



University of Brighton

US

University of Sussex

code of standards

for resident landlords 2012-13

code of standards



Both universities have adopted a Code of Standards for private sector accommodation.

The purpose of the code is to enable landlords and tenants to agree a set of undertakings about how they wish to do business with one another.

The criteria in the code have been chosen to reflect a balance of common sense obligations and responsibilities between landlords and tenants and set standards that are achievable without significant expenditure of time and money and without prejudice to their respective legal rights.

Compliance with the code will ensure that:

- both partners enjoy the benefit of good standards of housing management and practice
- misunderstandings and disputes are reduced
- where problems occur they are promptly resolved.

Compliance with the Code of Standards is mandatory for all dwellings advertised on studentpad. The code is actively promoted amongst students searching for housing.

The Code of Standards

1.0 Equal opportunities

The University of Brighton is committed to providing a fair environment that embodies and promotes equality of opportunity and values the diversity of all members of our community. To reflect this, the host must ensure that there is no discrimination in the provision and letting of accommodation and that all students are treated respectfully and fairly. Discrimination on grounds of disability, gender, sexual identity, marital status, family or caring responsibilities, race, colour, ethnic origin, sexual orientation, age, gender identity, national origin, nationality, trade union membership and activity, political or religious beliefs, work or study pattern or contractual status may be unlawful as well as representing a breach of university policy.

2.0 Data protection

Personal data, i.e. any information from which a living person can be identified, is covered by the Data Protection Act 1998 whether it is stored manually or on computer. All personal information provided will be treated strictly in terms of the Act. This means that confidentiality will be respected, and that all appropriate security measures will be taken to prevent unauthorised disclosure. The data which we require is necessary for the proper administration of our relationship. We will not share information with other parties unless required to by law or unless authorised by the individual themselves.

3.0 Prior to letting, the resident landlord will ensure that:

3.1 Study bedrooms have the following:

- one bed with clean, stain free and firm mattress
- wardrobe
- mirror – securely fixed to wall
- chest of drawers with adequate storage
- desk or table (minimum size 2.5ft x 3ft) with a lamp
- upholstered desk chair which is suitable for study use
- book case or wall shelving;
- rubbish bin
- lined curtains or blinds are required for the bedrooms (with nets in ground floor rooms), and
- at least four electrical plug sockets

3.2 A copy of the current Landlord/Home Owner Gas Safe Record must be available to the student

3.3 All furnishings and furniture are clean, in reasonable condition and comply with the Furniture and Furnishing (fire safety) Regulations 1988.

3.4 Smoke alarms are in place, functioning and if battery operated, the battery is checked regularly and replaced at least annually.

3.5 All exit routes within the property (such as hallways and stairs) are as far as reasonably practical well maintained and free of obstruction.

4.0 During the period of the agreement resident landlords will ensure that:

4.1 Business is pursued in a professional, courteous and diligent manner at all times.

4.2 The student's right to privacy is respected. The resident landlord will not enter the student's bedroom without permission except in a genuine emergency.

4.3 Repairs are carried out punctually and effectively with consideration for the student's privacy.

4.4 The student has a clear understanding of the permitted use of kitchen facilities (washing machine and fridge/freezer for example).

4.5 The student receives instruction on the first day of occupancy on how to operate any domestic appliance they have access to.

4.6 The student receives instruction on how to operate any heating appliance or central heating system on their first day of occupancy. The extent of control that the student has over adjusting heating that affects other parts of the house, must be made clear at the outset.

4.7 All gas appliances are serviced and repaired by Gas Safe Register approved engineers.

4.8 All facilities for the storage, preparation and cooking of food are well maintained and easy to clean.

4.9 The student has use of an efficient vacuum cleaner.

4.10 The property is maintained free of avoidable and unnecessary hazards (as far as reasonably practicable).

4.11 The student is provided with working keys to the accommodation, which will include a key to the student's room (if it has a lock) and a key to your house or flat. If a key to a bedroom is provided the lock on the door concerned must be thumb release type.

5.0 Catering facilities

5.1 The resident landlord must provide the student with adequate facilities for cooking, dry food storage, refrigeration and washing up. The agreement with the student should specify any restrictions on times when the kitchen will be available and should make it clear exactly what kitchen facilities and equipment the student is entitled to use.

5.2 If accommodation is offered on a catered basis, the resident landlord must provide the student with good quality and nutritious meals. The resident landlord should allow the student access to the kitchen to make drinks and snacks. The agreement with the student should specify any restrictions on times when the kitchen will be unavailable and should make it clear exactly what kitchen facilities and equipment the student is entitled to use.

6.0 Damage and deposits

- 6.1 The resident landlord may charge the student a deposit and use it to pay for damage, taking into account fair wear and tear. The deposit charged should not exceed the equivalent of one month's rent.
- 6.2 The resident landlord must provide the student with a receipt to support all deposit deductions.
- 6.3 It is also recommended that the resident landlord ensures that their existing insurance policy covers them for loss and damage and that the insurer concerned is aware that students are in residence. Written receipts must also be issued where requested by the student for any monies demanded. Where transactions are undertaken in cash a written receipt will always be provided.

7.0 End of agreement

At the end of the agreement the student will be issued with clear guidelines regarding the standard of cleaning and other arrangements for bringing the agreement to an end so as to avoid misunderstandings at the end of the occupancy.

8.0 Management of disputes

Where disputes occur between the resident landlord and the student, reasonableness and promptness in dealing with the issues by both parties is the key to the amicable and effective resolution of problems. The resident landlord undertakes to maintain courteous professional relations with the student during any dispute.

9.0 Complaints

- 9.1 Where a complaint is made against the resident landlord or the student, this will be investigated by accommodation staff and wherever possible resolved to the satisfaction of both parties.
- 9.2 In the event that the resident landlord is deemed to be in breach of the code they will be removed from www.yourstudentpad.co.uk either permanently or for a designated period of time.

contact us

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Open 10am to 1pm and 2pm to 4pm
on Mondays, Tuesdays, Thursdays
and Fridays. 10am to 4pm on
Wednesdays.

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This publication is available in
alternative formats on request

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