

REGISTRATION FORM FOR SHARED OFF CAMPUS HOUSES 2010 - 2011

This registration form should be read and completed in conjunction with the Landlord Guide
NB: ONE FORM PER PROPERTY MUST BE COMPLETED & SIGNED

PLEASE COMPLETE IN BLOCK CAPITALS

Landlord Details

Title	Initial	Surname
Address	Postcode	
Home Telephone <input type="checkbox"/>	Mobile <input type="checkbox"/>	
Work Telephone <input type="checkbox"/>	Email address <input type="checkbox"/>	

Please tick which numbers and/or email address you wish to be used for the advertisement.

Your property will be advertised on the University of Gloucestershire StudentPad web pages.

Address	Postcode
Nearest Campus PARK/ FCH/ PITTVILLE/ OXSTALLS (PLEASE CIRCLE)	Approximate Distance to Campus/ Bus Route etc
Total No of bedrooms	No of bedrooms to let – if applicable – sharing with other students (m or f - year?)
Type of tenancy? Joint/Sole (PLEASE CIRCLE)	Number of habitable floors in the property?
How many weeks is the tenancy for?	Does this include a basement or attic which is a usable room (even if the student has access to the room for storage or to use a utility card meter etc)?
If you use an Agent to look after your property, please state name. NB. THERE SHOULD BE NO EXTRA COSTS PASSED ONTO THE STUDENT FOR THIS SERVICE.	

NB. If your property details show that it has 3 storeys or more and 5 students or more we will expect some confirmation of the status of the property as an HMO. Please state if you are in the process of applying to the council. A copy of your licence will be required.

Rent per week (Inclusive of water rates)	Deposit (approx. 4 weeks rent)
Do you ask for a guarantor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Rent Includes: Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Internet <input type="checkbox"/>

Facilities: Please tick as applicable

Lounge <input type="checkbox"/>	Washing machine <input type="checkbox"/>	Tumble Dryer <input type="checkbox"/>
Microwave <input type="checkbox"/>	Crockery/Cutlery <input type="checkbox"/>	Double Glazing <input type="checkbox"/>
Garden <input type="checkbox"/>	Off-road parking <input type="checkbox"/>	Non smoking <input type="checkbox"/>
Basic Internet <input type="checkbox"/>	Broadband Access <input type="checkbox"/>	Cable/ Satellite <input type="checkbox"/>
Dishwasher <input type="checkbox"/>	Burglar Alarm <input type="checkbox"/>	TV in lounge <input type="checkbox"/>
Type of Heating	Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other <input type="checkbox"/> Please State _____	
Internet access at students own cost <input type="checkbox"/>	Fully installed, operational Internet, included in rent <input type="checkbox"/>	
Location of Boiler	Other Facilities	

Accommodation Suitable for: (tick as many as applicable)

Undergraduates	<input type="checkbox"/>	Postgraduates	<input type="checkbox"/>
Couples	<input type="checkbox"/>	Families	<input type="checkbox"/>
Staff	<input type="checkbox"/>	Other non-students	<input type="checkbox"/>
Short term lets (3 months)	<input type="checkbox"/>	Students with disabilities (i.e. ground floor bedroom and bathroom available)	<input type="checkbox"/>

Compulsory Criteria: Please tick to confirm and enclose where necessary.

A copy of the Houses in Multiple Occupation licence for the property (if applicable).	<input type="checkbox"/>	Furniture and furnishings, including mattresses must comply with the current Fire Safety regulations.	<input type="checkbox"/>			
Electrical Safety report carried out by a qualified Electrician issued in accordance with BS7671.	<input type="checkbox"/>	Fire blanket in the kitchen.	<input type="checkbox"/>			
Landlord Gas safety certificate, carried out by a Corgi/CAPITA registered engineer (this is a legal requirement). NB. WE WILL NOW CEASE TO ADVERTISE A PROPERTY WHEN THE GAS CERTIFICATE HAS EXPIRED.	<input type="checkbox"/>	Each study bedroom has at least four electrical sockets.	<input type="checkbox"/>			
A copy of the insurance certificate showing your public liability cover. The university expects all landlords to hold Public Liability insurance to the value of at least £1 million.	<input type="checkbox"/>	Property should be in a good condition throughout with no slip or trip hazards.	<input type="checkbox"/>			
There should be mains interconnected smoke detectors installed on each floor. They must be in full working order	<input type="checkbox"/>	Copy of Energy Performance Certificate enclosed	<input type="checkbox"/>			
Tenancy Deposit Scheme	The Deposit Protection Service	<input type="checkbox"/>	My Deposits	<input type="checkbox"/>	Tenancy Deposit Scheme (TDS)	<input type="checkbox"/>

Desired health and safety criteria: Please tick where applicable. These factors will be promoted on the Housing list.

A battery/mains carbon monoxide detector has been fitted. This should be in full working order when last checked and should be checked regularly and prior to the new academic year.	<input type="checkbox"/>
There are no gas appliances in bedrooms or cupboards opening off bedrooms	<input type="checkbox"/>
All electrical appliances should be PAT tested yearly.	<input type="checkbox"/>
Five Lever Mortice Locks on external doors.	<input type="checkbox"/>
Signed up to the Landlord's Code of Conduct	<input type="checkbox"/>
The Accommodation Department recommends that you advise your insurance providers of the use of the property	<input type="checkbox"/>

PLEASE ENSURE YOU RETURN THE FORM WITH THE RELEVANT DOCUMENTATION. THE £60 REGISTRATION FEE (payable to 'University of Gloucestershire') IS NON REFUNDABLE.

Some students like to remain in Cheltenham/ Gloucester over the summer months, would you like your property advertised on the summer lets list? Yes No

Please note the following conditions of registration:

Registration is valid for the academic year September 2010 to 11th JUNE 2011 THE UNIVERSITY OF GLOUCESTERSHIRE RESERVES THE RIGHT TO REFUSE AN APPLICATION FOR REGISTRATION. Property details provided may be shared with Official Bodies, Cheltenham or Gloucester Borough Councils.

It is agreed that the University can inspect the property, as and when appropriate by prior arrangement.

Signed: _____ **Date:** _____

PLEASE RETURN TO: University of Gloucestershire, Accommodation Department, Francis Close Hall, Swindon Road
Cheltenham, GL50 4AZ

Tel: 01242 714544 Email: accommodation@glos.ac.uk Web: www.glos.ac.uk/accommodation