

Thank you for choosing to let a property through Lighthouse Property Services. Brayford Court is an “Off Campus Partnership Hall” with the University of Lincoln and the property is managed by Lighthouse Property Services. Please contact us at the earliest opportunity if you would like to view the accommodation!

There are a few basic administration tasks to complete in order to secure your accommodation:

Step 1: Admin Fee:

There is a £50.00 + VAT administration fee payable in order to book the room.

The most convenient way this can be paid is over the telephone via debit or credit card.

The office telephone number is 01522 780 020.

Alternatively, the office can process cash payments and card payments in house.

Step 2: Application Forms:

Please complete the application form, this can be found via the link included within the e-mail sent to you by the university and on this website.

The application form should be returned to our office.

The office address is Lighthouse Property Services, 39a Carholme Road, Lincoln, LN1 1RN.

Please send these for the attention of Lindsey Houldershaw. If you are able to scan and e-mail the document, please send to Lindsey.houldershaw@lighthouse-properties.co.uk. Alternatively we have a seating space within the office where application forms can be completed.

Step 3: Sign the Tenancy Agreement:

The tenancy agreement is a contract between you and your landlord. For your convenience we have attached the tenancy agreement to our e-mail correspondence. Please insert your name onto the section highlighted yellow on page one of the agreement alongside “TENANT(S)”. On page 8, just under “Signed by the Tenant”, also highlighted yellow, please sign your name and then print your name next to your signature.

Step 4: Complete the Guarantor Forms:

The provision of a guarantor is a requirement in order to be granted a tenancy. A guarantor is an individual, often a close relative, who undertakes to assume the financial liabilities of the tenant including paying the rent in the event that they fail to do so.

We have attached a guarantor form to our e-mail correspondence. If you could kindly have this completed by the relevant individual, together with photo copies of two forms of identification of which one should include a photograph (ie passport or driving licence) and the other a utility bill.

The guarantor will need to insert their name on page one (highlighted yellow) along with their address just underneath.

The guarantor will need to sign the document in the relevant section on page two (also, highlighted yellow), when signing the guarantors signature must be witnessed by a separate individual. This individual must not be party to the tenancy and must be a non-family member.

Step 5: Pay rent and deposit:

The rent (£395.00) and deposit (£95.00) should be paid on or before

15th September 2017

Payment can be made in the same manner as the administration fee. Your rent must be paid direct to our office on the anniversary date of your tenancy. We can accept cash in the office; we also have the facilities to accept card payments either in our offices or made over the telephone.

Alternatively you can set up a standing order directly with your bank, please contact us for our bank details. Please contact Lighthouse Property Services on 01522 780 020 if you have any questions or need any help with filling out and sending back the forms.

Opening times:

If you do decide to accept this offer of accommodation please note the office opening hours for key collections are:

Friday 15th September: 10am – 4pm

Saturday 16th September: 10am – 1pm

Sunday 17th September: 11am – 2pm

Monday 18th September: 10am – 4pm

Please contact Lighthouse Property Services on 01522 780 020 if you have any questions or need any help with filling out and sending back the forms.

We wish you a happy and successful year in your residence!