

# Booking Form 2010/11

## a. Personal Details

Title (Mr/Mrs/Miss)	First Name
Surname	
Date of Birth	
Email Address†	
Mansion ID	Nationality
Mobile Phone No.	
Telephone No.	
†Required to create a Mansion ID	

## b. Home Address

House No./Name	Street
City	County
Postcode	Country
Your tenancy agreement will be sent to your home address unless otherwise requested.	

## c. Current Term Address

Same as Home Address	<input type="checkbox"/>
House No./Name	Street
City	County
Postcode	Country
Telephone No.	

## d. Guarantor Details

Same as Home Address	<input type="checkbox"/>
Title	First Name
Surname	Relationship
House No./Name	Street
City	County
Postcode	Country
Telephone No.	
Email	

## e. Next of Kin Details

Same as Guarantor	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Title	First Name			
Surname				
Relationship				
House No./Name	Street			
City	County			
Postcode	Country			
Telephone No.				
Email				

Signature:

Rebooker  yes  no

Building Name: \_\_\_\_\_

## f. University Details

University/College	
Course	
Course Length	Current Year of Study
Status	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate

## g. Group Booking

All group members must complete an application form. Please list the names of your group below:

Name 1
Name 2
Name 3
Name 4
Name 5
Name 6

## h. Student Preferences

Do you have any preferences you would like to share with us?

<input type="checkbox"/> No preferences	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Mixed	<input type="checkbox"/> 1st Years	<input type="checkbox"/> 2nd Years
<input type="checkbox"/> 3rd Years	<input type="checkbox"/> PG Students	
<input type="checkbox"/> Disabled access required?		
<input type="checkbox"/> Do you consider yourself to have a disability?		

Are there any other special requirements you wish to express concerning your accommodation?

Where did you hear about us?

## i. Deposit/Booking Fee Paid?\*

<input type="checkbox"/> yes	<input type="checkbox"/> no	£ _____
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\* Booking fees are non refundable

## j. Car Parking Required?^

<input type="checkbox"/> yes	<input type="checkbox"/> no
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^ Car parking spaces are limited and are available on a first come first served basis.

## k. How do you wish to pay your rent?

<input type="checkbox"/> full advanced payment	<input type="checkbox"/> 3 instalments	<input type="checkbox"/> 10 instalments~
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~ There will be a £100 administration fee for customers wishing to pay in 10 instalments.

Date:

\*\*Any showflats or pictures of Mansion Student properties are indicative of Mansion Student Rooms and may differ to the actual flat allocated to the tenant.

For guidance on completing this form, please turn over...

# Notes On Completing Your Booking Form

## a. Personal Details

Your Mansion ID will be your unique customer number generated upon booking. You will be able to use this ID to access special areas of our website and manage your account effectively.

## b. Home Address

Your home address should be your main non-term home address. Due to safety and security, unless requested, your Tenancy Agreement will be sent to this address.

## c. Current Term Address

If you have already started a University course, please tell us where you will be living during term time.

## d. Guarantor Details

A guarantor is a person who agrees to be responsible for your rent payments should you be unable to pay for any reason. As property laws differ outside of the UK we require a suitable UK based Guarantor. If you can not supply a Guarantor based in the UK, you will be required to pay all your rent in advance in one installment.

## e. Next of Kin Details

Please give details of someone you would like us to contact in an emergency situation.

## f. University Details

Please give details of the University you will be attending whilst living in a Mansion Student property. Please provide us with the year of study you will be in at the commencement of Academic Year 2010/2011.

## g. Group Booking

For group bookings, please note that we do not guarantee to allocate you all together in a group and, subject to availability and flat size, we reserve the right to place people not nominated in this section into any available rooms within a flat.

## h. Student Preferences

Please note: these preferences are used as a guide to Mansion Student when allocating you a room. We can not guarantee to meet any or all of these preferences and reserve the right to allocate customers to the next available room. Mansion Student does not allocate based on race, religion, sexual orientation or dietary requirements, however, if you do have any concerns about any aspect of your allocation, please use the space provided.

## i. Deposit/Booking Fee Paid?

A deposit or booking fee is required at the time of application. Please note that booking fees are non refundable.

## j. Car Parking Required?

If you require a car parking space please indicate here. Not all Mansion Student sites have car parking available so please contact your local Hospitality Team if you have any queries.

## k. How do you wish to pay your rent?

Please indicate how you would like to pay your rent. Rental payment dates vary from site to site and your payment schedule will be included as part of your Tenancy Agreement pack.

### Office use only:

Flat allocated [    ]  
Room allocated [    ]  
Viewing conducted [    ] yes [    ] no  
Payment schedule completed & signed [    ] yes [    ] no

Promotion Code \_\_\_\_\_