

Moving In Guidelines



Collegiate
Roman House

Boutique Collection





ROMAN
HOUSE
DERBY

Welcome

Hello. Welcome to Roman House for the 2017-2018 academic year.

We are really looking forward to welcoming you to Roman House 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 Roman House 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 some photo ID with you when you arrive (a passport or driving licence will be perfect).

Travelling

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

Car parking

There is no car parking at Roman House. There is an RCP car park called Brook Street which is a 1 minute walk away and visible from the property.

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 at Roman House outside of office opening hours there are a number of local accommodation options available to you. A few options to consider are:

Premier Inn Riverlights

Riverlights

Morledge

Derby

DE1 2BB

0871 527 9684

Premier Inn

Cathedral Quarter

Full Street

Derby

DE1 3AF

0871 527 9684

Jurys Inn

King Street

Derby

DE1 3DB

01332 62100



RCP Brook Street	🚶 1 minute
Jurys Inn Derby	🚶 9 minutes 🚗 5 minutes
Premier Inn	🚶 10 minutes 🚗 3 minutes
Premier Inn Riverlights	🚶 11 minutes 🚗 5 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 of 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

What to bring

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

Bedroom	Kitchen	Bathroom
Mattress cover*	Induction 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 **rh@collegiate-ac.com** or visit us at **www.collegiate-ac.com** or call 01332 311 609.

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



No 53

The Old Bell Hotel



420

Collegiate *Roman House*

Boutique Collection



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www.collegiate-ac.com

 www.facebook.com/collegiateromanhouse

 [@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

