

## Property Reservation

### **What to do if you would like to reserve a room/property that you have seen via TheFutureLets?**

In order to reserve a property you will need to visit *TheFutureLets* office and complete the following steps:

#### **Step 1: Bring your acceptance letter & student ID**

- You will need these to prove that you are a current Coventry University student.
- If you do not have an acceptance letter, this can be obtained online or requested at the Student Centre.

#### **Step 2: Pay your deposit**

- Your deposit will be forwarded to the DPS (Deposit Protection Scheme) or a Deposit Scheme in line with UK legislation.
- This will be refunded in full at the end of the tenancy, providing that the property has not been damaged in the course of your tenancy.

#### **How to work out your deposit.**

Deposit = 1 months rent + £100.

e.g.:

- if your room is £300 per month, your deposit will be £400
- if your room is £350 per month, your deposit will be £450

#### **Step 3: Pay your administration fee and sign your tenancy**

- All parties must sign the tenancy agreement and pay an administration fee of **£50 + vat per person**.
- This is non-refundable.

## **PAYING YOUR RENT**

You will need to pay **1 months rent** in full **1 week before your tenancy commences**.

Please note, this must be cleared funds so tenants intending to pay by cheque must allow an extra 14 days for this to clear.