



TENANT CHECK SHEET

Property Address:.....

Date:.....

PART ONE

1. The tenant/s agree that the first tenant to move into the property picks up **ALL** the keys on behalf of all the other tenants.
2. The tenant/s agree that they are signing for the house as it is on the viewing. Please note the property will be cleaned before future occupation).
3. The tenant/s agree to notify Student Housing Lancaster by the 1st of July prior to your move in date otherwise a date (that is next available) will be allocated. This will be on a first come first served basis.
4. The tenant/s agree to email Student Housing Lancaster a list of medical conditions that any tenant has so that we can keep these on file in case of an emergency and contact details for emergency's – who we would contact or your housemates.
5. The tenants agree to have read the below checklist:

PART TWO

- Stage 1 contract read, signed and all information filled out.
- Two guarantors per student with copies of guarantor's utility bills uploaded within 1 WEEK and their photo ID – drivers' licence – via goodlord
- International students will provide a copy of the confirmation of studies document and payment.
- Every tenant has paid their deposit and understand no keys will be given out until all have paid (as you are on a joint tenancy agreement).
- You have emailed the designated email address to confirm your email address and contact details when signing the stage one contract in the office (Stage two being the uploading of essential documents and providing guarantors online via goodlord)
- An electronic copy of your contract will always be available to you after final e-signing online, by logging into your goodlord account. This can be used to apply for parking permits etc.
- Payment schedule read and understood, and contract read and understood.
- By Reporting issues to us, you confirm that you allow us access to the property at short notice/ without notice in certain situations (emergency's etc).
- You agree for us to use your information within the business for contractors/property owners and in line with the GDPR Regulations 2018.
- Cover sheet signed.



Lead tenant.....

Signed.....

Date.....

Tenant 2.....

Signed.....

Date.....

Tenant 3.....

Signed.....

Date.....

Tenant 4.....

Signed.....

Date.....

Tenant 5.....

Signed.....

Date.....

Tenant 6.....

Signed.....

Date.....

Tenant 7.....

Signed.....

Date.....

Tenant 8.....

Signed.....

Date.....

