



Studio flats • En-suite rooms • Apartments • Houses



## How to book private student accommodation with FutureLets

1. Please ensure you complete one application form for each person in your group. You are required to pay a non-refundable administration fee of £80.00 per person on submission of your application. The deposit payment must be made in full within seven days of your booking. Once you have paid a deposit for a property, you will be entering into a legal agreement; the terms of which you will be obliged to fulfil for the entire length of the tenancy agreement.
2. Please ensure you have consent from your nominated guarantor before you submit their details. At this stage you will have booked a property, therefore you will need to make an appointment to sign your agreement within seven days of submitting an application.
3. If you do not have a guarantor who is a UK resident and earning more than £20,000 per year, you will need to pay 6 months of your rent in advance.
4. The deposit payment is equivalent to one month's rent + £100.00, e.g. if one month's rent is £1,500.00 then the deposit will be £1,600.00 between the group.
5. Rent is usually due every three months in advance, however, more flexible arrangements can be made for July, August and September rents. You will need to discuss your options with a FutureLets representative in advance of booking.
6. The first rental instalment must be paid in full prior to your tenancy commencing.
7. Please be aware of the conditions of entering into a legally binding contract. Once you have paid a deposit, you will not be able to cancel your agreement. You will be responsible for abiding by your obligations as a tenant for the entire length of your contract. Please read the draft contract available in the FutureLets office, or on the student tab on our website. **We strongly advise that you read through the draft contract before you proceed with your application.**
8. Prior to signing the agreement, it is important that you ensure that all dates and details are correct.

## Change of circumstances – your obligations

1. In the event that an individual tenant does not wish to continue their tenancy, it is their responsibility to find a suitable replacement tenant. The landlord or landlord's agent may also try to find a replacement tenant if agreed with the outgoing tenant. If the outgoing tenant is successful in finding a replacement incoming tenant, a £150.00 plus VAT charge is payable to the landlord or landlord's agent. This charge will cover the cost of administration in signing the incoming tenant. If the landlord or landlord's agent finds a replacement tenant, a £200.00 plus VAT charge is payable to cover the costs of administration in finding and signing the incoming tenant.
2. Replacement of any outgoing tenant is only considered successful when the incoming tenant: signs a tenancy agreement, pays the rent and the deposit, and moves into the property. It remains the outgoing tenant's and group's responsibility to protect their interests. The outgoing tenant will need to request written verification of the replacement's success from either the landlord or landlords's agent, confirming that all of the conditions for the replacement have been satisfied before they sign a new tenancy agreement on another property.
3. Following successful replacement with a suitable tenant and payment of the applicable charge, no further liability for rental payment will be expected. Until then the entire group will be liable for the full outstanding rent.
4. If you have any questions or require any clarification on any aspect of your contract, please discuss this with a member of staff before signing.



# A guide to private student accommodation

## Once you have chosen your new home

To avoid disappointment it is important that you reserve the property you would like. Please see the additional information on the reservation process on page 1 of this booklet.

## Signing a tenancy agreement

Tenancy agreements are legally binding for the duration of the agreement and may be enforced by a court of law. The agreement sets out the promises made by the tenant to the landlord and vice versa. Therefore it is essential that you make sure you read the documents thoroughly and question anything that you are unsure of. By booking accommodation you are agreeing to the terms of a contract, which includes paying the rent for the duration of the agreement.

## Documents we require

In order to book accommodation and to move in, FutureLets tenants will need to ensure that they provide the following documentation. Failure to provide any of the below will delay the booking process, collection of keys, and could affect your payment schedule.

- Student status letter (Confirmation of Enrolment) - This will confirm your full time student status and confirm your course details for us to verify. This can be obtained from any of the information points in the faculties or you can obtain this yourself by logging into the Nova system.
- Photo ID - This could be a copy of your photo driving licence or passport.

- Completed Guarantor form - The guarantor form will be emailed out once we have received all completed application forms. Tenants will need their guarantor's consent before nominating them as their guarantor. Tenants and guarantors will then be emailed a guarantor form which will need to be signed by the guarantor and a witness. This form will then need to be returned to the FutureLets office with a copy of the guarantor's photo ID. Failure to return a completed guarantor form means tenants will be required to make payment of six month's rent upfront.

## Paying your rent

Your first rental payment will be made to FutureLets. However, depending on the contract, subsequent payments may be made directly to your landlord on the date specified in the tenancy agreement. Please be aware that late rental payments usually incur charges, therefore you must pay on time in order to avoid these extra costs.

## Rental payments

The payment schedule will be included on the second page of your tenancy agreement. It is advisable to set up standing orders, for the dates that rent is due, into the FutureLets account. Payments can also be made in the office or transferred directly to our account. Each student/group is issued with a unique tenancy reference which they will be required to use when making payments.



## Deposits

The deposit that you pay FutureLets will be held in an account with a nominated deposit protection provider. To ensure you receive your deposit back, you will need to leave the property as it was found (clean and tidy). Any outstanding amounts for damage or monies owed to the landlord will be deducted from your deposit. You will be advised by email which scheme the landlord has sent your deposit to. It is a good idea to take photos when you first move in to confirm the condition of the property. You can find out more about the scheme FutureLets uses at [www.depositprotection.com](http://www.depositprotection.com).

## Insurance

It is advisable to take out personal belongings (contents) insurance for your possessions.

## End of tenancy

You must leave the property as you found it. You will have money deducted from your deposit if the landlord is required to contract out cleaning services. Please remember when you are leaving the property that it will become someone else's home in the future, so please leave it as you would expect to find it.



## Insight into local areas

Coventry is a great place to live. It is really easy to get around, has a good bus network and many of the areas that are popular with students are within walking distance of Coventry University. This also means that when you have to get a taxi, they don't cost too much. Coventry is generally a safe city but you will need to be sensible and not walk home by yourself in the dark after a night out, so think about that when you are looking at houses as well.

### City Centre

There are places to live in the city centre, which obviously has great advantages. Not far to walk, close to loads of shops and places to eat and drink. However, parking can be a problem in the city centre.

### Hillfields

Hillfields is just around the corner from the University and has lots of student accommodation, including University halls. Parking can be an issue in Hillfields. A taxi will be around £5.00 to the University or into town. Hillfields has its own shopping centre with many ethnic food shops and convenience stores.

### Lower Coundon

Located just outside the city centre and close to a large Morrison's supermarket, Lower Coundon is popular with students and is a 20 minute walk to the University, while a taxi will cost approximately £7.00. There are corner shops and takeaway outlets, and a wide choice of bus services into Coventry city centre, depending on where you live in Coundon.

### Earlsdon

Earlsdon is a really popular area with both Coventry and Warwick University students. Earlsdon is also a place where people spend time in the evening as there are nice pubs and places to eat. You can walk to the University from most places in Earlsdon in about 25 minutes, while a taxi home would cost approximately £8.00. Three bus routes run frequent services from Earlsdon into the city centre too. The bonuses for anyone living in Earlsdon are the great shops, including lots of charity shops, organic stores and independent delis.

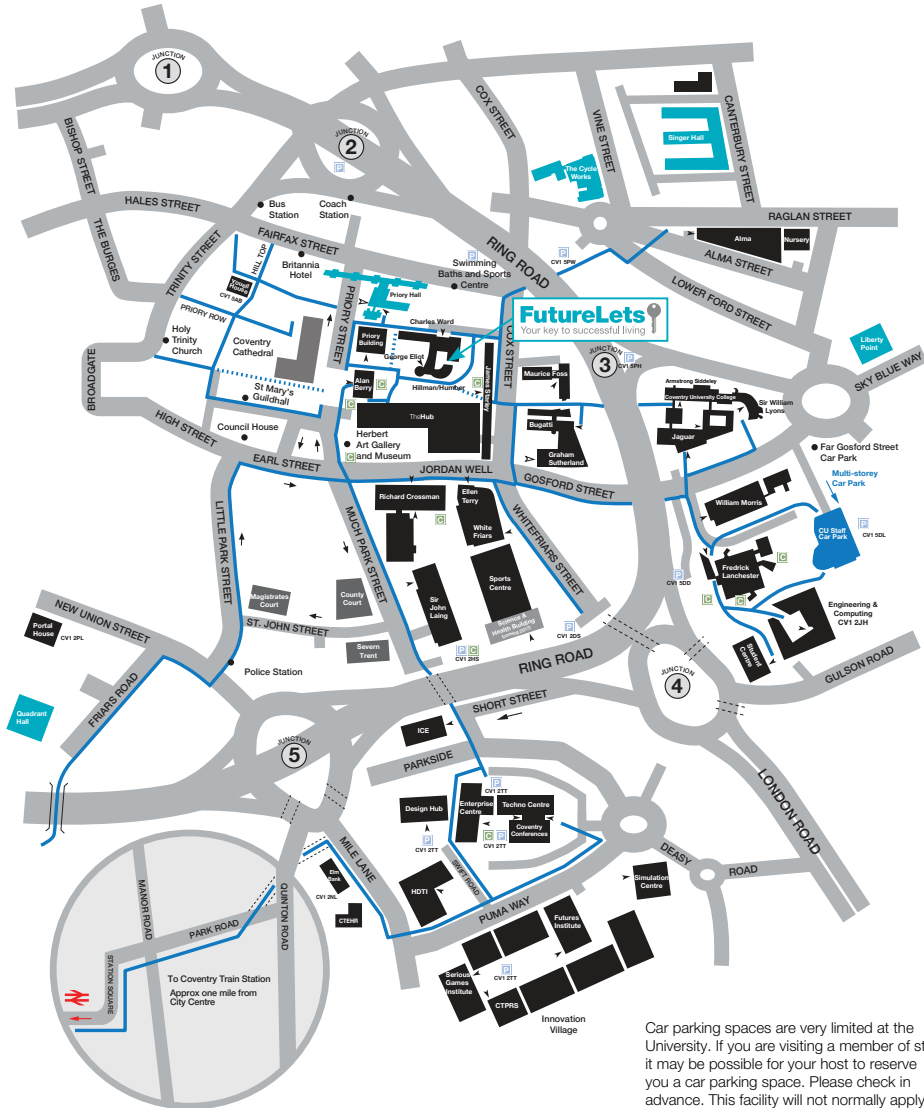
### Chapelfields

Chapelfields is very popular with students from both Coventry and Warwick University. It takes around 25 minutes to walk and costs approximately £8.00 for a taxi. There are not many shops in Chapelfields but you can walk to Morrison's (5 minutes), Sainsbury's (10 minutes), or into Earlsdon (10 minutes). The bus service is great here with a choice of buses to get into the city centre. Parking your car is not a problem in Chapelfields either.

### Stoke

This is a really popular place to live with Coventry University students. It takes around 25 minutes to walk and it's approximately £8.00 for a taxi to the University. It is on the main bus route to the University Hospital so there are lots of buses, and is ideal for nursing or medical students who will be doing placements as part of their course.

# How to find Futurelets



## KEY

- Junction 5
- Ringroad junction
- Ringroad subway access
- Footbridge
- Power assisted door access
- Principal pathway with wheelchair access
- Pay/display parking
- Non-powered access
- Principal pathway with steps
- Cycle Locker

Car parking spaces are very limited at the University. If you are visiting a member of staff, it may be possible for your host to reserve you a car parking space. Please check in advance. This facility will not normally apply to visitors attending Open Days, Conferences or other large-scale events.

Please note that the visitors who park in the University car parks without displaying a valid permit may be clamped.



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Guide 2018

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The FutureLets team are the managing agent appointed to manage accommodation on behalf of Coventry University.  
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