

# Head Lease Scheme

## How it works



Your **Tenancy Agreement** is a legally binding contract . . .

**The Head Lease scheme is open to full time Brunel Students. In simple terms the University rents a property from a private landlord and then, with the landlord's agreement, rents it on to a group of students.**

The scheme is available for full time students, normally in their second year and above including students on work placement.

Head Lease properties **do not always have locks on bedroom doors.**

## How to apply

The application and instructions on how to complete it is available through our website at <http://www.brunel.ac.uk/life/accommodation/offcampus>

## References

We do not take up references or require guarantors but will make checks on students' behaviour and finance records. No debtor to the University may be allocated a property. If any individual in the group has outstanding debts the application may be rejected.

## Contract length

This varies. It is usually for 52 weeks starting in June but some are shorter, it is dependant on the individual Head Landlord and the property.

## Property Viewings

Viewings will be offered to those who have applied beginning in January each year. The property offered will be of a suitable size for your group.

We will ask you to select a "*lead tenant*". This person will be responsible for arranging viewings and making sure everyone turns up. Later, they will be the person who will make sure the utility accounts have been set up and any maintenance or repairs issues are arranged once you are living in a Head Lease property.

## Accepting a property

Once you have viewed a suitable property you will need to let us know by 10:00am the next morning if you would like to accept, otherwise other interested groups will be allocated a viewing. On accepting a property, you will be required to complete and sign an acceptance form and pay a non-refundable booking fee of £350 per person immediately. The booking fee will automatically become your Tenancy deposit against cleaning and damages once you take up occupancy of the property.

Deposits are refundable at the end of the Tenancy, on production of proof that the final gas, electric and water bills for the property have been paid. Any damages or cleaning **WILL** be deducted from your deposit.

If you decline the property, you may express an interest in any other currently available Head Lease property but no guarantees can be made you will get it.



## Tenancy Agreement

In most circumstances we will draw up the Tenancy Agreement a few days after you pay your deposits. You will all be emailed and the lead tenant will be telephoned when your agreement is ready, they need to arrange for all of your group to come into the Housing Office to sign the Agreement. If all members of the group have not signed the Agreement within 5 working days of notification, we will offer the property out for viewings again.

- \* **Once all parties have signed the Tenancy Agreement** it is a legal and binding contract. **DO NOT SIGN ANY CONTRACT OR AGREEMENT IF YOU ARE NOT SURE YOU WISH TO BE BOUND BY THE TERMS AND CONDITIONS THEREIN.** If someone needs to leave the contract, they need to find another full time Brunel student to take their place. The new person along with all of the remaining tenants will have to sign a deed of assignment. There is also an administration charge of £25, each time a deed of assignment is drawn up.

## Rent Payment

Rent is charged by the term and paid in four instalments, as it would be if you were in halls. For your convenience, each person is charged individually for their room.

## Insurance

The University have negotiated with Endsleigh Insurance to provide a basic contents cover to all tenants whilst they are living in a Head Lease property, similar to that which you had in halls. It is a basic cover and can be extended directly with Endsleigh to cover larger more valuable items if required.

## Moving in pack

Your moving in pack will normally be given to the first person to collect the keys to the property. It contains one copy of the lease; the inventory for the house, gas and electric certificates, insurance summary and other useful relevant information.

**We strongly advise you to read and take note of the contents and keep it in a safe place.**

*... sign your  
Tenancy Agreement within  
5 working days of notification ...*

*... groups of full-time students  
are exempt from paying  
Council Tax ...*

## **Gas, Electric & Water rates**

You become responsible for the utility bills **from the date your Tenancy Agreement begins**, you must take the meter readings and contact the relevant utility companies to put the gas, electric and water supplies into the names of the group. You will be asked to prove that you have done so at the first inspection. At the end of the lease, the readings should be taken and given to the utility companies to send out the final bills. Your deposits will not be refunded without proof that final bills have been paid.

## **Council Tax**

Groups of full time students are exempt from paying Council Tax but only if an exemption certificate for each member of the group is given to the Local Authority as soon as possible after moving in. If you do not do this you may be billed the full amount or even Summoned to Court for non payment of Council Tax!

## **Repairs**

Repairs should be reported to the Housing Office. We will then either arrange for the work to be done or pass these on to the Head Landlord to make arrangements to carry out the necessary work.

The University takes care to protect personal data. The data provided in any application form will be used to seek accommodation for you and will therefore be available to University staff and to potential providers of accommodation. By completing an application, you are indicating consent to this disclosure. If you have any queries please contact the Housing Office

The Housing Office offers properties fairly, regardless of the applicants' gender, age, disablement, colour, race, ethnic or national origin, sexual orientation, marital status, family responsibilities, religion or political beliefs.

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In the unlikely event that an owner withdraws the offer of a property before the commencement of the agreement, the Housing Office will endeavour to give priority to the group for another property should one be available but this cannot be guaranteed.

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