**HOUSE/ROOM RESERVATION FORM 2022/23**

**Address of property to be reserved and room number:**

**……………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………**

**Please tell us where you found this property advertised eg facebook site, student pad etc:**

**……………………………………………………………………………………………………………………**

**To reserve this room/house you must be the first person to email us this fully completed House/Room Reservation Form. Other individuals may view this room/house, so they are reserved on a ‘first come first served’ basis.**

**On receipt of this form we will reserve this room for a week. You and guarantor should return the documents to us by the end of this period; otherwise we may release the room/house to another individual.**

Thinking about the future? Continuing your course next year or a PhD? Staying in the same house next year means a lot less work – no need to move out or search for weeks for another house. We offer a conditional loyalty discount if you stay with us for a second or third year.

**Please Read Before Completing Your Section Below I CONFIRM:**

1. I am a full-time student next academic year.
2. I have received and **shown my guarantor** the Guarantor Deed and Application Notes, Energy Performance Certificate (EPC), How to Rent, Gas and Electricity certificates, Privacy Notice and a sample tenancy agreement and confirm myself and **my guarantor** are satisfied with the information contained in these documents. (A complete individual tenancy paper copy will be sent to you by post to sign once this form has been received. Key documents can also found on our website: [www.woodhamptonlettings.com](http://www.woodhamptonlettings.com)).
3. I have a ‘right to rent’ and attach **JPEG** document.

**Note: UK/Irish students usually attach your passport photo pages. Overseas students usually attach both sides of a Biometric Residence Permit. (**We need to check your right to rent document(s) either in person or via a live video link using Zoom, Facetime or Teams prior to you signing the tenancy agreements).

1. **I will be at the check-in on Thursday 1 September 2022. THIS IS VERY IMPORTANT, as we have legal responsibilities to carry out on the first day of your tenancy.**
2. I am content to accept service of notices and other documents given under or in connection with this tenancy electronically by e.g. email.

A guarantor is often a parent, other relative or family friend. **You confirm your guarantor**:

1. Has given you their permission to be your guarantor
2. Is satisfied with the guarantor information as mentioned under ‘B’ above.
3. Expects to meet the Guarantor requirements

**Type in your details:**

Full first, middle and surname, including title e.g. Mr or Miss:

Date of birth (dd/mm/yyyy):

Full university/college (or current) address to send you your tenancy agreements:

Full home address:

Email:

Mobile:

Current year and place of study e.g. First Year at Worcester University

Your full time course e.g. Management (MSc):

Are you considering renting with us for more than one year? E.g. no, yes, don’t know:

**Guarantor Details:**

Full first and surname, including title e.g. Ms, Mrs, Mr or Dr:

Relationship of guarantor to student e.g. mother, father, brother, sister, family friend:

Full home address:

Email:

Phone:

Mobile: