

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): Unipol recommends submitting an EPC for all properties. Certain 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 5: Space

Dedicated secure cycle storage: This could be either internal (excluding living rooms, bedrooms, kitchen and hallways) or external, but should be a designated area for the secure storage of cycles.

Access to a maintained garden of at least 10m²: This means a garden or yard of at least this size which is maintained on a regular basis by the landlord and/or on their behalf.

Section 6: Heating and Water

Thermostatic Radiator Valves: Under the Code, owners have until 2013 to fit TRVs to all radiators except two (this is because with large systems you need two permanently open valves). Owners that have already done so in advance of that deadline are therefore being awarded points under the revised starred standard.

Combination Boilers (Combi Boilers): Combination boilers do the work of both a central heating boiler and a hot water cylinder and they are compact (usually wall hung in the kitchen) – which means you either have more space in your airing cupboard, or you don't need one at all. Combi boilers are popular in properties where space is limited because they negate the need for hot and cold water tanks.

Condensing Boilers: By converting approximately 88% of fuel into heat compared to 72%+ for a new conventional boiler, the condensing boiler is the most efficient of them all, wasting the least energy. Condensing boilers are available as both conventional or combination units.

Condensing Combination Boiler (Condensing Combi): This is a condensing version of the standard combination boiler, which gives you the extra efficiency of a condensing boiler as well as the advantages of a combination boiler. It can easily be installed as a direct replacement for an existing combination model.

Under the Starred System, a condensing combination boiler would score the same number of points as a condensing boiler.

Section 7: Living

Broadband Connection Point: This is the ability to connect to broadband via a telephone point, an internet point or a cable point in the property.

Distance from the University and Leeds Met. Headingley campus (Beckett Park). 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 laminate.

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.

Fire safety requirements: Points are awarded to all properties that meet the enhanced fire safety standard for properties of their type in advance of the 2012 deadline required in the Code. This will apply to 5 and 6 bedroom properties that already have smoke detection in all bedrooms and have 30 minute fire doors (complete with overhead hydraulic self closers, cold smoke seals and intumescent strips) on living rooms and all bedrooms.

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 notice board 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.leeds.ac.uk. In this email state your name, company name if you have one and your owner registration. 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 detail forms can be handed in at the Bureau, posted to Unipol, 155/157 Woodhouse Lane, Leeds LS2 3ED or faxed to 0113 234 3549. 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 your property has let please let us know as soon as possible. If you do not tell us it is inconvenient for students and yourselves.