

INCHDAIRNIE PROPERTIES STUDENT ACCOMMODATION APPLICATION PROCESS

Thank you for your interest in applying to us for student accommodation for the next academic year. We operate an application process which is described below.

Applications open January 2017. **Please do not send applications prior to this date as we will not be able to review them.*

Stage 1

Each group of tenants, should appoint a lead tenant / administrator i.e.: the person that we will correspond with throughout the process and this person should supply the following information, by email, to: enquiries@inchdairnieproperties.co.uk

- Name of the group members identifying the lead tenant
- The size of property that you are looking for and any particular requirements with regards to cost, location etc.
- The current year of study of each member of the group
- The previous rental experience for each member of the group
- Any employment experience that each member has including any voluntary work or Internships

Please clearly indicate the email address that replies should be sent to.

We will review all the emails and if we believe that we may be able to help your group with its property search we will supply a list of suitable properties. This will detail how to arrange viewings, which you will organise for yourselves. Please note that you will not be able to view the properties until the current tenants living in them return from their winter vacation.

Stage 2

Having viewed properties, if you are interested in any of them you should contact the office as soon as possible to arrange an interview for your group. When attending for interview each member should bring with them a completed student application form, you will find this on our website, this is to be accompanied by two references, and these should be presented in written form.

- One from either a current or previous landlord or, for students who haven't previously rented, your warden of halls.
- The second reference will be from someone who has known you for an extended period of time – most students ask someone from home such as a youth worker, minister of religion, employer, recent teacher or house master / mistress– this is a character reference giving details about your suitability as a prospective tenant, it should detail your ability to look after yourself and property belonging to you and other people.

We do not require parental guarantees or passport copies, but a photo is required on the application form – this does not need to be a passport picture

Any member of the group who is overseas and cannot attend the interview should also supply a short written 'personal introduction' giving an outline of their studies, their interests and hobbies etc.

Please note that your group can only be considered for one property and we will interview a maximum of 3 groups per property.

Stage 3

If you are offered a property from us you will be required to sign the lease and pay the holding deposit to confirm acceptance of the rental. This process normally takes place in late February/early March.

Emails will be accepted throughout January until the closing date on Friday 3rd February subject to availability of properties. They will be read and reviewed as received.

We hope that this is helpful to you – if you have any further specific questions please do not hesitate to contact us again by email on enquiries@inchdairnieproperties.co.uk

Regards

The team at Inchdairnie