



McLean

Property Services Ltd

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Student Reservation & Application Form

Welcome to McLean Property Services, please supply us with the details below. The landlord will be provided with these details and they will be used for completing the reference check.

Application Process

All application forms must be completed and signed before an application for a tenancy can be formally considered; these must be returned within 48 hours. **All applicants** must be referenced and credit checked and an application fee of £100 (incl VAT) for single occupancy is required, along with the reservation/application form. The application fee is non-refundable. We regret we are unable to reserve the property or commence the application until these payments has been received.

Referencing is often carried out via a professional referencing agency. Please complete all information on the form, failure to do so will delay the application process.

All applicants are required to provide 2 forms of ID, e.g. passport/driving license/ and student ID number. **Important** - If you or your guarantors do not provide the information required by the referencing company within 14 days of the signing of this document, we will be within our rights to re-advertise the property and you will lose the property and the deposits paid.

Holding Fee

Payment of the Holding Fee equivalent to 1 months rent ensures the accommodation will not be offered to any other applicant by this company until after the planned commencement date. Should the tenancy go ahead this will be deducted from the money due before you move in. If the Landlord/Agency declines the tenancy it will be refunded. Should you decide not to continue with the process for any reason, or incorrect or fraudulent information is given by you or your guarantors in your application, or you fail to take up the tenancy by or on the agreed date your holding deposit is non-refundable.

The proposed tenancy is offered 'subject to contract' and is conditional upon the receipt of satisfactory reference and/or guarantees; the receipt of cleared funds and the signing by all parties of the tenancy agreement.

McLean Property Services details:

Bank - Nat West

Sort Code: - 54-21-51

Account Number: - 30742412

IMPORTANT: Please add your surname to the bank transaction in order that we can identify who it is from

Security Deposits

The security deposit will equate to approx one month's rent and the balance must be paid immediately after the application process. The deposit will be deposited into the governments approved Deposit Protection Scheme www.depositprotection.com who will contact you with your repayment ID number. Where the property is managed by the landlord they are responsible for administering the deposit.

Moving In

Prior to you moving in, each applicant must sign the Tenancy Agreement and to pay by bankers draft or 'cleared funds' the first months rent. An inventory and schedule of condition will be prepared and you will be given a copy of the report.

Rental Payments

A monthly standing order for the rent will be set up by us, payable 3 days before the due date to ensure the rent is in our account on the due date. **Please note we collect rent on 1st of every month.** N.B there will be an administration surcharge for late payments of rent on each occasion.

Insurance

It is your responsibility to hold contents insurance for your belongings throughout the period of the tenancy, and in the event of accidental damage to the landlord's contents. We can supply further information upon request.

Property Details

Address of property:	Planned commencement date:
Length of tenancy agreed:	Rental amount: Deposit:

Applicant/Tenant Details

Applicant First Name	Surname	DOB
Mr/Mrs/M/s/Dr:		
Current Address:	Phone number:	Email address
University:	Student Number:	Student Course:
Course Start date:	Course End date: (approx)	Are you a full time student? Yes / No

Payment Types

Are you paying your own rent? (Please indicate)	Yes / No
Will you be receiving a loan?	Yes / No
Will you be paying by: (please indicate)	
<ul style="list-style-type: none"> • Standing Order • Termly • Will you be paying by Post Dated cheque? 	

Next of Kin Details

Full Name: Mr/Mrs/Miss/Other: Relationship to you:	Email address:
Their Address:	Ph:

Guarantors Details (if different to above)

Full Name: Mr/Mrs/Miss/Other: Relationship to you:	Email address:
Address:	Ph:

I/We authorise McLean Property Services to make any enquiries considered necessary to complete the reference check.

I/We understand and agree with the above terms and conditions and pay the Reservation Application and Holding Fee/s as shown.

Signed Date

Print

Office Information only

Amount paid: Cash: £ Bank transfer: £ Date:
