
RIVERSIDE HOUSE
APPLICATION PACK

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SEEING IS BELIEVING

Don't just take our word for it, see it for yourself! Riverside House offers face-to-face viewings, 7 days a week.

Viewing appointments can be booked in advance direct with the team:

 lettings@portergatepm.com  0161 667 9701

Our team would love to meet you, but we understand it's not always possible before you move.

For those unable to attend a face-to-face viewing, why not take the chance to explore Riverside from the comforts of your own home?

Try out the 360° virtual tour featured on our website!



READY TO PROCEED?

Once you've decided your ideal contract length and room, you're ready to begin securing your new home!

To officially reserve your room, you'll need to complete and return all forms in this document, found on pages 5 - 12.

You'll also need to pay a holding deposit of £100, which acts to secure your reservation as we complete your application. This payment is then used towards your first week's rent.

Payment details can be found on page 13 of this document.

HOLDING DEPOSIT SEPTEMBER 20/21 ACADEMIC YEAR

In this difficult time we want to help any way we can.

We are now offering flexibility on the holding deposit, meaning if your studies are moved solely online for 20/21 academic year you may be eligible for a refund, or a fee deferral. Please speak to our team for more information.

Join our virtual communities!



@RiversideSalford



TENANT INFORMATION FORM

NAME:

DATE OF BIRTH:

GENDER: M F

NATIONALITY:

CURRENT ADDRESS:

TIME AT ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? IF YES, PLEASE PROVIDE DETAILS & DATES:

ID TYPE:

PASSPORT DRIVING LICENSE BIRTH CERTIFICATE

MOVE IN DATE:

CONTRACT LENGTH:

DOCTORS NAME:

SURGERY ADDRESS:

PHONE NUMBER:

MEDICAL CONDITIONS OR ALLERGIES:

EMERGENCY CONTACT INFORMATIONNAME: RELATIONSHIP: CONTACT NUMBER: EMAIL ADDRESS: HOME ADDRESS: **UNIVERSITY / COLLEGE DETAILS**NAME: COURSE NAME: START DATE: END DATE:

STUDENT ID

PROVIDED:

(please tick)

STUDENT CARD

ENROLMENT LETTER

UNI LETTER

RENT PAYMENT OPTIONS

PAYMENT UPFRONT, IN FULL

*If yes, guarantor info
no longer required*

MONTHLY

BEGINNING OF EACH
ACADEMIC TERMOTHER *(please specify)***GUARANTOR INFORMATION (IF APPLICABLE)**NAME: RELATIONSHIP: ADDRESS: CONTACT NUMBER: EMAIL ADDRESS:

TENANT'S AGREEMENT

I, the undersigned, declare that the information given above is true and to the best of my knowledge. I authorise you to obtain any relevant information from any of the above parties and hereby authorise any of the above to release such details. I also understand as I am a student I will be asked to provide a UK resident guarantor who must be a homeowner or renting.

Please note all of our contracts are for a fixed period and cannot be cancelled, altered or revoked. To be released from a contract your option is to find a suitable replacement tenant.

DATE:

TENANT NAME:

TENANT SIGNATURE:



FLATMATE SURVEY

We think it's important you get on with your flatmates, which is why we use the flatmate survey. Seeking to determine who you are best suited to, this survey aims to get the most out of your living experience with us. All answers will remain confidential.

Please answer the following questions to help us match you with similar flatmates.

NAME:

AGE:

HOW DID YOU FIND US?

- | | | |
|------------------------------------|-------------------------------------|--------------------------------|
| <input type="radio"/> SOCIAL MEDIA | <input type="radio"/> SEARCH ENGINE | <input type="radio"/> REFERRAL |
| <input type="radio"/> AGENCY | <input type="radio"/> UNIVERSITY | <input type="radio"/> OTHER |

HOW MANY FLATMATES WOULD YOU PREFER TO LIVE WITH?

- | | | |
|-------------------------|-------------------------|-------------------------|
| <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 |
| <input type="radio"/> 5 | <input type="radio"/> 6 | |

WOULD YOU PREFER TO LIVE IN A QUIET CLUSTER?

- | | |
|---------------------------|--------------------------|
| <input type="radio"/> YES | <input type="radio"/> NO |
|---------------------------|--------------------------|

WHAT AGE RANGE WOULD YOU PREFER YOUR FLATMATES TO BE?

- | | |
|-------------------------------------|-------------------------------------|
| <input type="radio"/> 18 - 20 | <input type="radio"/> 21 - 23 |
| <input type="radio"/> POST-GRADUATE | <input type="radio"/> NO PREFERENCE |

DO YOU SMOKE?

YES

NO

HOW OFTEN DO YOU CONSUME ALCOHOL / HAVE A NIGHT OUT?

NEVER

MONTHLY

WEEKLY

TWICE A WEEK

OFTEN

ARE YOU PLANNING ON HAVING REGULAR VISITORS?

Please observe our overnight/visitor policy

YES

NO

DO YOU HAVE ANY GENDER PREFERENCE FOR YOUR FLATMATES?

YES *please specify*

NO

DO YOU HAVE ANY OTHER COMMENTS ON YOUR LIVING PREFERENCE?

Thank you for your participation!

We cannot guarantee these preferred living arrangements will be available but we'll try our best to accommodate. We promise to notify you with any issues.



GUARANTOR FORM

COMPLETION NOT REQUIRED FOR STUDENTS WHO ARE PRE-PAYING IN FULL OR IF HOUSING HANDS WILL BE ACTING AS YOUR GUARANTOR.

DETAILS OF TENANT ACTING AS GUARANTOR ON BEHALF OF

FULL NAME:

RELATIONSHIP:

CURRENT ADDRESS:

ABOUT YOU (THE GUARANTOR)

FULL NAME:

PHONE NUMBER:

EMAIL ADDRESS:

CURRENT ADDRESS:

TIME AT ADDRESS:

PREVIOUS FULL ADDRESSES FOR

LAST 6 YEARS

(INC.

POSTCODES):

TIME AT ADDRESSES:

NI NUMBER:

DATE OF BIRTH:

NATIONALITY:

ID TYPE PROVIDED (*please tick*):

PASSPORT DRIVING LICENSE BIRTH CERTIFICATE

EVIDENCE OF HOME OWNERSHIP OR RENT PAYMENTS:

LAST MORTGAGE OR (*IF RENTING*) BANK STATEMENT PROPERTY TITLE DEED

CURRENT EMPLOYER & ADDRESS:

[Redacted area for current employer and address]

YOUR POSITION:

[Redacted area for your position]

TIME AT COMPANY:

[Redacted area for time at company]

A guarantor is a person who agrees to pay the rent or cover damage to the property if the tenant becomes unable to. As the landlord, we require proof that you as the guarantor will be able to cover any costs that the tenant does not pay.

We ask that you please provide the following documentation where applicable

- EVIDENCE OF HOME OWNERSHIP OR BANK STATEMENT
- EVIDENCE OF EMPLOYMENT - CONTRACT OR WRITTEN CONFIRMATION FROM EMPLOYER
- LAST 3 MONTH'S PAYSLEIPS OR BANK STATEMENTS
- LAST 6 MONTH'S ACCOUNTS IF YOU'RE SELF-EMPLOYED

DO YOU AGREE TO US CARRYING OUT A CREDIT CHECK ON YOU IF NECESSARY?

YES NO

HAVE YOU EVER HAD ANY ADVERSE CREDIT HISTORY?

YES NO

GUARANTOR'S AGREEMENT

I, the undersigned, declare that the information given above is true and to the best of my knowledge. I also agree to a credit check being undertaken on me if required. I am aware that failure to provide a copy of satisfactory ID, proof of income/earnings and failure of a credit check will result in the termination of me being able to act as the guarantor for the named applicant.

Please note all of our contracts are for a fixed period and cannot be cancelled, altered or revoked. To be released from a contract your option is to find a suitable replacement tenant.

DATE:

GUARANTOR NAME:

GUARANTOR SIGNATURE:



PAYMENT DETAILS

WAYS TO PAY

- BANK TRANSFER
- INTERNET BANKING
- CASH PAYMENTS (*MUST BE AGREED PRIOR AND PAID IN PERSON AT RIVERSIDE HOUSE, M3 7FU*)

BANK DETAILS

BANK ADDRESS:

RBS, 38 MOSELY STREET, MANCHESTER, M2 3AZ

ACCOUNT NAME:

PORTERGATE LETTINGS LTD

ACCOUNT NUMBER:

27340684

SORT CODE:

16-00-01

INTERNATIONAL BANK DETAILS

INTERNATIONAL BANK ACCOUNT NUMBER (IBAN):

GB08RBOS1600012740684

BRANCH IDENTIFIER CODE (BIC):

RBOSGB2L

IMPORTANT: TO REFERENCE YOUR PAYMENT PLEASE PROVIDE YOUR UNIQUE RESIDENT REFERENCE NUMBER. IF YOU DO NOT HAVE THIS PLEASE USE THE TENANT'S FIRST NAME INITIAL AND FULL SURNAME



DOCUMENT CHECKLIST

TO AVOID DELAYS WITH YOUR APPLICATION PLEASE ENSURE EACH OF THE FOLLOWING STEPS ARE COMPLETE ALONGSIDE RETURN OF THE TENANT FORMS.

- FORM OF ID FOR TENANT
- PROOF OF STUDENT ID
- FORM OF ID FOR GUARANTOR
- GUARANTOR'S EVIDENCE OF HOME OWNERSHIP OR RENT PAYMENT
- GUARANTOR'S EVIDENCE OF EMPLOYMENT & SALARY

ONCE ALL OF THE ABOVE STEPS ARE CHECKED YOU'RE READY TO RETURN THIS PACK & ACCOMPANYING DOCUMENTS TO OUR OFFICE!

WHAT'S NEXT?

Now you've completed your application pack you're probably wondering 'What's Next?'

We've outlined the full process and what you can expect in the coming weeks, below.



REMEMBER!

No matter where you are in the booking process, our team are here to help. For assistance, please contact the office:

0161 667 9701

lettings@portergatepm.com