



The Bakery • Pendyris Street • 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 a Booking Information pack (this document). To apply for accommodation at your chosen Liberty Living residence you need to complete and return this document to our Residence Team.

Step Two – Allocating you a room

- Once the above documentation has been received by the Residence Team, your application for accommodation will be held at the residence awaiting confirmation of your place at University. Please be aware that all applications for accommodation are processed on a first come first served basis.

Rooms will be offered on the following two factors:

1. Date of which we receive your application.
2. The date that your place at University has been confirmed through UCAS.

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 once your place at University has been confirmed (**if you have a confirmed place at University please send a copy of your UCAS letter with this document**) and will be 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.
- On confirmation of your place at University, you will be sent a copy of your Assured Shorthold Tenancy Agreement (AST) (detailing the room / flat number you have been allocated) together with a Payment Method Form. Both forms must be completed and returned to the Residence Team within 5 working days.
- 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.

Please note: That once you have signed and sent back your Tenancy Agreement for the residence, you cannot then move to another Liberty Living residence unless you find a replacement tenant to take over your contract. There is also a cancellation charge of £100.00. Please see cancellation policy within this booklet.

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

Students whose 1st year of study commences in 2010/11:-

- 1st year students will be released from the obligations of their Assured Shorthold Tenancy Agreement (AST) if cancellation is received in writing to the Residence Team by 27th August 2010 (contact details are listed within this document and can be found on our website - www.libertyliving.co.uk). £100 of the Booking Fee will be retained to cover administrative costs.

- If notice of cancellation is received after 27th August 2010, the student will only be released from the AST if they replace themselves with a new tenant, which is acceptable to the Landlord. £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.

All other 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	£94.00	42 Weeks Starting (15/09/10) Ending (06/07/11)	£3,869.04 due on 15th September 2010	1st : £1,579.20 due 15th September 2010 2nd: £1,579.20 due 14th January 2011 3rd : £ 789.60 due 8th April 2011 £3,948.00

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 232 186.

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			

