

FKSL APPLICATION FORM

Application Notes – Office Copy

WHAT ARE THE NEXT STEPS?

Reserve your house of choice

- Group members pay their application fee which is £198 (Inc. VAT) per person
- The fee is not refundable if you withdraw your application
- The fee includes the costs for
 - Tenancy Agreement, References, Application, Check-in & Correspondence with tenants and guarantors
- Complete and return the application form
- Provide proof of Right To Rent in the UK (passport and any necessary visas)

Inform your Guarantor

- Your guarantor must reside within the UK and own a home in the UK
- We will email your guarantor with detailed notes about the tenancy
- The guarantor will be emailed some reference forms to complete. This will either be done by Finders Keepers or a nominated 3rd party referencing company of our choosing
- Their contact details will be provided to the other guarantors of the tenancy under joint and several liability

Sign the tenancy agreement

- You (all named tenants) and your guarantors are all jointly and severally liable for upholding the terms of the tenancy
- A digital tenancy agreement will be emailed to all guarantors first
- Once all guarantors have signed the digital tenancy agreement it will be sent to the tenants
- When everyone has signed the digital tenancy agreement a fully signed copy will be emailed to all parties

Pay your first account invoice

The invoice is included with your tenancy agreement and is due one month before your tenancy begins. It includes:

- First month's rent
 - Please note that if the tenancy starts mid-month (The 15th onwards) the invoice will include the following months rent as well
- Your deposit (equivalent of 2 months rent)
- TDS fee
 - For properties where Finders Keepers holds the deposit there is a one-off fee of £10.20 (Inc VAT) to protect your deposit with the TDS (Tenancy Deposit Scheme)

I have done the following:

<input type="checkbox"/> Notified my parents/guarantor	<input type="checkbox"/> Filled in and returned my form
<input type="checkbox"/> Paid my application fee	<input type="checkbox"/> Provided proof of my right to rent

Initial _____
Date _____

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WHAT HAPPENS DURING MY TENANCY

- **Move in and enjoy your new home**

You can move in from 12noon on the day your tenancy begins.

Please bring your proof of Right to Rent when you collect your keys. We will be unable to release key to you without this documentation. Do note that FKSL does not open on the weekend. Keys are only available during office hours.

- **Inspections**

Either Finders Keepers or your landlord will inspect the property at least twice a year. On the day of an inspection we expect the property to be clean, tidy, aired, and well presented, without clothes and clutter all over the floors and dirty crockery in the kitchen. You will be given prior notice. If we are not satisfied with the condition we will re-inspect, and potentially instruct cleaners at your expense.

- **Communication**

We expect all communication to be polite, calm and constructive. All calls are recorded for training purposes.

- **Dealing with the unexpected – finding a replacement sharer**

In most cases sharers will not be permitted to leave the fixed term tenancy agreement. Please contact us to discuss any mitigating circumstances.

Viewings

- Viewing for the next academic year's tenancies will begin in November

WHAT HAPPENS AT THE END OF MY TENANCY?

Staying for another year

- We may contact you well before the tenancy ends to discuss the possibility of renewing your tenancy

Leaving your tenancy

- Finders Keepers or your landlord will contact you a few months before your tenancy ends to arrange a final inventory check (this signifies the end of your tenancy).
- Unless agreed in advance, the deposit refund will be made by one payment to a nominated tenant
- Deposits can only be returned at the end of the tenancy. Rent can not be taken from the deposit
- Please be aware that there is a check-out fee for Finders Keepers managed properties charged at £72 (Inc VAT). If the property is not ready for the check-out a new appointment will be made and charged at £72(Inc VAT) Per hour.

Initial _____

Date _____