

Key Collection Details

Marsden House
1-3 Burley Road, LS3 1JZ

Your tenancy agreement begins on **Saturday 8 September 2018**.

You can collect your keys at the following times:

Date	Time
Saturday 8 September and Sunday 9 September 2018	9.00am until 5.00pm
Monday 10 <u>TO</u> Friday 14 September 2018	9.00am until 5.00pm
Saturday 15 and Sunday 16 September 2018	9.00am until 5.00pm
Monday 17 <u>TO</u> Friday 21 September 2018	9.00am until 5.00pm

Please collect your key from the reception at Marsden House.

When you arrive please report to the signed Drop Off Zone where staff will be available to give you assistance. Due to limited parking outside Marsden House you will need to move your car as soon as you have unloaded. Further information on where you can park your car will be given at this time.

It is important that you bring proof of your offer of accommodation with you as staff will need to see this before the keys are issued. Please print the key collection slip from the online accommodation system and bring this with you. It is also important that you bring a passport size photo to hand in when you collect your keys.