



Information for Landlords offering Student Accommodation 2012-13

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INFORMATION FOR LANDLORDS OFFERING STUDENT ACCOMMODATION

How do I register my property?

To register with us your property must be accredited with one of the following schemes (unless you are offering lodgings or 'shared with landlord' accommodation):

The Bournemouth Responsible Landlord Accreditation Scheme, information on this can be found at
<http://www.bournemouth.gov.uk/Housing/PrivateHousing/TheBournemouthResponsibleLandlordAccreditationScheme.aspx>

The National Landlords Association Accreditation Scheme:
<http://www.landlords.org.uk/accreditation/landlords>

By only registering properties from accredited landlords we aim to reassure our students that they can expect a high quality of service from our registered landlords. Accreditation with both of the above schemes is free and although landlords are required to be members of the National Landlords Association, most landlords recoup the NLA subscription fee through the discounts and benefits offered.

In order to register your property with the Arts University College at Bournemouth simply forward a copy of your accreditation certificate to along with the registration fee.

The 2012 cost of registering and advertising properties on the Arts University College studentpad website is as follows:

£55 for one property advert
£70 for 2 -5 property adverts
£90 for 6+ property adverts

There is no charge for Lodgings or Shared with Landlord accommodation but we will require a current gas safety certificate. (An accreditation certificate is not required for this type of accommodation).

What happens next?

The details you provide will be entered on to the auctstudentpad database and will be available to students via this. The students will contact you directly to arrange to view the properties. We will be holding Accommodation Days in March, 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 already registered your accommodation with us.

Please note if we need to arrange lodgings accommodation for students under the age of 18 on 1st September 2012, 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.
- 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 month's 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, 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.