



THE SCHEME LETTINGS POLICY - Relating to Properties for 2010/11

The following dates correspond to semester start times and avoid examination periods when students need to concentrate on study rather than accommodation needs. The start of semester two is 1st February, 2010.

1st December, 2009

Existing tenants may be contacted to ask if they wish to stay in their current property for a further year

1st January, 2010

Properties available for September 2010 available to view on The Scheme website www.the-scheme.com

Any students can book in a viewing to view any property with any landlord for a date no earlier than the Accommodation Fair

27th January, 2010

Existing tenants may be contacted to enquire if they would like to view properties with their existing landlord but should be encouraged to attend the Accommodation Fair

3rd February, 2010

Accommodation Fair - Exclusive and free to Scheme Members

Prior to the Accommodation Fair there is to be NO:-

- **Advertising/marketing in any form referring to lettings for September 2010. Letters sent out to existing tenants must not include marketing of any kind**
- **Viewings/Contracts signed before the Accommodation Fair with the exception of existing tenants**

Landlords must adhere to the above policy as part of their agreement as a Member of The Scheme as detailed in the Landlords Handbook. Penalties may occur if Landlords are found to be in breach of the above policy or those of the Handbook.