**Information for Letting Agents & Landlords**

We thank you for your interest in our Rent Guarantor Scheme and your assistance to our students in securing private tenancies. We would like to provide you with a comprehensive overview of the University's Rent Guarantor Scheme.

In general, students will pay their rent directly to the landlord or agent, following the normal process. However, should students encounter difficulties in meeting their rental obligations, they are required to inform the University immediately. The University will then step in to cover the rent on their behalf.

It is important to clarify that the University's role as a guarantor extends to a maximum rent amount of £800 per month per student for a period of up to 12 months, exclusively applicable to enrolled students. If students wish to remain in the property after 12 months, they will have to re-apply to the scheme. The University’s only liability shall be to pay the amount of the Rent due in accordance with the Tenancy Agreement.

Prior to students applying this scheme, we kindly request that letting agents/landlords send us a confirmation that you have read **Information for Letting Agents & Landlords** (template provided for download), indicating your agreement for the University to act as the guarantor for the students and acknowledging the University’s liability when acting as the guarantor.

Please be aware that your confirmation is a prerequisite for proceeding with the application for the Rent Guarantor Scheme. Once the students have submitted all the necessary materials, the University will review their application and provide a decision within one working week.

Once a student is accepted to the Rent Guarantor Scheme, we will facilitate the signing of the Rental Guarantor Agreement by the students, the landlord and the University. For full details of the agreement, please email [ISAC@dundee.ac.uk](mailto:ISAC@dundee.ac.uk)

Please note that due to data protection we will not be able to correspond on behalf of and between students and landlords/letting agents.

**Letting Agents/Landlords Name**

**Address:** []

**Tel:** [] **Email:** []

Re: []

Address of the property: []

To whom it may concern

Dear Sir/Madam,

This is to advise that [Tenant's Full Name] has applied for tenancy at the above-mentioned address. As part of the application, we will require [Tenant's Full Name] to have a guarantor to complete the application.

As landlord/managing agent we have read the **Information for Letting Agents & Landlords** and acknowledge the University’s liability when acting as the guarantor. With this understanding, we are pleased to accept the University of Dundee as the designated guarantor for [Tenant's Full Name], when [Tenant's Full Name] is successfully approved for the Rent Guarantor Scheme.

Yours sincerely,

Signature