

Student Application Form

YOUR DETAILS:

The Property You're Applying For:			
Your Name (inc Salutation):			
Date of Birth:			
Current (Leeds) Address:			
Home (Parents) Address:			
Mobile Number:			
E-Mail Address (Non Uni):*			
E-Mail Address (Uni):			
Facebook Address: (“like” us for info and offers!)			
Twitter Username:			
Instagram Username:			
University:			
Degree Course:		Current Year of Study:	
Student Number:		National Insurance No.:	
Who Will Be Paying Your Rent?:	YOU (Via Student Loan) / YOU (Via Working) / GUARANTOR		
Your Bank Details (PLEASE NOTE WE CAN'T TAKE ANY MONEY FROM THIS ACCOUNT; WE JUST NEED IT TO PROVE YOU HAVE A UK BANK ACCOUNT):	Account Name:		
	Name of Bank:		
	Account Number:		
	Sort Code:		
Name of Present Landlord:		Landlords Phone No.:	

YOUR GUARANTOR:

Name of Guarantor:		Relationship To You:	
Address:			
Email Address : <i>(pls note we will send forms by email unless otherwise notified)</i>			
Home Phone:		Mobile:	
Any Specific Requests? <i>(In relation to the property)</i>			

Signature : _____

Date : _____

*In the interests of efficiency and in consideration of the environment, I accept that all correspondence and documentation, including that relating to the Tenancy Deposit Scheme as well as notice of viewings and inspections on the property, may be sent by e-mail to the e-mail address supplied.

PLEASE TURN OVERLEAF FOR IMPORTANT INFORMATION REGARDING THE APPLICATION PROCESS AND TENANCY AGREEMENT

Sugarhouse (Leeds) Ltd trading as “Sugarhouse Properties”, Registration Number 7594152, Registered Office: First Floor 21 Otley Road, Leeds, LS6 3AA, Place of Registration; England and Wales. Tel: 0113 8160131

Thank you for choosing Sugarhouse Properties; we really do appreciate your business!! Don't forget that if you recommend us to a friend who also takes a property with us, then you'll be rewarded with £50 CASH!*

Listed below are the requirements for the Student Application

Procedure: Should you have any questions about any of these then please don't hesitate to ask a member of our team.

Application Form; Please complete the reverse of this document. Please ensure you fill in all requested fields.

Our Fees; We charge the following fees (Inc VAT) in respect of administration and references for our Student Tenants:

£80 per applicant for 3 or more sharers

£130 per property for one bedroom properties

£170 per property for two bedroom properties

For Mixed Tenants (Students and Professionals sharing)

£80 per student applicant (all property sizes)

£99 per professional applicant (all property sizes)

Signing Fees are not refundable. An additional fee will be payable if the tenancy is renewed. **Please Note: There is an additional charge of £25 which will be made if all documents and deposits associated with the tenancy are not received and completed with 14 days of signing.**

£1 from your signing fee will be donated by Sugarhouse to their chosen charity. For more information, please check the fees section on our website.

Advance Payment; Before moving in to a property, payment of the first month's rent and deposit must be made by standing order, debit or credit card (handling charge applies to credit cards). Funds must be cleared before keys can be released.

Standing Order Form; Unless agreed otherwise, rent throughout your tenancy must be paid by standing order on the agreed dates highlighted on the Tenancy Agreement. You will be given a separate document confirming these amounts and dates, as well as the account details for payment.

Guarantor Form; A guarantor form is required for each tenant on the tenancy. It is important to inform your proposed guarantor before the contract signing; the form will be e-mailed out around the time of signing. Please note that failure to produce a requested guarantor form will result in keys being withheld from all joint tenants within your tenancy agreement. To be accepted as a guarantor, an individual should meet the following criteria:

- Be a UK Resident
- Be a UK Homeowner
- Have a good credit history
- Provide identification and proof of home ownership
- Be prepared to enter into a legally binding and enforceable Deed of Guarantee

Tenancy Agreement; It is likely that the tenancy agreement you are signing is an Assured Shorthold Joint Tenancy Agreement. This means that all tenants have a joint and several liability for any rent and damage on the property.

Responsible Person (Head Tenant); Applications by 2 or more parties will be asked to name a Responsible Person who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Responsible Person at the end of the Tenancy.

Deposits; A refundable deposit will be payable by each tenant within 14 days of the signing date as per the amount stated in the tenancy agreement. Our standard deposit may vary but is normally £300 per tenant for a shared house/flat and one month's rent for a one or two bedroom property. Failure to pay the full deposit in time will result in a £50 charge and may jeopardise your tenancy on the property.

Bill Inclusive – Do You Want It All?! If you want to take the hassle factor out of organising your utility bills (and not have to worry about rising energy charges or organising multiple bill payments) then why not go All Inclusive? Ask a member of our team for details on our always popular Bills Inclusive packages.

Get Social! Facebook, Twitter, Instagram and Pinterest- Keep in Touch and Benefit from Some Amazing Freebies!

Don't forget to like us on Facebook at

[facebook.com/SugarhouseProperties](https://www.facebook.com/SugarhouseProperties) and follow us on Twitter at

[SugarhouseLeeds](https://www.SugarhouseLeeds.com) to receive regular offers, information on your tenancy and competitions all only available to our social media followers. You can

also find us on Instagram at [sugarhouseproperties](https://www.instagram.com/sugarhouseproperties) and on Pinterest at [sugarhouseproperties](https://www.pinterest.com/sugarhouseproperties) for lots of property inspired features and photos.

Declaration; I hereby confirm that the information provided by me on the form is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Sugarhouse or their approved agent may search the files of a Credit Reference Agency, where applicable, and will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, information may be recorded with the Credit Reference Agency who may supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurance and credit. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like. I understand that personal information within this form may be released to companies associated with Sugarhouse Properties Ltd for the purposes of providing related services such as insurance and utilities. I can opt out by writing to Sugarhouse Properties, 21 Otley Road, Leeds, LS6 3AA. I understand that Sugarhouse may sometimes receive commission or payments from third parties in connection with goods or services recommended or provided by the agent to the tenant.

The information provided in this form is 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 the payment of rent will affect any future application for tenancies, credit or insurance.

Proving Your Identity; (Money Laundering - Proceeds of Crime Act 2002) & Immigration Act 2014; We now have a legal obligation to obtain proof of identity for any clients who are dealing with us for the first time. The legislation is aimed to combat financial crime and protect all parties concerned, from fraud. We also have to check a tenant has a legal right to be in the UK. We therefore require confirmation of your ID as well as proof of address. We will require one document confirming your identity, and another confirming your address.

Providing Proof;

In Branch (preferred); Original documentation can be brought to the branch where we can copy and return them immediately.

By Post/Email; In order to comply with the legislation, we require certified copies of documents from the list below. To have a document certified, it must have the name, address and signature of the certifier must be placed into the document together with the date of certification.

Please do NOT post original documents as we accept no liability for the loss or return of these.

To Confirm Your Identification:

- Passport (signed & in date) & Student ID Card

Or two of the following:

- Valid Photo-card driving licence (including provisional) (UK or EU)
- Full UK Birth Certificate or adoption certificate
- Letter from British Passport Holder; should be professional e.g Doctor, etc
- Letter from UK further or higher education institute confirming the holders acceptance on a current course of study.

To confirm your address (one of the following):

- A driving licence showing the current address.
- A recent (no older than 3 months from date of issue) gas, electric, water, landline telephone bill.
- A recent council tax bill (no older than 3 months from date of issue)
- A letter on headed paper from the HR department of the employer confirming current address
- A current postal bank statement (online printout not accepted)

Important: The following are NOT acceptable for proof of address: Financial Statements (e.g. credit card / Mobile Phone Bill).

The same document cannot be used to confirm both ID and address.

You must provide 2 separate documents. If you do not have any of the above please contact our office immediately.

*Conditions Apply; please ask for details

Please Initial Here