

# MOVING IN **GUIDELINES**



**PARK  
HOUSE**

PRIMA\VIDAE



# WELCOME TO PARK HOUSE FOR THE 2022-2023 ACADEMIC YEAR

**Hi.**

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

Move in weekend at Park House is scheduled for the 10th and 11th 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 from Monday 12th September 9am - 5pm. Please just contact the helpful on-site team to make an appointment to collect your keys.

# GENERAL INFORMATION

## Travelling

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

The following travel times are approximate.

Southampton Airport - 17 minute drive/taxi or 10 minutes by train

Heathrow Airport - 1 Hour drive/taxi or 2 hours 10 minutes by coach.

Gatwick Airport - 1 Hour 30 minutes drive/taxi or 1 hours 54 minutes by train.

## Car Parking

There is very limited parking at the back of Park House on Sussex Road for unloading belongings for check-in. However, Sussex Road also has metered parking which is in operation 24/7. In addition, there are multiple NCP car parks nearby.

## Covid secure promise

The most important thing to us here at Collegiate has always been, and continues to be, the safety and wellbeing of our tenants and staff. After the events of 2020, we are even more committed to creating the most safe and secure environment possible that you can be proud to call home.

As a result, we have made some positive changes to our check-in process, as well as how the site operates, so that you can feel happy and secure in your new home.

## Checking in

### Prior to check-in

To make your check-in process as smooth as possible, you will be required to complete the following on your Collegiate Portal:

- Sign your Tenancy Agreement
- Send copies of student identification documents
- Pay your rent amount as per your contract
- Read and sign your Welcome Information

**Allocated check-in slots**

Next you will be able to book a check-in slot on a first-come first-served basis.

**Check-in at your accommodation**

You will be guided by your friendly sites team to your studio where you will be given your keys to your new home.

**Designated Service Stations**

If you have any questions during your check-in day please head straight to your Customer Services Desk on site where our team will be on hand to answer any questions. Signage and more information regarding the location of this will be given at your accommodation on the day of your check-in.



# YOUR HOME

## **Enhanced cleaning**

We have enhanced our thorough cleaning protocols even further to keep your new home Covid secure. The entire accommodation site will be fully sanitised before check-in and high traffic areas such as stairwells, lifts and communal areas will be given extra attention.


Extra cleaning services are available for you to purchase via your Collegiate Portal to assist you with keeping your apartment, including communal areas.

## **Hand sanitising facilities**

Automatic hand sanitising stations will be located around the site for you to use.







A map of Southampton, UK, showing the locations of several university campuses and Park House. The map features a network of roads in white, green spaces in light green, and water bodies in light blue. The Solent is visible on the right side. Six locations are marked with black dots and connected to text boxes: University of Southampton - Bolderwood Innovation Campus (top left), University of Southampton - General Hospital Campus (middle left), University of Southampton - Highfield Campus (top right), University of Southampton - Avenue Campus (middle right), Solent University (bottom right), and University of Southampton - Waterfront Campus (bottom right). Park House is marked with an orange dot and connected to an orange box labeled 'PARK HOUSE'.

University of Southampton  
- Bolderwood Innovation  
Campus

University of  
Southampton -  
General Hospital  
Campus

University of Southampton  
- Highfield Campus

University of Southampton  
- Avenue Campus

Solent University

**PARK HOUSE**

University of  
Southampton -  
Waterfront Campus





# OUR STAFF

## Training

We exceed the industry standard for training. Our accommodation staff are fully ANUK trained and have undertaken specific Covid-19 awareness training which ensures they have a full understanding of coronavirus and how to reduce its spread.

## Wellness

At Collegiate we take a holistic approach to your wellness and our accommodation teams are here to fully support you and help you to settle into your new home.

Our Accommodation Managers and Assistant Managers are fully Mental Health First Aid trained by MHFAE and we have strong links with all Universities in all our cities. There will always be somebody on hand to support you.

## Making new friends & building a community

We have lots of exciting events planned for your arrival weeks and throughout the academic year.

These are designed to help you make new friends and build a friendly supportive community within your new home.

## Student Experience

We have student experience programmes in place which will give you plenty of opportunities to meet and make friends with your neighbours.

Whether you're in a studio or in a shared flat, you can rest assured that you and your new friends will be able to hang out together in your beautiful new home and take part in all the activities we have planned.

**We are looking forward to a great new academic year ahead and cannot wait to welcome you to your new home.**

# MOVING IN REQUIREMENTS

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

- Paid your first rental instalment, or full rent if applicable. These are both due on **Thursday 1st September 2022**. Please be aware, no keys will be issued to you if rent has not been paid.
- Provided x1 photo ID and x1 proof of address, for yourself and your guarantor if applicable. x2 passport photos and x1 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.

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

Should you need to complete an international bank transfer, let the team know: [parkhouse@collegiate-ac.com](mailto:parkhouse@collegiate-ac.com), and we will forward you the relevant details.

## What to bring

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

Bedroom	Kitchen	Bathroom
Desk lamp	Pots and pans	Towels
Duvet and duvet cover*	Tea towels	Toilet roll
Clothes hangers	Cutlery	Soap and toiletries
Sheets*	Plates and bowls	Basic first aid kit (just in case)
Push pins (notice board)	Cups and drinking glasses	Washing tablets (in drum)
Pillow and pillow cases	Tin/Bottle opener	
Laundry basket	Cleaning products	
Photos of family and friends	Bin bags	
* Please ask the accommodation team if you are unsure of sizes	Small rubbish bin	
	Food to keep you going	
	Kettle and 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, 24/7 out of hours emergency support and secure door entry for ultimate peace of mind.



# IF YOU NEED US

If you have any further queries please do not hesitate to contact us - you can send us an email at [\*\*parkhouse@collegiate-ac.com\*\*](mailto:parkhouse@collegiate-ac.com) or visit us at [\*\*www.collegiate-ac.com\*\*](http://www.collegiate-ac.com) or call 02380 181 381.

You may also join the 2022/2023 Residents Facebook page, here you will be kept up to date with all the events and weekly notices about anything important. Search '**Collegiate Park House Community 22/23**'.







# FIRST CLASS **REDEFINED**

Park House, 102-108 Above Bar Street, Southampton, SO14 7DT  
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