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Cunningham Lettings company number: 06663953 • Registered address: 32 Lenton Boulevard, Lenton, Nottingham, NG7 2ES • Telephone: 01158418841 • VAT 995558841

DO YOU NEED TO ORDER A CHEQUE BOOK? DO THAT BY CALLING YOUR BANK TODAY

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

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. lent32 would be the group reference for 32 Lenton Boulevard

2. **You need to bring with you 5 things**

- a) Your student ID card
- b) £150 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 card payments are accepted but credit / debit cards carry a 2% charge or a bank transfer can be made before the signing **ALWAYS USE YOUR SURNAME AS A REFERENCE WHEN MAKING ON LINE PAYMENTS**
- c) £75 each for your administration fee, cash, cheque or card payments are accepted but credit / debit cards carry a 2% charge or a bank transfer can be made before the signing **ALWAYS USE YOUR SURNAME AS A REFERENCE WHEN MAKING ON LINE PAYMENTS**
- d) £180 for your August Rent in cash or a Post dated cheque for 1st August 2017
- e) Cheque book or Bank details - sort code, account number and full address of your own branch to cover the rent for the coming year. Cheques are dated for the next year not for now.

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

Sort code 20-25-85 Account number 10150428.

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In total you will need 5 Post-dated cheques to cover the rent for one academic year plus cash or 2 cheques for your deposit and administration fee

Cheque dates

Deposit due on the day of signing

Administration fee due on the day of signing

1st August - £180 to cover rent 8th August - 28th August

1st September 4 weeks rent

1st October 12 weeks rent

1st January 16 weeks rent

1st April 16 weeks rent

If you 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: Student 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 32 Lenton Boulevard, Lenton, Nottingham, NG7 2SE

Or phone us on T: 01158418841 or email us

Sam : 07455 019409 E: enquiries@cunninghamlettings.co.uk

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



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