



### **Liberty Park 2019/20 Guarantor Information**

Only students who pay by instalments require a guarantor. However, the guarantor ***must*** live in the United Kingdom.

If students do not have a UK guarantor, then Liberty Park must receive payment in full before moving to Liberty Park.

### **Liberty Park Guarantor Letter:**

Thanks for booking a room online with us here at Liberty Living. This email tells you what you need to do next as part of the booking process, so please read all the information and contact us with any questions you may have.

**About you** – you'll need your Customer Reference for any future correspondence:

Customer Reference: XXX

What to do next...

Students with a UK guarantor

1. Email us the signed copy of your Guarantor form. (The signature will need to be signed manually, no digital signature will be accepted)
2. Email us a copy of your guarantor's current council tax bill or a utility bill (dated within the last three months, and the address will need to match with the address on Guarantor Form).
3. Email us a passport-sized photograph of yourself (this can be a selfie, as long as we can clearly identify you).
4. Email us evidence of your Student finance schedule if you need to amend your rent payment dates to match your loan payments.

International students & students without a UK guarantor

1. Email us a passport-sized photograph of yourself (this can be a selfie, as long as we can clearly identify you).

What is my deadline?

Please return all the required documents within 7 days of receiving this email. If you need an extension, please contact the residence team immediately who can make arrangements.

### **Paying your accommodation fees**

Your accommodation fees (rent) will be charged automatically to the credit/debit card that you paid your online booking fee / deposit with.

If you need to change this credit / debit card please call the Residence Team on the details below and we'll get your payment details updated. For your security, we will never ask you to send credit / debit card details by email.

### **Your contract**

Please keep this email safe because we've attached your Tenancy Agreement (contract) to it. You can find the T & Cs of our Online Booking Service including details about your cancellation rights here. In line with the T & Cs of our Online Booking Service we may cancel your booking if a payment isn't received for the booking fee / deposit or if your card details are not provided online for your chosen rent instalment(s) within 7 days of booking (or sooner, if your Tenancy Agreement starts in less than 7 days).

### **Before you arrive...**

To get started it's a great idea to have a read of our Guide to Living for lots of useful information and advice about student life and living with us.

Please be aware that the weekly rent is for 'room only', if you need a bedding pack (pillow, pillow case, sheet, duvet and duvet cover) and/or a kitchen pack (saucepans, utensils etc.), visit our recommended supplier Uni Kit Out for prices and availability.

Here's the address you'll need to email everything to: [libertypark-coventry@libertyliving.co.uk](mailto:libertypark-coventry@libertyliving.co.uk)

Please remember, you can always call us on +44 (0) 24 7649 7700 (during office hours); we're here to help.

Best wishes,

Liberty Living