

2 x Passport  
Photographs  
Name on  
the back

## Reservation Form

### 2010/2011 Study Year:

- 1st Year     2nd Year     3rd/Final  
 Postgraduate Course     None Student  
 International Student

### Please supply details of your next of kin & guarantor: -

Name:.....  
 Relationship:.....  
 Telephone:.....  
 Address.....  
 .....

### International students ONLY

Foreign Embassy Telephone:.....  
 Address.....  
 .....

University to attend:.....  
 Course Title:.....  
 Term of Course.....  
 Forenames:.....  
 Surname:.....  
 Date of Birth:.....  
 Age:.....  
 Sex: (Male/Female).....

Home Address:.....  
 .....  
 Telephone:.....  
 Students Mobile No:.....  
 Email:.....

Accommodation preference\* - Please Tick.....

Studio Type:    A  B  C  D  E  F  G  H  J

£300 Reservation Fee Enclosed

**Term 52 weeks;** Start Date: July 2010  September 2010  Other  .....

If Double occupancy required - Name of second occupant:\*\* .....

\*Although we cannot guarantee your choice we will try and match your needs wherever possible.

\*\*Second occupant will need to complete a separate application form.

Medical Conditions/ Special Needs:.....

I am a qualifying student under the 1988 Housing Act in full time education the above information is correct.  
(All applicants must be 18 years or over)

Signed:..... Date:.....

**(Office use only)**

**Studio number & type...../..... Rent per week.....Rent per month .....**

## **APPLICATION NOTES**

**Your application will not be accepted without all of the requested information supplied.**

Reservation Form:

- Download, print and complete in full.
- Do not forget that if you are going to share your studio with another, both of you will need to fill out a reservation form.
- Please attach two passport size photos to the reservation form with your name on the back.

Reservation Fee:

- Please enclose a cheque for £300 (made payable to Niche Homes Ltd) with your reservation form.
- Reservation fee is non refundable should you choose to withdraw from your reservation.
- Guarantor form. This must be completed by all applicants paying in instalments.

## **APPLICATION CHECKLIST**

Your reservation form must be submitted with the following – tick when complete and sign below: -

1. £300 reservation fee .....
2. Reservation Form:.....
3. Passport photographs with personal details on reverse:.....
4. Method of proposed rental payments:  
    In Full:.....   
    Monthly.....
5. Guarantor form if paying in instalments:.....

**Please note that the method of payment must be via Standing Order. Charges apply for late payments of rents, please refer to your AST.**

6. Proof of student status provided (Student ID card and Letter of acceptance).....

Signed:..... Date:.....

## **Important Information – Please read**

**Once all the above information is received we will confirm receipt of your application and will send you an AST to sign along with other relevant documentation. Please note that this documentation will need returning to Niche Homes Ltd within 3 weeks of receiving the information, failure to do so could result in re-letting your studio and your reservation fee will be not be returnable.**

**Guarantor Form**

If you intend to pay by monthly instalments, this form **must** be completed by a satisfactory UK guarantor before your application can be accepted. If you do not have a UK guarantor payments **must** be made in full.

• **To be completed by the prospective tenant:**

No.....St Marks Court, Shay Street, Leeds, LS6 2QJ

Title..... First Name..... Surname.....

DOB..... Mobile Number..... National Insurance Number.....

Current address.....

.....Post Code.....

Email address.....

Period at this address: Years..... Months..... Owner: Council  Private L/L  Living with Parents

Have you had any County Court Judgements, Court Decree or Administration orders Yes  No

If Yes, please details here: .....

.....

.....

• **To be completed by the guarantor:**

Title..... First Name..... Surname.....

DOB..... Mobile Number..... Relationship to tenant.....

Current address.....

.....Post Code.....

Email address.....

Period at this address: Years..... Months..... Owner: Council  Private L/L  Own Home

Have you had any County Court Judgements, Court Decree or Administration orders Yes  No

If Yes, please details here: .....

.....

.....

**Where have you been living for the last 3 years: Please provide previous addresses and dates of residency (attach a separate if necessary)**

Address 2, .....

.....Post Code.....

Period at this address: Years..... Months..... Owner: Council  Private L/L  Own Home

Address 3, .....

.....Post Code.....

Period at this address: Years..... Months..... Owner: Council  Private L/L  Own Home

• **Current Employment Status:**

Employed  Self Employed  Unemployed  Other (please state) .....

Permanent  Temporary Contract  if so how long is the contract.....

Please give details of your current employer:

Company Name.....Company Address.....

.....Post Code.....

Telephone No..... Work Email.....

Your Position.....Gross Salary..... National Insurance No.....

Start Date..... **If you have not been in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if required).**

Employed  Self Employed  Unemployed  Other (please state) .....

Permanent  Temporary Contract  if so how long is the contract.....

Please give details of your current employer:

Company Name.....Company Address.....

.....Post Code.....

Telephone No..... Work Email.....

Your Position.....Gross Salary..... National Insurance No.....

Start Date..... End Date.....

**Declaration**

- I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objection to the information being verified by whatever means necessary. I understand that in the event of my defaulting in respect of my covenants as guarantor, that any such defaults may be recorded with the credit referencing agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for responsible granting of tenancies, insurance or credit.
- I understand that in the event my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.
- I hereby guarantee the payment of all monies due arising out of the Tenancy Agreement entered into by the above named tenant.
- I understand that if the tenant named fails to pay I will be liable and pay upon demand the sum owing. I understand that if any information provided within this document is found to be untrue, it is grounds for termination of the tenancy.
- This Guarantee is liable for the whole period of the Tenancy.

Guarantors Signature.....

Date.....