

# Graduate Accommodation

Checking in procedure

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## Signing your Tenancy Agreement

The Graduate Accommodation Office team will arrange an appointment for you to sign your tenancy agreement and check in documents at their offices at 6 Worcester Street.

The Graduate Accommodation Office is open during working hours (Monday to Friday 9am to 5pm) except on Bank Holidays, the period between Christmas and New Year and over the Easter Weekend.

In addition to the normal opening hours, there will be a number of weekends leading up to the start of Michaelmas term when the Graduate Accommodation Office will be open and you will be able to check in. Please see our website homepage for details.

Before you can collect your keys and sign your tenancy agreement you will need to have paid your opening account in full and payment must have cleared into the University's bank account. Please note that if you pay by BACS or via the online shop, payments can take up to five days to clear.

The opening account includes the deposit, which is equal to one month's rent:

- (a) if your start date is before the 15th of the month, rent from this date to the end of the month; or*
- (b) if your start date is on or after the 15th of the month, rent from this date to the end of the month plus an additional month's rent.*

The Graduate Accommodation Office will confirm the opening balance and payment details when your offer letter is sent out to you.

## Collecting your keys on site at your accommodation

Once you have signed your tenancy agreement, if you are arriving during working hours, arrangements will be made for you to collect your keys from the site assistant at your accommodation. Please note that tenants cannot collect their keys until they have signed their tenancy agreement, paid the opening account in full, and the payment has cleared.

## Arriving out of working hours

If you are arriving outside working hours or outside the scheduled opening weekends, you will need to let the Graduate Accommodation Office know at least 48 hours in advance. You can then sign your tenancy agreement and complete your direct debit mandate at the Old Observatory, University of Oxford, OX1 3RQ which is manned 24/7 by the Security Services team who will also issue you with your key and direct you to your accommodation.

## Completing the inventory

If you collect your keys during working hours, where possible the site assistant will:

- *take you to your accommodation*
- *take meter readings (where applicable) shortly before you arrive – you will be able to verify this with your site assistant should you wish*
- *review the condition of the accommodation and the inventory with you, and make any necessary amendments before you both sign it*
- *give you a copy of the signed inventory for your records – please make sure you keep it in a safe place for the end of the tenancy. If you collect your keys outside of working hours, the site assistant will:*
- *leave an inventory in your accommodation for you*
- *take meter readings where applicable prior to your arrival*
- *make an appointment to verify your meter readings (if applicable) with you, review the inventory with you and make any necessary amendments before you both sign it*
- *give you a copy of the inventory for your records – please make sure you keep it in a safe place for the end of the tenancy.*

It is important that you make sure that all contents (and any damage to contents) are noted and the condition of the accommodation is noted accurately on your inventory. At the end of your tenancy, the amount of your deposit that is refunded will depend on the condition of your accommodation at that time.

Estates Services

## GRADUATE ACCOMMODATION

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