

HOW TO RESERVE YOUR FLAT AT 359 SAUCHIEHALL STREET

- 1 VIEW THE FLATS.
- 2 DECIDE WHICH FLAT, and HOW LONG A LEASE, YOU WANT (usually 50 weeks or 42 weeks).
- 3 CALL US TO ARRANGE A TIME TO COME TO OUR OFFICE (only one person from your group needs to come, if you can't all manage).
- 4 AT THE OFFICE ONE PERSON IN YOUR GROUP PAYS US A DEPOSIT OF £250 TO TEMPORARILY RESERVE THE FLAT (this payment indicates your good faith and serious intention to proceed with renting the property).
- 5 YOU ARE EACH GIVEN TEN WORKING DAYS TO PROVIDE A LANDLORD REFERENCE:
 - Request this reference from your landlord -
 - If staying in student halls go to the finance office to ask for this.
 - If you are all staying in the same halls you can ask for one letter with all your names on it.
 - If you live at home, ask your parent/guardian to supply a letter to this effect.
 - It is essential that you provide us with this reference before you attend the meeting to sign your lease.
 - To speed things up, you can fax these references to 0141 280 0079, or you can deliver or post to our office.
- 6 ONCE EACH LANDLORD REFERENCE HAS BEEN RECEIVED, A MEETING WITH THE WHOLE GROUP WILL BE ARRANGED IN ORDER TO SIGN THE RELEVANT PAPERWORK (this should be approximately ONE WEEK after the initial deposit is paid).

APPLICATION FORMS SHOULD BE DOWNLOADED FROM OUR WEBSITE www.urquhartmanagement.com (and completed in advance of the meeting).

THE LEASE AND AT5 YOU WILL BE SIGNING CAN ALSO BE DOWNLOADED FROM OUR WEBSITE (please ensure you read these documents before coming to the meeting).

PLEASE BRING TO THE MEETING:

- £250 DEPOSIT FROM EVERYONE ELSE IN THE GROUP (please pay only in cash, a receipt will be given).
- MATRICULATION CARD (we need to photocopy this).
- COMPLETED APPLICATION FORM (counter-signed by your GUARANTOR).
- BANK ACCOUNT DETAILS (account name, account number, sort code and name/address of bank). If a parent/guardian is paying the rent on your behalf please bring their bank details.

The meeting will take place at the property at 359 Sauchiehall Street and will last approximately 30 mins. Please ensure you have read the sample copies of the lease and AT5 before coming to the meeting. Photocopies of all documents you sign at the meeting will be given to you.

THE DEPOSIT SITUATION

The first deposit of £250 is held against our expenses in processing your application and, if the application is successful, becomes part of the overall deposit for your flat. However, if the tenancy does not proceed because you have changed your mind, or references are not suitable, you will not be entitled to a refund.

If you look after your flat, and return it to us in original condition, we will refund £250 back to each person in your flat at the end of your lease.