

LIBRA LETTINGS LIMITED
 19 Wellington Avenue
 London, N9 ORN
 Tel: +44 (0) 20 83512103
 Tel: +44 (0) 78 92939256

**Libra Accommodation-for-Students
 BOOKING FORM**

Please complete the form below and return it to our office via e-mail or fax. Once received we will contact you as soon as possible to confirm your accommodation. Your details will be treated with the utmost confidentiality. Please read and sign our Terms and Conditions before sending this form.

Please Note: Although every effort will be made to ensure your accommodation, completing the Application Form does not guarantee your place with Libra Accommodation-for-Students.

PERSONAL DETAILS

Title		Date of Birth	
First Name		Surname	
Gender		Marital status	
Nationality		Religion	
Occupation		Passport No.:	
Address			
E-mail		Fax	
Telephone		Mobile	

ACCOMMODATION

Type of accommodation preferred			
<input type="checkbox"/>	Houseshare type accommodation	<input type="checkbox"/>	Homestay accommodation

If you have chosen houseshare type accommodation:

Type of room preferred					
<input type="checkbox"/>	single	<input type="checkbox"/>	double	<input type="checkbox"/>	triple
Accommodation commencing on		dd	mm	yyyy	
Vacating on		dd	mm	yyyy	

Please note that most of the rooms are double and we can not guarantee to place you in a single room. However if you are happy to pay the double room's full price you can take it without sharing it with another person.

If you have chosen homestay accommodation:

Type of service required					
<input type="checkbox"/>	B&B (Bed&Breakfast)	<input type="checkbox"/>	HB (Half Board)	<input type="checkbox"/>	FB (Full Board)
Accommodation commencing on		dd	mm	yyyy	
Vacating on		dd	mm	yyyy	

REQUIRED SERVICES

Bed-linen	<input type="checkbox"/>	£ 15	
Sim Card	<input type="checkbox"/>	£ 5	(O2 simcard)
Top Up Card	<input type="checkbox"/>	£ 10	(O2 top up card)
London A-Z	<input type="checkbox"/>	£ 7	(The best London map)
Accommodation fee		£.....	
Deposit		£ 75	
Registration fee		£ 25	
Total		£	

Additional Details

Libra Lettings Limited
 UK Reg. No: 6515351
 Reg. Office: 19 WELLINGTON AVENUE, LONDON, N9 ORN

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Are you already in London?		Do you smoke?	
Do you have any allergies?			

ALL PAYMENTS CAN BE MADE BY BANK TRANSFER

Bank Name and Address: NatWest Bank, Highbury and Islington Branch

218 Upper Street, Islington London N1 1SA

Account Name: Libra Lettings Limited

Company Address: 19 Wellington Avenue, London N9 ORN

Sort Code: 60-24-23

IBAN Number: GB 86NWBK 503009 24582158

Please fax us a confirmation of your bank transfer. Without receiving this, your application can not be processed.

Cancellation and Refund Policy

Refunds will only be given in the name of the Client and will be by cheque or bank transfer only. Any bank charges are payable by the student or Agent.

Refunds may take up to 3 weeks from the date Libra Lettings Ltd., received written cancellation

Cancellation is only possible under the following terms:

More than 31 days before your arrival: no matter what the reason for your cancellation, we will retain the administrative costs (£25), but will refund 100% of your accommodation fee.

Less than 31 days before your arrival: no refund can be claimed.

Date

Signature

Libra Lettings Limited

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