

A person is sitting on a grey couch in a room that appears to be in the middle of a move. In the background, there are several cardboard boxes, a large black clock showing the time around 10:10, and a green plant. The person is wearing a blue t-shirt and dark jeans, and is looking at a smartphone while holding a white document.

# MOVING IN GUIDELINES



**UNIVERSE.CITY**

MARKET WAY





# WELCOME TO MARKET WAY FOR THE 2021 - 2022 ACADEMIC YEAR.

## HELLO

We are really looking forward to welcoming you to Market Way 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.

For move in, we have allocated you a personal and specific time slot, you should have had this confirmed prior to check in, please endeavour to stick to the allotted time and date, but if you need to move outside of this, you can contact our residence team directly to arrange your arrival.

## TRAVELLING

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

The following travel times are approximate.

Birmingham Airport - 18 minute drive / taxi or 29 minute train

Heathrow Airport - 1 hour 36 minute drive / taxi or 2 hours 20 by train

Gatwick Airport - 2 hour 7 minutes drive / taxi or 2 hours 30 by train

East Midlands Airport - 50 minute drive / taxi

## CAR PARKING

There are no parking places at Market Way. However, there are various car parks nearby. The closest options are Barracks Car Park or Lower Precinct Car Park on Salt Lane, just a few minutes walk away.

### **Barracks Car Park**

Barracks Car Park,  
Coventry, CV1 1DD

### **Lower Precinct Car Park**

Lower Precinct Car Park,  
Coventry, CV1 3HT

We recommend that you park and then come to reception to check-in and collect your keys before bringing your luggage.

## OUR 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**

On the date and time of your check-in slot, you will be given your keys and guided to your new room by our friendly on site team.

### **Designated Service Stations**

Please come to reception if you have any questions when you are checking in, and our on site team will assist you.

# 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.

## **Communal Areas**

We are pleased to announce that all communal areas will be open!

The necessary adjustments have been made to allow for social distancing with your safety in mind and we will continue to monitor this in line with government guidance.

## **Hand Sanitising Facilities**

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



# OUR STAFF

## **Training**

We exceed the industry standard for training; our accommodation staff are all 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.

All 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, so there will always be somebody on hand to support you.

## **Making New Friends and Building a Community**

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

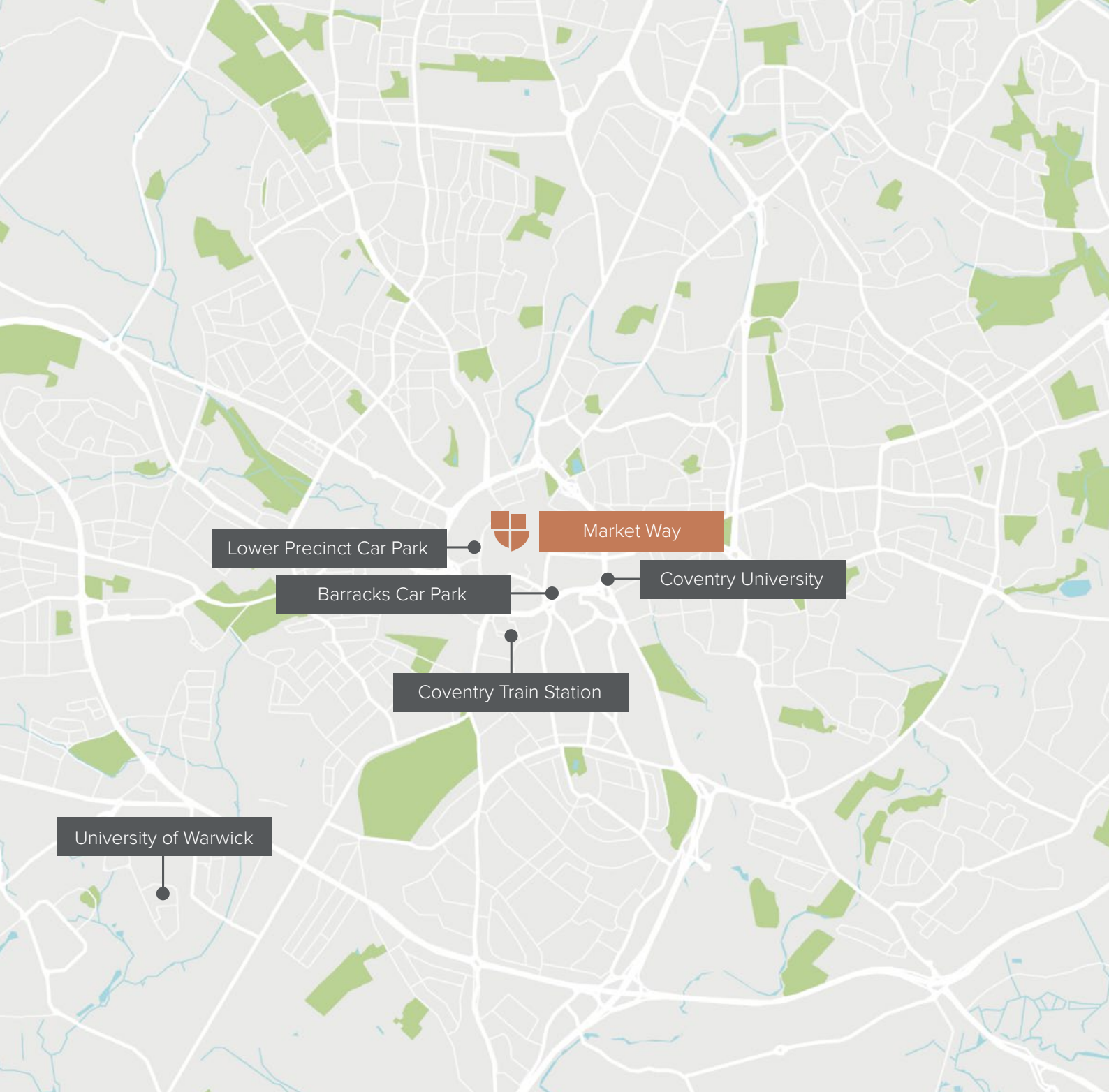
These may be delivered in person or virtually.






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.

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



|                         |  |
|-------------------------|--|
| University of Warwick   |  10 minutes |
| Coventry University     |  9 minutes  |
| Coventry Train Station  |  10 minutes |
| Barracks Car Park       |  2 minutes  |
| Lower Precinct Car Park |  4 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 10 days before your tenancy start date.
- 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.

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**

Should you need to complete an international bank transfer, let the team know; [marketway@collegiate-ac.com](mailto:marketway@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                    | All utensils           | Towels                             |
| Duvet and duvet cover*       |                        |                                    |
| Clothes hangers              | Tea towels             | Toilet roll                        |
| Sheets*                      | Food to keep you going | Soap and toiletries                |
| Push Pins (notice board)     |                        | Basic first aid kit (just in case) |
| Pillow and pillow cases      |                        | Washing tablets (in drum)          |
| Laundry basket               |                        |                                    |
| Photos of family and friends |                        |                                    |

\* Please ask the accommodation team if you are unsure of sizes

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

24/7 broadband and Wi-Fi keeps you connected and our accommodation teams are always on hand. There's also 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 especially 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 **[marketway@collegiate-ac.com](mailto:marketway@collegiate-ac.com)** or visit us at **[www.collegiate-ac.com](http://www.collegiate-ac.com)** or call +44 (0)24 7694 1233

You may also join the 2021/2022 Residents Facebook page, here you will be kept up to date with all the events and weekly notices about anything important. Search **'Collegiate Market Way community 21/22'**.







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