

University Approved Off Campus Accommodation

Advertising Application

2018-2019

Landlord Contact Details			
Name		Main Tel No.	
Address		Alt Tel No.	
		Mobile No.	
Postcode		Landlord name, telephone number(s) and email address will be displayed on the website.	
Email address			
DASH Reg. No.		Accreditation Status: <i>(Delete as appropriate)</i> Registered/Fully Accredited	
Property Details			
Address		Accommodation Type: House <input type="checkbox"/> Flat <input type="checkbox"/> Private Hall <input type="checkbox"/>	
Postcode		Living Arrangement:	
Total no. of bedrooms in property		Shared Property (i.e. individual rooms)	<input type="checkbox"/>
No. of Floors in property		Exclusive (self-contained)	<input type="checkbox"/>
Property Description			

Shared Facilities: <i>(Please tick all that apply)</i>					
Bath and shower		Broadband internet		Burglar alarm	
Dishwasher		Door Entry System		External Security Lighting	
Fire Extinguisher		Full Double Glazing		Garden Furniture	
High Standard Modern Furniture		Kettle & Toaster		Large Television	
Located within a 15 minute walk of a campus entrance		Microwave		Neutral Decoration	
Off Street Parking		Satellite/Cable TV		Tumble Dryer	
Washing Machine		Window Locks on all Windows			
Private Facilities: <i>(Please tick all that apply)</i>					
All en-suite bathrooms		Cooking facilities		Double or 1.21m in large rooms	
Locks on bedroom doors		Sink/vanity unit			
Other Facilities <i>(Please specify)</i>					
Suitable for: <i>(Please tick all that apply)</i>					
Children		Couples		Family	
Individuals		International Students		Mixed Group	
Post Graduates		Undergraduates			
Heating: <i>(Please tick all that apply)</i>					
Electric Heaters		Electric Water Heaters		Gas Central	
Gas Fire		Instant Hot Water		Night Storage Heaters	
Timed Hot Water					

Certification:			
House in Multiple Occupation (HMO) Certified	Yes		No
HMO Expires			
HMO Reference Number			
Does the property have gas?	Yes		No
Gas Certificate expiry date:			
Electrical Certificate Present:	Yes		No
Electrical Certificate Expires:			
Energy Performance Certificate (EPC) Reference:			
Tenancy Deposit Protection Scheme <i>(Please choose one option)</i>			
Not Charging Deposit		My Deposit LTD	
Deposit Protection Service		Tenancy Deposit Scheme	
Tenancy Agreement <i>(Please choose one option)</i>			
Fixed Term Individual Assured Shorthold		Fixed Term Joint & Several Assured Shorthold	
Licence		Statutory Periodic	
Property Grading: <i>(Please choose one option)</i>			
'One House' Standard		'Two House' Standard	
Adverts			
How many rooms are available to rent?			
Rent	Lowest	Highest	
Do you offer a price per person? <i>(All months are calendar months)</i>	Week £		
	Month £		
Do you offer a price per room? <i>(All months are calendar months)</i>	Week £		
	Month £		

Let Property to <i>(Please choose one option)</i>					
Individuals		Individuals or 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?		Lowest (£)		Highest (£)	
Amount					
Per person (per year)		Per room (per year)		Per property (per year)	
What does your rent include? <i>(Please tick all that apply)</i>					
Water		Gas		Electricity	
TV Licence		Internet Charges		Contents Insurance	
Contract Length					
Summer Rent – Per person		£			
Available from		(Date)			
I would like my advert to run from		(Date)			
Advert End date		(Date)			

Schedule of charges

Inspection Charges

Properties that have not been advertised by Loughborough University previously will need to be inspected by us.

We charge an additional one-off inspection fee of £125.00 per property. We aim to inspect every property advertised approximately every two years. There will be no additional charge for this.

Cost of advertising

Period 1: 12 month period from 1 December to 30 November

Period 2 – 6 month period from 1 June to 30 November

Adverts may be purchased at any time within an advertising period and will expire on the last day of the advertising period in which they were placed.

The following charges relate to adverts registered online. If you would prefer to submit your advertisement on the downloadable paper form for us to input, an administration fee of £25.00 per property will be charged.

Private houses (1 – 7 bedrooms)

	Price per property/advert	Price per property/advert
No. of Properties/Adverts	Period 1	Period 2
1 – 5 properties	£180.00	£100.00
For each additional property up to 10 properties	£150.00	£85.00
For each additional property up to 50 properties	£80.00	£50.00

If you wish to add additional advertisements for a property – i.e. if you wish to have adverts for inclusive and exclusive of bills, the cost of additional adverts will be £40 per advert.

Larger houses (9 – 24 bedrooms)

Price per property/advert	Price per property/advert
Period 1	Period 2
£700.00	£350.00

Additional advertisements for existing properties will be £100.00 per property.

Private Halls (25 bedrooms plus +)

Period 1	Period 2
£20.00 per bed space	£10.00 per bed space

Additional advertisements for existing halls will be £100.00 per hall.

The following payment methods are accepted:

- Cheque (made payable to Loughborough University)
- Credit/Debit card
- Debit card
- Card payment can be made by calling 01509 274488

All prices are inclusive of VAT

Terms and Conditions of Service

Adherence to the terms and conditions of services is compulsory for all landlords registered with Loughborough University Student Accommodation Centre.

All landlords must accept the terms of the [Landlords Charter](#) and all properties must meet at least the standards of the 'one house' property standard as detailed in the Loughborough University [Property House Grading guide](#).

All landlords must be independently accredited by [DASH Landlord Accreditation](#). New Landlords will be required to register with DASH and be able to demonstrate that they are working towards full accreditation.

Payment for advertisements must be made in accordance with the Loughborough University Schedule of payments prior to any adverts appearing on the website.

A copy of the current Gas Safe landlord gas safety certificate, if applicable, must be submitted before any property can be advertised.

A copy of the current Electrical Periodic Inspection Report must be submitted before any property can be advertised.

The current Energy Performance Certificate Reference Number must be provided before any property can be advertised.

Please note that if any of the above documentation expires during an advertising period, then any advert for the property will be taken down from the website automatically until such time as the current certification is supplied to the Student Accommodation Centre, irrespective of the expiry of the advertising period. The Student Accommodation Centre will send reminder e-mails when certificates are due to expire.

All adverts are accepted at the discretion of Loughborough University Student Accommodation Centre.

Information provided on all adverts must be honest and correct at all times.

Unless you log into your control panel, you will have to advise Loughborough University of any changes to your adverts or properties.

In order to maintain the integrity of the advertising list, landlords should either log into their control panel to change the status of the property to let, or request the Student Accommodation Centre to do so by e-mail. Failure to do so could put future registrations at risk.

If a landlord is suspected of registering a smaller number of properties in order to promote a wider portfolio, Loughborough University will suspend their advertisements with immediate effect.

Landlords or management agents must not approach students or display any unauthorised publicity material anywhere on the University Campus, either in person or via a third party. Any such behaviour will result in the withdrawal of registration with immediate effect.

Loughborough University accepts no liability whatsoever for publishing errors where those errors have been copied from an Advertising Application form or where the details have been entered via the on-line registration system. It is the responsibility of the landlord to ensure that any property advertisement is displayed correctly.

Under no circumstances will Loughborough University be held liable for any consequential or indirect damage or loss of income incurred by the owner or third party, howsoever caused.

Landlords Signature:

Date: