

**PRIMESTUDENTLIVING**

# **The Old Mill**



## **Re-booker Application Pack 2012-2013**

*This Pack and Application Form are for use only by students who have previously been tenants of either The Old Mill or Keiller Court.*

### **Private Student Accommodation**

**PRIME PROPERTY MANAGEMENT\***

The Old Mill, 21 Brown Street, Dundee, DD1 5EF

Tel: (01382) 322 650 Fax: (01382) 227 446

E-mail: [dundee@crosslanegroup.com](mailto:dundee@crosslanegroup.com)

\*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 1 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

# PRIMESTUDENTLIVING

**Thank you for your interest in The Old Mill 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.

Primestudentliving complies with the Code of Standards for Larger Student Properties.

## Why choose The Old Mill?

- Inclusive utilities charge (subject to the Landlord's Fair Usage Policy: see Tenancy Agreement).
- No Booking fee
- Inclusive internet access in every room
- Inclusive contents insurance provided up to £4,000 (subject to the policy terms)
- Located within walking distance of Dundee University and Abertay University
- Laundry facilities on site
- Large common room with pool tables and Sky TV
- On-site car parking available at £35 per month
- Security features include 24/7 digital CCTV cameras and locks on all Flat and Room doors
- Emergency contact available 24/7
- Bike storage
- Snack and beverage vending machines

Primestudentliving does **not** charge a Booking Fee.

Following a successful application all we require is your Deposit payment of £250 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 you will find within this pack:

- Prices and booking information.
- Tenant Application Form – personal information. **SPECIAL PRICES FOR RE-BOOKERS**
- 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 1<sup>st</sup> 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 The Old Mill, 21 Brown Street, Dundee, DD1 5EF 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 £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 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 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).

**3. SPECIAL ARRANGEMENTS FOR RE-BOOKERS ONLY.** Should your offer of place at your Institution be withdrawn because you have not achieved the required exam grades you must corroborate this in writing and notify us by 31<sup>st</sup> July 2012 to be released from your tenancy agreement.

### Prices 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.

**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.**

# PRIMESTUDENTLIVING

## THE OLD MILL

### PRICES AND BOOKING INFORMATION 2012 – 2013

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.

#### TENANCY DATES

Please see at the foot of page 5

**RE-BOOKERS – A limited number of STANDARD ROOMS in 2,3 4,5 or 6 bedroom flats are being offered at a DISCOUNTED PRICE to Re-booking Students**

#### ANNUALLY

TARIFF	Number of people per flat/Type	Price per week	Number of weeks	Payment Date	Total Rent Payable Inc. 2% discount
Advertised	2,3,4,5 or 6	£83.50	43	On commencement	£3,518.69
		£78.50	50	On commencement	£3,846.50
	Studio/1 bed flat	£147.00	43	On commencement	£6,194.58
		£136.50	50	On commencement	£6,688.50
	Penthouse	£105.00	43	On commencement	£4,424.70
		£99.75	50	On commencement	£4,887.75
<b>RE-BOOKER</b>	<b>2,3,4,5 or 6</b>	<b>£74.99</b>	<b>43</b>	<b>On commencement</b>	<b>£3,160.08</b>
		<b>£69.99</b>	<b>50</b>	<b>On commencement</b>	<b>£3,429.51</b>

#### TERMLY

TARIFF	Number of people per flat/Type	Price per week	Number of weeks	Instalment Payment dates*	Instalment payable	Total Rent Payable
Advertised	2,3,4,5 or 6	£83.50	43	Standard	£1,196.83	£3,590.49
		£78.50	50	Standard	£1,308.33	£3,924.99
	1 bed flat	£147.00	43	Standard	£2,107.00	£6,321.00
		£136.50	50	Standard	£2,275.00	£6,825.00
	Penthouse	£105.00	43	Standard	£1,505.00	£4,515.00
		£99.75	50	Standard	£1,662.50	£4,987.50
<b>RE-BOOKER</b>	<b>2,3,4,5 or 6</b>	<b>£74.99</b>	<b>43</b>	<b>Standard</b>	<b>£1,074.86</b>	<b>£3,224.58</b>
		<b>£69.99</b>	<b>50</b>	<b>Standard</b>	<b>£1,166.50</b>	<b>£3,499.50</b>

Notes: Standard instalment dates are: on commencement, 1<sup>st</sup> January 2012 and 1<sup>st</sup> April 2013

**MONTHLY** (the prices quoted below include a **£99** surcharge for payment in 8 monthly instalments)

TARIFF	Number of people per flat/Type	Price per week	Number of weeks	Payment dates; 8 payments 8 months	Instalment payable	Total Rent Payable
Advertised	2,3,4,5 or 6	£83.50	43	Standard	£461.19	£3,689.52
		£78.50	50	Standard	£503.00	£4,024.00
	1 bed flat	£147.00	43	Standard	£802.50	£6,420.00
		£136.50	50	Standard	£865.50	£6,924.00
	Penthouse	£105.00	43	Standard	£576.75	£4,614.00
		£99.75	50	Standard	£635.81	£5,086.48
<b>RE-BOOKER</b>	<b>2,3,4,5 or 6</b>	<b>£74.99</b>	<b>43</b>	<b>Standard</b>	<b>£415.45</b>	<b>£3,323.60</b>
		<b>£69.99</b>	<b>50</b>	<b>Standard</b>	<b>£449.81</b>	<b>£3,598.48</b>

Notes: Standard instalment dates are: on commencement, 1st of October 2012 through to 1st April 2013

- Utility charges included in the rental payments (subject to the Landlord's Fair Usage Policy described more fully in the Tenancy Agreement cover the costs of providing gas, electricity and broadband.
- Limited Car Parking is available on a first-come, first-served basis at £35 per month payable monthly in advance.

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TENANT PERSONAL DETAIL APPLICATION FORM				
NAME OF APPLICANT	FAMILY NAME	GIVEN NAMES		
APPLICANT'S CURRENT ADDRESS:	PLEASE NOTIFY ANY CHANGES			
TIME AT CURRENT ADDRESS:		DATE OF BIRTH:		
		M/F		
APPLICANT'S TELEPHONE No	MOBILE: PLEASE NOTIFY ANY CHANGES			
	EVENING: PLEASE NOTIFY ANY CHANGES			
NATIONALITY				
APPLICANT'S EMAIL ADDRESS:				
APPLICANT'S COURSE TITLE:		YEAR of STUDY		
NAME OF UNIVERSITY:				
APPLICANT'S STUDENT LOAN:				
NAME OF NEXT OF KIN:	PLEASE NOTIFY ANY CHANGES			
ADDRESS OF NEXT OF KIN:	PLEASE NOTIFY ANY CHANGES			
TELEPHONE OF NEXT OF KIN:	PLEASE NOTIFY ANY CHANGES			
RELATIONSHIP:				

### TENANCY DATES

Please check your course dates before selecting ONE of the following:

START DATE 27 <sup>th</sup> August 2012	50 week letting to 12 <sup>th</sup> August 2013	Option No 1
	43 week letting to 25 <sup>th</sup> June 2013	Option No 2
START DATE 3 <sup>rd</sup> September 2012	50 week letting to 19 <sup>th</sup> August 2013	Option No 3
	43 week letting to 30 <sup>th</sup> June 2013	Option No 4
<b>OPTION CHOSEN</b>		

<b>DO YOU RECEIVE ANY GOVERNMENT, LOCAL AUTHORITY, OR ANY OTHER BENEFITS? IF YES, SUPPLY DETAILS</b>	<b>PLEASE NOTIFY ANY CHANGES</b>
<b>PLEASE INDICATE CHOSEN PAYMENT PLAN. CHOOSE FROM ONE ANNUAL, 3 TERMLY OR 8 MONTHLY PAYMENTS.</b>	
<b>ANY PREFERENCES FOR FLAT SHARES:</b>	Specify here the type of accommodation from page 3 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 £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 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.
- You should 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.

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

**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.**

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

### 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 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 £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:	
DATE:	

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