



Property Ref Number :

<b>Contact Details</b>	<b>Block caps please</b>
<p><i>Delete as appropriate:</i>                  Landlord/lady _____ Mr/Mrs/Miss/Ms/Rev/Dr _____</p> <p>Surname: _____ First Name: _____</p> <p>Company Name (If applicable) _____</p> <p>Home/Business Address (both if necessary) _____</p> <p>_____ Post Code: _____</p> <p>Telephone Daytime: _____ Other: _____ Fax number: _____</p> <p>Please ensure that you provide an email address as this is our preferred method of communication</p> <p>Email Address: _____ Web site: _____</p>	

<b>Property Address</b>	
<p><b>Address of property to be advertised:</b> _____</p> <p>Area: _____ Post Code: _____</p>	
<b>Property Details</b>	
<p><b>Type of Property :</b> (Maximum of 2)</p> <p>Shared house or flat <input type="checkbox"/> Self-Contained Flat <input type="checkbox"/> Family / Couple <input type="checkbox"/></p> <p>Resident Landlord/Homestay <input type="checkbox"/> Bedsit <input type="checkbox"/> Temporary (3 month stay) <input type="checkbox"/></p>	
<p>Total Number of Bedrooms : _____</p> <p>Number of Bedrooms to Let : _____</p> <p>Number of habitable floors in the property : _____</p>	<p>Do you wish the property ONLY TO BE LET AS A WHOLE?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Property Description</b>	
<p>This will be the text at the top of your advert and will be the introduction to your property. (No more than 20 words)</p>   	

Prices	Property Facilities
<p>Deposit (per person per year) £ _____ to £ _____ (Only if room size differs)</p> <p>Please provide a range of rents if the costs of the rooms vary within the house.</p> <p>Price range (per person per week) £ _____ to £ _____</p> <p>Price range (per person per month) £ _____ to £ _____</p> <p>Rent for whole property per month (if to be let as a whole) £ _____</p> <p>Rent Includes : Electric <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/></p> <p>Property is available from (month only):</p>	<p>The property has the following (please tick)</p> <p>Washing Machine <input type="checkbox"/> Fridge / Freezer <input type="checkbox"/></p> <p>Double Glazing <input type="checkbox"/> Microwave <input type="checkbox"/></p> <p>Smoke Alarm <input type="checkbox"/> Lounge <input type="checkbox"/></p> <p>Shower <input type="checkbox"/> Burglar Alarm <input type="checkbox"/></p> <p>Telephone point <input type="checkbox"/> Broadband Access <input type="checkbox"/></p> <p>No Smoking Policy <input type="checkbox"/> Temporary Let (Min 3 months) <input type="checkbox"/></p>
<p>Type of Heating : Electric Heating <input type="checkbox"/> Central Heating <input type="checkbox"/></p>	<p>Other facilities:</p>

Suitable For			
Males	<input type="checkbox"/>	Females	<input type="checkbox"/>
Undergraduate	<input type="checkbox"/>	Postgraduate	<input type="checkbox"/>
Staff	<input type="checkbox"/>	Family	<input type="checkbox"/>
Couples	<input type="checkbox"/>	Singles	<input type="checkbox"/>
Groups	<input type="checkbox"/>		

Safety – Have you completed the following... (PLEASE NOTE ALL ARE COMPULSORY IF APPLICABLE)

- Have you attended and been certified by the Midland Landlord Accreditation Scheme : Yes  No

Please supply your MLAS Certificate number :

- Enclosed an ORIGINAL gas safety certificate : Yes  No  Gas Safe Issue Date : \_\_\_\_\_

- Enclosed an ORIGINAL NICEIC / ECA / NAPIT **Periodic Inspection Report** : Yes  No   
(where no Code 1's or Code 2's are showing) Expiry Date :

- **Please note that no variations of the gas and electric certificates will be accepted.**

**See the "ADVERTISE" section on [www.birminghamstudentpad.co.uk](http://www.birminghamstudentpad.co.uk) for samples of acceptable certificates**

- Enclosed an HMO LICENSING certificate if applicable : Yes  N/A

**OR**

An acknowledgement letter from Birmingham City Council confirming a HMO application is in process :

Yes  No

**This is a mandatory requirement if your property is 3 floors or more, inhabited by 5 or more tenants.**

- Enclosed an ENERGY PERFORMANCE CERTIFICATE : Yes  No

- Registered with a Tenancy Deposit Scheme : Deposit Protection Service   
My Deposits   
The Dispute Service

- Enclosed confirmation from appropriate Tenancy Deposit Scheme Yes  No

**Please be aware that if incorrect or missing documents are submitted then all paperwork will be returned which may delay the registration process.**

Does the property have the following: **(The following are compulsory measures that must be present in the house)**

Mains fitted inter-linked smoke detection system including a heat detector in the kitchen? Yes

A fire blanket in the kitchen Yes

A self-closing 1/2 hour fire resistant door between the kitchen and the living area? Yes

Fire resistant upholstery and furniture? Yes

**Note it is expected that all properties meet the standards as laid out by the Housing Act 2004.**

**SCALE OF CHARGES FOR 2011**  
(1<sup>st</sup> December 2011 to 30<sup>th</sup> November 2012)

**To advertise for 3 months**

£60 per property of 1 – 9 bedrooms

**Resident Landlords to advertise for 3 months**

£30 per room for 3 months

To advertise for 6 months

£100 per property of 1 – 9 bedrooms

**To advertise for 12 months**

£150 per property of 1 – 9 bedrooms

**For properties of 10 or more bedrooms please call  
(0121) 414 8000 for a quote.**

PLEASE NOTE THERE IS NO CHARGE FOR THE ADDITION OF PHOTOGRAPHS.

A MAXIMUM OF 5 PHOTOGRAPHS MAY BE ADDED.

Please attach a CD with your application or email the photos to [birminghamstudentpad@contacts.bham.ac.uk](mailto:birminghamstudentpad@contacts.bham.ac.uk)

**How to Pay**

**Please make all cheques payable to "The University of Birmingham".**

**If you would like to pay by card then please ring (0121) 414 8000 and an Advisor will be happy to assist you.**

**Please Note credit card payments are subject to 1.1% charge.**

**The University of Birmingham will only register a property with valid GAS SAFE and NICEIC, NAPIT or ECA certificates alongside Accredited status and HMO certification.**

Where a property has been confirmed as LET we can now show it on the system as 'NOW LET' until the period of registration has ended.

Any owner suspected of registering minimal properties and redirecting students to other properties may have their registration suspended at any time and without notice.

Registration is accepted at the discretion of the Accommodation Services and we reserve the right to decline applications.

**The University reserves the right to disclose details of all properties on its register to other agencies to enable them to fulfil their statutory functions in respect of Houses of Multiple Occupation.**

**Note:** The University is required by law to provide information on private sector accommodation to the Inland Revenue if requested to do so. Any Tax Office or Tax Enquiry Centre will be able to clarify any queries you may have regarding the payment of Income Tax or Capital Gains Tax.



I agree that as an accredited landlord with Midland Landlord Accreditation Scheme to operate as a "fit and proper" landlord and adhere to the Code of Practice as stated by the MLAS.

Landlords will be suspended from the Birmingham Student Pad service if Accommodation Services discover evidence that a landlord is not acting as a "fit and proper" landlord as set out by the MLAS code of practice. This may also lead to suspension from the MLAS scheme.

In the event of a landlord being suspended from either the Student Pad service or the MLAS Scheme there **WILL BE NO REFUND** of fees.

It is also expected that appropriate contingency arrangements are in place should an emergency occur while the landlord is away.

**REFUNDS – Please note that registration fees WILL NOT be refunded once the advert has been made LIVE on the Birmingham Student Pad Website.**

**Please Note that Birmingham Student Pad is NOT a guarantee scheme. We can not guarantee that your property will be let via Birmingham Student Pad but that interested parties will view your advert.**

I certify that the information given is, to the best of my knowledge, correct, I also certify that the property meets a statutory and legal regulations related to the letting of residential property and I enclose my original **gas safety certificate and NICEIC, NAPIT or ECA electrical periodic inspection reports, EPC's along with confirmation of my tenancy deposit scheme.**

I consent to my name and contact details being placed on an open notice board within the University, distributed to students by post and on the University's Accommodation Services Website and I understand that this may mean the information is available outside the European Economic Area.

By signing here you agree that you have read and agreed to the above statements and to operate as a "fit and proper" landlord as deemed in the MLAS Code of Practice

**Signed .....** **Dated .....** / ..... / .....

Please send completed forms to:

**Living  
Birmingham Studentpad  
University Centre, Ground Floor  
The University of Birmingham  
Edgbaston  
Birmingham  
B15 2TT**

