

## **A Guide to Renting a Student Property via Woo Properties Ltd**

### **(incl. Student Tenancy Application Form)**

We manage properties well for our landlords and we look for good reliable tenants on their behalf. Ultimately the decision to let a property is down to each individual landlord but as part of the vetting process we will ask you to provide the following:-

- University course details
- Proof of ID (Passport preferred)
- A Guarantor
- Details of next of kin
- Payment of relevant application fees

#### **Fees and Procedure**

Below is the procedure we follow should you wish to part-rent one of the properties we manage. We are a friendly team so please call us if you would like more information.

1. Complete Student Tenancy Application Form and pay application fee of £90\*.
2. We will send Guarantor Application Form to the Guarantor named on your application. This will need to be returned within 14 days together with requested additional documentation, for your application to proceed.
3. Credit and employer references will then be taken on the guarantor – which is usually completed within 3 working days of receipt of application. The property will be held for you during this period
4. Once references are completed we agree the move-in date; prepare the Tenancy Agreement and Inventory; and ensure the property is prepared ready for moving in.
5. A deposit of £300 plus the rent to cover the first agreed period must be received by us as cleared funds; before any keys are handed over (specific dates will be given as we prepare the Tenancy Agreement).

Please note that as we incur costs, fees above are non-refundable; so please only apply for a property if you have every intention of moving in. The initial application fee will only hold the property for you for a maximum of 14 days so please complete all application forms thoroughly to avoid any delays.

#### **Guarantors**

For all student lets we will require a guarantor. An additional application will be required for the guarantor, as we will need to take up references; and an additional fee of £45\* will apply.

\* All figures quoted above include VAT.

### Student Tenancy Application Form

Form to be completed and signed by the student applying

Please complete legibly to reduce errors and supply all details to help with the speed of your application

Property:	
Preferred Room Choice:	Weekly Equivalent Rent:

**Personal Details:**

Title:	First Name(s):	Surname:
Male / Female	National Insurance No:	Previous Surname:
D.O.B:	Tel / Mobile:	Email:

**Current Address Details:**

Address (including post code):
Time living at address: from _____ to _____
Status: Property Owner / Private Tenant / In Halls / Living with Parents or Relatives / Other _____
Letting Agent / Landlord Details (incl. contact number):

**Course / Study Details:**

University & School:		
Course:		
Student Number:	Course Start Date:	Course End Date:

**Guarantor Details (Separate Application Form will be sent):**

Title:	First Name(s):	Surname:
Relationship to You:		Tel / Mobile:
Address (including post code):		

## How we use your personal information

We will hold this paper copy of your application on file. We may also save a scanned copy of this form to our chosen data filing system. Some information from the form (e.g. your name and contact details) will be uploaded to our property management system. This form (or copies of this form) will be kept for the duration of any tenancy granted. We will keep a scanned copy of your proof of ID if your application for a tenancy is successful. All other additional documents provided in support of your application will be returned, deleted or shredded.

This form and all supporting documents will be returned, deleted or shredded if you do not proceed with a tenancy.

We may share some of the information provided on this form with our chosen credit reference agency and your potential landlord. We may verify some of the information provided on this form with your employer and/or previous landlord(s). In all cases, any such information shared or verified will only be information relevant to that individual or organisation.

You have the right to request details of the information we hold about you and the right to request us to correct inaccurate personal information. You also have the right to request us to delete personal information in certain circumstances and/or restrict the processing of your personal information.

If you require more details of how we process your personal information or wish to see details of the information we hold about you, please contact our Data Controller via email to [datacontroller@wooproperties.com](mailto:datacontroller@wooproperties.com) or by post to The Data Controller, Woo Properties Ltd, 376 Carlton Hill, Carlton, Nottingham, NG4 1JA.

## Declaration:

I confirm that the information provided on this application is accurate and true. I understand the details supplied by me are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection. A record is kept of this search. Information is processed in confidence and within the guidelines of the Data Protection Act (1998) and the appropriate international privacy laws.

I authorise Woo Properties Ltd to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement. I understand that the results of the findings will be forwarded to the Landlord. I accept that no explanation can be given should I not be approved. I also accept that any application fees that I have paid in order to process this application are non-refundable.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue; it is grounds for termination of the tenancy. I also understand that any default in payment of rent will affect any future application for tenancies, credit or insurance.

I confirm I have read the guidance notes on page 1 and understand the process for applying for the property and the costs involved (including any non-refundable fees).

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_