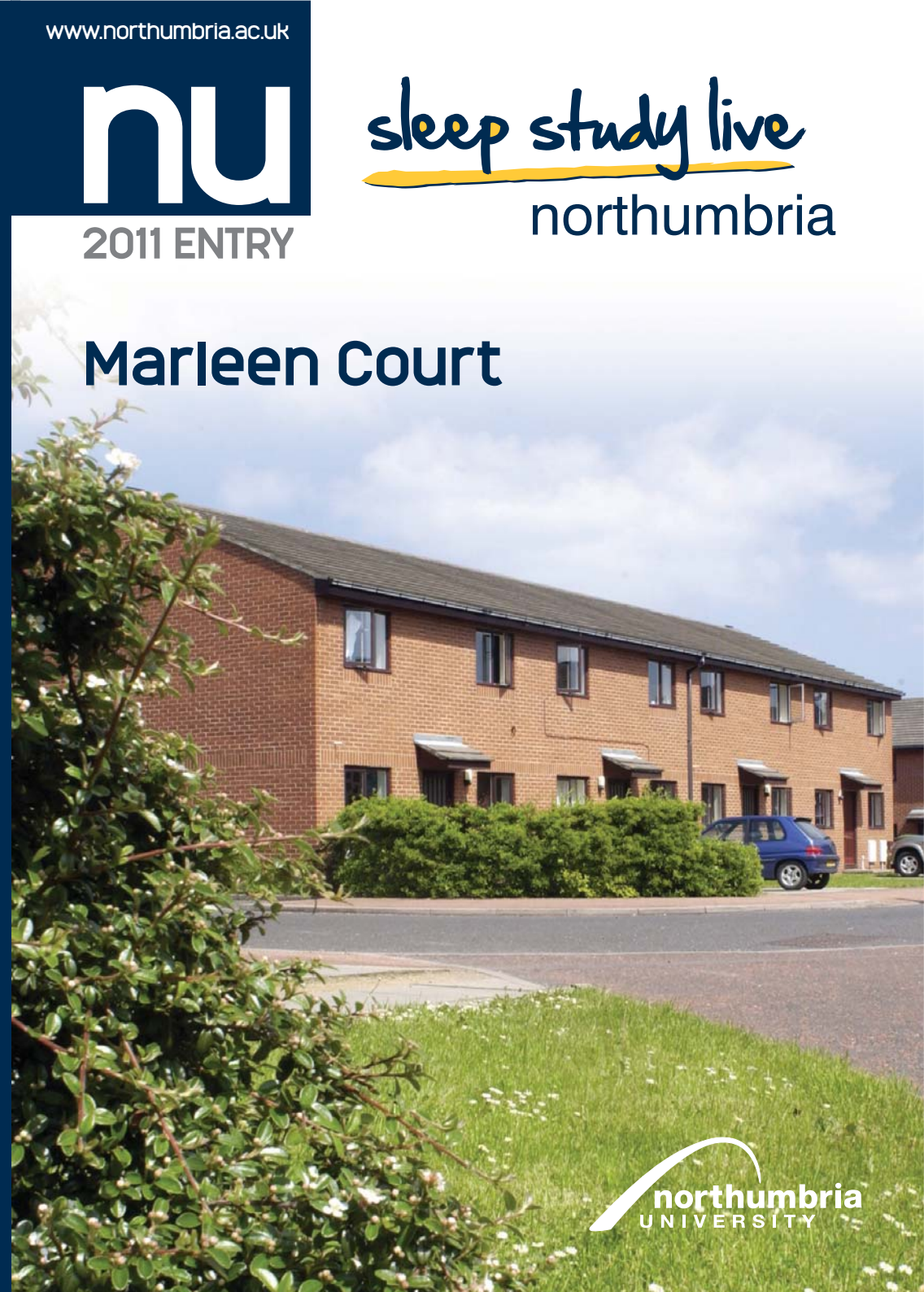


Important other matters

1. You will be required to pay a minimum of £200 advance rent deposit and sign a legally binding Tenancy Agreement for the standard contract period before taking up residence.
2. Rent is payable in advance. You can choose to pay your rent in full when accepting the contract offered. (Extra days will be charged for early arrival prior to the start of the standard contract dates.) Payment in three instalments is available by direct debit – please see payment information for full details. Please note that late payments may incur an administration charge of up to £50.
3. You are required to stay in residence for the full period of your contract unless you obtain another suitable Northumbria University student who is not living in University accommodation (a 'successor') to take over your room, and permission to leave. If another student does take over your Tenancy, you will be required to pay a £50 administration fee.
4. However, if you are a new student studying at Northumbria for the first time and for at least a full academic year, and you leave your course, as long as you notify the Accommodation Office on or before 16 December 2011, the University will accept four weeks' notice period from the date of notification to terminate your Tenancy Agreement. You must contact the Accommodation Office to confirm your withdrawal from the University otherwise you will remain liable for the full contracted period.
5. Rent payments cannot be varied if you arrive late or leave early.
6. All appliances brought into the residence that receive a TV signal require a TV licence; this includes televisions, computers, laptops and mobile phones.
7. Please ensure your electrical appliances are safe and in good working order. Appliances brought from overseas must comply with UK electrical safety standards, must be compatible with European voltages 220 – 250 V and must be used with the correct adaptor. Equipment and adaptors that do not comply with the EU standards may be removed for safety.
8. The University is committed to the safe undertaking of all works that affect the fabric or services of the building. All residents, whether living in or visiting our buildings, are also required to understand their responsibilities with respect to maintaining safe and healthy environment in which to work, study and live; this includes ensuring that a safe environment is maintained for staff, contractors and visitors e.g. do not leave cables trailing. **Users of the building are prohibited from undertaking any intrusive work in the building i.e. do not make a hole in the wall (please use the pin boards provided) or drive any nail, screw or other article into any part of the building or affix any placard or other object to any part of the building.**

Marleen Court



Residence Details

Address: Marleen Court, Heaton, Newcastle upon Tyne, NE6 5DW

Location: 2.5 miles to City Campus and 1.5 miles to Coach Lane Campus

Phone: +44 (0) 191 265 5177

Room types: City self catered single rooms

Please refer to your Tenancy Agreement and offer letter for further details.

Description: A development built in 1992 of 23 houses each containing six single study bedrooms and a three bed-roomed flat (No.2).

A garden area is at the rear of the property. Bedrooms are furnished with a single bed, drawer unit, wardrobe, desk, chair and bookshelf. All students are advised to bring a desk lamp with them for study purposes. The kitchen/living room has two cookers, microwave, fridge and fridge/freezer, two sinks, workspace and cupboards, table and chairs. The living area has easy chairs and space for a television (not provided). Kitchens are not equipped with cooking utensils, crockery, cutlery, kettles or irons, so you should bring or buy your own. A bathroom and a shower room, each with a toilet, are provided in each house. A washing machine is provided in each house.

Private telephone lines can be installed at residents' own cost and cable for TV/phone/internet is available on subscription.

Insurance: Insurance for your personal possessions is included in the rent.

For more information see

www.cover4students.com/blockhalls.

Fuel costs for heating, lighting, cooking and electrical appliances are included in the rent. Each house has individual heating controls and meters for gas and electricity. Meter readings will be taken periodically. The University reserves the right to levy further electricity charges where consumption is excessive.

Internet: Residents should arrange and pay for a wireless service direct with a provider of their own choice. If students opt for a cable service this must be installed by a recognised and registered service engineer to ensure cables are secured safely and without any alterations to the building.

Cleaning: Residents are responsible for cleaning their house, bedroom and communal areas on a regular basis. We do provide a limited "top up clean" for microwaves and cookers on a weekly or fortnightly basis. A mop, bucket and vacuum cleaner are available to use. Students are required to take all rubbish/trash to the refuse and recycling bins. Cleaning standards will be monitored on a regular basis in this residence.

Marleen Court

Bedding: No bedding or linen is provided, so you should bring or buy your own. A linen pack containing one pillowcase, two sheets, one duvet cover, one duvet and one pillow can be purchased at a cost of £30.00 at this residence. Local shops are generally open Monday to Saturday between 9.00 and 17.00 hours and Sunday 11.00 and 17.00 hours. Residents are responsible for laundering linen and bedding.

Parking: Limited off street parking is available – one space per house plus eight spaces on street (no charges made for parking). Contact the House Manager on +44 (0)191 2655177 before arrival to check if parking space is available. Cycle storage

Viewing Arrangements: You are advised to view Marleen Court, before accepting the offer. Every effort will be made to show you the room you have been offered, although this will not always be possible owing to cleaning and maintenance work, and short stay guests over the summer period. If it is not possible to look at your room, you will be shown an identical or similar room and the position of your room within the residence. Unfortunately, once an offer of accommodation has been made, we cannot change the room offered.

We do appreciate you may not be able to view the accommodation within the seven day acceptance period, but please note that for all offers made before 26 August, the last date for viewing is 9 September. However, we must ask you to reply promptly to your offer of accommodation within the seven day period, to enable us to allocate all rooms efficiently and offer University accommodation to as many students as possible.

is not available. Parking is very limited over the main registration period, 16 and 17 September. If you have a car, a University disc must be displayed; these are available from the House Manager.

No smoking: Smoking is not permitted **anywhere** within this residence.

Contact names: The member of staff in the Accommodation Office who deals with the administration of Marleen Court is **Beverley Charlton**. The House Manager for Marleen Court who looks after the building and welfare of students, is based in House 1.

Rooms will only be available to view by prior arrangement. You MUST telephone to make an appointment.

Students arriving without an appointment will not be shown their room, as staff are not always available and/or have other commitments.

TO MAKE AN APPOINTMENT, PHONE

+44 (0)191 265 5177 between 9.00 and 13.00 hours and ask to speak to the House Manager. If necessary, leave a message and your call will be returned. If your call is not returned in 24 hours phone +44 (0)191 227 3870. Please do NOT phone the Accommodation Office.

This arrangement is based on viewing prior to the main registration intake in September; arrangements throughout the year will vary depending on the residence. Every effort will be made to show you your or similar accommodation on request.