

Family Flats (Student and Staff) Application Form 2010/2011 session

Please read the information attached to this form and the 'Conditions of Residence' before completing. Return this form to the Accommodation Office. Applications for continuing students should be made by 1st February 2010. Applications from new students and staff are accepted at any time. Please use **CAPITAL LETTERS** and black ink.

APPLICANT	Mr/Mrs/ Miss/Ms	Other names/given names	Family name
University number		Course i.e. 'Economics' (Staff please state dept)	Year of course in 2010/2011 i.e. 1 st
Are you an Undergraduate or Postgraduate or Staff?		Nationality	Are you an overseas student paying full overseas fees? Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff only – when does/did your employment with University of Surrey start?			Phone number
Email address - write clearly, we will use this address to confirm your accommodation			Mobile phone number

PARTNER	Mr/Mrs/ Miss/Ms	Other names/given names	Family name
University number (if student/staff)		Course i.e. 'Economics' (if applicable)	Year of course in 2010/2011 i.e. 1 st

CHILDREN	Please state names/ages of your children who will live at the flat. Please state if a child is expected and say when this will be.	Name	Male/female	Age
		Name	Male/female	Age
		Name	Male/female	Age
		Name	Male/female	Age

Please indicate the type of accommodation you prefer	Studio flat or one bedroom flat for couple without children	
	One bedroom flat medium for family with one child up to 3 years old	
	Two bed flat for family with up to two children	
	Three bed town house for family with up to four children	

If you have lived in University of Surrey Accommodation before, please state where.	1 st year
	2 nd year
	3 rd year

Please state the day and date you would prefer to move in.	
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Please use this space to give us any further relevant information

Please check you have completed ALL sections of this form, an incomplete form will delay your application. In signing this application you should be aware that you are agreeing to abide by the 'Conditions of Residence' available in a booklet or on the Accommodation Office web site. You should read these conditions and also note the key points detailed below:

- Students living in University owned accommodation are licensees. Your licence is granted because of your intention to follow a course of study at the University. If you cease to follow a course of study at the University you will be required to leave residence
- Your licence is for a fixed period and there are financial penalties if you decide to leave before the end of the period
- You are required to conduct yourself in a responsible and safe manner and not to disturb other residents
- The address in England and Wales at which notices (including notices in proceedings) may be served on the Landlord by the Tenant is: The Accommodation Office, University of Surrey, Guildford, GU2 7XH.
- All residences, including family flats are non-smoking
- You may not sub-let your flat or let anyone else live there
- You must pay rent by the due dates

Signed Date

Further Information about Family Accommodation

The University has over 60 self-contained furnished flats (apartments) and houses for students and staff with dependants. Family accommodation is located in the Courts of Residence on **Campus**, at **Manor Park** and at **Hazel Farm**. The flats and houses vary in size:

- **Studio flats** with combined living/sleeping/kitchen area and a shower room. These flats are small typically about 20 square metres, excluding the bath/shower room. (there are 2 studio flats, both on the Campus)
- **Small one bedroom flats** with a combined kitchen/living area and bath/shower room typically about 25 square metres, excluding the bath/shower room. (on Campus and at Manor Park)
- **Medium one bedroom flats** with a separate kitchen and living area/dining area and bath/shower room typically about 30 square metres, excluding the bath/shower room. (on Campus only)
- **Two bedroom flats** with kitchen/living area and bath/shower room typically about 50 square metres, excluding the bath/shower room. (on Campus, at Manor Park and at Hazel Farm)
- **Three bedroom town houses** with one double bedroom ensuite, two further bedrooms, study, bathroom, kitchen/dining room and living room (at Manor Park only)

General Information

Demand for University family accommodation always exceeds supply and we regret that we are unable to guarantee the availability of family housing. The maximum stay in family housing is two years. We strongly advise students not to bring dependants to Guildford until they have made definite arrangements for somewhere to stay. This is because the University cannot provide temporary family accommodation. Temporary family accommodation outside the University is not easy to find, and is likely to be expensive.

One bedroom and studio flats are let to couples. Medium one bedroom flats are suitable for couples or families with one small child up to 3 years old. Families with older children will only be considered for two bedroom flats or houses.

Residents are responsible for all cleaning, including cleaning at the end of the tenancy. The flats are furnished and include a refrigerator, cooker, microwave and electric kettle. Residents have to provide their own bed linen, towels, kitchen utensils and crockery. All furniture and equipment supplied must remain within the flat/house, we do not have the facility to store furniture.

Flats on Campus are surrounded by student housing and can be noisy. If you are sensitive to noise we advise you that Campus flats are unlikely to be suitable for you.

Energy Performance Certificates

EPC's for all University flats and houses are available to view at <http://portal.surrey.ac.uk/accom/private/epc>

Rents

The rents below are weekly costs for 2010/11. Rents for 2010. Rents include electricity, heating, broadband, telephone and belongings insurance. Council tax, with 25% student discount, is included. Staff pay a slightly higher weekly rate to reflect 100% council tax, please see the tariff on our website for details. A holding deposit of £200 is charged for flats.

- Studio flat £173
- Small one bedroom flat £194
- Medium one bedroom flat £219
- Two bedroom flat £245
- Three bedroom Town House £343

How to Apply

Continuing students should submit an application form by 1 February 2010. Applicants are notified about allocations in May.

New students may apply at any time. Applications from new students cannot be processed until a place on a course is confirmed and where applicable, course fees paid.

Data Protection: Personal data collected will be held on the University database for administrative purposes. It will be processed in accordance with the statutory Data Protection Principles and the University's registration under the Data Protection Acts 1984 & 1998. The University is required to disclose your name and campus address to Guildford Borough Council to enable the electoral roll to be updated.