



UPP BROADGATE PARK - Deposit Return Form

Please complete Section A, B and D of this form by writing in the relevant information into the boxes .
The form needs to be printed off but if you are not able to, then you can pick up a copy from Reception.
Please use **black ink** and **BLOCK CAPITALS** and ensure that any hand written forms are clearly legible

* Indicates a required field

**PLEASE NOTE THAT YOUR DEPOSIT CANNOT BE RETURNED TO YOU IF YOU DO NOT RETURN THIS FORM
ILLEGIBLE OR INCOMPLETE FORMS WILL BE SUBJECT TO DELAYS IN RETURNING YOUR DEPOSIT**

Return this form to: **Broadgate Park Reception**

PLEASE NOTE THAT IF YOU ARE A RETURNING STUDENT TO BROADGATE PARK YOUR DEPOSIT WILL BE AUTOMATICALLY TRANSFERRED TO UoN BUT YOU WILL NEED TO PAY UoN FOR ANY SHORTFALL ON YOUR DEPOSIT ACCOUNT

Section A ~ TO BE COMPLETED IN BLOCK CAPITALS

Student details:

First Name: _____
Family Name: _____
Postal Address: _____
Town / City: _____
Postcode & County: _____

Accommodation Details:

Block Name: _____
Flat No/Room No: _____
University / Student No: _____
Future contact details (Include International Dialling Code):
Telephone: _____
Email: _____

Section B Bank Account Details - the deposit will be sent to this account

Please ensure that you provide the correct details, incorrect details can severely delay the return of your deposit

*** Bank / Building Society Names:**

_____ e.g. Barclays / Nationwide / Wells Fargo / Bank of China

Branch Address (* International):

Country (* International):

*** Name of Account Holder:**

UK Bank Account

*** Sort Code:**

--	--	--	--	--	--	--

Must be SIX digits exactly

*** Account Number:**

--	--	--	--	--	--	--	--	--	--

Must be EIGHT digits exactly

Additional Information:

_____ e.g. Building Society Roll Number

NON-UK Bank Account

NB: A **£15 Surcharge** will be deducted from the deposit to cover charges incurred by UPP. The receiving bank may make further deductions (please ask your bank for further details). All transfers are made in GBP, as such any currency exchange will be carried out by the receiving bank.

*** IBAN / Account Number:**

_____ e.g. FR1420041010050500013M02606 / BE62510007547061

***SWIFT/BIC Code**

_____ e.g. NOSCCAT / DEUTHKHHGMO (SWIFT/BIC is 8 or 11 characters)

Additional Information i.e.: ABA/ Routing Number:

*** Required for certain country transfers - if in doubt, please check with receiving bank**

Section C ~ FOR OFFICE USE ONLY ~ DO NOT COMPLETE

Deposit Paid		
Deductions:	Comments:	
Damages		
Cleaning Charge		
Key / Lock Charge		
Communal Charge		
Other Charges		
Admin Charges		
Overdue / Unpaid Rent		
Total Deductions:		
Deposit Due:	<i>Paid at least 4 weeks after the end of the licence period</i>	

Authorised by: _____ Date: _____
Authorised by: _____ Date: _____

Section D ~ STUDENT AUTHORISATION

* Signature: _____ Date: _____

" UPP (Broadgate Park) Ltd is registered under the Data Protection Act 1998 "



Student Deposit Return Form

PLEASE ENSURE THE ATTACHED FORM IS COMPLETED IN FULL AND RETURNED TO RECEPTION AT BROADGATE PARK TO ENSURE THE SWIFT RETURN OF YOUR DEPOSIT AT THE END OF YOUR LICENCE AGREEMENT.

Dear Resident

About the return of your deposit

Please complete the attached form to allow us to refund your deposit at the end of your licence period. Please return this form to Reception within 7 days of receiving this form. Failure to return the form immediately could result in a delay in processing and receiving your deposit back.

If you do not complete and return the Deposit Return Form we will not be able to return your deposit to you.

Completing the Deposit Return Form

- On the form please complete **SECTION A**, this must be CLEARLY written using BLOCK capitals and BLACK ink

- On the form please complete **SECTION B**, this must be CLEARLY written using BLOCK capitals and BLACK ink. Deposits are paid into your bank account, it is therefore essential that ALL numbers are written CLEARLY. Submitting incorrect details is likely to result in a delay of you receiving your deposit refund. If you are unsure about what bank details to provide, please seek advice from your bank. **If you do not have a bank account, please see the Finance Manager to discuss further.**

**** Deposits can be delayed by an additional 4 weeks if details are not written clearly****

- **SECTION C** is completed by UPP upon room check and any deductions will be notified to you. If you are unhappy with the charges then please contact Reception in the first instance, who will process your complaint and then pass up to the appropriate **Residence Manager**.

- **SECTION D** must be completed by hand - signed, and dated

Frequently Asked Questions

Q. When will I get my deposit back?

A. Your deposit will be returned to you approximately 4 weeks after the end of your licence period into your chosen bank account. There may be special circumstances where it could take longer to return your deposit such as if a quote is required to carry out repairs to your room or if bank details have not been written clearly.

Q. What happens after I leave?

A. Your room is checked by the Residence Team and photographs are taken of it. Any damages or Cleaning Charges are taken off your deposit. Once your deposit has been processed, you will receive correspondence from the finance team by e-mail indicating the refund due to you. Therefore it is important that the e-mail address details that you provide in **SECTION A** is written clearly and is your everyday e-mail address.

Q. How will I know what deposit is being returned?

A. An email will be sent to you just before the deposit is refunded into your bank account. This email will detail the refund due to you and details of any deductions, if appropriate. Therefore it is important that the e-mail address details that you provide in **SECTION A** is written clearly and is your everyday e-mail address.

Q. What happens if I leave before the end of the licence period?

A. Your deposit is still returned approximately 4 weeks after the end of the licence period.

Residents who have any queries regarding this form or the return of their deposits should come to Reception at Broadgate Park for advice, Monday - Friday 8am - 6pm or contact broadgateparklettings@upp-ltd.com