





PRIVATE LANDLORDS ADVERTISING PROPERTY APPLICATION FORM MARKETING FOR ACADEMIC YEAR 2012/13



Please complete this application for each individual property to be advertised




| Contact Details† | | | |
|--|---|---|---|
| <i>Delete as appropriate:</i> Landlord/Agent | | <i>Delete as appropriate:</i> Mr/Mrs/Miss/Ms/Dr | |
| Surname: | | First name: | |
| Home/business address (including postcode): | | | |
| Telephone daytime: | | Mobile: | |
| Telephone evening: | | Fax Number: | |
| Email: | | Website: | |
| Property Details (For your Studentpad Advertisement)† | | | |
| Address of property to be advertised (including postcode) | | | |
| Type of property to be advertised <i>(please tick)</i> † | | Rent/Deposit details † | |
| Self contained property <input type="checkbox"/> | Shared house/flat <input type="checkbox"/> | Rent per week per person (lowest): | £ |
| Family accommodation <input type="checkbox"/> | | Rent per week per person (highest): | |
| | | Rent for whole property (if applicable): | |
| Size of property | | Summer rent discount (if applicable): | |
| Total no. of bedrooms <input type="checkbox"/> | No. of beds to let <input type="checkbox"/> | Deposit per person: | |
| No. of habitable floors <input type="checkbox"/> | Property to be let as a whole YES/NO | Does the rent include: <i>(please circle as applicable)</i> Electricity YES/NO Gas YES/NO Water YES/NO Internet Charges YES/NO TV Licence YES/NO | |
| Property available from:† | | Property available to: | |
| Do you want to let to: <i>Delete as appropriate:</i> | | Undergraduates/Postgraduates/Any | |
| Description of Property to appear on advert (no more than 25 words)† | | | |
| | | | |

PROPERTY HOUSE GRADING

ALL properties MUST meet the 'One House' property grading standard. Please tick to confirm that the property complies with each required Standard. †

| Grade - One House Standard |  | For office use only (Inspect) | Grade - One House Standard |  | For office use only (Inspect) |
|---|---|-------------------------------|--|---|-------------------------------|
| General/External | ✓ | ✓ | | ✓ | ✓ |
| All rooms must have minimum ceiling height of 1.5m in all rooms (at lowest point) | | | All staircases (including cellar) have handrails | | |
| Fitted carpets/wooden flooring/tiling must be provided to all floors | | | Internet access communally or in each study bedroom | | |
| Carpet or other soft floor covering on staircases | | | Habitable rooms have fixed heating appliances capable of maintaining a room temperature of approximately 21° Celsius | | |
| All rooms must have curtains or blinds at windows | | | All habitable rooms have adequate electrical lighting with conveniently located switches | | |
| Suitable light fittings or lamp shades in every room | | | Staircases have light switches at the top and bottom of every flight | | |
| Two double 13 amp electrical sockets in every habitable room | | | All habitable rooms have an area of clear glazing in an external wall as part of a window or door | | |
| Communal areas (cellars cannot be used as living areas) | | | | | |
| Kitchens must be a minimum of 5m ² for 1-3 bedroom house | | | One single food storage cupboard (not under sink) for each tenant | | |
| 6m ² for a 4 bedroom house | | | Sufficient and easily cleanable work surfaces convenient to sink and cooker | | |
| 7m ² for a 5 bedroom house | | | Easily cleanable sink and drainer, sufficient supply of hot and cold water and efficient mains drainage | | |
| Living rooms/Dining rooms must be 8.5m ² for a 1-3 bedroom house | | | Modern vacuum cleaner, mop, bucket, dustpan and brush | | |
| 11m ² for a 4-6 bedroom house | | | Plumbing for washing machine | | |
| Dining/Kitchens must be 10m ² for a 1-3 bedroom house | | | Bath/shower rooms provide sufficient drying, changing and storage space for number of tenants | | |

| Grade - One House Standard |  | For office use only (Inspect) | Grade - One House Standard |  | For office use only (Inspect) |
|---|---|-------------------------------|--|---|-------------------------------|
| 11m ² for a 4-6 bedroom house | | | Constant hot and cold water in bathroom | | |
| Washable suitable floor covering (not carpet) in all bathrooms and kitchens | | | Bathroom has smooth, non absorbent and easily cleanable walls and ceilings | | |
| Adequate lounge suite or easy chairs per occupant | | | Shower curtain replaced annually | | |
| Mechanical ventilation or extractor fan in kitchen and bathroom | | | Separate toilets also have wash hand basins in the same area | | |
| Cooker with four rings/hotplates, oven with a separate grill compartment | | | Toilet brush holder and brush (replaced each year) | | |
| Fridge and freezer with sufficient storage for number of tenants | | | Windows in bathroom and toilet have obscured glass | | |
| Bedrooms (no staircase, landing, bathroom or kitchen can be used as a sleeping area) | | | | | |
| Modern single bed and mattress (at least 1.98m x 0.91m) | | | Chest of drawers | | |
| Study desk large enough for computer monitor, open lever arch file and working space | | | Bookshelves suitable for A4 lever arch files | | |
| Office style adjustable study chair | | | Soft seating (where no communal area) | | |
| Wardrobe | | | | | |
| Security | | | | | |
| Where locks are provided to bedroom doors- they can be opened from the inside without a key (thumb turn) | | | Patio doors have three point locking and anti-lift device | | |
| All exterior doors have at least three fixing points (locks to be keyless on the inside) | | | | | |
| Health and Safety | | | | | |
| Hard wired, interlinked smoke detectors, at least one on each floor and a heat sensor in the kitchen (and cellar where applicable) | | | Fire blanket, wall mounted in or near kitchen | | |
| Protected fire escape route by means of fire escape windows or fire doors/close fitting solid doors and thumb turn locks on external doors. | | | Soft furnishings meet current fire resistance standards | | |

| Grade - Two House Standard (Additional Facilities/Amenities) |  | For office use only (Inspect) | Grade - Two House Standard (Additional Facilities/Amenities) |  | For office use only (Inspect) |
|--|---|----------------------------------|--|---|----------------------------------|
| To qualify for the 'Two House' property grading, the property must meet all of the mandatory requirements plus two additional items from any category.† | | | | | |
| *These are the mandatory requirements to meet the  grade. | | | | | |
| General/External | | | Communal areas | | |
| Located within 15 minutes walk of the centre of campus* | | | Washing machine provided* | | |
| Rent inclusive of gas, electricity and water | | | Tumble dryer provided | | |
| Plain and neutral decoration* | | | Dishwasher provided | | |
| Modern and high standard furniture* | | | Large communal TV (with TV licence)† | | |
| Full Double Glazing | | | Satellite/cable television package included | | |
| Internet charges included | | | Electrical kitchen appliances (kettle/toaster/microwave) | | |
| Discounted Summer rent | | | Bath and shower | | |
| Off street parking | | | | | |
| Garden furniture | | | | | |
| Bedrooms | | | Security | | |
| Double or 1.21m beds in double bedrooms*† | | | Locks on all individual study bedrooms (must be able to exit room without key) | | |
| All En-suite rooms | | | Burglar alarm | | |
| Wash hand basin in each room | | | Security lighting to all external doors | | |
| Door entry system | | | | | |
| Health and Safety | | | | | |
| Fire extinguishers provided (must be serviced on an annual basis) | | | | | |

| Additional Requirements: | |
|--|--|
| All landlords advertising with The Student Accommodation Centre must be accredited with the East Midlands Landlord Accreditation Scheme | |
| Your EMLAS Registration No: | |
| Date accreditation completed: | |
| If you have not yet completed the accreditation process please give details of the progress of your application and the date you have attended/will attend your training course: | |
| | |

| | | | |
|--|--|---|--|
| If your property has 3 or more storeys or 5 or more bedrooms, it must be licensed by Charnwood Borough Council and therefore must meet additional standards. | | | |
| Your HMO license no: | | | |
| If you collect a deposit, please give details of the Deposit Protection Scheme that you use: | | | |
| | | | |
| Type of Heating provided (please give details) | | | |
| | | | |
| <i>Please ensure that instructions for the heating system are left in the property</i> | | | |
| Date gas certificate issued: | | Date electrical certificate issued: | |
| <i>Please ensure that The Student Accommodation Centre is provided with the current safety certificates and that copies are left in the property</i> | | | |
| Since October 2008 it has been a legal requirement to have an Energy Performance Certificate (EPC) which can be supplied to your tenants. Please provide us with the following information to appear on your advertisement | | | |
| Energy Efficiency Rating | | Potential Energy Efficiency Rating | |
| Environmental Impact (CO2) Rating | | Potential Environmental Impact (CO2) Rating | |
| 24 digit report ref. no | | | |

Please ensure that you have fully completed the entire application.

- I confirm that the information supplied on this application is true and to the best of my knowledge and belief.
- I agree to indemnify the Student Accommodation Centre and Studendpad.co.uk in respect of any loss arising from inaccurate, misleading or incomplete information in this application.

I am the Landlord/Agent for this property (delete as appropriate)

Print Name:.....

Signature:

Date:

The Student Accommodation Centre reserves the right to cancel advertising without refund should the information that you have provided on this application prove to be inaccurate.

| | | | |
|----------------------------|--|---------------------------------|-----------------|
| FOR OFFICE USE ONLY | | | |
| <i>Date received</i> | | <i>Inspection req.</i> | <i>Yes / No</i> |
| <i>Form checked by</i> | | <i>Inspection carried out</i> | <i>Yes / No</i> |
| | | <i>Date Input on Studentpad</i> | |