

## Guidance for completing the Advertisement form

### **Section 3: Property Details** How properties are classified

**Shared houses/flats** (whole or rooms in) This applies to all those properties that house three or more students. Tenants have their own room and share the kitchen, living room (if there is one) bathroom and toilet with other tenants. Properties can be advertised as available to let to a group of students as a whole or as individual rooms in a property or both.

**Bedsits:** A bedsit is a room which contains some form of self contained amenity, normally a small kitchen or separate washing basin/cooking facilities. Bedsits often share a bathroom and toilet with other residents.

**Self-contained flats/houses:** This may be a flat or a small house let to one or two people. None of the facilities are shared. The property has its own bathroom, toilet and kitchen.

**Rooms in an Owners home:** This means sharing a house with the owner where most facilities are shared and meals or other services may be provided. The nature of the accommodation should be detailed in the advertisement in section 8 of the form.

**Individual Lets:** If you are happy to let to individual tenants, please remember to tick this box.

**No/ of Storeys:** Please include all storeys which have bedrooms and/ or communal spaces such as kitchens.

**Energy Performance Certificate (EPC):** All properties require an EPC and owners should complete this section with the relevant information to be included on their advert.

### **Section 4: Rent**

We ask you to state the rent payable as a weekly sum so that students can easily compare rents. Remember that in order to calculate a monthly rent into a weekly rent you need to multiply by 12 (for each month of the year) and divide by 52 ( the number of weeks in a year). The fact that you are stating the rent weekly does not stop you receiving rent over whatever time period you wish (e.g. monthly, termly or quarterly). If you wish to charge different rent amounts for rooms in your property, the higher rent will always be displayed. Other rent levels can be shown in the 'other rental information details' section.

**Section 7: Living Dedicated internet access:** Dedicated internet access means the property has broadband or equivalent installed, which will allow tenants to simply plug in their computers and surf. If yes is ticked then any charges for this service should be detailed in the other information section.

**Distance** from the University campus and the Management Centre. Please be as accurate as possible, misleading information will be corrected.

### **Section 8: Safety & Security** Unipol's essential security standard

- Unipol recommend the following security standard. Please mark the appropriate box on the form if your property conforms to this.
- All the external doors of properties (except Houses in Multiple Occupation) must have a five mortise lock.
- All external doors should be of solid construction and where there is a glazing in the external door this should consist of wired glass, a double glazed unit or be toughened laminated
- Ground floor windows should have locks (with keys provided) apart from where this is prohibited by the fire officer
- Any property with an entrance, bedroom, kitchen or communal space on the ground floor should be fitted with a burglar alarm.

### **Section 9: Owner Occupier Details and other information**

You need to provide more details about your living arrangements in the box provided. The student to student noticeboard has a section on it for student who want to live with an owner occupier. Owner occupiers are able to respond to the notices left on this section. Please quote your name and owner registration number at the top of your response, and give the street name of your property. If you do not do this the staff cannot allow your response to appear.

### **Section 10: Other Information**

You can now tick to indicate if your property is suitable for a specific group, potentially widening the appeal of your advert if students are searching using a more selective method. There is a word search facility that will highlight your property if the word a student enters matches one you have used in your advertisement. Use the remaining two lines to give further details about your property. If necessary continue on a separate sheet.

### **Important Information:**

#### **Advertisement Fees for bedsits and flats**

For the purpose of charging fees a bedsit can count as a room in a shared house so long as a number of bedsits in one property are displayed as one advert. If each bedsit is to be shown individually then each will be charged as a single property.

Each self contained flat is counted as an individual property even where it is at the same address as other flats or bedsits.

**Owners on-line service** (Once you enter the system you will find notes on how to use the system by clicking on the User Guide tab).

Unipol has a facility for owners to enter, re-advertise, amend and lapse their own advertisements.

If you want to use the online system, you will need both a username and a password.

Your user name is the first 4 letters of your surname or company name (the company name takes precedence) and your owner registration number.

1. Your password will be generated by computer. Unipol will not have access to your password. To obtain a password send Unipol an email to: owners@unipol.org.uk. In this email state your name, company name if you have one and your owner registration number (found on your owner registration card). If you have previously given us an email address we will use this information to confirm your identity.

2. If you have not previously given Unipol an email address then staff will contact you to confirm your identity. This is necessary to ensure that a password for your account is only given to you.

3. Unipol will enable your account so that you can use the system on line.

**Please keep your username and password secure and limited to only those who really need to know.** If you have any staff changes and they had access to the password you may want to change the password. To change your password enter the system and go to 'my details' and click on the index tab marked 'registration'. Click 'edit details', enter your new password in the two boxes, then click 'accept'. Your new password will be confirmed in an email to you.

### **Returning these forms**

Accommodation details forms can be handed in at the bureau, posted to Unipol, Richmond Building, University of Bradford BD7 1DP or faxed to 01274 235 824. It is not possible to take property details over the phone. You will be sent a copy of all your adverts. It is important that you check them for errors. If you need to make any amendments to your advertisements then please contact Unipol staff.

**When you property has let please let us know as soon as possible.** If you do not tell us it is inconvenient for students and yourselves.