

How to apply to Ducane Housing

POST GRAD STUDENTS – Complete and sign our ‘Application for Housing for Students’ form (can be downloaded from our website or requested from our office), and send it to the Student Accommodation or Programme Office at your University, so that they can complete and stamp Section 2 on the reverse of the form (sorry, we do not accept letters, must be stamped form). This MUST be done before we can accept your application.

- The Student Accommodation Centre or Head of Department at your university will then forward it to us (unconditional status only), where we will place you onto our waiting list.
- We will write to you by email to confirm that you are on our waiting list.
- Please keep us informed of any changes in your address and contact details. Failure to do so may result in you being unsuccessful in your application.

WAITING LISTS

Post grad students and Post Doctorate Research Fellows

We operate a points and date order waiting list system. As soon as suitable accommodation is available we will contact you with an offer. Please note our current approximate waiting list times, from date of application are:-

- 3 bed flat - 3 to 6 months
 - 1 bed flat - 3 to 6 months
 - Single en suite room - 3 to 6 months
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- When you receive our formal offer of accommodation, you must reply within the deadline given, to confirm whether you want to accept or reject the offer. If we do not receive a response by the deadline given, we will offer the accommodation to another applicant, so it is very important to include a telephone contact or fax number, cell phone number and e-mail address on your application form.
 - You must pay your deposit upon acceptance of the formal offer and the first month's rent a minimum of one week before your arrival. You will be supplied with information and details on how to do this at the time of your offer.
 - Upon leaving, we require you to give us a minimum of one month's notice in writing, even though there is an end date on your tenancy agreement.
 - You cannot stay beyond the agreed terms of the tenancy and will be asked to vacate your property if you are no longer eligible to occupy it.


To find out more about Ducane Housing Association, please go to our website or contact us as below.

You can also speak to our Housing Management staff:-

Ann Barrett	Doreen Carter	Jennifer Kwakwe
Senior Housing Officer	Housing Services Manager	Housing Admin Asst

Ducane Housing Association
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