

Congratulation you've reserved* your new home with SU Homes!

**subject to signing of contracts*

We know that renting your first house is exciting but it can be stressful and confusing stuff too, and that's why SUHomes is here.

We're here to make everything as simple as possible, and the best bit? Your holding deposit is only £50!

The following information needs to be provided by all tenants within 24 hours of letting the property

- If you have not paid the £50 holding deposit already, then please come in and pay by card, phone us on (01206 878978) or transfer to the below account –

Sort Code – 30-92-16

Account Number – 00214108

Bank – Lloyds

BIC – LOYDGB21115

IBAN – GB22 LOYD 3092 1600 2141 08

Reference – Your name and property address you have reserved

The £50 holding deposit will be credited to your account. However is non-refundable if you decide to pull out.

- Student ID card with your -
- (Option A) Please come in with a passport
- (Option B) Please come in with Driving licence alongside letter of registration (From the Silberrad Centre)
- Please come in with your Visa, if applicable
- Guarantor details – Name, address, email address, telephone number (Must earn base earnings in excess of £20,000 a year, live and work in the UK)

- Complete the online tenancy application - <http://essexstudentlets/sites.letmc.com/TenantRegistrationSelectType.aspx>
- If you are using Your Guarantor or Housing Hand as your Guarantor service, please advise us within 24 hours of letting the property.

If we do not receive the above within 24 hours we will unfortunately have to put the property back on the market. If there are any problems for any reasons providing this information within the time limit please advise us urgently.

Your guarantor has been asked to provide documents within 10 working days. They have been advised if we do not receive all documents back within the time limit the property will go back on the market, and your holding deposit may be non-refundable. Therefore this is yours and your guarantor's responsibility to get all documents back to us within the time limit provided.

What happens next

Once all referencing is complete with all tenants and guarantors we will contact you to come in and pay your deposits and sign your tenancy agreement. We would advise you putting money aside now for your deposits.

How to contact us:

Email us – suhomes@essex.ac.uk

Call us – 01206 878978

Pop in – SU Homes located on Square 3, down the corridor from the SU Bar