

## IMPORTANT NOTICE

We would like to draw your attention to the following, which need to be considered prior to entering into the tenancy:

### APPLICATION

- 1: All applications must be accompanied by the appropriate administration fee . This fee is NON-REFUNDABLE unless the landlord withdraws the property.
- 2: Application forms must be completed and returned within 48 hours of paying the administration fee. If we do not receive the completed and signed forms, we will immediately re-advertise the property AND YOU WILL FORFEIT THE ADMINISTRATION FEE.
- 3: The tenancy commencement date must be the available date of the property . Any other date can only be with our written agreement, but in principle properties WILL NOT BE HELD FOR MORE THAN 10 DAYS after the application or due date
- 4: As part of the tenant assessment, ability to pay the rent will be assessed. Normally this means that an application will be automatically declined IF RENT EXCEEDS 40% OF TENANTS TOTAL GUARANTEED INCOME or if there is an adverse credit history. However, as an alternative, you may be able provide a UK resident guarantor or pay 6 months in advance

### PRIOR TO & COMPLETING TENANCY AGREEMENT

- 5: ALL PARTIES MUST BE PRESENT TO SIGN THE AGREEMENT. Should someone not be available to sign, then an authorisation letter must be must be given to the other parties to authorise them to sign all documentation on their behalf. Identification must be provided at the signing.
- 6: All monies are to be in cleared funds, i.e. bankers draft or cash, before the commencement of the tenancy (not building society or personal cheque). Credit cards and Debit cards can be used but charges will apply as displayed in the office.
- 7: If by agreement the commencement of the tenancy is more than 10 days from the date of paying the administration fee, a HOLDING DEPOSIT will be required. The amount required will be the first month's rent, which is non-refundable if any application is withdrawn by the prospective tenant. Once the application is successful and the tenancy signed, this amount will be offset against the initial deposit and rent due.
- 8: In addition to the first months rent, we will require a deposit of 1 1/2 times the rent and the insurance premium referred to below, payable on or before the commencement date in cleared funds.
- 9: A standing order mandate must be signed for future rents. Where there is more than one applicant, we would recommend that a joint account be set up for one payment being made each month. Payment is due each month on the day before the start day for the tenancy (i.e. if start date 16th, standing order date will be 15th each month)

## COMPULSORY ACCIDENTAL DAMAGE INSURANCE

It can be difficult for Tenants to arrange insurance cover for their contents, personal possessions and liabilities towards the accidental damage of Landlord's contents, fixtures and fittings. Often such cover is either very restrictive or provides more cover than is required for the contents you possess.

As part of our terms and conditions for entering into a tenancy agreement, all Tenants will be required to have a policy, which will protect tenants liabilities in respect of the accidental damage of Landlord's contents, fixtures and fittings. We can provide such a policy, which also provides Tenants Contents insurance.

**Our block policy with Letsure provides , inter alia, and subject to an excess of £100 , the following cover for contents in the home:**

- £5,000 of cover for contents (higher limits available as an option).
- £2,500 of cover for accidental damage to Landlord's contents and fixtures.

Accidental damage to your own contents and landlords contents, fixtures and fittings from unintentional causes.  
Theft of keys, and food in freezers.

### **Optional cover available:**

- Cover for contents of £10,000, £20,000 , £30,000 or £40,000 at additional rates.
- Computer and computer equipment and pedal cycles, as specified.
- Personal Belongings outside of the home to cover clothing and personal effects whilst in the UK , subject to additional premium.

The cost under the block policy is £62.11 per year per household (inclusive of Insurance Premium Tax) for £5000 of cover and this premium is payable prior to the commencement of the tenancy agreement, as specified in the Tenancy Agreement. The above comments are to provide a guide only to the cover available. For full details , please request a copy of the Policy produced by Letsure.

**Dated:** 01 January 2005.

18 Mill Road, Cambridge, CB1 2AD

**Tel:** 01223 352 170

**Email:** cambridge@sab.co.uk

**To be left with St Andrews Bureau.**

Please write below your next of kin and/or your parent's details:

**Name:**

**Address:**

**Telephone:**

Please provide your national insurance number (or passport number if you do not have a national insurance number as yet). You will be required to provide proof of identity (photographic ID) at the latest on the day you move in:

Smoker/Non Smoker (please delete as appropriate)