

PRIMESTUDENTLIVING

Cable Street (Lancaster)



Information/Application Pack 2012-2013

Private Student Accommodation

PRIME PROPERTY MANAGEMENT*

1 - 3 Cable Street, Lancaster LA1 1BP

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*Prime Property Management is a trading name of Crosslane Asset Management & Lettings Limited who manages this property as agent for the owners, Crosslane Student Accommodation (Cable Street) Limited (as nominee for Crosslane Student Accommodation Fund No 1 Limited Partnership).

Crosslane Asset Management & Lettings Limited is registered in England & Wales No. 6563753.
Registered office: Suite 3D, MIOC, Styal Road, Manchester M22 5WB

Thank you for your interest in Cable Street Student Accommodation for 2012-2013

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.

Prime Property Management complies with the Code of Standards for Larger Student Properties.

Why choose Cable Street Student Accommodation?

- Centrally located within easy reach of all city centre amenities
- Inclusive utilities charge (please read the Terms & Conditions for information on our fair usage policy)
- Laundry facilities in each apartment
- No Booking fee
- 4MB Internet access in every room at no extra cost. Option to purchase an upgrade.
- Onsite accommodation office with friendly accommodation team
- On-site car parking available at £80 per month
- Free on-site bike storage
- Security features include 24/7 digital CCTV cameras and locks on all Apartment and Room doors
- Emergency contact available 24/7
- Inclusive contents insurance provided up to £4,000 (subject to the policy terms)
- Choice of 3,4 or 5 bed roomed apartments
- Group bookings are available

Prime Property Management does **not** charge a Booking Fee.

Following a successful application all we require is your Deposit payment of £150 to secure your room. This deposit is subject to the cancellation policy; see the section on cancellations below.

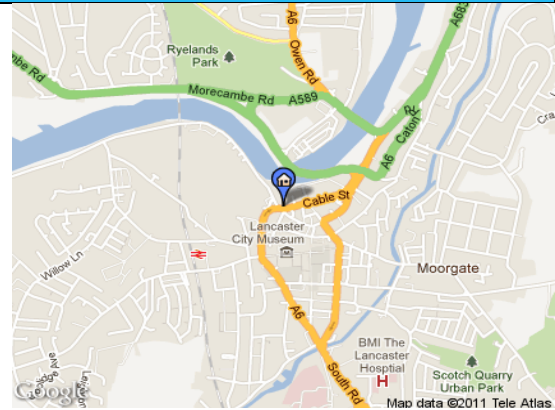
Please note that payment of the deposit is a term of the tenancy agreement. The deposit will be returned at the end of the tenancy less any deductions for breakages, damages or losses by the tenant as explained more fully in the Tenancy Terms and Conditions document sent out in the tenancy pack.

What do you get in your bedroom?	What do you get in your kitchen/lounge?	
<ul style="list-style-type: none"> ✓ Bedside cabinet ✓ Desk and chair ✓ Wardrobe ✓ TV point & internet point ✓ Mirror ✓ Washbasin 	<ul style="list-style-type: none"> ✓ Microwave oven ✓ Kettle ✓ Oven, grill & electric four-ring hob ✓ Fitted units ✓ Fridge freezer ✓ Washer dryer ✓ Toaster 	<ul style="list-style-type: none"> ✓ Sofas ✓ Table and chairs; OR Breakfast bar & stools ✓ Dishwasher ✓ Waste Bin ✓ Curtains ✓ TV point



LOCATION

Please see the map to the right. The accommodation is located in the heart of Lancaster city centre, directly opposite the main bus station and taxi rank, with the mainline train station only minutes away, and supermarkets, shops, pubs, clubs right on the doorstep. The main Lancaster University campus is located some 5.5 kms (3.5 miles) to the south and the University of Cumbria campus is approximately 2 kms (1 mile) to the south east. There are regular bus services to the University Campus



What you will find within this pack:

- Prices and booking information.
- Tenant Application Form – personal information.
- Guarantor Form – not required for those paying annually in advance.
- Application checklist.

What you need to do:

- Read all the information provided in this pack so that you understand all the terms & 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.
- Ask your guarantor to fill in the guarantor form enclosing two copies of identification (see form).
- You can post your forms to Crosslane Studentliving, 1 – 3 Cable Street, Lancaster LA1 1BP or hand in the forms at the office. By arrangement, an e-signed form will 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 are not completed correctly we will notify you which will result in a delay in your application.
- Upon signing the Tenancy Agreement the Deposit of £150 must be made. Cash, card, 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 must 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 apartment-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 apartment-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 £150 release fee that we will recover by retaining your Security Deposit (which will not, therefore, be repaid to you).

PRICING AND BOOKING INFORMATION

Please note utility payments are included in the rent. The Termly payment plan is 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.

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.

Utility charges up to £350 are included in the rent and are subject to the Landlord's Fair Usage Policy (described more fully in the Tenancy Agreement). Termly 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

50 Week let 24th September 2012 – 8th September 2013

PAYING IN THREE TERMLY INSTALMENTS		Payment Date	Small Room with single bed	Standard Room with single bed	Standard Room with small double bed
	Price per week		£77.00	£87.00	£97.00
	Instalment No 1	17/9/2012	£1,283.34	£1,450.00	£1,616.67
	Instalment No 2	21/01/2013	£1,283.33	£1,450.00	£1,616.67
	Instalment No 3	13/05/2013	£1,283.33	£1,450.00	£1,616.66
Total Rent payable			£3,850.00	£4,350.00	£4,850.00

PAYING IN FULL IN ADVANCE		Payment Date	Small Room with single bed	Standard Room with single bed	Standard Room with small double bed
	Price per week		£77.00	£87.00	£97.00
	Payment (Including 2% discount)	17/9/2012	£3,773.00	£4,263.00	£4,753.00
	Total Rent payable			£3,773.00	£4,263.00

- Utility charges of (up to £350) include gas and electricity.
- Car Parking is available at £80 per month, and is payable in advance.

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

You must not rely upon student loan payments.

Late payment charges will be incurred on any late payments.

CABLE STREET LANCASTER

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 TELEPHONE -	MOBILE:		
	EVENING:		
NATIONALITY			
APPLICANT'S EMAIL ADDRESS:			
APPLICANT'S COURSE TITLE:		YEAR of STUDY	
NAME OF UNIVERSITY:			
APPLICANT'S STUDENT LOAN: (Please provide details)			
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? IF YES, SUPPLY DETAILS			

PLEASE INDICATE CHOSEN PAYMENT PLAN. CHOOSE FROM ONE ANNUAL or 3 TERMLY PAYMENTS.	
ANY PREFERENCES FOR APARTMENT SHARES:	Specify here the type of accommodation from page 4 and any preferences eg. All-female/mixed etc

NOTES AND CONDITIONS

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 and possibly the loss of the booking.
- Until the tenancy documentation is completed and your £150 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 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 £150 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 should have the funds available to pay the Termly 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 COLLEGE OR UNIVERSITY.

IF STUDENT IDENTIFICATION AND PROOF OF STUDENT PLACEMENT IS NOT INCLUDED THIS WILL RESULT IN A DELAY IN YOUR APPLICATION.

CABLE STREET LANCASTER

GUARANTOR APPLICATION FORM :

NAME OF GUARANTOR:			
GUARANTOR'S CURRENT ADDRESS:			
TIME AT CURRENT ADDRESS:		DATE OF BIRTH:	
IF LESS THAN 3 YEARS PREVIOUS ADDRESS:			
TIME AT PREVIOUS ADDRESS:			
GUARANTOR'S TELEPHONE -	MOBILE:		
	EVENING:		
RELATIONSHIP TO TENANT:			
GUARANTOR'S JOB TITLE:			
NAME AND ADDRESS OF EMPLOYER:			
GUARANTOR'S 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		

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PLEASE NOTE THAT:

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- 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, and possibly the loss of the booking.
- Until the tenancy documentation is completed we cannot guarantee your accommodation.
- 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 £150 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:	
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