



Dear Landlord,

Firstly we would like to take this opportunity to thank you for your enquiry. Please find enclosed our advertising pack as requested.

Registered properties will have a full page brochure style advert on our **Studentpad** website detailing all the important features.

Studentpad have now included a landlord guide to the Information page on the control site. This will give more details on how to use your site.

There are 4 forms included in this pack:

**For you to keep:**

- Information and Advice for Landlords
- **Sample** Assured Shorthold Tenancy Agreement

**To be returned:**

- Landlord Registration Form – This information can be put directly onto the website. This is the cheaper option – please see the Property Registration Payment Details Form
- Property Registration Payment Details Form

You can also include *photographs free of charge*.

***Don't forget... we need:***

**Gas Safety Certificate**

If you have any gas appliances in the property you will need to provide us with a valid Gas Safety Certificate in order for us to list the property.

**Electrical Certificate**

**Licensing**

It is a requirement for properties with 3+ occupiers to be licensed through the local council. To be registered, you will need to provide us with a valid licence certificate.

**All certificates can be directly uploaded onto your adverts**

**Rent Levels**

These should be listed as a weekly amount for advertising so that students can make quick comparisons between properties. (If you prefer to list the rental *on your contract* as a monthly or annual amount, this is fine.)

We hope that you have a successful letting year. Should you have any queries about the registration process please contact us on +44 (0)1792 295101 or email [sas@swansea.ac.uk](mailto:sas@swansea.ac.uk)

Yours sincerely

Steve Daniels  
Manager, Student Accommodation Services

**Private Sector  
Registration  
2016**  
***Information and Advice  
for Landlords***

***Student Accommodation Services  
Residential Services  
Penmaen Residence  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP***

***Tel: +44 (0)1792 295101  
Email: [sas@swansea.ac.uk](mailto:sas@swansea.ac.uk)***



# **SAS TERMS AND CONDITIONS**

## **FOR LANDLORDS USING STUDENTPAD**

The registration is “live” for 9 months only – 1<sup>st</sup> February 2016 until 31<sup>st</sup> October 2016 and covers properties for 2016/2017 academic year. From 1<sup>st</sup> November 2016 until 1<sup>st</sup> February 2017 the website is cleared ready for the process to begin again but a hard copy will be made available to students looking for the current academic year.

Landlords who wish to advertise their properties for the year 2017/2018 will have to wait until February 2017.

**NB Any landlord found to be advertising properties outside of these dates will be automatically removed from all means of advertisement with immediate & permanent effect.**

Only properties being let **directly** by landlords may be included on the university register. As a result landlords are not able to advertise their property(ies) with any local letting agency during the registration period. The University have no association with any local letting agency as operate our own Tenant Find and Managed Property Services. Any landlord found using the Studentpad website as well as a letting agency will be removed from the website immediately.

**Please note the university is prohibited from advertising properties where tenants are excluded on the basis of colour, race or sex under the Sex Discrimination Act 1975, the Race Relations Act 1976 and the Equality Act (Sexual Orientation) Regulations 2007.**

Landlords are required to advertise the correct property at all times i.e. landlords are not able to advertise 1 property and keep that property live once let and direct students to additional properties they might have, but not advertised on Studentpad, of the same size. Each individual property must be advertised. Any landlords found to be doing this will be removed from all means of advertising immediately and permanently.

In agreeing to make available the information which you have provided to the University, to advertise your property as being available for letting, the University does not accept any liability whatsoever that it may suffer or otherwise incur as a consequence of the information which you have supplied being found to be misleading or inaccurate in any way, or arising out of the state and condition of your property.

## **STUDENTPAD – ONLINE HOUSE-HUNTING**

We have received good feedback from students and landlords: in particular students have commented on the ease with which they are able to search on price range, location, number of bedrooms required and other characteristics such as photographs of the property, helping to speed up the process of property lettings.

## **LANDLORD REGISTRATION FOR STUDENTPAD**

You can register online by going to [www.swanseastudentpad.com](http://www.swanseastudentpad.com) and click on 'Agent/Landlord' and follow the registration process to register your details and properties.

## **CONTROLPAD – MANAGE YOUR PROPERTIES ONLINE**

Controlpad has been specifically designed to provide the busy Landlord with a secure, flexible, bespoke property management package. You can manage and edit your property advertisement. Further information is provided when you register an email address with us.

Please see [www.control.studentpad.co.uk/login](http://www.control.studentpad.co.uk/login)

## **CORRESPONDENCE**

Most correspondence is by email therefore if you have not already done so, please let us know your email address. This is also used to send you regular updates and information.

## **PHOTOGRAPHS**

These make a huge difference to your advertisement and you can display unlimited photos of your property online. If you have not already done so, we would actively encourage you to upload the photos as soon as possible.

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## **TENANCY AGREEMENTS**

Student Accommodation Services receives a variety of requests from students to clarify the conditions included in a signed Tenancy Agreement. Our advice to both landlords and students is to discuss all the terms before signing an agreement so that both parties are clear of their obligations.

Although staff at SAS will help students and landlords who wish to negotiate agreements, it is emphasised that staff are not acting as agents nor are they competent to give legal advice.

Please consider the following carefully when issuing a Tenancy Agreement:

- Identification of the property that is let under the agreement
- Identification of the parties
- Rent – questions that need to be answered
- Types of Agreement
- Period of Tenancy
- Payments other than rent
- Inventory
- Repairs
- Clauses to include

## Identification of the property that is let under the agreement

There are two options available here:

### **1 One tenancy is granted for a whole property:**

#### **i. A group of students are granted a Joint Tenancy**

This makes the group of students jointly and severally liable for the property, and the rent should therefore be quoted for the whole property and not on an individual room basis. If a member of the group leaves, the whole rent must still be paid. This type of agreement is obviously of benefit to the landlord, as the rent is guaranteed and you will not need to look for a new tenant if one student moves out. However, whilst the remaining students will need to find their own replacement for the vacancy they will be entitled to make their own choice for the replacement tenant and it would be difficult for a landlord to object. All tenants also have joint responsibility for any damage done anywhere in the property.

#### **ii. One student agrees to rent a whole property**

(This student may at a later date be able to sublet rooms to other people with the permission of the landlord). The student named on the contract is individually responsible for paying the full rent and ensuring all the tenant obligations are kept.

### **2 A number of tenancies are granted to separate individuals for one property, with certain parts of the property being for shared use:**

#### **i. A student is granted exclusive use of a particular room in the property**

The communal facilities are shared (landlord to clarify which facilities are shared)

#### **ii. A student may have exclusive use of a flatlet**

Only the entrance door/stairway is shared.

In each case the particular rooms/areas of the property which are for shared use should be identified

Where separate tenancy agreements are used, each student is only responsible for paying the rent for the rooms which are for their exclusive use. Therefore if a student decides to leave the accommodation, the remaining tenants are not responsible for making up the shortfall in rent, nor are they responsible for finding a replacement tenant.

## Identification of the Parties

The tenant is legally entitled to know the name of the landlord, even if the contract is signed with an agent. Therefore the landlord's name, address, and telephone number should be clearly stated on the agreement, so that the students know who is responsible for the property and how to contact that person. Similarly the student should give a permanent/home address so that the landlord has some way of contacting them during vacations or in the event they leave the premises.

***Both parties should sign the agreement and retain a signed copy.***

## Rent - Questions that need to be answered

- **The amount of the rent and period it covers?**

e.g. amount weekly, 4 weekly, calendar monthly and when and how frequently it should be paid e.g. first day of month, weekly, termly in advance.

- **How the rent should be paid?**  
e.g. by post, into the landlord's bank, the landlord will call to collect it.
- **What does the rent include?**  
e.g. water rates, heating and / or services e.g. cleaning of communal areas.

### Types of Agreement

The Housing Act 1996 came into effect on 28th February 1997. This means that generally all new lettings of self contained accommodation created on or after this date will effectively be **new style Assured Shorthold Tenancies**. The minimum period for letting under this tenancy is 6 months and a Landlord cannot attempt to recover possession during this initial period unless the tenant is in breach of contract. The tenancy can be formalised by using a single document tenancy agreement.

As **resident landlords** do not grant exclusive possession of a property they are not able to use Assured Tenancies. In order to protect their interests before agreeing to let rooms in their own home they should seek additional legal advice before signing a contract.

### Period of Tenancy

The start date of the tenancy needs to be clarified during the initial discussions. This is the day when the tenant may move into the property and from which rent is due. If a property is being reserved by students for the new session the tenancy start date should be the day when the retainer payment first comes into effect. eg. 1st July.

-Is the tenancy for a fixed/defined period of time or is it open ended?

Whilst the tenancy start date must be made clear, it is optional for the landlord to agree an end date. Thus 2 different types of new style Assured Shorthold Tenancies can be created under the 1996 Housing Act:-

i. ***Fixed Term/ Defined Tenancy***

The landlord agrees to let the property for a specified period of time, and cannot end the tenancy before the fixed term expires, unless the tenants have broken their tenancy conditions. At the end of the fixed term the owner has an absolute right to possession provided the correct statutory procedures have been followed -ie 2 months notice has been served.

ii. ***Open Ended Tenancy***

In this situation the landlord leaves the end date undefined/ left open. Whilst the landlord is still committed to letting for the minimum 6 month period, he can choose to end the tenancy at any time once the initial 6 months has lapsed, or at any later time, after serving on the tenant 2 months notice. Following this the landlord is absolutely entitled to vacant possession of the property and the tenant must leave.

The tenant may end the tenancy at any time after the initial 6 months of the contract by giving the landlord 1 month's written notice of this intention, or at any time if an appropriate break clause is included.

**Please be advised that unless a tenancy includes a clause entitling notice to be given for a student to vacate the premises during the contract they are bound to**

**the full term of the licence.** A notice clause is written into the University's standard tenancy agreement.

In situations where a landlord has given the tenant notice to vacate the property, and the tenant does not move out, the landlord must obtain a court order before obtaining possession of the premises. **It is a legal offence for a landlord to attempt to remove a tenant or their belongings from a property without a court order.**

In other types of tenancy e.g. lettings where there is a resident landlord, both parties are able to end the contract by giving 4 weeks notice in writing.

### **Payments other than rent (Deposit/Retainer/Advance Rent)**

When students agree to take on a property it is normal to make a payment to the landlord at the time the tenancy agreement is signed. This may be a deposit (or bond), a retainer for the summer period or the first month's rent in advance. All three should not need to be paid in advance.

Landlords are advised to charge a damage deposit/bond, to safeguard against damages, loss or unpaid bills which may result from letting. The deposit/bond is retained for the whole tenancy and should only be returned once it has ended, provided no damage or breakages have occurred and the property has been left in a reasonable condition. **As of 6 April 2007, all deposits (for rent up to £25,000 per annum) taken by landlords and letting agents for Assured Shorthold Tenancies in England and Wales, must be protected by a tenancy deposit protection scheme.**

Some landlords charge a retainer to cover time in the summer when the property would otherwise be vacant, and available for letting. The purpose of a retainer is to allow the landlord to keep the property unlet so that no complications of letting could jeopardise the new tenancy taking effect. The University recommends that any retainer is defined within the tenancy agreement and functions as a reduced rental payment.

If rent in advance is charged this should be offset against the first rent payment due from the student.

You should always issue the Tenants with a receipt for any advance payment specifying the purpose of the payment.

### **Inventory**

An inventory of furniture and fittings should be prepared by the landlord and attached to the tenancy agreement. Students must check this list noting any damages/ dilapidation: any damaged/missing items at the end of the tenancy will be the student's responsibility and may be recharged. If no inventory is available the students may create their own and forward a copy to the landlord.

### **Repairs**

Tenants will normally be responsible for the repair/replacement of any items of damage caused by themselves or their visitors, excepting fair wear and tear. The landlord is responsible for repairs to the structure and exterior of the premises as well as the installations for the supply of water, electricity, gas and heating appliances as covered by sections 11-17 of the Landlord and Tenant Act 1985. Landlords should be aware that repairs should be completed within a reasonable time. Failure to do so may entitle the tenant to a compensation payment for the delay.

The Gas Safety Regulations 1994 require property owners to service the gas appliances in their accommodation annually and to display the certificate of this service in a prominent position in the property.

All furniture in furnished lettings should be fit for their purpose and comply with the restrictions of the Consumer Protection Act.

### **Clauses to include**

The following clauses will usually be included:

- i. Landlord will grant "quiet enjoyment".  
In plain English this means that the accommodation becomes the tenant's home and the landlord should not interfere with its use as a home provided the tenancy agreement is not broken.
- ii. Tenant will not sub-let or part with possession of the premises.
- iii. Tenant will allow Landlord to enter premises at pre-arranged times.  
Normally this means that at least 24 hours notice should be given. The tenant is not entitled to refuse landlord entry.
- iv. Tenant will leave the premises in reasonable condition at the end of the Tenancy.

Other clauses may be included - e.g. no pets allowed.

Landlords should be aware of the additional responsibilities and obligations that are implied into the Tenancy by Statute and Common Law, including the Defective Premises Act 1972 and the Occupiers Liability Act 1957.

For the information of both students and landlords a suggested Assured Shorthold Tenancy Agreement is attached.

*Tenants have a responsibility to return the property in the same condition they took it on.*

\*From 6<sup>th</sup> April 2007 all tenancy deposits must be protected in a government-authorised scheme. This new rule applies if the tenancy is an Assured Shorthold Tenancy.

Within 30 days of taking the deposit, the landlord must provide the tenant with the details of how the deposit is being protected including:

- Contact Details of Tenancy Deposit Scheme
  - Contact Details of Landlord
  - Details of how to apply for release of the deposit
  - What to do if there is a dispute about the deposit
-



## **CONTRACTS – INDIVIDUAL OR JOINT?**

All landlords should use a written tenancy or contract to clarify the terms of their agreement and prevent misunderstandings.

### ***Individual tenancy***

Each student signs a separate contract; rent, deposit etc. quoted per student. You can negotiate separately with each individual.

### ***Joint tenancy***

One document signed by all parties; rent, deposit etc. quoted for the whole property. You can negotiate only with the group as a whole. Unless you have a compelling reason for using a joint contract, the University recommends individual contracts with students as being easier to manage.

## **GAS SAFETY**

While you should have a valid 'Landlords Gas Safety Certificate' at all times, it is particularly important that you are able to make it available to students at the beginning of their tenancy. **In addition, please remember to send a copy to SAS each time you renew your certificate, as it is part of your annual registration.**

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## **TENANCY DEPOSIT SCHEME**

Please remember the Tenancy Deposit Scheme came into force on the 6<sup>th</sup> April 2007. All landlords letting property using an Assured Shorthold Tenancy and taking a damage deposit or bond must protect the deposit in a government-authorised tenancy deposit scheme.

Failure to protect a tenant's deposit could result in your being ordered to repay three times the amount to the tenant.

Further information on the Tenancy Deposit Scheme can be found by visiting [www.direct.gov.uk/tenancydeposit](http://www.direct.gov.uk/tenancydeposit)

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## **HMO LICENSING**

The City and County of Swansea has been busy over the past 12 months introducing both **Mandatory** and **Additional Licensing Schemes** for Houses in Multiple Occupation. Landlords needing advice, especially those who have not licensed their property, should speak to a member of the HMO Team Tel: 01792 635600. Further information can also be found by visiting the Council's website [www.swansea.gov.uk/hmos](http://www.swansea.gov.uk/hmos)

***Failure to License an applicable property is an offence and the landlord can be fined up to £20,000***

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# SAMPLE

ASSURED SHORTHOLD  
TENANCY AGREEMENT

**2016**

Although Student Accommodation Services will help students and landlords who wish to negotiate agreements, it is emphasised that officers are not acting as agents nor are they practised to give legal advice.

ACCORDINGLY, THE UNIVERSITY IS IN NO WAY PARTY TO ANY AGREEMENT MADE AND CANNOT ASSUME RESPONSIBILITY FOR ITS TERMS OR ITS PERFORMANCE.

## ASSURED SHORTHOLD TENANCY

This Agreement is made on : \_\_\_\_\_ (Date DD/MM/YY)

### Between (1) The LANDLORD:

TITLE: MR / MRS / MISS / MS / DR    OTHER (PLEASE STATE) _____	
FIRST NAME: _____	SURNAME: _____
HOME ADDRESS: _____	
POST CODE _____	
TELEPHONE NO: _____	MOBILE NO: _____
EMAIL ADDRESS: _____	
Agent's Name (if applicable) _____	

### AND (2) The TENANT/S:

NAME: _____	
HOME ADDRESS: _____	
POST CODE _____	

This Agreement is intended to give rise to an Assured Shorthold Tenancy as defined under the Housing Act 1996.

The Landlord agrees to let and the Tenant/s agree(s) to take the Flat House /Room (referred to below as 'the premises') known as:

ROOM NUMBER _____
ADDRESS OF PROPERTY : _____
POST CODE _____
With shared use of: _____
(Together with the fixtures, furniture and effects described in the attached inventory).

<b>TENANCY PERIOD:</b>	
FROM: _____	(TENANCY START DATE)
TO: : _____	(TENANCY END DATE)
At a rent of £ _____	Per: _____ (Week / 4 weeks / Calendar Month)
<i>Payable in advance.</i>	
Refundable damage deposit: £ _____	*(see further information)

## **GENERAL TENANCY CONDITIONS**

### **Tenant's Obligations**

- A The Tenant agrees to pay the rent (which is fixed throughout the length of the Tenancy) as stated above in the following manner:
- 
- 
- B The Tenant must not share the possession or occupation of the premises or any part thereof with any persons without the written consent of the Landlord.
- C The Tenant must keep the inside of the premises and furniture and fittings clean. The Tenant is responsible for any damage caused wilfully or by neglect on the part of his /her household or visitors except for fair wear and tear. This includes replacement of broken glass in windows and doors and the repair or replacement of any equipment, furnishings or fittings as provided by the Landlord and shown in the attached inventory.
- D The Tenant must report to the Landlord in writing any disrepair or defect for which the Landlord is responsible.
- E The Tenant will allow the Landlord or his agent to enter the premises at pre-arranged convenient times to examine the condition of the premises. (The Tenant is entitled to receive 24 hours prior notice.)
- F The Tenant will pay for all gas and electricity used during the Tenancy.
- G The Tenant agrees to pay for the cleaning of all blankets, curtains, floor coverings etc. which have been soiled during the Tenancy allowing for reasonable use.
- H The Tenant agrees to leave the premises and the furniture and effects at the end of the Tenancy in good order and in clean condition.
- I The Tenant agrees not to cause a nuisance either personally or as a result of visitors, to the Landlord, other Tenants, or neighbours.
- J If the Tenant comprises more than one person, all persons are jointly and severally responsible for all aspects of the tenancy for its full duration.

### **Landlord's Obligations**

- A The Landlord is responsible for keeping the exterior and structure of the premises in good repair, and for keeping in good and working order any installations for space heating and sanitation, water, gas and electricity provided by the Landlord as covered by section 11- 17 of Landlord and Tenant Act 1985.
- B The Landlord will pay water rates and property taxes.
- C The Landlord will insure the premises, furniture and fittings against damage by fire and other perils against which it is usual to insure.

D The Landlord will allow the Tenant quiet enjoyment of the premises.

### Ending the Tenancy

Forfeiture: Provided that if the Rent or any part thereof shall be in arrears for 14 days after the same shall have become due whether legally demanded or not or if there shall be a breach of any of the obligations on the part of the Tenant the Landlord may re-enter the Premises or any part thereof in the name of the whole and immediately thereupon the Tenancy shall absolutely determine without prejudice to any other rights and remedies of the Landlord.

#### **Tenant may end the Tenancy by giving 4 weeks notice in writing.**

The Landlord is prohibited from seeking possession during the first 6 months of the Tenancy, or the period of the fixed term. The Landlord may bring the Tenancy to an end after the initial 6 month period by serving on the Tenant not less than 2 months' notice stating that the Landlord requires possession of the Premises, or absolutely after the expiry of the fixed term.

SIGNED:

The LANDLORD: \_\_\_\_\_

***In the presence of:***

\_\_\_\_\_

SIGNED:

The TENANT:

\_\_\_\_\_

***In the presence of:***

\_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_



## STUDENTPAD LANDLORD REGISTRATION FORM 2016-2017

**PLEASE USE BLOCK CAPITALS**

**LANDLORD DETAILS:**

**TITLE:** MR / MRS / MISS / MS / DR OTHER (PLEASE STATE) \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POST CODE** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_ **MOBILE NO:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

*Email is our preferred method of correspondence as it offers the quickest and most efficient way of contacting you*

**PROPERTY DETAILS:**

**ADDRESS OF PROPERTY TO BE ADVERTISED:**

\_\_\_\_\_ **POST CODE** \_\_\_\_\_

**DATES PROPERTY IS AVAILABLE TO RENT:**

**FROM:** \_\_\_\_\_ **TO** \_\_\_\_\_

**HOW MANY ROOMS ARE THERE AVAILABLE TO LET IN THE PROPERTY:** \_\_\_\_\_

**MAIN DETAILS:**

**Accommodation Type (PLEASE CIRCLE):** House / Flat / Room / Studio

**Living Arrangement (PLEASE CIRCLE):** Shared/Whole Property, Resident Landlord/Host Family

**SHARED FACILITIES: (PLEASE TICK ✓ )**

WASHING MACHINE	<input type="checkbox"/>	MICROWAVE	<input type="checkbox"/>	SHOWER	<input type="checkbox"/>
DOUBLE GLAZING	<input type="checkbox"/>	FRIDGE FREEZER	<input type="checkbox"/>	LOUNGE	<input type="checkbox"/>
TELEPHONE POINT	<input type="checkbox"/>	BROADBAND INTERNET	<input type="checkbox"/>	FURNISHED	<input type="checkbox"/>
TUMBLE DRYER	<input type="checkbox"/>	TELEVISION	<input type="checkbox"/>	GAS HOB	<input type="checkbox"/>
ELECTRIC HOB	<input type="checkbox"/>	GAS COOKER	<input type="checkbox"/>	ELECTRIC COOKER	<input type="checkbox"/>

**PRIVATE FACILITIES (PLEASE TICK ✓ )**

EN-SUITE	<input type="checkbox"/>	TELEVISION	<input type="checkbox"/>	MEAL OPTION	<input type="checkbox"/>
OFF ROAD PARKING	<input type="checkbox"/>	DOUBLE BED	<input type="checkbox"/>		

**OTHER FACILITIES (PLEASE STATE):**

**SAFETY & SECURITY (PLEASE ✓ THE FOLLOWING ITEMS THAT APPLY)**

- SMOKE DETECTORS  BURGLAR ALARM?  FIRE EXTINGUISHER   
FIRE BLANKET  FIRE ALARM SYSTEM:  GROUND FLOOR WINDOW LOCKS   
FIRST FLOOR WINDOW LOCKS  FRONT DOOR DEAD LOCK   
DOOR CHAIN  BOLTS ON BACK DOOR  BOLTS ON FRONT DOOR

**SUITABLE FOR (PLEASE ✓ THE CATEGORIES THAT APPLY)**

- COUPLES  STAFF  SMOKERS   
FAMILY  POSTGRADUATE  UNDERGRADUATES

**HEATING (PLEASE ✓ THE FOLLOWING ITEMS THAT APPLY)**

- ELECTRIC CENTRAL  GAS CENTRAL  ELECTRIC FIRE   
GAS FIRE  CENTRAL HEATING  CONVECTOR HEATING   
WALL HEATERS  GAS HEATING  COMMUNAL HEATING SYSTEM   
NIGHT STORAGE  GAS COMBI BOILER  ELECTRIC HEATERS   
COMBI BOILER  GAS & ELECTRIC  OIL   
INSTANT HOT WATER  ELECTRIC IMMERSION  GAS IN TANK   
ELECTRIC UNDERFLOOR  ELECTRIC WARM AIR  GAS RADIATOR

**CERTIFICATION (PLEASE ✓ THE FOLLOWING ITEMS THAT APPLY)**

Does the property have Gas?: YES  NO

Gas Certificate Expires: \_\_/\_\_/\_\_

Electrical Certificate Present?: YES  NO

Electrical Certificate Expires: \_\_/\_\_/\_\_

EPC Reference: \_\_\_\_\_

Tenancy Agreement: INDIVIDUAL ASSURED SHORTHOLD TENANCY

JOINT AND SEVERAL ASSURED SHORTHOLD TENANCY

LAST FIRE ALARM CHECK: \_\_/\_\_/\_\_

**ACCREDITATION (PLEASE ✓ THE FOLLOWING ITEMS THAT APPLY)**

ACCREDITATION REGISTRATION DATE : \_\_/\_\_/\_\_

LOCAL AUTHORITY CERTIFICATION DATE: \_\_/\_\_/\_\_

COMPLIANCE CERTIFICATE EXPIRY: \_\_/\_\_/\_\_

**ADVERT (PLEASE ✓ THE FOLLOWING ITEMS THAT APPLY)**

**HOW MANY ROOMS ARE AVAILABLE TO RENT? :** \_\_\_\_\_

**DO YOU OFFER A PRICE PER PERSON?** FROM TO  
WEEK £\_\_\_\_\_ £\_\_\_\_\_  
MONTH £\_\_\_\_\_ £\_\_\_\_\_

**DO YOU OFFER A PRICE PER ROOM?** FROM TO  
WEEK £\_\_\_\_\_ £\_\_\_\_\_  
MONTH £\_\_\_\_\_ £\_\_\_\_\_

*We offer landlords who have rooms that are intended for more than one person the ability to advertise both the price per person and the price per room. If you have a double bedded room which you intend a couple to live in then you could state the price of the room as say £100 per week but the price per person as £50 per week. If you don't expect a room to be habited by more than one person simply enter "price per person". Please note that you don't need to enter an amount in the "to" field if the price for each student is the same*

**LET PROPERTY TO:** INDIVIDUALS  INDIVIDUALS & GROUPS  GROUPS ONLY

**WHOLE PROPERTY RENT:** WEEK £\_\_\_\_\_ MONTH £\_\_\_\_\_

*Whole property rent can only be added when letting the property to "groups" or "individuals and groups" and the number of available bedrooms matches the number of bedrooms in the property.*

**DO YOU CHARGE A DEPOSIT:** FROM TO  
**AMOUNT:** £\_\_\_\_\_ £\_\_\_\_\_

PER PERSON PER YEAR  PER ROOM PER YEAR  PER PROPERTY PER YEAR

**WHAT DOES YOUR RENT INCLUDE?**

WATER  ELECTRICITY  GAS  CLEANING

**CONTRACT LENGTH (WEEKS):** \_\_\_\_\_

**CONTRACT TYPE:** SHORT/LONG LETS:  SHORT LETS:  LONG LETS:

**NOTICE PERIOD:** \_\_\_\_\_

**RETAINER:** £ \_\_\_\_\_ PER PERSON

**AVAILABLE FROM?** \_\_/\_\_/\_\_\_\_



## LANDLORD DECLARATION:

I acknowledge that the university has not inspected my property and relies solely upon the information provided by me on this form for advertising the property for letting. I therefore agree to indemnify the university (and its officers, employees and agents) against any liability which it or they face as a result of any claim of any kind made against them in respect of the state or condition of my property or the information which I have supplied.

I agree to manage my property in accordance with the City and County of Swansea's Joint Code of Standards. I confirm that to the best of my knowledge all information given is correct at the date of signing and that I am willing for this information to be given out.

I understand that should the university become aware that any of the information on this form or provided by myself is incorrect that my registration will be suspended and any monies paid by me will be forfeit.

**Please note the university is prohibited from advertising properties where tenants are excluded on the basis of colour, race or sex under the Sex Discrimination Act 1975, the Race Relations Act 1976 and the Equality Act (Sexual Orientation) Regulations 2007.**

Only properties being let **directly** by landlords may be included on the university register. As a result landlords are not able to advertise their property(ies) with any local letting agency during the registration period. The University have no association with any local letting agency as operate our own Tenant Find and Managed Property Services. Any landlord found using the Studentpad website as well as a letting agency will be removed from the website immediately.

## LANDLORDS CHECKLIST:

*I have enclosed the following:*

- |                                 |                          |                 |
|---------------------------------|--------------------------|-----------------|
| Energy Performance Certificate: | <input type="checkbox"/> | (If applicable) |
| Gas Certificate:                | <input type="checkbox"/> |                 |
| Electric (Niceic) Certificate:  | <input type="checkbox"/> |                 |
| Licence Certificate:            | <input type="checkbox"/> |                 |
| Payment Fee:                    | <input type="checkbox"/> |                 |

Other: \_\_\_\_\_

**The university reserves the right to refuse the registration of an individual property, at its discretion.**

LANDLORDS

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## REFUNDS:

Please note that registration fees will not be refunded after the receipt of the registration form. This is due to the administrative and staffing costs related to registering and advertising the property/properties.

**IF YOU REQUIRE FURTHER INFORMATION OR ASSISTANCE PLEASE CONTACT:**

***Student Accommodation Services  
Residential Services  
Penmaen Residence  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP***

**Telephone Number:** +44 (0) 1792 295101

**Email:** [sas@swansea.ac.uk](mailto:sas@swansea.ac.uk)

**OR see our web pages at:**

[www.swansea.ac.uk/accommodation/PrivateSectorHousing](http://www.swansea.ac.uk/accommodation/PrivateSectorHousing)

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**Other helpful Websites:**

**CITY AND COUNTY OF SWANSEA:**

[www.swansea.gov.uk/](http://www.swansea.gov.uk/)

**GAS SAFE:**

[www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

**ENERGY PERFORMANCE CERTIFICATE:**

[www.swansea.gov.uk/index.cfm?articleid=25238](http://www.swansea.gov.uk/index.cfm?articleid=25238)

**NICIEC:**

[www.niceic.com](http://www.niceic.com)

**FIRE SAFETY:**

[www.firesafe.org.uk/html/legislation/furnregs.htm](http://www.firesafe.org.uk/html/legislation/furnregs.htm)

**Sex Discrimination Act:**

[www.opsi.gov.uk/acts/acts1975/PDF/ukpga\\_19750065\\_en.pdf](http://www.opsi.gov.uk/acts/acts1975/PDF/ukpga_19750065_en.pdf)

**Race Relations Act:**

[www.opsi.gov.uk/si/si2003/20031626.htm](http://www.opsi.gov.uk/si/si2003/20031626.htm)

**Sexual Orientation Act:**

[www.opsi.gov.uk/si/si2007/uksi\\_20071263\\_en\\_1](http://www.opsi.gov.uk/si/si2007/uksi_20071263_en_1)

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AO.501c 2016-2017 LANDLORD REGISTRATION FORM





**2016/2017 PROPERTY REGISTRATION PAYMENT DETAILS**

*Please complete the fields in bold and return along with your fee (cheque made payable to Swansea University) or complete your card details below*

<b>NAME OF LANDLORD:</b>
<b>LANDLORDS ADDRESS:</b>
<b>PROPERTY ADDRESS:</b>
<b>TELEPHONE NO:</b>
<b>EMAIL ADDRESS:</b>
<b>FEE ENCLOSED: £</b>

You can now register your property in one of 2 ways:

1. Online: please read enclosed information leaflet to explain how you can view and manage your accommodation online. If you choose this option you will also be able to view all your properties online.
2. Return the Private Sector Landlord Registration Form enclosed and we will input the data for you.

<b>To Register Properties On-Line</b>		<b>Total Cost</b>
Resident Landlord Letting Rooms in your own home		£40.00
1	Property	£60.00
2	Properties	£80.00
3	Properties	£100.00
4	Properties	£120.00
5	Properties	£140.00
	Additional Properties	£25.00 each

<b>To Complete and Return the Form</b>		<b>Total Cost</b>
Resident Landlord Letting Rooms in your own home		£60.00
1	Property	£90.00
2	Properties	£130.00
3	Properties	£170.00
4	Properties	£210.00
5	Properties	£250.00
	Additional Properties	£40.00 each

**The above Fee is for listing the property and is valid until 31<sup>st</sup> October 2016. You will then need to re-register your property to include it on the next listing the following February (regardless of the month of registration).**

Registration includes FREE upload of pictures of your property

These pictures should be provided in jpeg format. For more information and advice please contact Student Accommodation Services.

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**FEE PAYMENTS 2016/2017 SESSION**

NAME OF CARDHOLDER: \_\_\_\_\_

**PAYMENT DETAILS**

<b>LEDGER</b>
SHT500233

<i>LANDLORD REG NO</i>

**DEBIT CARD**

<i>DEBIT CARD</i>

**CARD NO:**

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**EXPIRY DATE:**

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**VALID FROM DATE: (IF APPLICABLE)**

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**ISSUE NO: (IF APPLICABLE)**

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**SECURITY CODE:**

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**AMOUNT: £** \_\_\_\_\_

I authorise Swansea University to charge my card with the amount stated above.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**A PROPERTY IS ANY SELF-CONTAINED UNIT (3 FLATS IN ONE BUILDING ARE 3 PROPERTIES)**

