



**unipol**<sup>®</sup>  
the home of student housing



**UNIVERSITY OF LEEDS**

# **Guide to House Hunting**

Postgraduate students new to Leeds

# Welcome to Leeds

Congratulations on accepting a postgraduate place at the University of Leeds. As you'll know from other information you've been sent, the University has its own Halls of Residence. However, you may prefer to live in the private rented sector and decide to search for a home yourself.

## Unipol are here to help

We're a charity that can help you make informed decisions about the type of accommodation you want to live in. We can also help you to meet other students who'd like to share. Unipol help you to decide what you want, how to find it and how to get the best deal for you.

## Finding a house with our help

There are a few different ways to find your new home:

- Online
- By coming to one of our mixing days, arranged for PGCE, Postgraduate and Mature Students
- By visiting the Accommodation Bureau in person
- By using the Student-to-Student Notice Board

## House hunting online

Unipol's website is available 24/7 allowing you to search for accommodation at your leisure. All the properties we have to advertise are on it and the site is regularly updated. If you are not connected to the net, no problem - just call in and use one of the terminals in the Unipol office.



## [www.unipol.org.uk/leeds](http://www.unipol.org.uk/leeds)

When you first visit the site, choose the 'Search for Accommodation' button. You'll be able to see how many properties Unipol are advertising and the average rent levels for shared student houses.

There are two main ways to look for rented accommodation. The 'official' boards are where owners display details of their properties in a standard format. There's also a less formal 'Student-to-Student Notice Board'. But to get the most out of the site you'll need to register.

### How to register

Go to Property Search and then click on the 'log in' button, enter your email address and set up a username and password. Once you're registered you'll be able to access all these useful features:

### A personal clipboard

Add and remove properties from your clipboard. Next time you log on you can still see the one's you saved if they are still available to rent. E-mail your list of properties and contact details to your own e-mail box or print your list straight away.

### Student-to-Student Notice Board

Anyone can read messages but only registered users can add new messages or reply to posts. Anything you contribute to is logged on your personal notice board page.

### Previous Searches

All the criteria you've used in advanced searches over the past two weeks are saved for you to use again.

## How to search for properties online

On the left hand menu you'll see some search options. Here's a bit about them:

Quick Search allows you to search by size of property, street name, postcode or an ad reference number (you can get this from a previous search).

Leeds 6 is a large area so if you want to refine your search enter the following postcodes:

LS6 1 Hyde Park    LS6 3 Headingley  
LS6 2 Woodhouse    LS6 4 Meanwood

Searching by street name is quite a 'rough and ready' option for finding any vacancies, but this way you can compare rent levels of properties in the same street. But remember this could show you quite a range of different types of properties and lets.

Next in the menu are the pre-defined searches that will take you straight to a list of the types of vacancies shown. The buttons reflect some of the most common types of properties people are looking for.

And last, but not least, there's the Advanced Search option. It gives you complete control over the features you're looking for in a property, so you get exactly what you want. You can be as specific as you like, such as searching for all the three bedroom properties with central heating and a lounge, let as a whole property for 5 with a burglar alarm and shower. Just remember, the more specific you get, the fewer properties will match your requirements. At the end of the advanced search you can use the keyword search. Click on any category, ie postgraduate students, and properties will appear where the landlord has specifically noted their property is suitable for that group.

## Using the Student-to-Student Notice Board

This is a great way to meet other students, fill spare rooms in houses, or get together to find shared properties. The first page shows a list of topics posted in the last 30 days, but you can choose a longer or shorter time span. Remember, you must be registered before you can create notices and post replies. You are advised to use a postgraduate section of the Student-to-Student Notice Board for all your needs.

### Reading notices and posting replies

Just click on the topic you are interested in. If you want to post a reply, simply go to the bottom of the page or click 'Reply To Notice'. Type your message and press 'Post Message'. That's all there is to it. We'll add it to the Notice Board as soon as it's been checked (usually within 24 hours).

### Creating a new notice

Go into the topic you've chosen and click 'Post New Message'. Type in the subject, add your text in the boxes and hit 'Post Message'. We'll add it to the Notice Board as soon as it's been checked (usually within 24 hours).

### Need some housing advice?

We've got loads on our website. Just click on the Unipol Housing Guide and you'll see what we mean.

You'll find up-to-date information on the following topics:

**Market conditions:** Find out about the local housing market and get the big picture.

**What you need to know:** What housing is available and when, plus how much it costs.

**Finding properties:** How to do it quickly and easily, plus other support services.

**Viewing properties:** Making sure you rent a safe, secure and well-maintained property. Includes house hunting checklist.

**Living in the community:** How you can make a contribution to the area you live in and avoid friction.

**Disrepair:** Who's responsible for what, the standards required, how to get it done plus sample letters.

**Contracts:** What have you signed, types of contracts and common issues.

**Deposits:** Find out all about the Tenancy Deposit Scheme and how to ensure yours is protected.

**Rent levels:** You'll also find current average rent levels on the Unipol Netlet homepage. Try a quick search of any street to see how your rent compares with others available in the market.



## House Hunting / Mixing Day Events

Unipol runs a series of single days aimed at postgraduate students who have not been offered, or do not want to live in, University accommodation.

### Agenda

9.30am - 10.00am	Arrival and Coffee
10.00am - 10.05 am	Welcome and Introduction
10.10am - 10.30am	Presentation by Unipol about House Hunting in Leeds
10.30am - 11.30am	Mixing and forming groups
11.30am - 5.00pm	House Hunting

After a short talk on house hunting, we'll help you to meet other students. Hopefully you'll find people that you want to share a house with and you can get together and search for houses online. If you see something you like you can arrange with the owner to view the property. Once you're happy that you've found a house you all want to rent, you can sign the contract. It might seem like a daunting prospect, but this kind of arrangement generally works well. And our staff are always on hand to break the ice and help out.

The aim is to accomplish all this in one day. It's a lot to fit in and you have to be prepared to get to know people quickly. But for students who make friends easily it's a great way to find a shared house. And if you already know a couple of people who want to share and you're looking to make up numbers – even better. Don't worry if you do not find other students you want to live with; although this doesn't happen often, there are a lot of properties advertised by both owners and other students for individual lets.

House Mixing Days are limited so please book your place as soon as possible. To book simply click on 'House Hunting Events 2010' in the news section on the homepage ([www.unipol.org.uk](http://www.unipol.org.uk)), follow the links to the event you want to attend and then complete the booking form. Once the date of your mixing day is confirmed it's a good idea to visit the Student-to-Student Notice Board on our website and look for messages from other students who are attending on that day.

### House Hunting Mixing Days

Friday 30th July 2010  
Friday 27th August 2010  
Friday 3rd September 2010

Special arrangements have been made for International Students who are new to the UK as part of the University of Leeds Welcoming Scheme. You will have further details on arrival at Leeds.



## Don't forget

If you're sharing with others you'll have to sign a Joint Tenancy Agreement. See our Housing Guide for more details.

# Visiting the Accommodation Bureau

If you don't want to take part in a Mixing Day, you might want to come along to the Accommodation Bureau. That way, you can use our computers to find details of all the properties we advertise. The website has a large section of rooms available to single students either in self-contained units or shared houses. If you want to use this option click on the single rooms and bedsits button.

Another option is to visit the Student-to-Student Notice Board on our website so you can meet other people before you come to Leeds. You can then arrange to meet them at the Accommodation Bureau.

## Temporary Accommodation

### Overnight Accommodation

If you need to stay overnight for house hunting here are several options you can consider, subject to availability:

### Postgraduates House Hunting

From 1st July 2010 to 31st August 2010

Unipol can offer you flexible short term accommodation, only 5 minutes walk to the University campus at our Carlton Hill site. Facilities - Double rooms in shared flats with kitchen/lounge facilities. Car parking available on site. Rooms are charged at £18.80 per night, including energy and internet. Contact Unipol on 0113 2430169 option 2 to book your stay.

The University of Leeds Conference Office can provide self-catering accommodation for £24 per person per night for the first two nights. Subsequent nights are charged at £21pppn. The accommodation will be at Clarence Dock, which is near the City Centre and is available from the 13th July 2010 to 3rd September 2010 inclusive. For a booking form email: [enquiries@meetinleeds.co.uk](mailto:enquiries@meetinleeds.co.uk) or call 0113 343 6100. Bookings can be made online at: [www.meetinleeds.co.uk/shortbreaks.html](http://www.meetinleeds.co.uk/shortbreaks.html)

From 15th July 2010 to 6th September 2010

the University of Leeds Accommodation office will be able to provide accommodation on a self catering basis (this may be off campus). Book in advance by email: For short stays (under 2 weeks): [enquiries@meetinleeds.co.uk](mailto:enquiries@meetinleeds.co.uk) For stays of 2 weeks or more: [summerletting@leeds.ac.uk](mailto:summerletting@leeds.ac.uk)

### Prospective Students

From 1st September 2010 to 15th September 2010 the University of Leeds Accommodation Office will be able to accommodate prospective students at Devonshire Hall. This residence is around a 10 minute walk in to campus in a popular student location. Book before you leave home. The online booking form will be available from July 2010 on [www.leeds.ac.uk/accommodation/prospective\\_students.htm](http://www.leeds.ac.uk/accommodation/prospective_students.htm)

After mid-September you will need to find accommodation in private bed and breakfast accommodation or hotels.

Leeds Tourist Information Centre provides details of room availability in hotels, guest houses or bed and breakfast. You can contact them on 0113 242 5242. You can also find overnight accommodation and book online at [www.yorkshirevisitor.com](http://www.yorkshirevisitor.com)

## Unipol Opening Hours

**Monday to Friday 9.30am to 4.45pm**

To find out if our opening hours have changed, how many vacant bed spaces we currently have advertised, and average rent levels call 0113 205 3434 (local call rate within the UK).

## How to find us

**Unipol Student Homes, 155/157 Woodhouse Lane, Leeds LS2 3ED**



The Bureau is located between the University of Leeds and Leeds Metropolitan University. We are within walking distance of Leeds City Centre, about twenty to thirty minutes walk from the railway station or Leeds Bus Station.

If you're coming by car you may be able to use the Leeds University car park next to Unipol's Offices for a daily charge of £5. There's also a multi-storey car park nearby off Woodhouse Lane by the A64 slip road.

If travelling by taxi Unipol Student Homes can be found next to the Fenton pub.



## Unipol Student Homes

Unipol Student Homes, 155-157 Woodhouse Lane, Leeds LS2 3ED  
t: 0113 243 0169 e: [info@unipol.leeds.ac.uk](mailto:info@unipol.leeds.ac.uk)

If you need any house hunting help or advice, go to [www.unipol.org.uk/leeds](http://www.unipol.org.uk/leeds)



General Enquiries: 0113 243 0169 (option 1) • Daily Recorded Information Line: 0113 205 3434  
Call the Daily Recorded Information Service for the latest opening hours (local call rate within the UK).

Unipol is a Charity that assists students studying at The University of Leeds, Leeds Metropolitan University, Leeds University Union, Leeds Metropolitan University Students' Union, Leeds College of Art, Leeds College of Music, Leeds Trinity University College, Park Lane site of Leeds City College, the Northern School of Contemporary Dance, University of Bradford and Bradford College.

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