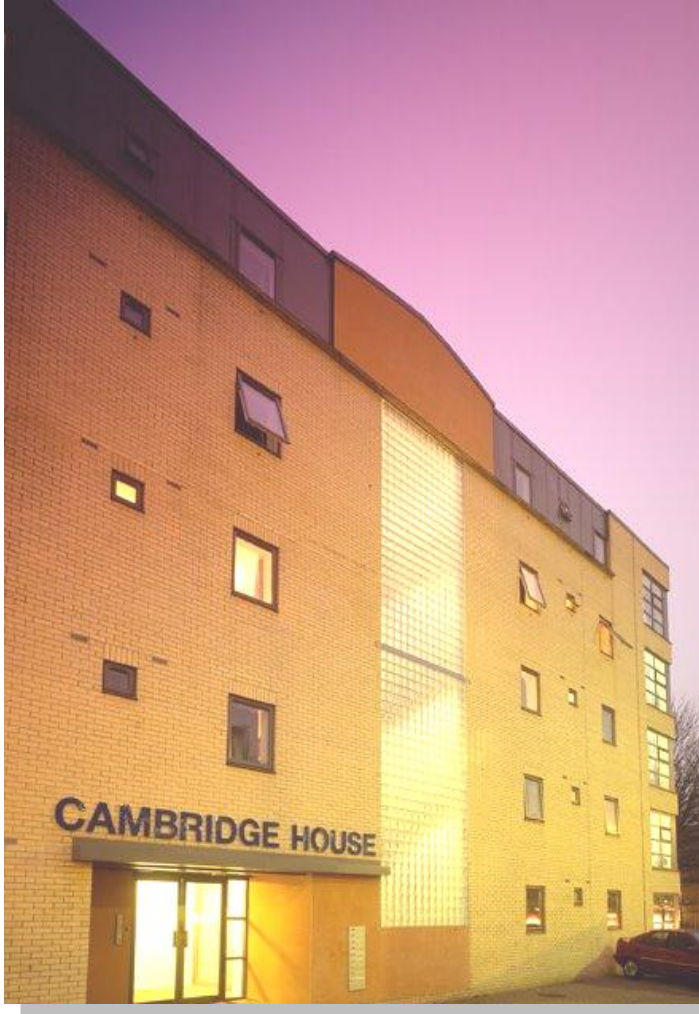


CAMBRIDGE HOUSE



Information Pack 2011-2012

Private Student Accommodation

Suite 3D, Manchester International Office Centre, Styal Road, Manchester M22 5WB

Tel: (0161) 499 6025 Fax: (0161) 332 6189

E-mail: cambridgehouse@crosslanegroup.com

Registered in England & Wales No. 6363753. Registered office Suite 3D, MIOC, Styal Road, Manchester M22 5WB

Thank you for your interest in Cambridge House for 2011-2012.

Everything you need to know about signing up and any forms that need to be completed are included in this pack. Please read it carefully and make sure you understand your obligations before signing up.

Cambridge House (Manchester) Limited and its agents comply with the Code of Standards for Larger Student Properties.

CONTACT US

Contact Telephone: 0161 499 6025.

Please contact the office between Monday – Friday 9.30am – 5.00pm

Contact email: cambridgehouse@crosslanegroup.com

Office Address: Cambridge House (Manchester) Limited
Suite 3D
Manchester International Office Centre
Styal Road
Manchester
M22 5WB

BOOK A VIEWING

Please contact the office on 0161 499 6025 between Monday – Friday 9.30am – 5.00pm to arrange a viewing.

FEATURES

Why choose Cambridge House?

- All rooms have a double bed
- All rooms are ensuite with either a shower, or bath and shower
- It is located within walking distance of both Manchester Metropolitan University and Manchester University
- There are laundry facilities in each Flat
- Flat screen TVs with Freeview in the lounge area in each Flat
- Internet access in every room at no extra cost
- On-site car parking available
- Security features include 24/7 digital CCTV cameras, fob card double door entry system, and locks on all Flat and Room doors
- Emergency contact available 24/7
- Lift for easy access to each floor
- Contents insurance provided up to £4,000 (subject to the policy terms) at no extra cost
- Group bookings are available

What do you get in your bedroom?

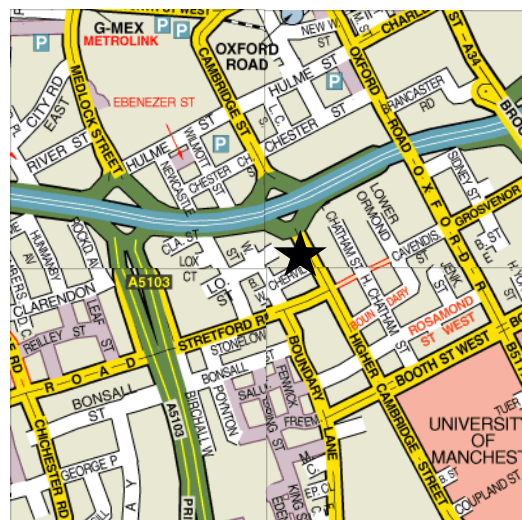
- ✓ Double bed
- ✓ Bedside cabinet
- ✓ Desk and chair
- ✓ Shelf
- ✓ Wardrobe
- ✓ TV point/internet point
- ✓ Curtains
- ✓ Lights
- ✓ Toilet
- ✓ Shower (Premium room) or shower and bath (Deluxe Room)
- ✓ Mirror
- ✓ Washbasin
- ✓ Toilet roll holder

What do you get in your kitchen/lounge?

- ✓ Microwave oven
- ✓ Kettle
- ✓ Oven, grill and electric four-ring hob
- ✓ Fitted units
- ✓ Fridge freezer
- ✓ Washer dryer
- ✓ Toaster
- ✓ Sofas
- ✓ Table and chairs
- ✓ Flat screen TV
- ✓ Waste Bin
- ✓ Curtains
- ✓ TV point/internet access point

LOCATION

Please see the map to the right. Cambridge House is located within walking distance of both Manchester Metropolitan University and Manchester University. There are also good transport links and easy access into the centre of Manchester



APPLICATION PROCESS

What you will find within this pack:

- ✚ Prices and booking information.
- ✚ Tenant Application Form – personal information.
- ✚ Guarantor Form – not required for those paying Annually.
- ✚ Application checklist.

What you need to do:

- ✚ Read all the information provided in this pack so that you understand all the terms and conditions required for the tenancy.
- ✚ Fill in your tenant application form enclosing a copy of student identification (see form). For 1st year applicants a copy of student identification must be provided during the first term of occupation.
- ✚ Have your guarantor fill in the guarantor form enclosing two copies of identification (see form).
- ✚ You can post your forms to Cambridge House (Manchester) Limited, Suite 3D, Manchester International Office Centre, Styal Road, Manchester M22 5WB or hand in the completed form to the Cambridge House office.
By arrangement an e-signed form can be accepted.
- ✚ A Tenancy Agreement will then be drawn up ready to be signed by both tenant and guarantor only when the guarantor has been validated and the completed forms have been checked.
- ✚ If the forms have not been completed correctly we will notify you which will result in a delay in your application.
- ✚ Upon signing the Tenancy Agreement the Deposit of £250 must be made. Cash, cheque, or online payment will be accepted. Please note payment by credit card will incur a 3.50% charge.
- ✚ A standing order mandate for rent and utilities must also be signed simultaneously with signing the Tenancy Agreement.

Your room reservation will then be secure.

PLEASE NOTE: make sure that all the information on the form is correct; if information you have provided is found to be incorrect this will result in delays in processing your application that might prejudice our ability to allocate you a room that matches your flat-share preferences. Once the booking process has been completed the room allocated to you is final and cannot normally be changed. Rooms are allocated on a first-come, first-served basis, so we cannot always guarantee your flat-share preferences. Please proceed with the booking only on this basis.

Cancellations

1. Unless the Tenancy Agreement has already commenced you may cancel your Tenancy Agreement (by giving us written notice of cancellation) at any time during the period ending on the date 14 days after the date we confirm your booking is complete (the "Initial Cancellation Period"). If you cancel the Tenancy Agreement in these circumstances we will make no charge and will return to you your Deposit in full.
2. Outside the Initial Cancellation Period, you will remain liable for the full contractual rent and instalment charge (if relevant) until a replacement tenant is found for your Room. If a replacement tenant is found for your Room, we will release you from your Tenancy Agreement with effect from the start date of the new tenancy agreement upon payment of a £250 release fee which we will recover by retaining your Security Deposit (which will not, therefore, be repaid to you).

PRICING AND BOOKING INFORMATION

Utility charges are included in the rent and are subject to the Landlord's Fair Usage Policy (described more fully in the Tenancy Agreement). Termly and Monthly payment plans are only available to those with a UK based guarantor. If no UK based guarantor is provided, the prospective tenant will be required to pay annually before the Tenancy starts. Throughout this form fees are stated inclusive of VAT at the appropriate rate unless otherwise stated.

TENANCY DATES

48 Week let 1st September 2011 – 1st August 2012

PAYMENT PLAN		Payment Date	Premium (Shower) Cost	Deluxe (Bath) Cost
ANNUAL 48 Weeks	Price per week Payment (including 2% discount)	01/09/11	£118.00 £5,550.72	£120.00 £5,644.80
	Total Rent Payable		£5,550.72	£5,644.80

TERMLY 48 Weeks	Price per week		£118.00	£120.00
	Instalment 1	01/09/11	£1,888.00	£1,920.00
	Instalment 2	01/01/12	£1,888.00	£1,920.00
	Instalment 3	01/04/12	£1,888.00	£1,920.00
Total Rent Payable			£5,664.00	£5,760.00

MONTHLY 48 Weeks	Price per week 10 Payment Plan		£118.00	£120.00
	First Payment	01/09/11	£576.40	£586.00
	Final Payment	01/06/12	£576.40	£586.00
	Total Rent Payable			£5,764.00

- Utility charges include gas, water and electricity.
- Car Parking is available at £35 per month, and is payable in advance.

Please note – applicants wishing to take out the monthly payment plan will incur a £100 administration fee which will be divided across the payments made for the tenancy.

You must be sure that you have the funds available to pay the Termly or Monthly instalments.

You must not rely upon student loan payments.

Late payment charges will be incurred on any late payments.

CAMBRIDGE HOUSE – TENANT APPLICATION

TENANT PERSONAL DETAIL APPLICATION FORM

NAME OF APPLICANT	FAMILY NAME	GIVEN NAMES	
APPLICANT'S CURRENT ADDRESS:			
TIME AT CURRENT ADDRESS:		DATE OF BIRTH:	
		M/F	
APPLICANT'S TEL. No	MOBILE:		
	EVENING:		
NATIONALITY			
APPLICANT'S EMAIL ADDRESS:			
APPLICANT'S COURSE TITLE:		YEAR of STUDY	
NAME OF UNIVERSITY:			
APPLICANT'S STUDENT LOAN:			
NAME, ADDRESS AND TELEPHONE NUMBER OF CURRENT LANDLORD/HALL OF RESIDENCE			
NAME OF NEXT OF KIN:			
ADDRESS OF NEXT OF KIN:			
TELEPHONE OF NEXT OF KIN:			
RELATIONSHIP:			
DO YOU RECEIVE ANY GOVERNMENT, LOCAL AUTHORITY, OR ANY OTHER BENEFITS?			

PLEASE INDICATE CHOSEN PAYMENT PLAN. CHOOSE FROM ONE ANNUAL PAYMENT, 3 TERMMLY PAYMENTS OR MONTHLY PLAN.	
ANY PREFERENCES FOR FLAT SHARES:	Specify here the type of accommodation from page 5 and any preferences e.g. All-female/mixed etc

PLEASE NOTE THAT:

- By completing these forms a tenancy is not created and you are merely making an application, subject to credit/reference checks.
- All information provided by the guarantor will be validated before a tenancy is agreed.
- If a tenancy is agreed you are required to complete all payments and documentation within seven days. Failure to do so will result in a delay in booking.
- **Until the tenancy documentation is completed and your £250 deposit has been received we cannot guarantee your accommodation will be available to you.**
- If you are not paying annually in advance you will be asked to provide a UK resident guarantor who must be in a position to cover your rent should you fall in arrears.
- This form must be filled in correctly; misrepresentations can be construed as fraudulent and any information provided by the guarantor deemed to be falsified will result in the application/tenancy being rejected and a £250 administration fee charged.
- In the event that the Landlord or the Landlord's Agent cannot contact you, you may be contacted on any contact points provided.
- You must have the funds available to pay the Termly or Monthly instalments and must not rely upon student loan payments. Late payment charges will be incurred for any late payments.

SIGNED:	By typing my name or signing below and sending this form I agree to making this application
PRINT:	
DATE:	

PLEASE ATTACH VALID STUDENT IDENTIFICATION AND PROOF OF STUDENT PLACEMENT WITH THIS APPLICATION, SUCH AS A PHOTOCOPY OF YOUR STUDENT CARD AND A CONFIRMATION LETTER FROM A UNIVERSITY.

IF STUDENT IDENTIFICATION IS NOT INCLUDED THIS WILL RESULT IN A DELAY IN YOUR APPLICATION.

CAMBRIDGE HOUSE

GUARANTOR APPLICATION FORM :

NAME OF GUARANTOR:			
GUARANTORS CURRENT ADDRESS:			
TIME AT CURRENT ADDRESS:		DATE OF BIRTH	
IF LESS THAN 3 YEARS PREVIOUS ADDRESS			
TIME AT PREVIOUS ADDRESS:			
GUARANTORS TELEPHONE -	MOBILE:		
	EVENING:		
RELATIONSHIP TO TENANT:			
GUARANTORS JOB TITLE:			
NAME AND ADDRESS OF EMPLOYER:			
GUARANTORS CURRENT SALARY:		TIME WITH EMPLOYER	
PROOF OF IDENTITY OF GUARANTOR PROVIDED (Please PROVIDE TWO of the following; Photocopy will be accepted) : Choose from: Passport Driving Licence Recent utility bill			
DESCRIPTION OF ITEMS PROVIDED	ITEM 1		
	ITEM 2		

PLEASE NOTE THAT:

- By completing these forms a tenancy is not created and you are merely making an application, subject to credit/reference checks.
- All information provided by the guarantor will be validated before a tenancy is agreed.
- If a tenancy is agreed you are required to complete all payments and documentation within seven days. Failure to do so will result in a delay in booking.
- **Overseas students and UK students who pay the full year's rent in advance should use this Guarantor form to notify the Landlord's Agent of the details of their next of kin and should clearly state "next of kin details only" in one of the boxes above.**
- This form must be correctly filled in; misrepresentations can be construed as fraudulent and any information provided by the guarantor deemed to be falsified will result in the application/tenancy being rejected and a £250 administration fee charged.
- In the event that the Landlord or the Landlord's Agent cannot contact you, you may be contacted on any contact points provided.

SIGNED:	By typing my name or signing below I agree to credit checks being made preparatory to formal tenancy documents being prepared
PRINT NAME:	
DATE:	

PLEASE ATTACH THE RELEVANT DOCUMENTS TO AVOID ANY DELAYS IN THE APPLICATION.

Optional

Please let us know how you heard about us

Stayed before	Recommended	Internet	Uni/College	Student fair	Other