

Guidance for completing the Advertisement form

Distance from the University. Please be as accurate as possible, misleading information will be corrected.

Section 8: Safety & Security SHAC essential security standard

- SHAC 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.

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.

Studios: A studio is a self contained property which contains most of the amenities within one room, usually has a separate bathroom. Rent is advertised as the total rent for the property per week.

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. Rents are shown per flat.

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 3 of the form.

Rent Levels

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).

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.

Information box

Use this to give further details about your property. There is a word search facility on the web that will highlight your property if the word a student enters matches one you have used in your advertisement. You can specify that your property is suitable for postgraduates, couples or families.

Information for Owner Occupiers

You need to provide more details about your living arrangements in the box provided.

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).

SHAC 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. SHAC will not have access to your password. To obtain a password send SHAC an email to: shac@guild.bham.ac.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 SHAC 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. SHAC will enable your account so that you can use the system on line.

Returning these forms

Accommodation details forms can be handed in at SHAC or posted to SHAC, Guild of Students, Edgbaston Park Road, Edgbaston, Birmingham B15 2TU.

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 SHAC staff.

When your property has let

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