



Information for Landlords offering Student Accommodation 2010-11

INFORMATION FOR LANDLORDS OFFERING STUDENT ACCOMMODATION

How do I register my property?

Student Services operates the Accommodation Service and can be contacted on 01202 363242/363031 or email studentadvice@aucb.ac.uk

You can register your accommodation directly on to the website (www.aucbstudentpad.co.uk) or by completing and returning a registration form. Properties will only be registered and displayed on the website once we are in receipt of a copy of your current gas safety certificate, Energy Performance Certificate number, name of Tenancy Deposit Protection Scheme used and the registration fee. Please also provide the electrical certificate for all properties registered if available.

How much does it cost?

For 2010/11 the registration fee will be £40 for one property registered, £55 for two – five properties and £75 for six or more properties (please make your cheque payable to the Arts University College at Bournemouth). Alternatively you can pay by card by contacting our finance office on 01202 363214. If registering lodgings accommodation, either catered or self-catering, no registration fee is charged. When registering your accommodation with us please complete all sections on the form as thoroughly as possible.

What happens next?

The details you provide will be entered on to our database and will be available to students via our website and from our noticeboard. The students will contact you directly to arrange to view the properties. We will be holding Accommodation Days in April, July and August, which are particularly busy days for students arranging flat and house shares and you may expect a number of telephone calls. Alternatively you are welcome to attend these days if you have registered your accommodation with us.

Please note if we need to arrange lodgings accommodation for students under the age of 18 on 1st September 2010, landlords, and other adults living in the property, will be required to complete a Criminal Records Bureau check to safeguard the students.

It is your responsibility to ensure that properties conform to all relevant legislation including the Housing Act 2004.

Please Note: The University College accepts no legal responsibility or liability to any party in matters of the provision of accommodation and can give no legal advice.

GUIDELINES FOR LANDLORDS OFFERING SELF-CONTAINED ACCOMMODATION

- The University College cannot enter into the contracting process between landlords and students. Students should be made aware of the length of the tenancy before viewing and given time to read the contracts before signing.
- Students should always be given a receipt for any payments made (i.e. deposit, rent etc.) and a copy of the contract.
- Deposits held by landlords should not be greater than one month's rent. The deposit should be returned as soon as possible after the end of the tenancy providing no damage or deterioration, other than wear or tear, has been caused, keys returned and no debts incurred. Details of the Tenancy Deposit Protection Scheme being used by the landlord must also be provided to the tenants.
- It is advisable that an inventory is made of furnishings, furniture and equipment in the property. This should be signed by both student and landlord to avoid any disputes at the end of the tenancy. It may also be useful to take photographs. An outline inventory is available on request from Student Services or from the accommodation website www.aucbstudentpad.co.uk.
- Student Services recommends that landlords contact their insurance company to check whether housing students has any implications for the validity of their insurance policy. Students are advised to take out an insurance policy to cover their personal belongings.
- Students, as tenants, are entitled to the 'quiet enjoyment' of the property and landlords should only visit by agreement

and with prior consultation of at least 24 hours. Under no circumstances should a landlord let himself into a property, unless this has been agreed by the tenant or in the case of an emergency.

- Landlords are asked to deal with repairs as soon as practically possible. Students should always have at least a working contact telephone number for their landlord or agent. Students experiencing a serious disrepair will be advised to report this to the Environmental Health Office or Citizens Advice Bureau.
- An Energy Performance Certificate must be provided for all self-contained accommodation. It is not required when a tenant rents a room and shares facilities and has a separate contract.

MINIMUM STANDARDS/REQUIREMENTS

The minimum requirements expected by the University College for self-catering accommodation are detailed below.

Suitable flooring/carpeting and window covering is a standard requirement in all rooms.

The heating and hot water systems should be in good working order and an acceptable decorative standard is required throughout property.

The equipment provided should be sufficient for the number of students resident.

Kitchen

Cooker

Fridge

Freezer

Kitchen units

Washing Machine - if possible

Crockery, cutlery and cooking utensils

Kettle

Iron & Ironing Board

Cleaning Equipment

Rubbish Bin

Lounge

Armchairs, Sofa
Coffee Table

Dining Area

Dining Table and Chairs

Bedrooms

Bed
Wardrobe & Drawers
Desk - if sufficient space
Chair

Bathroom

Bathroom suite, (including Toilet if not separately provided).

Toilet***Smoke Alarms on all floors******Garden***

Maintenance equipment (if tenants' responsibility)

GUIDELINES FOR LANDLORDS OFFERING LODGINGS ACCOMMODATION

- Students are advised that they may be expected to pay a deposit of up to a maximum of one months rent. This money should be returned on completion of their stay providing no damage or deterioration, other than wear or tear, has been caused, keys returned and no debts incurred.
- Rent amounts and payment dates should be agreed between student and landlord; rent is usually paid weekly or monthly.

- It is advisable that an inventory is made of all items etc in rooms students have sole use of. This should be signed by both student and landlord to avoid any disputes at the end of the student's stay. An outline inventory is available on request from Student Services or from the accommodation website www.aucbstudentpad.co.uk.
- Student Services recommends that landlords contact their insurance company to check whether housing students has any implications for the validity of their insurance policy.
- Landlords are entitled to make reasonable "house rules" and expect them to be observed. It is in everyone's best interest that these are explicitly stated when the students take up residence. These "house rules" may cover the use of the telephone for receiving or making calls, and also visitors. Students may often have visitors but this should be agreed with the landlord.
- The use of a washing machine is at the landlord's discretion; however an ironing board should be available for student's use.
- Students may, at times, be away from their accommodation for various reasons (e.g. work placements, visits or illness). Landlords often reduce rent payments at their discretion in these circumstances.
- Students often change accommodation during the academic year and are expected to give reasonable notice, ideally of 28 days, but no less than the frequency of rent payments (1 weeks notice if rent is paid weekly, 28 days if rent is paid monthly, etc.). Notice can be served, preferably in writing, by either party and would normally be on a rent date. This notice period might include University College holidays. Student Services does request, however, that landlords operate with a degree of flexibility on the subject of notice, and wherever possible come to an arrangement that is acceptable to both parties.

MINIMUM REQUIREMENTS

The minimum requirements expected by the University College for facilities in lodgings accommodation are detailed below:

- Bed, breakfast and evening meal and use of an electric kettle to make a hot drink when required, if catered accommodation.
Students may occasionally ask to use the kitchen to cook their own meals or to make snacks. This would be at the landlord's discretion.
- Use of the kitchen to prepare meals at all reasonable times if self-catered accommodation.
Students would be expected to clear up after themselves and leave the kitchen as they found it.
- Storage/hanging space for clothes and personal belongings within reason.
Students are advised only to bring essential items and to check with the landlord before arriving with television, computer, hi-fi, heater, surf board etc.
- Regular laundering of bed linen and cleaning of room.
Students are expected to make their own beds and keep their rooms tidy to allow for them to be cleaned by the landlord – usually on the day the bed linen is changed. Students failing to do this may be asked to clean their own rooms.
- Suitable studying facilities, either in a study-bedroom or quiet room in the house containing a desk or table and with adequate heating and lighting.

Term Dates 2010-2011

Autumn Term

FE Commences	6 th September 2010
HE Induction Week	27 th September 2010
HE Term Starts	4 th October 2010
Term Ends	17 th December 2010

Spring Term

Term Starts	10 th January 2011
Term Ends	8 th April 2011

Summer Term

Term Starts	26 th April 2011
Term Ends	3 rd June 2011

Graduation	1 st July 2011
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