**City Village 2018/19 Guarantor Information**

If you are a UK student, a parent or legal Guardian resident in the UK must stand as Guarantor. The Guarantor is legally bound to pay any debts accrued during the tenancy if the tenant refuses to pay. Overseas Students who cannot provide a Guarantor please refer to the options provided on the payment tariff.

**City Village Sample Guarantor Letter:**

The above named has applied for accommodation for the academic year commencing on DATE. We understand that you are willing to stand as Guarantor for the rent and the performance and observance of the terms of the said tenancy by the tenant. This means that once you have signed all copies of the enclosed agreement you will be responsible for the rent and any other charges that may become due under the said agreement.

For your information the rent is £AMOUNT per week from DATE for a period of X weeks. The tenant is responsible for the rent for the full 'term' of the contract whether or not they reside in the property.

A deposit of £AMOUNT has been paid to reserve the accommodation. This will be refundable at the end of the tenancy provided we are in receipt of the council tax exemption certificate and the property is left clean and in the same decorative order as it was at the start of the tenancy. Please note that if STUDENT NAME does not proceed with the application for accommodation the deposit that has been paid will be retained by us to cover our administration costs and will not be refunded.

Please print two copies of the attached tenancy agreement, check that the details are correct and complete as follows:-

- On both copies of the Tenancy Agreements sign your usual signature on the last page (where indicated) and complete the details as requested.
- On both copies of the Tenancy Agreements have an independent witness (not a relative) sign their usual signature on the last page, and then print their name and address where indicated?

Using the above as a checklist please return all the signed documents BY POST, within SEVEN DAYS to Management Suite – City Village, Bond Street, Coventry, CV1 4FQ and email one copy to cityvillage@downingstudents.com

Please note that scanned email copies alone are not acceptable and that the application will be declined if ALL the documents are not received on time.