

Brook Studios

Moving in guidelines

Welcome to Brook Studios for the 2014-2015 academic year!

We have put these guidelines together to ensure you have all the information you need before you move in.

Move in weekend at Brook Studios is scheduled for 13th and 14th September 2014, and staff members from Collegiate will be available to issue keys and show you to your room from 9am till 5pm. If you are not arriving on the dedicated move in weekend then you can pick your keys up Monday to Friday 9am to 5pm. Please ensure you bring your photo ID with you (passport or driving license).

If you are unable to move in within the specified times please contact the Management Office to book an appointment to pick up your keys - **bs@collegiate-ac.com**.



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.

Moving in requirements

Please ensure the following have all been completed before you arrive to move in:

- I. Paid your £250 reservation rent.
- II. Paid your 1st rent instalment, or full rent if applicable. These are both due on the 3rd September.
No key will be issued to you if rent has not been paid.
- III. Provided 2 x signed tenancy agreements, 1 x photo ID and 1 x proof of address, for yourself and your guarantor if applicable. 2 x passport photographs 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 move in day. Without the complete documentations you will be unable to move in.

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

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	Toaster	
* Please ask your accommodation team for sizes if unsure	Kettle	
	Cleaning products	
	Food to keep you going	

Remember, we have washing machines on-site, so bring your fabric detergent!

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** or visit us at **www.collegiate-ac.com**

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/collgiatebrookstudios**



Birmingham Brook Studios

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