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| **Useful Information*** **By completing this application your group is applying for the Head Lease Scheme.**
* **The application will be processed and prioritised by date of submission.**
* **Please ensure all members of the group are consulted and have given their consent for their details to be submitted.**
* **Your group will need to appoint a “Lead Tenant”. This person will be responsible for arranging viewings for the group, reporting repairs, organising gas, electric and water suppliers and generally liaising with Brunel Student Homes.**
* **We will try to match the group to a house according to the group size. However, in some instances we may mix two or more groups if it is a larger property.**

**A Tenancy Agreement is a legally binding contract therefore, please make sure you have read and understood the conditions prior to accepting the contract. Once deposits are paid all members of the group are bound by the terms and conditions of the contract. If a group member decides to cancel they will be required to find a replacement for their room. (Please see section 33 of the Tenancy Agreement for full details.)****Please ensure you have read the attached leaflet and understand the process of the Head Lease Scheme. If there is any information which is unclear and you require further guidance, please ask a member of Brunel Student Homes, who will be happy to assist you.** **If you would like to see copy of the Tenancy Agreement, please ask a member of staff in Brunel Student Homes.** **If an applicant has been convicted of a criminal offence, or is cautioned or charged by the police or other competent authority with a criminal offence, they are required to inform Brunel University London when applying for accommodation in properties owned or managed by Brunel University London. Applicants are not required to disclose convictions or cautions that are “spent” under the Rehabilitation of Offenders Act 1974 (as amended). I understand that I am required to disclose any relevant criminal convictions and related information for the tenant/partner/guest as described in the University Disclosure Policy.** [**Further information on the University’s Policy for acceptance of ex-offenders**](http://www.brunel.ac.uk/study/admissions/policy)**.****(Smokers are reminded that all properties are non-smoking and you are not permitted to smoke within the property).**  |

**Applicant Details – Please print clearly**

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| **1. Lead Tenant Name**  |  |
| **Student ID** |  |
| **Mobile Number** |  |
| **Email** |  |
| **Do you have any criminal convictions.**  | **Yes** **No**  |
| **I have read and understood the Head Lease – How it Works leaflet.** **Signature-------------------------------------------------------------------------------- Date---------------------------------------------------** |

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|  **For Office Use Only:** **1. Resi Alert……………Yes No** **Finance Ok………….Yes No Date……………………………………** **1443315** |

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| **2. Tenant Name** |  |  | **3. Tenant Name** |  |
| **Student ID** |  | **Student ID** |  |
| **Mobile Number** |  | **Mobile Number** |  |
| **Email**  |  | **Email**  |  |
| **Do you have any criminal convictions.**  | **Yes** **No** | **Do you have any criminal convictions.**  | **Yes** **No** |
| **I have read and understood the Head Lease – How it Works leaflet.** **Signature-----------------------------------------------------------------------------****Date-------------------------------------------------------------------------------------** | **I have read and understood the Head Lease – How it Works leaflet.** **Signature----------------------------------------------------------------------------------****Date-----------------------------------------------------------------------------------------** |
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|  **For Office Use Only:** **2. Resi Alert……………Yes No**  **Finance Ok………….Yes No**  **Date…………………………………..** |  **For Office Use Only:** **3. Resi Alert……………Yes No**  **Finance Ok………….Yes No**  **Date…………………………………..** |

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| **4. Tenant Name** |  |  | **5. Tenant Name** |  |
| **Student ID** |  | **Student ID** |  |
| **Mobile Number** |  | **Mobile Number** |  |
| **Email**  |  | **Email**  |  |
| **Do you have any criminal convictions.**  | **Yes** **No** | **Do you have any criminal convictions.**  | **Yes** **No** |
| **I have read and understood the Head Lease – How it Works leaflet.** **Signature-------------------------------------------------------------------------------****Date---------------------------------------------------------------------------------------** |  | **I have read and understood the Head Lease – How it Works leaflet.** **Signature----------------------------------------------------------------------------------****Date-----------------------------------------------------------------------------------------** |
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|  **For Office Use Only:** **4. Resi Alert……………Yes No**  **Finance Ok………….Yes No**  **Date…………………………………..** |  **For Office Use Only:** **5. Resi Alert……………Yes No**  **Finance Ok………….Yes No**  **Date…………………………………..** |

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| **6. Tenant Name** |  |  | **7. Tenant Name** |  |
| **Student ID** |  | **Student ID** |  |
| **Mobile Number** |  | **Mobile Number** |  |
| **Email**  |  | **Email**  |  |
| **Do you have any criminal convictions**  | **Yes** **No** | **Do you have any criminal convictions.**  | **Yes** **No** |
| **I have read and understood the Head Lease – How it Works leaflet.** **Signature-------------------------------------------------------------------------------****Date---------------------------------------------------------------------------------------** |  | **I have read and understood the Head Lease – How it Works leaflet.** **Signature----------------------------------------------------------------------------------****Date-----------------------------------------------------------------------------------------** |
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|  **For Office Use Only:** **6. Resi Alert……………Yes No**  **Finance Ok………….Yes No**  **Date…………………………………..** |  **For Office Use Only:** **7. Resi Alert……………Yes No**  **Finance Ok………….Yes No**  **Date…………………………………..** |