

## BRUNEL UNIVERSITY LONDON – BRUNEL STUDENT LETTINGS CONDITIONS OF APPLICATION 2023/24

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 current available properties at [www.brunel.ac.uk/lettings](http://www.brunel.ac.uk/lettings). Once you have submitted your application form please speak with the Brunel Student Lettings (BSL) Team to arrange virtual viewings on selected 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, 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.
- Fresher students are not eligible to apply for Brunel off campus accommodation and are invited to submit online application for campus accommodation at <https://accom.brunel.ac.uk/apply/>.
- If any member of the group has outstanding accommodation fees, your group will not be eligible to secure any BSL properties 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 any BSL properties.

### WHAT HAPPENS AFTER APPLYING

- The application will be processed and viewings prioritised by date of submission (subject to your group's availability for our pre-arranged viewing slots).
- Property viewings will start as soon as properties are advertised on the Brunel website usually from the month of December of each session. We strongly advise all of the group to view the property wherever possible.
- For the latest advice on home moving during the coronavirus (COVID-19) outbreak please visit Government website at <https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak>.
- Once you have viewed the property please email [bca@brunel.ac.uk](mailto:bca@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 BSL Team as soon as possible after your viewing to confirm your interest.
- Once the BSL Team have received this email, you will all be advised to make a payment of £350 deposit per person to secure the property and your Tenancy Agreement will be emailed to you for your signatures. 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.
- 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.