

**CLAYSON PROPERTY MANAGEMENT  
TERMS AND CONDITIONS  
STUDENTS**

**ALL PROPERTIES ARE LET AS SEEN UNLESS OTHERWISE AGREED IN WRITING**

We will ask you to complete an application form and provide 2 forms of identification (one will be your student card, the other an address i.d. which can be bank statement, utility bill or similar no more than 3 months old).

**In addition, you will need to prove you have the legal right to reside in the United Kingdom, i.e., passport or alternatively a driving licence with a full birth certificate. Original documents must be produced in person. We are unable to accept copies.**

A guarantor will be required for the duration of the tenancy and you will be given a guarantor form to be completed by an appropriate adult (usually a parent) who will be in full time permanent employment and a home owner. Again 2 forms of i.d. are required (photo i.d. which can be a passport or driving licence and address i.d. which can be a utility bill or similar no more than 3 months old). Also, we will require proof that your guarantor is a homeowner by way of mortgage statement, solicitor's completion statement of purchase or copy of land registry.

Upon receipt of the completed forms these will be forwarded to a referencing agency for them to take up references, i.e., full credit check, landlord reference if you are renting. Your guarantor will be referenced for a full credit check and employers' reference.

**Rent**

Rent is payable by way of cleared funds, termly and in advance. Payment schedule is as follows:-

Rent due 1.7.2020 to 31.8.2020 to be paid on 1.7.2020

Rent due 1.9.2020 to 31.12.2020 to be paid on 1.9.2020

Rent due 1.1.2021 to 31.3.2021 to be paid on 1.1.2021

Rent due 1.4.2021 to 30.6.2021 to be paid on 1.4.2021

**Utility bills**

You will be responsible for payment of utility bills, i.e., gas, electric, water and council tax. If you provide a fulltime student studies certificate this will exempt you from paying Council Tax. You will also be required to let us have copy of the certificate for the current year, i.e., 2019 to 2020. If you are unable to provide certificates then you will be liable to pay council tax for the whole property.

**Fees applicable during the Tenancy which may be charged**

No fees are charged in order to process the applications. However, a holding deposit may be required in order to prevent further viewings on the property. This will be capped at one weeks' rent. This holding deposit will be fully refundable or deductible from the deposit. If a holding deposit is paid, and in the event that you withdraw your application or unsatisfactory references are received then no refund will be allowed.

Any changes for the tenancy agreement can be charged up to a maximum of £50.00, or any other amendment which alters the obligations of the agreement.

Lost keys/fobs that require replacement will be subject to the cost of a like for like replacement. Immediate payment will be required for a replacement to be issued.

**Deposits**

The deposit required will either be £200 or £250 (depends on the property). The maximum amount which can be charged is equal to five weeks' rent. The deposit will be held for the duration of the tenancy and will be returned, subject to any dilapidations following checkout inspection of the property. The deposit to be paid the day before the signing of the tenancy agreement. Deposits are registered with Mydeposits (details on [www.mydeposits.co.uk](http://www.mydeposits.co.uk)).

Pets are not permitted

Smoking/vaping is not permitted

We are unable to accept payment by debit cards or credit cards.

Clayson Property Management are members of the Property Redress Scheme and Client Money Protect.