

## **INFORMATION SHEET**

### **STUDENT APPLICATION FORM**

**\*\*\* All Our Properties are Non Smoking \*\*\***

#### **Application**

Please ensure your application form is completed in full otherwise there may be delays in processing your application.

If you have any queries regarding the completion of the application form please call Moorhouse Properties on 0116 260 1200.

#### **Accommodation and Rent/Fees**

An application fee of £85.00(non refundable) is required from students. A reservation fee of £300.00 (unless otherwise specified) should be returned with this form to secure the property, subject to reference checks.

This will act as a reservation fee, which then in turn becomes the damage deposit once the tenancy is agreed.

The **Guarantor** is required to provide proof of address (this is usually a copy of a utility bill) along with a photocopy of ID showing the guarantors signature.

The **Student** is required to provide proof of University he/she is attending. Student ID Card/No. is required.

Rent is payable quarterly in advance by standing order on the anniversary date of the commencement of the tenancy. (i.e, tenancy commences 1<sup>st</sup> September, rent payable 1<sup>st</sup> of each quarterly month commencing 1<sup>st</sup> September) A standing order form will be provided and we will send this to your bank to be set up.

An inventory will be issued and agreed at commencement of the tenancy. The property will be checked at the end of the tenancy using the agreed inventory.

#### **Please return your completed application form to:**

Mrs Isobel Gould  
Moorhouse Properties  
Charnwood House  
46-48 Garden Street  
Thurmaston  
Leicester  
**LE4 8DS**

Email Address: [admin@moorhouseproperties.co.uk](mailto:admin@moorhouseproperties.co.uk)

***PLEASE ENSURE ALL SECTIONS ARE COMPLETED***

# STUDENT AND GUARANTOR APPLICATION FORM

- Subject to contract

“For Office  
Use Only”

## STUDENT DETAILS

- Student Applicant's Full Names: .....
- Date of Birth: .....
- Present Address: .....
- .....Postcode: .....
- Telephone Number: Mobile .....Other: .....
- Email Address:** .....
- Course Attending(Course title & department)** .....
- Student ID Number.....
- UNIVERSITY ATTENDING** .....

---

## GUARANTOR'S PERSONAL DETAILS

- Title: Mr / Mrs / Miss / Ms / Other .....
- Relationship to Student tenant applying: .....
- (must be a family relative)
- First Name(s): ..... Surname: .....
- Date of Birth: ..... Maiden Name: .....
- (If applicable)
- Telephone Numbers:** Home: ..... Work: .....
- Mobile: .....
- Present Address :** .....
- .....Postcode .....
- Email Address:** .....
- Are you currently: Property Owner / Private Tenant / Council Tenant / Other
- Period at address : Years ..... Months .....
- If a property owner: Are you sole or joint owner?
- Do you have any criminal convictions? Yes ..... No .....
- Have you any outstanding County Court Judgements registered against you?
- Yes ..... No ..... (If yes attach details)

## Reservation Deposit & Application Fee

**A reservation deposit of £300.00 and a £85.00 application fee are due at the time of application. On receipt of a completed Application Form and these fees the owner agrees to withdraw the specified property/room from the rental market subject to:**

1. Satisfactory replies to reference enquiries + Credit Checks.
  2. Cleared funds.
- Moorhouse Properties agree that, subject to the normal selection procedures will grant you an Assured Shorthold Tenancy.
  - In the event that your application does not satisfy the normal selection process employed by Moorhouse Properties the reservation fee of **£300.00** will be refunded to you without delay. **However, the application fee of £85.00 is not refundable and will be kept by Moorhouse Properties to cover their administration costs.**
  - Moorhouse Properties agrees that provided the terms for such Agreement between the parties and contracts completed by the commencement of tenancy will allow you to take up occupation without hindrance, subject to the payment of the agreed dilapidation deposit and first monthly rent before occupation takes place.
  - **You warrant that should you fail to take up the Agreement and occupation of the specified property/room other than that described above you will forfeit the Reservation Deposit.**
  - Upon commencement of the tenancy agreement the reservation will become the damage deposit.

Please sign, date and return this application form along with your application fee and reservation fee (if not yet paid **£385.00**)

PLEASE MAKE CHEQUES PAYABLE TO: **I.J. MOORHOUSE**

On receipt we shall immediately ensure that the property/room is withdrawn from the lettings market subject to the clauses above.

I confirm that I have read and understood all of the above conditions, and I agree to them forming the basis of an Agreement between us.

“ For Office Use Only”

Signed: (Student) .....

Student's Name : .....

Date: .....

PROPERTY ADDRESS APPLYING FOR:

.....

## DECLARATION

We confirm that the information supplied, to the best of my knowledge and belief, to be true. We have no objection to this information being verified by whatever means deemed necessary. The results will be forwarded to the Lettings Agency and/or Landlord and may be accessed again should I apply for a tenancy agreement in the future.

We agree:-

You may search the files of a Credit Referencing Agency who may keep a record of that search. Details of how we conduct the account may also be disclosed to the Agency. This information may be used by other lenders in assessing applications from us and other members of our household, and for occasional debt tracing and fraud prevention.

We understand that in the event of our defaulting in respect of the covenants as tenant or Guarantor, the information contained herein may be disclosed to one or more insurer and /or their agent, tracing companies and/or debt collection agencies in order to recover any monies due or to trace our whereabouts.

The information may be used to inform the utility suppliers (gas, electric, water) & the local council (for council tax purposes) of our details should we take up a tenancy and again when we finally leave the property. We declare that we have never been bankrupt or entered into any agreement with creditors or had any judgement for debt outstanding. All information will be treated as confidential.

“For Office Use Only”

<input type="checkbox"/>	<b>GUARANTOR SIGNATURE</b>	<input type="text"/>
<input type="checkbox"/>	GUARANTOR NAME (PRINT)	<input type="text"/>
<input type="checkbox"/>	<b>APPLICANT SIGNATURE</b>	<input type="text"/>
<input type="checkbox"/>	APPLICANT NAME (PRINT)	<input type="text"/>
<input type="checkbox"/>	DATE	<input type="text"/>

**Please ensure that all relevant paperwork is enclosed with your payment as any omissions will delay the processing of your application.  
All fully completed applications will be given priority.**

**Documents required to enable application to proceed.**

“For Office Use Only”

- |  |                          |
|--|--------------------------|
| 1. Photographic ID of <b>Guarantor &amp; Student</b><br>(Passport or Drivers Licence) – (Photocopies are acceptable) | <input type="checkbox"/> |
| 2. Student ID Card   | <input type="checkbox"/> |
| 3. Recent Utility Bill (Proof of address of Guarantor)   | <input type="checkbox"/> |
| 4. Signed & Dated Declaration from Guarantor & Applicant   | <input type="checkbox"/> |
| 5. Completed Application Form  | <input type="checkbox"/> |
| 6. Cheque/Bank transfer for Application Fee & Deposit(£385.00)   | <input type="checkbox"/> |

Please provide previous landlord details for references

Name: .....

Address: .....

Contact Number: .....

Current rented property Address: .....

.....

(Please do not send unregistered cash through the post)

