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Cunningham Lettings company number 06663953 • Registered address: 59 Lenton Boulevard, Lenton, Nottingham NG7 2FQ • Telephone: 0115 841 8841 • VAT 995558841

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** tenants have paid their deposit and provided a signed guarantor form

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

If you haven't already set up a WhatsApp group please do so now with the name of the property and add Gaynor 07572207918 and make an admin

This is how we will keep you all updated and where you can ask questions about the property or the Tenancy Agreement.

For bank transfer payments for your deposit the bank account details are:

Cunningham Lettings Ltd Barclays Bank

Sort code 20-25-85      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](http://www.CunninghamLettings.co.uk) go to "[register with us](#)" It takes 5 minutes but you have to do this before signing.

The Group reference is the first 4 letters of your property street address and the house number.

Your tenancy agreement can all signed on line via Docusign

## 2. You'll need

- a) Your student ID card
- b) A proof of your permanent home address
- c) Your deposit of £125.

Your deposit will be entered in to the DPS or your landlords scheme if different to DPS (usually only applicable for "Let Only" properties), it can be paid by cash, or a bank transfer before the signing. You will receive the prescribed information pack when signing the tenancy agreement.

**ALWAYS USE YOUR SURNAME AND YOUR PROPERTY DOOR NUMBER AS A REFERENCE WHEN MAKING ON LINE PAYMENTS**

**Continued**

Standing order / bank transfer dates;

20th July - £200 to cover rent 2nd August – 28<sup>th</sup> August

20th August 4 weeks rent

1<sup>st</sup> October 12 weeks rent

10th January 16 weeks rent

15th May 16 weeks rent

**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 and a completed guarantor form prior to the signing meeting.**

We will need your guarantors full name, mobile and home numbers and email address and a signed guarantor form which will be sent to them by email via Docusign. If your guarantor doesn't have access to email we can post the document to their home address

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 to Unipol Accommodation Bureau, or ask a Parent to download a copy from our website and ask them read on your behalf.

Contact information

You can call in to the office.

Our address is 59 Lenton Boulevard, Lenton, Nottingham, NG7 2FQ

Or you can call us on T: 01158418841 or email us

Olivia M: 07534 154390

E: [olivia@cunninghamlettings.co.uk](mailto:olivia@cunninghamlettings.co.uk)

Kati M: 07961 202242

E: [kati@cunninghamlettings.co.uk](mailto:kati@cunninghamlettings.co.uk)

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