

BRUNEL UNIVERSITY LONDON – BRUNEL STUDENT LETTINGS CONDITIONS OF APPLICATION 2024/25

We don't ask for references or guarantors but do check behaviour and financial records within the University. If any individual in the group has outstanding debts to the University the application will be rejected.

USEFUL INFORMATION BEFORE APPLYING

- Please view currently available properties at www.brunel.ac.uk/lettings. Once you have submitted your application form, please speak with the Brunel Student Lettings Team to arrange an appointment to view suitable properties.
- You are only permitted one application per group. You can only apply to be in one group, if a student applies in more than one group, all applications may be rejected.
- Your group will need to appoint a 'Lead Resident'. This person will be responsible for submitting the application, arranging viewings for the group, reporting repairs, sending deposit payment confirmation, dealing with the gas, electric and water bills and generally liaising with Brunel Student Lettings when access to the property is required.
- It is the responsibility of the Lead Resident to ensure that true and correct information has been provided for each group member.
- Please ensure all members of the group are consulted and have given their consent for their details to be submitted.
- If any member of the group has outstanding accommodation fees, your group will not be eligible to secure an off-campus property until all outstanding fees have been cleared.
- If any member of the group has a residences ban/alert for Brunel accommodation, your group will not be eligible to apply for off campus housing.

WHAT HAPPENS AFTER APPLYING

- The application will be processed, and viewings prioritised by date of submission (subject to your group availability for our pre-arranged viewing slots).
- Property viewings will start as soon as properties are advertised on the Brunel website usually from December/January of each session. We strongly advise all of the group to view the property wherever possible.
- Once you have viewed the property, please email studentliving@brunel.ac.uk, copying in your group members, to advise if you are interested in securing the property. Please note that offers will be on a first come first served basis, so it is important that you email the Brunel Students Lettings Team as soon as possible after your viewing to confirm your interest.
- Once the Brunel Student Lettings Team have received this email you and your group will be advised to make payment of your £350 deposit per person to secure the property and will all be invited to visit the Student Living Office to sign your Tenancy Agreement. This will usually be within 24 hours.

CANCELLATION AND A CHANGE OF RESIDENT

- Before the deposit has been paid to secure off-campus accommodation you will not be charged if there is a change of resident. If a member of your group changes, your Lead Resident will need to re-submit your group application and add a note in a comment box to cancel your previous application.
- After the £350 deposit has been paid by all residents your deposit is non-refundable.
- Should you not wish to live in the property after the deposit has been paid and your Tenancy Agreement has been signed you will be responsible for finding a replacement resident/s for the property. Once the replacement is found and the new Tenancy Agreement has been signed, the original resident/s will be charged a £50 (change of resident charge) and, where applicable, they will be liable to pay the rent up until the replacement resident has signed their new Tenancy Agreement.

Please note: It is important to notify Brunel Student Lettings of any change of your group member circumstances, which may affect your application/booking as soon as possible so we could guide, help and support you more effectively.