

# Retainer Payment Form

## Landlord's Copy

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

University Reg. No. \_\_\_\_\_

Address of Property for which retainer paid  
\_\_\_\_\_

Amount paid £ \_\_\_\_\_

To cover period from \_\_\_\_\_ to \_\_\_\_\_

- The retainer is paid by the student to the landlord to hold the property prior to occupation or re-occupation.
- The end date of the period of cover is the day before the start of the tenancy.
- The Landlord will ensure that the property is available for occupation and in a clean and habitable condition on the date the tenancy commences.
- Storage of the student's personal belongings during the retainer period is by agreement with the landlord.
- Providing that the landlord is able to offer the accommodation for occupation on the date the tenancy is due to commence, the retainer payment is NON-RETURNABLE, even if the student decides not to, or is unable to, take up the tenancy.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Landlord)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

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# Retainer Payment Form

## Student's Copy

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

University Reg. No. \_\_\_\_\_

Address of Property for which retainer paid  
\_\_\_\_\_

Amount paid £ \_\_\_\_\_

To cover period from \_\_\_\_\_ to \_\_\_\_\_

- The retainer is paid by the student to the landlord to hold the property prior to occupation or re-occupation.
- The end date of the period of cover is the day before the start of the tenancy.
- The Landlord will ensure that the property is available for occupation and in a clean and habitable condition on the date the tenancy commences.
- Storage of the student's personal belongings during the retainer period is by agreement with the landlord.
- Providing that the landlord is able to offer the accommodation for occupation on the date the tenancy is due to commence, the retainer payment is NON-RETURNABLE, even if the student decides not to, or is unable to, take up the tenancy.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Landlord)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)