



University of Bath / Studentpad.co.uk Accommodation Registration Form

Contact Details	
<i>Delete as appropriate:</i>	
Landlord/lady/agent	Mr/Mrs/Miss/Ms/Dr
Surname: _____	First Name: _____
Contact Address	Telephone Daytime: _____
_____	Telephone Other: _____
_____	Fax. Number: _____
Post Code: _____	
Email Address: _____	
Please provide an email address(if possible) as this is our preferred method of correspondence	
Property Details	Availability
Address of property to be advertised:	Property is available to rent from (Date):
_____	_____
Area: _____ Post Code: _____	
Type of property to be advertised (<i>please tick</i>)	Accommodation Description (Property details, location etc)
Shared House or Flat <input type="checkbox"/> Family/Couple <input type="checkbox"/> Staff Accommodation <input type="checkbox"/> Room <input type="checkbox"/> Temporary/Short term let <input type="checkbox"/> Bedsit <input type="checkbox"/>	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>
Is Property Shared with Resident Landlord YES/NO	
Size of property (Total number of bedrooms): _____ Number of bedrooms to let: _____ Number of floors in the property: _____	
Prices	Facilities
Rent per month per person: £ _____ to £ _____ Rent per week per person: £ _____ to £ _____ Rent for whole property per month £ _____	Property has the following (<i>please tick</i>)
Does the rent include - Gas YES/NO Electricity YES/NO Water YES/NO	Washing Machine <input type="checkbox"/> Microwave <input type="checkbox"/> Double Glazing <input type="checkbox"/> Lounge <input type="checkbox"/> Shower <input type="checkbox"/> Burglar Alarm <input type="checkbox"/> Broadband Access <input type="checkbox"/> Telephone <input type="checkbox"/> Cycle Storage <input type="checkbox"/> Disabled Access <input type="checkbox"/> Fridge/Freezer <input type="checkbox"/> Non- Smoking Policy <input type="checkbox"/> Other Facilities (Please state, e.g. transport to Uni) _____ _____
Property to be let only as a whole YES/NO Deposit per person per year: £ _____ Retainer per person £ _____	Type of Heating (E.g. Gas central, Electric) _____
Tenancy Agreement (<i>please tick</i>)	Accreditation
Individual Assured Shorthold Tenancy <input type="checkbox"/> Joint & Several Assured Shorthold Tenancy <input type="checkbox"/> Fixed term <input type="checkbox"/> Licence (Resident Landlord/Lady) <input type="checkbox"/>	Accredited (For properties within BANES) YES/NO (If yes please enclose copy) Do you have an accreditation star rating ☆ <input type="checkbox"/> ☆☆ <input type="checkbox"/> ☆☆☆ <input type="checkbox"/>
Safety	
Gas Safe/CORGI Gas Certificate – Copy enclosed <input type="checkbox"/> Energy Performance Certificate reference report number: _____ Does the property require a HMO Licence ? YES/NO NICEIC/Electrical checked YES/NO	
Tenancy Deposit Scheme	
If registered with one of the Tenancy Deposit Protection Scheme Providers which do you use _____	

Annual Property Registration Fee

Please tick	Type and Number of properties to be advertised	Price including VAT
	Resident landlord/lady	£18.80
	Non-resident landlord/lady 1 – 2 properties	£35.25
	Non-resident landlord/lady 3 – 5 properties	£70.50
	Non-resident landlord/lady more than 5 properties	£94.00
	Agencies*	£293.75

The annual registration charge will cover as many advertisements as you require during the period 1st February to 31st January for each property.

Please enclose a cheque for the relevant fee made payable to 'University of Bath' or a completed credit/debit card payment form.

*Agency registrations are only accepted on the understanding that all properties handled by the agency for letting to students are accredited – a letter of confirmation to this effect is required when registering any property.

Photographs

Up to six photos of the property can be shown with an advert. These can be sent to us as:

- Hard copies with your registration form (these will then be scanned into the computer)
- Digital photos on a CD or emailed directly to us at acc-private@rt.bath.ac.uk.

Please remember to label/name your photos appropriately so we know which property they relate to. If you do not currently have photos of your property you are welcome to forward them at a later date.

If the University includes the Property in the Register, I accept the following terms and conditions:

1. The University of Bath will only register a property with a valid CORGI/ Gas Safe (as of 1st April 2009 Gas Safe replaced CORGI) Landlord Gas Safety Certificate. Properties that are accredited by BANES will only be advertised as accredited if a copy of the valid accreditation certificate has been supplied.
2. Registration forms are accepted at the discretion of the University of Bath.
3. Any owner suspected of registering fewer properties and redirecting students to other properties may have their registration suspended at any time without notice and will be notified accordingly.
4. The University of Bath will only accept applications to register properties if they are available on an equal opportunity basis.
5. In consideration of the University including the Property in the Register I represent, warrant and undertake that:
 - The information given is accurate in all respects. I also certify that the property meets all statutory and legal regulations related to the letting of residential property and I enclose a copy of my CORGI/Gas Safe Landlords' Gas Certificate and my Accreditation Certificate if applicable.
 - The University of Bath has not inspected my property and relies solely upon the information provided by me on this form for advertising and letting. I therefore agree to indemnify the University of Bath (and its officers, employees and agents) against any costs, claims, demands or liability which it or they face as a result of any claim of any kind made against them in the respect of the state or condition of my property or the information which I have supplied.
 - I will take out and maintain in force with a reputable insurance company adequate insurance against the accidental death of or personal injury to any student of the University to whom I let the Property (and any visitor of any such student) arising from the occupation or use of the Property.
 - The property to be advertised meets all statutory requirements under current housing legislation including the Furniture and Furnishings Fire Safety Regulations 1993; the Consumer Protection Act 1987 and the General Product Safety Regulations of 1994.

Confidentiality and Data Protection

I consent to my property/ies being advertised and promoted through the University of Bath's and Studentpad's web pages and I understand that this may mean the information is available outside the European Union. All reasonable precautions will be taken to restrict access to bona fide University of Bath students and staff but this cannot be guaranteed.

Information provided by you will only be disclosed where:

- (i) we are legally compelled or permitted to do so; or
- (ii) there is a duty to the public to do so, or
- (iii) our interest requires us to do so; or
- (iv) the disclosure is at your request or with your consent

Signature _____ **Date** _____

Please send completed forms to:

Student Accommodation Office, Building 6 West, University of Bath, Bath, BA2 7AY



Accommodation & Hospitality Services

**Landlord Property Registration Fee
Payment by Credit/Debit Card**

Cards not accepted: **American Express, Diner's Club, Visa Electron or
Overseas Maestro cards**

Please tick the appropriate box to indicate the number of properties being registered to be advertised.

Please Tick	Type and Number of properties to be advertised	Price including VAT
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Landlord Name _____

Type of Credit Card Visa Mastercard Maestro Solo

Card Number _____

Expiry Date _____

Valid From Date* _____ **and/or** **Issue No*** _____

(* required for Maestro/solo cards only)

Cardholders Name
(As it appears on the card) _____

Cardholders Address

Postcode _____

Contact telephone number _____

Signed _____ **Date** _____

Once payment has been processed successfully a receipt will be issued and this card form will be destroyed.