



Cambrian Point • Maindy Road • Cardiff

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In Partnership with...

Liberty *Living*
for Students

The Application Process

Step One – Applying for Accommodation

- You should now have received or downloaded an Assured Shorthold Tenancy Agreement (AST) and Booking Information pack (this document). To apply for accommodation at your chosen Liberty Living residence you need to complete and return both documents to our Residence Team, together with any additional documents and payments required (Booking Fee / Deposit of £200, two passport photos, post dated cheques (if you are **not** authorising us to collect your payment via Debit / Credit Card) and a copy of a valid council tax bill from your guarantor).

Step Two – Allocating you a room

- Once the above documentation has been received by the Residence Team, your application for accommodation will start to be processed. Please be aware that all applications for accommodation are processed on a first come first served basis.

Please make sure that you read all of the information thoroughly and be careful to complete the documentation correctly. Incorrect or incomplete documentation may jeopardise your chance of securing a room.

- Your room will be allocated based on the information you have stated in your Booking Information document (this document). Where possible, we will take into account the preferences you have stated; however, requests cannot be guaranteed.
- Once your application has been accepted, your Tenancy will be secured. In due course you will be sent a copy of your AST (detailing the room / flat number you have been allocated) and receipts for any payments that have been taken.
- Before the start of your Tenancy we will send you a letter containing some useful information to help make your stay at Liberty Living as comfortable as possible. The letter will contain details including the best time for you to move in and what time the on-site office will be open at your chosen Liberty Living residence.

Step Three – Moving In

- On arrival at your accommodation you will be issued with a 'Welcome Pack' which will contain your keys / entry card and a Guide to Living in our accommodation. It is important that you read and understand all of the information provided.
- In the event that you cannot make the time / date listed on your arrival letter, please contact the Residence Team A.S.A.P to make alternative arrangements. Contact details are listed within this document and can be found on our website - www.libertyliving.co.uk

Please note: If we are missing important information required to complete your application for accommodation, your documentation will not be processed and will be returned to the address you have provided to us. This could affect your room allocation.

Payments 2010/11

1. Booking Fee / Deposit: £200 (payable on signing and returning your AST and Payment Method Form).
2. Cancellation Policy

2nd, 3rd and post graduate students:-

- The student / tenant will not be released from the Assured Shorthold Tenancy Agreement (AST) unless a replacement tenant, acceptable to the Landlord, is found by the student.

- If a replacement tenant is found, £100 of the Booking Fee will be retained to cover administrative costs. The remaining balance (less any outstanding charges) will be refunded, together with a refund of rent for the remaining term of the AST - once the replacement tenant has paid their first instalment in full.

Important Note:

If the student / tenant pays the £200 Booking Fee but does not sign and return a copy the Assured Shorthold Tenancy Agreement (AST), £100 of the Booking Fee will be retained to cover administrative costs.

3. Single Payment attracts a 2% discount on the total rent payable.
4. Rent (see below)

Room Type	Cost Per Week	Contract Length	Single Payment (Inc. 2% discount)	Or, Instalment Payments
Single En-suite	£92.50	42 Weeks Starting (15/09/10) Ending (06/07/11)	£3,807.30 due on 15th September 2010	1st : £1,320.90 due 15th September 2010 2nd: £1,282.05 due 14th January 2011 3rd : £1,282.05 due 8th April 2011 £3,885.00
Double En-suite (Single Occupancy)	£121.50	42 Weeks Starting (15/09/10) Ending (06/07/11)	£5,000.94 due on 15th September 2010	1st : £1,735.02 due 15th September 2010 2nd: £1,683.99 due 14th January 2010 3rd : £1,683.99 due 8th April 2011 £5,103.00
Double En-suite (Double Occupancy)	£137.50	42 Weeks Starting (15/09/10) Ending (06/07/11)	£5,659.50 due on 15th September 2010	1st : £1,963.50 due 15th September 2010 2nd: £1,905.75 due 14th January 2010 3rd : £1,905.75 due 8th April 2011 £5,775.00

Payment Methods

Booking Fee / Deposit of £200:	Cheque dated the date you return your application form and other documents or Debit / Credit Card authorisation
Single Payment:	Either post dated cheque or Debit / Credit Card authorisation
1st Instalment Payment:	Either post dated cheque or Debit / Credit Card authorisation
2nd & 3rd Instalment Payments:	Either post dated cheques or Debit / Credit Card authorisation

Cheques should be made payable to **Liberty Living plc**. Cheques drawn on a foreign bank account will NOT be accepted. If you do not have a UK bank account please contact the Residence Team to discuss alternative methods of payment. Contact details are listed within this document and can be found on our website - www.libertyliving.co.uk

Rent Arrears

An administration fee of £30 will be charged each time a rent instalment is overdue, unless prior agreement has been obtained. In addition a further £10 administration fee will be charged, should it be necessary, each time we write to you regarding arrears.

Room Moves

An administration charge of £75 will be charged to any tenant(s) who requests to move room following the commencement of the Assured Tenancy Agreement (AST).

Please note: Room moves are subject to availability.

The Tenancy

Your Tenancy will be an AST from the 15th September 2010 for 42 weeks.

Utility Costs / Council Tax

The Rent is inclusive of all utility costs. Full-time students are currently not liable to pay council tax. Please make sure that a valid exemption certificate (available from your university) is handed to the Residence Team within 7 days of the start of your Tenancy to ensure that no charge will be levied.

Endsleigh Contents Insurance Cover

Within the cost of the rent Liberty Living has included personal contents insurance cover up to the sum of £4,000. Details are provided in a separate document or can be found on our website - www.libertyliving.co.uk

Liberty Living plc is an appointed representative of Bluefin Insurance Services Limited which is authorised and regulated by the Financial Services Authority.

Internet

High speed internet access is available in each bedroom. Connection to this service is inclusive in your rent. Contact the Residence Team directly for more information, contact details are listed within this document and can be found on our website - www.libertyliving.co.uk

Deposit / Booking Fee of £200

Once the Tenancy has commenced the Booking Fee of £200 is converted into a damage deposit. This will be refunded to you within 4 weeks of the end of your Tenancy subject to your accommodation being left in a clean and good condition. During the Tenancy you will be expected to pay for any damages at the time that they occur.

Tenancy Deposit Scheme

At the commencement of your Tenancy your deposit will be safeguarded under the Tenancy Deposit Scheme. For further information refer to www.libertyliving.co.uk or section 12 of the Assured Shorthold Tenancy Agreement (AST).

Guarantors

A UK resident guarantor and confirmation of residential address (in the form of a valid council tax bill) for the AST will be required from all UK tenants, and international tenants wishing to pay by 3 instalments.

TV Licence

If you bring your own television, you are responsible for the purchase of a TV licence. More details can be found on the Liberty Living website - www.libertyliving.co.uk

Car Parking

There is no car parking available at any of the Liberty Living residences in Cardiff. Please note that as a condition of your AST, no cars can be parked within 3km of the residence. Contact the Residence Team directly for more information, contact details are listed within this document and can be found on our website - www.libertyliving.co.uk

Viewings

We welcome you to view the accommodation. If you wish to arrange an appointment contact the Residence Team by calling: 02920 227 615.

Personal Details

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Surname			
Forename			
Middle Name(s)			
Gender (Male / Female)			
Current Address	Home Address		
Town		Town	
County		County	
Country		Country	
Postcode		Postcode	
Telephone		Mobile	
Email			
Date of Birth		Nationality	
Domicile	<input type="checkbox"/> UK <input type="checkbox"/> EU <input type="checkbox"/> Non EU <input type="checkbox"/> Islands		

Emergency Contact Details

Surname			
Forename			
Middle Name(s)			
Address			
Town		County	
Country		Postcode	
Telephone		Mobile	
Email Address			
Relationship to tenant			

Which Campus Will you be attending?	<input type="checkbox"/> Atrium Cardiff	<input type="checkbox"/> Treforest Pontypridd
Which course are you studying?		
Year of Study?	<input type="checkbox"/> 1st	
Would you prefer to live with Welsh speakers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No preference

Do you have any medical conditions / disability requirements that you want to make us aware of?

If so, please state below:

Group/Joint Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(If yes, please state the full name(s) of resident(s) below)
1	4		
2	5		
3	6		

Flat Type Preferred

Where possible, we will take into account the preferences you have selected; however, requests cannot be guaranteed.

<input type="checkbox"/> Same Sex	<input type="checkbox"/> Mixed	<input type="checkbox"/> No Preference	<input type="checkbox"/> Smoker	<input type="checkbox"/> Non Smoker	<input type="checkbox"/> No Preference
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Room Type Preferred

(Please select one option below by ticking the appropriate box)

<input type="checkbox"/>	Single En-suite 42 Weeks (Tenancy starting 15/09/10 - ending 06/07/11)
<input type="checkbox"/>	Double En-suite (Single Occupancy) 42 Weeks (Tenancy starting 15/09/10 - ending 06/07/11)
<input type="checkbox"/>	Double En-suite (Double Occupancy) 42 Weeks (Tenancy starting 15/09/10 - ending 06/07/11)