

CONTRACT CHECK RECORD

Section A: Completed by student

Name of student(s)

Student ID number

Full or part-time study

E-mail address

Contact number

Home or international students

Address of property

Name of landlord and agent

Time and date of appointment

Book your appointment slot and email this form to housing@su.rhul.ac.uk

Section B: Completed by housing assistant checker

Contract log number

Name of housing assistant checker

Name of housing assistant appointment lead

Checklist has been completed

YES

NO

Notes

Key points have been discussed and the checking report provided to students

YES

NO

HOUSING 101

Clause

Explained...

HOUSING 101

Section C: Completed by housing assistant appointment lead:

Any other questions or information required by students?

Action points to be taken by students

YES

NO

Referral to Welfare Adviser made

YES

NO