

Customer Registration Form

Welcome to urbanest Westminster!

Before we can provide you with your keys and let you in your room, please complete the form below in **BLOCK CAPITALS**



Your Details >>

Title		First Name		Surname	
E-Mail Address					
Phone Number					

Room Information and Key Sign Off >>

Flat & Room		Room Keyfob Provided	Yes / No	Mailbox Key Provided	Yes / No
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Please sign below to confirm you have received the keys indicated for the room above>>

Signed		Dated	
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Important Information >>

- All urbanest properties are NON-SMOKING
 - It is prohibited to smoke inside any area of this building, including your room
 - There is a designated smoking area at the front of the property
 - There is a £400 reclamation charge if you smoke in your room or flat
- Fire safety is very important
 - There are fire safety videos available to watch on your urbanest portal, and these will be e-mailed to you.
 - The fire system is tested weekly on Thursday at 15:00 and will sound for approximately 30-seconds. During this time you do not need to take any action.
 - If you hear the alarm at any other time, please leave the building in a calm and orderly manner following the evacuation routes signposted through the building.
 - The assembly point is the paved area behind Stangate flats on the corner of Royal Street.
 - Do not tamper with any fire safety equipment, including but not limited to the smoke detector heads within your room. Tampering with fire safety equipment is illegal, and will result in a rectification charge of £168, and even possession of the property under Section 8 of the Housing Act (1998)

Please sign below to acknowledge and agree to the points in the Important Information above >>

Signed		Dated	
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Office Use>>

Right to Reside Checked >>	UK/EU Passport	UK Driving Licence	EU Government ID	International passport with valid visa
Student ID	Council Tax Exemption	Guarantor ID	Guarantor Proof of Address	
Staff Member Initials		Signature		