



Liberty House • 59 Miller Street • Glasgow

Contents

How to Apply

---

Booking Information

---

Application Form

---

Payment Method Details

**Liberty** *Living*  
for Students

Website - Postal Application 2010-11

# 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](http://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 booking).
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](http://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	£113.50	42 Weeks Starting (18/09/10) Ending (09/07/11)	£4,671.66 due on 18th September 2010	1st : £1,906.80 due 18th September 2010 2nd: £1,906.80 due 14th January 2011 3rd : £ 953.40 due 8th April 2011 <u>£4,767.00</u>
Single En-suite	£99.00	50 Weeks Starting (18/09/10) Ending (03/09/11)	£4,851.00 due on 18th September 2010	1st : £1,386.00 due 18th September 2010 2nd: £1,386.00 due 14th January 2011 3rd : £ 990.00 due 8th April 2011 4th : £1,188.00 due 1st June 2011 <u>£4,950.00</u>
Single En-suite	£99.00	52 Weeks Starting (10/07/10) Ending (09/07/11)	£5,045.04 due on 10th July 2010	1st : £1,441.44 due 10th July 2010 2nd: £1,441.44 due 14th January 2011 3rd : £1,029.60 due 8th April 2011 4th : <u>£1,235.52</u> due 1st June 2011 <u>£5,148.00</u>
Premium En-suite	£129.00	42 Weeks Starting (18/09/10) Ending (09/07/11)	£5,309.64 due on 18th September 2010	1st : £2,167.20 due 18th September 2010 2nd: £2,167.20 due 14th January 2011 3rd : <u>£1,083.60</u> due 8th April 2011 <u>£5,418.00</u>
Premium En-suite	£124.00	50 Weeks Starting (18/09/10) Ending (03/09/11)	£6,076.00 due on 18th September 2010	1st : £1,736.00 due 18th September 2010 2nd: £1,736.00 due 14th January 2011 3rd : £1,240.00 due 8th April 2011 4th : <u>£1,488.00</u> due 1st June 2011 <u>£6,200.00</u>
Premium En-suite	£124.00	52 Weeks Starting (10/07/10) Ending (09/07/11)	£6,319.04 due on 10th July 2010	1st : £1,805.44 due 10th July 2010 2nd: £1,805.44 due 14th January 2011 3rd : £1,289.60 due 8th April 2011 4th : <u>£1,547.52</u> due 1st June 2011 <u>£6,448.00</u>

## 4. Rent (see below)

Room Type	Cost Per Week	Contract Length	Single Payment (Inc. 2% discount)	Or, Instalment Payments
Double En-suite	£145.00	42 Weeks Starting (18/09/10) Ending (09/07/11)	£5,968.20 due on 18th September 2010	1st : £2,436.00 due 18th September 2010 2nd: £2,436.00 due 14th January 2011 3rd : £1,218.00 due 8th April 2011 £6,090.00
Double En-suite	£135.00	50 Weeks Starting (18/09/10) Ending (03/09/11)	£6,615.00 due on 18th September 2010	1st : £1,890.00 due 18th September 2010 2nd: £1,890.00 due 14th January 2011 3rd : £1,350.00 due 8th April 2011 4th : <u>£1,620.00</u> due 1st June 2011 £6,750.00
Double En-suite	£135.00	52 Weeks Starting (10/07/10) Ending (09/07/11)	£6,879.60 due on 10th July 2010	1st : £1,965.60 due 10th July 2010 2nd: £1,965.60 due 14th January 2011 3rd : £1,404.00 due 8th April 2011 4th : <u>£1,684.80</u> due 1st June 2011 £7,020.00
Studio	£167.00	42 Weeks Starting (18/09/10) Ending (09/07/11)	£6,873.72 due on 18th September 2010	1st : £2,805.60 due 18th September 2010 2nd: £2,805.60 due 14th January 2011 3rd : <u>£1,402.80</u> due 8th April 2011 £7,014.00
Studio	£155.00	50 Weeks Starting (18/09/10) Ending (03/09/11)	£7,595.00 due on 18th September 2010	1st : £2,170.00 due 18th September 2010 2nd: £2,170.00 due 14th January 2011 3rd : £1,550.00 due 8th April 2011 4th : <u>£1,860.00</u> due 1st June 2011 £7,750.00
Studio	£155.00	52 Weeks Starting (10/07/10) Ending (09/07/11)	£7,898.80 due on 10th July 2010	1st : £2,256.80 due 10th July 2010 2nd: £2,256.80 due 14th January 2011 3rd : £1,612.00 due 8th April 2011 4th : <u>£1,934.40</u> due 1st June 2011 £8,060.00

## Payment Methods

Please make sure that you complete the Payment Method Details requested on pages 10 & 11.

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:	Either post dated cheque or Debit / Credit Card authorisation
2nd, 3rd & 4th Instalments:	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](http://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 10th July 2010 or 18th September 2010 for either 42, 50 or 52 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](http://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 provided by Studentcom and is inclusive (2mb) in your rent. Faster connections are available at an additional charge. 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](http://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](http://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](http://www.libertyliving.co.uk)

## Car Parking

There is no car parking available at the accommodation.

## Viewings

We welcome you to view the accommodation. If you wish to arrange an appointment contact the Residence Team by calling: 0141 248 9949.

## 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 University do you attend?	
Year of Study?	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Post Graduate <input type="checkbox"/> Other
Are you returning to Liberty Living?	Yes/No, if yes name current residence:
Which course are you studying?	

**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.

Same Sex  Mixed  No Preference

**Room Type Preferred**

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

<input type="checkbox"/>	Single En-suite 42 Weeks (Tenancy starting 18/09/10 - ending 09/07/11)
<input type="checkbox"/>	Single En-suite 50 Weeks (Tenancy starting 18/09/10 - ending 03/09/11)
<input type="checkbox"/>	Single En-suite 52 Weeks (Tenancy starting 10/07/10 - ending 09/07/11)
<input type="checkbox"/>	Premium En-suite 42 Weeks (Tenancy starting 18/09/10 - ending 09/07/11)
<input type="checkbox"/>	Premium En-suite 50 Weeks (Tenancy starting 18/09/10 - ending 03/09/11)
<input type="checkbox"/>	Premium En-suite 52 Weeks (Tenancy starting 10/07/10 - ending 09/07/11)
<input type="checkbox"/>	Double En-suite 42 Weeks (Tenancy starting 18/09/10 - ending 09/07/11)
<input type="checkbox"/>	Double En-suite 50 Weeks (Tenancy starting 18/09/10 - ending 03/09/11)
<input type="checkbox"/>	Double En-suite 52 Weeks (Tenancy starting 10/07/10 - ending 09/07/11)
<input type="checkbox"/>	Studio 42 Weeks (Tenancy starting 18/09/10 - ending 09/07/11)
<input type="checkbox"/>	Studio 50 Weeks (Tenancy starting 18/09/10 - ending 03/09/11)
<input type="checkbox"/>	Studio 52 Weeks (Tenancy starting 10/07/10 - ending 09/07/11)

### Enquiry Source

Returner/Promotion   
  Website/Online   
  Flyer/Poster/Advert   
  Friend/Other

Do not sign or send this document for processing until you have read the information on cancellation charges and are sure that you agree to them. Your Application is for a room at Liberty House, Glasgow. Liberty Living plc gives no guarantee on room type, location within Liberty House, Glasgow or the profile of fellow residents. Liberty Living plc's decision on room allocation is final.

**Smoking is not permitted in any communal areas.**

Signed		Date	
--------	--	------	--

### To ensure your booking is processed please return this form with:

- Booking Fee / Damage Deposit of £200
- 2 passport sized photographs with your name clearly written on the back
- Completed Payment Method Details for Credit/Debit Card instruction or post dated rent cheques**
- Valid council tax bill from guarantor

**Incorrect or incomplete documentation may jeopardise your chance of securing a room.**

**Liberty Living plc reserves the right to refuse any application for accommodation**

Liberty House (Glasgow), 59 Miller Street, Glasgow G1 1EB.

Tel: 0141 248 9949 • Email: libertyhouse-glasgow@libertyliving.co.uk • Web: www.libertyliving.co.uk

### For office use only

Date Application Received	PM Form Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
	Deposit <input type="checkbox"/> Cheque <input type="checkbox"/> Card	Rent Payments <input type="checkbox"/> Cheque <input type="checkbox"/> Card

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Name of Student		
Room Type / Number		
Contract Value £		(Excluding Single Payment discount or Debit / Credit Card charges)

Payments

Booking Fee / Deposit of £200	<input type="checkbox"/> Current Dated Cheque	<input type="checkbox"/> Debit / Credit Card
-------------------------------	---	--

Rent Payment Methods, either:- (Single Payment and Instalment Payments details can be found on page 3)

**1) Single Payment:-**

Amount	£	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit / Credit Card
--------	---	---------------------------------	--

Or

**1) Instalment Payments (Only available to tenants with a UK based guarantor):-**

1st Instalment Payment (Cheque to be dated with the contract start date)

Amount	£	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit / Credit Card
--------	---	---------------------------------	--

2nd Instalment Payment 14th January 2011

Amount	£	<input type="checkbox"/> Post Dated Cheque	<input type="checkbox"/> Debit / Credit Card
--------	---	--	--

3rd Instalment Payment 8th April 2011

Amount	£	<input type="checkbox"/> Post Dated Cheque	<input type="checkbox"/> Debit / Credit Card
--------	---	--	--

4th Instalment Payment 1st June 2011

Amount	£	<input type="checkbox"/> Post Dated Cheque	<input type="checkbox"/> Debit / Credit Card
--------	---	--	--

**If you are choosing to pay by Debit / Credit Card please complete and sign the following declaration.**

### Declaration

**I give permission for the amounts listed above to be debited from my Debit / Credit Card.**

(Please be aware that Liberty Living plc will make sure that your Debit / Credit Card details will be securely destroyed once the amounts you have authorised us to collect under the Assured Shorthold Tenancy Agreement (AST) have been processed successfully.

Print Name	
Date	
Cardholders Signature	