

†GUIDANCE NOTES TO ASSIST IN COMPLETION OF PROPERTY APPLICATION FORM

Contact Details

Please print name, address, telephone and email addresses clearly.

Please indicate which is the first choice telephone number to appear on your advert. This is the number that prospective tenants will have to contact you on. Please think carefully about how easy it will be for them to get hold of you and how quickly you will be able to show them around.

Our preferred method of communication with landlords is by e-mail. Please notify us as soon as possible if your e-mail address (or any other contact details) changes during the course of the year.

For landlords who do not have access to e-mail, don't worry, we can continue to send you information by post.

Property Address

Please note that only the name of the road will appear on your advertisement. You will need to advise prospective tenants of the house number when they arrange to view the property.

Property Type

Please indicate the type of property you are advertising:

For shared houses/flats you will need to indicate the range of rents for each room within the house (lowest and highest).

For self contained properties and family houses you will need to indicate the rent for the whole property.

Please note that we do not have many properties that are suitable for letting to students with families. If you feel that your property could also be suitable for a family, please indicate this on the form and we shall contact you to discuss the advertising options.

Size of property

Please indicate the total number of lettable bedrooms within the property and also how many bedrooms will be available for letting (you may have individual tenants who are staying on).

'Property only to be let as a whole' will appear on the advert if you select YES. This means that you are only prepared to accept groups of students on a joint tenancy contract. If you would also consider individual students on separate contracts please select NO and no text will appear. Please note that we do have an increasing amount of students looking for off-campus accommodation who are not part of a group.

If you do let your rooms on an individual basis, you must include payment of the utility bills in the rent. There would be no legal relationship between the tenants in the house and therefore no fair method for them to agree to pay the costs between themselves. In these circumstances the landlords needs to take responsibility for the supply of utilities and charge as appropriate.

Rent details

We would recommend that you research carefully, market rent levels for comparable properties. Rent level continues to be the single most important factor when students decide which properties

they would like to view. Your advert can display a lowest and highest rent range for the rooms within your house.

If you would like undergraduate students to accept a contract over the summer, you may wish to consider offering a discount for that period. The advert can display text explaining what you are offering i.e. half rent Jul/Aug or 50% discount. Please note that if you are charging any rent for that period, it must still be possible for them to occupy the property if they wish. You could state that the discount would only apply whilst the property was unoccupied. Please complete the form indicating how you would like to express any discount in the advertisement.

Feedback from students also indicated that they are attracted to properties that include the payment of utility charges in the rent. Each item included will appear individually in the advertisement. If you are prepared to offer either an inclusive or an exclusive rent, you should choose which option you display as the rent details and include details of the alternative within the description of the property.

When completing the period that the property will available to and from, please take into account; when your current tenants are vacating, any work that you need to carry out before tenants can occupy the property, your preferred contract length and the academic timetable for the year. Postgraduates would normally be looking for accommodation from the end of September for a 12 month period.

Property description

This is your opportunity to give details of any features of the property that you wish to emphasise. Be very careful to make sure that all details are objective, accurate and could not be misleading in any way.

'One house' Grade criteria

All properties advertised with us MUST meet these criteria. Please use this application form as your check list to ensure that your property is compliant.

'Two house' grade criteria

This grade recognises properties that offer additional features. In order to qualify, the property must comply with all of the mandatory requirements (marked with asterisks), plus two additional items from any of the categories.

Large communal TV (with TV licence) – If as a landlord you provide a television in the property for the tenants use, you MUST also provide the TV licence as you are removing their choice to have a television.

Double/4 foot beds in double bedrooms – we would not necessarily expect that you would have sufficient space for a larger bed in every room, but to meet these criteria all of the double rooms must have a larger bed.