

Moving In Guidelines



Collegiate
Brook Studios

Boutique Collection





Welcome

Welcome to Brook Studios for the 2017-2018 academic year

Hi!

We are really looking forward to welcoming you to Brook Studios in a few weeks, and just to ensure you have all the information you need before you move in, we have put together some helpful guidelines.

Move in weekend at Brook Studios is scheduled for the 9th and 10th of September, and staff members from Collegiate will be available to issue keys and show you to your new home from 9am – 5pm.

Don't worry if you are not able to move in on the dedicated 'move in weekend', you can still pick up your keys Monday to Friday 9am – 5pm. Please just contact the helpful on-site team to make an appointment to collect your keys.

Please ensure you bring: 2 x passport photos, 1 x photo ID, 1 x proof of address, 1 x proof of student status.

Travelling

If you need advice on how to get to your accommodation, or help with the closest car park then please contact bs@collegiate-ac.com and the accommodation team will be able to help.

Car parking

We have a car park on-site with 30 spaces available. We recommend that you park and then come to reception to check-in and collect your keys before bringing your luggage.

Local accommodation

If you are arriving in Brook Studios outside of office opening hours there are a number of local accommodation options available to you. A few options to consider are:

The Beeches

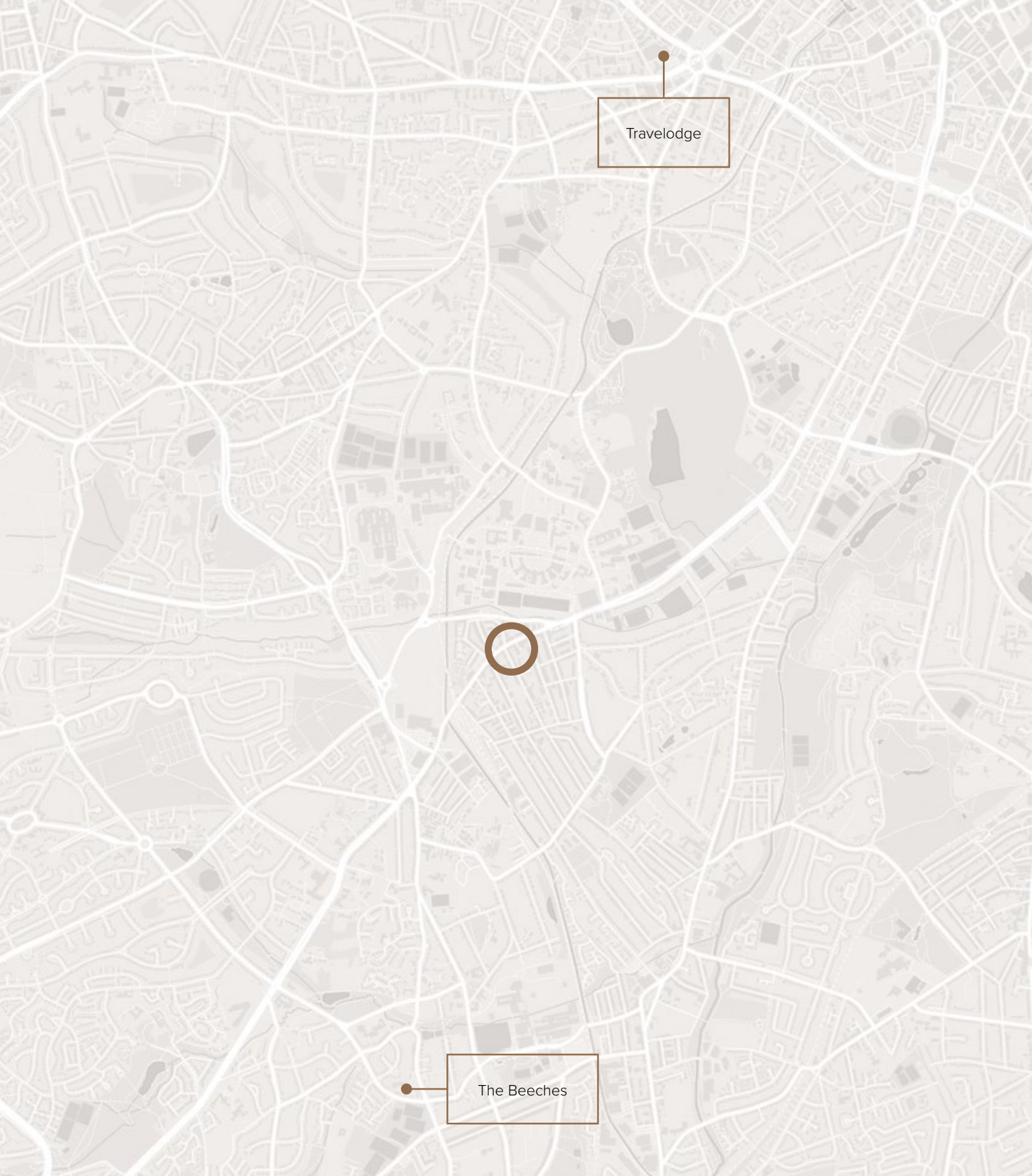
76 Selly Oak Road
Birmingham
B30 1LS
0121 433 3311

Travelodge - Birmingham Central Broadway Plaza

220 Ladyhood Middleway
B16 5LP
0871 984 6325

Birmingham Airport Hotel





Birmingham Airport
Marston Green
B26 3QL
0121 619 9003



Travelodge



The Beeches

The Beeches	 33 minutes  8 minutes
Travelodge - Birmingham Central Broadway Plaza	 48 minutes  12 minutes
Novotel	 3 hours 40 minutes  30 minutes



Moving in requirements

Please ensure that, before you move in, you have completed the following:

- Paid your £250 deposit
- Paid your first rental instalment, or full rent if applicable. These are both due on the Wednesday 30th August 2017. Please be aware, no keys will be issued to you if rent has not been paid.
- Provided 1 x photo ID and 1 x proof of address, for yourself and your guarantor if applicable. 2 x passport photos and 1 x proof of student status.

If you have not done this prior to move in, you **MUST** bring all these with you on the day of your arrival. Without complete documentation, you will not be able to move in.

Absolutely no keys will be issued if a resident has not completed any of the above requirements.

PLEASE ALSO BE AWARE WE ARE UNABLE TO ACCEPT ANY CASH PAYMENTS

Within 7 days of moving in, you will need to provide a council tax exemption certificate. These are usually handed out during Fresher's Week at your university.

What to bring

What to bring to help you settle into your new home:

Bedroom	Kitchen	Bathroom
Mattress cover*	Pots and pans	Towels
Duvet and duvet cover*	Cutlery	Toilet roll
Sheets*	Plates and bowls	Soap and toiletries
Pillow and pillow cases	Cups and drinking glasses	
Photos of family and friends	Cleaning products	
* Please ask the accommodation team if you are unsure of sizes	Food to keep you going	
	Kettle & toaster	

When you need your own space to work or claim a moment of calm, your private apartment has it all.

Every room is bright, luxuriously fitted and finished to exacting standards. 24/7 broadband and Wi-Fi keeps you connected and our accommodation teams are always on hand. There's also superior security with CCTV and secure door entry for ultimate peace of mind.

Why not order from the Collegiate Collections, or book a Cleaning Service?

We know that being a student means that there's a lot going on and a lot to organise. This is doubly true if you're coming from overseas. So Collegiate now offers some solutions to make settling into your home a little easier.

You can choose one of our collections that cater for your exact requirement, from The Kitchen Collection which contains all the kitchen essentials through to The Luxury Collection which was curated for the ultimate in superior living.

You don't even have to worry about unpacking it all. We will have it all made up and ready for your arrival so you can enjoy the Collegiate way of living from the moment you walk through your door.

We can also provide comprehensive cleaning services, from an ad hoc clean to a regular weekly service and everything in between.

For more information on what's included in our lifestyle packs, please visit the **Collegiate website**.

If you need us

If you have any further queries please do not hesitate to contact us - you can send us an email at **bs@collegiate-ac.com**, visit us at **www.collegiate-ac.com** or call 0121 285 0650.

Don't forget to 'like' our Facebook page as we will be posting lots of information on moving in and life at Brook Studios on there too **www.facebook.com/collegiatebrookstudios**



wagamama

PITCHER & PIANO AT BRINDLEY PLACE

P &

PITCHER & PIANO



Collegiate *Brook Studios*

Boutique Collection




Brook Studios

536 Bristol Road, Selly Oak, Birmingham, B29 6GB

Telephone: 0121 285 0650

Email: bs@collegiate-ac.com

www.collegiate-ac.com

 www.facebook.com/collegiatebrookstudios

 [@collegiate_uk](https://twitter.com/collegiate_uk)

 [@collegiateac](https://www.instagram.com/collegiateac)

 [@collegiateac](https://www.pinterest.com/collegiateac)

Out-of-hours emergency Contact: 03333 214 064

