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Cunningham Lettings company number: 06663953 • Registered address: 32 Lenton Boulevard, Lenton, Nottingham, NG7 2ES • Telephone: 01158418841 • VAT 99558841

Please be aware that you **CAN NOT** sign for a property until **ALL** of the group have completed **ALL** of the steps below and **ALL** students have their deposit and administration fee at the time of signing

You can reserve your chosen property for 48 hours you will then need to follow the steps below

Once we have confirmed your reserve please start a WhatsApp group with the name of the property and add Gaynor 07930949179 . This is how we will keep you all updated and where you can ask questions about the property or the Tenancy Agreement.

For bank transfers - the bank account details are: Cunningham Lettings Ltd Barclays Bank

Sort code 30-71-98 Account number. 50414239

1. Every tenant must complete the on line application form on our website. There is a link on the student page of www.CunninghamLettings.co.uk . It takes 5 minutes but you have to do this before signing.

The Group reference is the first 4 letters of your new street address and the house number for example. Lent59 would be the group reference for 59 Lenton Boulevard

2. You need to bring with you

- a) Your student ID card
- b) Your deposit of £150 - £250 (please check the amount for your chosen property) each for your deposit which will be entered in to the DPS or your landlords scheme if different to DPS (usually only applicable for “Let Only” properties), cash, cheque or a bank transfer can be made before the signing ALWAYS USE YOUR SURNAME AND YOUR PROPERTY DOOR NUMBER AS A REFERENCE WHEN MAKING ON LINE PAYMENTS

Deposit due on the day of signing £150 or £250 for properties £100 or over pppw week excluding bills

Continued

Cheque or standing order dates;

1st August - £180 to cover rent 1st August – 28th August

1st September 4 weeks rent

1st October 12 weeks rent

15th January 16 weeks rent

13th May 16 weeks rent

If you wish to pay by cheque but do not have a cheque-book you need to order one from your bank as soon as possible or your parents can set up a monthly standing order on your behalf.

3. You will need a lead tenant.

The main responsibility of the lead tenant is to return the deposits to the rest of the group at the end of the Tenancy Agreement when the DPS release the deposit back to them. The lead tenant is legally bound to return the correct amount of money to each of the other tenants.

4. You must supply us with your guarantors' information.

Their full name, mobile and home numbers and email address and a signed guarantor form which can be picked up at our office or downloaded from our website www.cunninghamlettings.co.uk

Before signing for a property we recommend that you take a copy of the Cunningham Lettings Tenancy Agreement to: SU Advice and representation centre on Campus or Unipol, Accommodation Bureau, or ask a Parent to download a copy from our website and ask them read on your behalf.

Contact information

Call in to the office 59 Lenton Boulevard, Lenton, Nottingham, NG7 2FQ

Or phone us on T: 01158418841 or email us

Madelaine M: 07989430462 E: maddie@cunninghamlettings.co.uk

Olivia M: 07534 154390 E: olivia@cunninghamlettings.co.uk