



Hopwood Student Living **Stoke-On-Trent**

APPLICATION BOOKLET

2021/22

This useful guide is designed to provide you with all the information you require to make an informed decision to become a resident at Hopwood House.



About Us

Room Prices

Application Form

*Guarantor
Referencing*

HOPWOOD HOUSE
STUDENT LIVING
5 Snow Hill
Shelton
Stoke-on-Trent
ST1 4LU

hopwoodhouse@norton-properties.com
0121 285 0246



GUIDE TO SECURING A ROOM

STEPS

Make an appointment to view

Choose a room

Complete an application form

Read the Assured Shorthold Tenancy Agreement

Complete Guarantor Agreement

Make payment

Hopwood House Student Living process the application and advise when a room is allocated and confirmed

Hopwood House is a fully refurbished building designed with students in mind - it's a short walk from Hanley and the Staffordshire University Campus



Secure a Booking!

To secure a booking please complete and return this form to hello@norton-properties.com

YOUR RATES

THE ROOMS & WHAT YOU GET

Students have the option of 1 of 15 rooms. There is a mix of double and single rooms and one en-suite single room.

Each room is fully furnished and is decorated in a contemporary style.

The rent includes the following services:

- Electricity
- Gas
- Water
- 500MB broadband (via WIFI)
- TV license
- Common areas cleaning

Room Rates

- Rooms range from £88.75 to £93.75pw. Based on 40-week term. Converted to monthly rental the range is £355.00 to £375.00 pcm.
- Payment is required monthly on the day you move in (usually the 1st) and each monthly anniversary thereafter or termly if preferred.
- Rental period 1st September to 30th June, (10 months)

Guarantors

Please note that all students must have **UK guarantor**. A guarantor is bound by the terms of the tenancy agreement. A separate guarantor agreement is provided on the following pages. It legally binds the guarantor so they should read it carefully before signing.



Payment Process

1. Reserve the room £50.00
2. Once references are confirmed £150.00 is payable
3. Total deposit is £200.00 (£50+£150)
4. Monthly rent is payable in full the day you move in.

Payments to be made via internet banking to: Norton Property Investments. Bank: Handelsbanken, Sort Code: 405162, Account No: 55784786. IBAN GBI9HAND40516255784786

TENANT REFERENCING

HOPWOOD HOUSE STUDENT LIVING
SNOW HILL, SHELTON, STOKE ST I 4LU



All prospective tenants are required to fill in the following form and provide the relevant documentary evidence.

Summary of Proposed Tenancy

Rent:

Holding Deposit:

Tenancy Deposit:

Total Deposit:

Referencing Fee:

Term of Tenancy:

Documentary Evidence Required

1. COPY OF PASSPORT or DRIVERS LICENCE
2. COPY OF UK STUDENT VISA (IF APPLICABLE)
3. NATIONAL INSURANCE NUMBER
4. LETTER FROM UNIVERSITY/COLLEGE DETAILING YOUR PLACE ON COURSE (INCLUDE STUDENT NUMBER)

Your Details

Full Name:
(Include middle names)

Room Requested:

DoB:

Nationality:	
University you are enrolled at:	
Length of Course: (in years)	
Course Title	
Student Number:	
Year of Study:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Name of next of kin	
Address of next of kin:	
	Post Code:
Email of next of kin:	
Phone number of next of kin:	
Your details:	Mobile:
	Email:
	Forwarding address (if different to next of kin above):
How do you propose to pay the rent?	Student Loan / Parents / Job / Other (Circle as appropriate)
If other, please give details:	
Do you smoke?	

Have you ever been convicted of a criminal offence?

(If yes, give details)

Have you ever been evicted by a previous Landlord?

(If yes, give details)

When complete please send form to:

benspickernell@capstock.co.uk

Or post to:

**Ben Spickernell
Hopwood House Student Living
C/o Capstock Asset Management
The Forge, Sutton Maddock, Shifnal, Shropshire TF11 9ND**

Documentary Evidence can be:

- **Photographed and emailed**
- **Posted**
- **Please note original documents are not required**

Guarantor Information

Name			
Current address			
	POST CODE		
Telephone		Mobile	
Time at address	/	Relationship to student	
Email address			

Guarantor Referencing Details

You must have at least two true and accurate copies of the following. (please tick)

Utility Bill	<input type="checkbox"/>	Bank Statement	<input type="checkbox"/>	Driving Licence	<input type="checkbox"/>	Passport	<input type="checkbox"/>
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Dated within the last three months.

(These copy documents and the originals of those referred to in A, B and C below will not be returned)

PLEASE NOW COMPLETE WHICH EVER OF THE FOLLOWING BOXES APPLIES TO YOU: EITHER A, B OR C BELOW:

(By providing these details you consent to us contacting your employer for verification of your employment)

A. If you are employed full time:			
Employer name:			
Employer current address			
	Post Code		
Telephone		Mobile	

HR/Personnel contact name

Proof of Employment

What proof of employment are you sending? (You must select at least one):

Payslip

Letter from employer

(dated within the last three months)

(on employer headed notepaper confirming you have full time work)

B. If you are self-employed:

Business/Trading Name

Address

Post Code

Telephone

Mobile

Proof of Employment

What proof of self-employment are you sending? (you must select at least one):

End of year accounts

Letter from accountant

(For the latest year end)

(confirming you are self-employed and the accountant does not know of any reason whereby you would not be able to pay the Rent under the Tenancy Agreement if necessary)

C. If you are retired:

What proof of income are you sending?

Bank Statement

Letter from pension fund

(with monthly pension income highlighted)

(Confirming you receive a private pension)

Please note that all UK students must have a UK guarantor and can pay their rent either by instalments or for the whole year in advance when making the booking. The Guarantor Agreement is a legally binding agreement and the guarantor should read it carefully before signing and thereby agreeing to be bound by its terms.

GUARANTOR AGREEMENT

This agreement dated

BETWEEN:

Norton Property Investments Ltd ("the Landlord"). Company number 09358265. The Forge, Sutton Maddock, Shifnal, Shropshire TF11 9ND.

and

(insert full name of Guarantor in CAPITALS)

("the Guarantor") of

(Insert address of Guarantor)

Post Code

and is in consideration of the Landlord granting to the Tenant the Tenancy Agreement.

1. DEFINITIONS

1.1 In this Agreement the following expressions shall have the following meanings

Tenant means

Tenant

(insert student's full name in capitals)

Tenancy Agreement means the assured shorthold tenancy agreement

Dated

made between (1) the Landlord and (2) the Tenant

1.2 In addition to the definitions referred to in clause 1.1, the definitions applicable to the Tenancy Agreement apply to this agreement.

2. GUARANTEE AND INDEMNITY

2.1 The Guarantor guarantees to the Landlord that the Tenant shall pay the rents reserved by the Tenancy Agreement and observe and perform the Tenant's obligations of the Tenancy Agreement and if the Tenant fails to pay any of those rents and/or fails to observe or perform any of the Tenant's obligations, the Guarantor shall pay or observe and perform them.

2.2 The Guarantor covenants with the Landlord as a separate and independent primary obligation to indemnify the Landlord against any failure by the Tenant to pay any of the rents reserved by the Tenancy Agreement and any failure to observe or perform any of the Tenant's obligations under the Tenancy Agreement.

3. GUARANTOR'S LIABILITY

- 3.1 The liability of the Guarantor under paragraphs 2.1 and 2.2 shall continue until the end of the Contractual Term or until the Tenant is released from the Tenant's obligations under the Tenancy Agreement by virtue of the Landlord and Tenant (Covenants) Act 1995, if earlier
- 3.2 The liability of the Guarantor shall not be affected by:
- any time or indulgence granted by the Landlord to the Tenant; or
 - any delay or forbearance by the Landlord in enforcing the payment of any of the rents or the observance or performance of any of the Tenant's obligations under the Tenancy Agreement or in making any demand in respect of any of them; or
 - any refusal by the Landlord to accept any rent or other payment due under the Tenancy Agreement where the Landlord believes that the acceptance of such rent or payment may prejudice its ability to re-enter the premises let to the Tenant; or
 - the Landlord exercising any right or remedy against the Tenant for any failure to pay the rents reserved by the Tenancy Agreement or to observe or perform the Tenant's obligations under the Tenancy Agreement
- 3.3 If the Guarantor is more than one person, the liability of each of the persons making up the Guarantor is joint and several.
- 3.4 Any sum payable by the Guarantor shall be paid without any deduction, set-off or counter-claim against the Landlord or the Tenant.
- 3.5 By signing this Agreement, the Guarantor hereby confirms that he/she is
- resident in the United Kingdom; and
 - in paid full time employment; or
 - retired and in receipt of a private pension

4. NOTICES

Any notices to be served on the Guarantor during or after the currency of this Agreement shall be valid if posted or delivered to the home address of the Guarantor as stated at the top of the first page of this Agreement (or replacement address subsequently notified in writing to the Landlord by the Guarantor). Any notices to be served on the Landlord during or after the currency of this Agreement shall be valid if posted or delivered to the address of the Landlord as stated at the top of the first page of this Agreement (or any replacement address subsequently notified in writing by the Landlord to the Guarantor). In either case service shall be deemed to have been effected on the day of delivery or (in the case of posting) 2 working days after the date of posting.

Guarantor Agreement

Please note that the Guarantor must sign this agreement below in the presence of an independent adult witness (not a member of the Guarantors family nor someone residing under the same address). If anyone other than the Guarantor signs this agreement, or forges the Guarantor's signature, this is a criminal offence and will be reported to the police.

To Be Completed By The Guarantor:

Name	
Signature	

To Be Completed By Norton Property Investments Ltd

Signature	
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FOR AND ON BEHALF OF NORTON PROPERTY INVESTMENTS LTD