

## Key Collection – Carlton Hill

You can collect the keys for your accommodation on, or after, the date your tenancy starts – Saturday 15th September 2018.

Collect your key from the on-site office at Carlton Hill during the following times:

**Saturday 15th September and Sunday 16th September 2018 11.00am – 4.00pm**

If you prefer to collect your key during the week, please come to the Unipol office at 155/157 Woodhouse Lane, Leeds, LS2 3ED. The office will be open during the following times:

**Monday 17th September to Friday 21st September 2018 9.00am - 4.45pm**

There is no parking outside the Unipol office, so you may find it useful to go directly to Carlton Hill to park, and then take the short walk across to Unipol to collect your key.

Please bring a photo form of identification with you when you come to collect your key (passport or driver licence)

Carlton Hill has limited stopping areas as it is a City Centre development. It will be busy when you arrive, and we would be grateful for your patience. You will be asked to drop off your belongings and the driver will be required to find alternative longer stay parking. Staff will be on site to direct you accordingly to alternative parking.

Our experience has shown that the Carlton Hill property postcode does not relay well into most SatNav systems. If you use a SatNav, please try entering LS7 1JA which should direct you to Lofthouse Terrace, the road running by the side of the Carlton Hill site.

### **Please allow extra time for your journey.**

The sheer volume of traffic in Leeds is enormous on the weekend before term commences, as several thousand students will be arriving in Leeds from all over the country. It is not unusual to take two or three hours more than your expected journey time to reach the city.

It is likely to be very busy when you arrive at Carlton Hill - we will do all we can to assist you, and your patience is appreciated.

Check out the Unipol website for more information about what you need to bring with you and other useful information about being a Unipol tenant.

<https://www.unipolhousing.org.uk/unipol-tenants/moving-in/what-to-bring-to-university/>