to pay the rent as stated. We will issue you with our bank details to set up your rent if we are to manage the property. **It is your responsibility to set this up with your bank and cancel it at the end of your tenancy.** You will be given your Landlord's contact details only if they will be managing the property themselves. Please note that all tenancies are on a 12 month basis at the Landlords' request.

We can then arrange an appointment for you to pick up the keys to the property on your move in date. **If you arrive without a prior appointment we are not always available to help.**

We provide two different services to our clients who are the Landlords. We either manage the property throughout the let **or** we pass it to them to manage directly, depending on their requirements. Once you have moved in we are your first point of contact for repairs **only** if we are the managing agents. In this case you must email repairs@pullinknight.com and follow the property management procedure.