

SHAC, Guild of Students, University of Birmingham, Edgbaston Park Road, Birmingham B15 2TU

Tel: 0121 251 2510 | Email: shac@guild.bham.ac.uk | Website: www.guildshac.co.uk

SHAC operates an active policy against discrimination and takes action against anyone who attempts to discriminate against students on the grounds of sex, sexuality, race, creed or colour.

SHAC OWNER REGISTRATION FORM

Please fill in using ink and capital letters and return or fax to the address above

Registration No.

Tick the boxes below to indicate what contact information you would like to appear on advert.

<input type="checkbox"/> Surname	First Name	Title
<input type="checkbox"/> Company Name		
<input type="checkbox"/> Contact Name		
<input type="checkbox"/> Address		Postcode
<input type="checkbox"/> Phone (1):	<input type="checkbox"/> Phone (2):	
<input type="checkbox"/> Fax:	<input type="checkbox"/> E-mail:	
<input type="checkbox"/> Web:		

Only owners using SHAC can join the Code of Standards.

Please tick as appropriate:

- I wish to register my properties for the Code of Standards
(A £50 plus VAT fee is chargeable annually to join the code of standards and is non refundable.)
- I am a Managing Agent (please contact SHAC for fees)
- have a large development (please contact SHAC to negotiate advert fees)

Number of properties to register:

Have you already received a username and password? Yes No

I agree to abide by the conditions of service outlined below.

Signature	Date
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Payment Details: Cash Cheque Card - please pay at a SHAC office

Registration Fees from 11th January 2011 (Fees expire 31st October 2012)

The following fees apply to all owners wishing join the code and/or to register to advertise their property/ies (or any number of rooms in those properties)

Landlords	Agencies
Landlords <input type="checkbox"/> Let Only <input type="checkbox"/>	£50 plus VAT inspection fee for each property (non refundable)
Fully Managed <input type="checkbox"/> Other <input type="checkbox"/>	£150 plus VAT (including inspection fee) for 0-4 beds (each property)
	£200 plus VAT (including inspection fee) for 5 plus beds (each property)

Conditions of Service

- If a registration is upgraded for more properties, the upgrading fee covers the same period as the initial period of registration.
- Fees must be paid before any properties can be advertised or marketed as Code of Standards.
- We reserve the right to charge an administration fee of £10.00 where an owner has to be written to because they have advertised more properties than their fee allows.
- All advertisements are accepted at the discretion of SHAC and only after relevant property has been inspected by SHAC.
- Advertisements are displayed until SHAC is informed by the owner that it is taken.
- The information given on any advert must be accurate and honest at all times.
- Any owner suspected of registering for a low number of properties and redirecting students to other properties can have their registration suspended at any time without notice.
- Data Protection Act 1998. By registering to use this service, you are giving consent that any information given by you regarding your registration and any properties advertised shall be processed and held on systems operated by SHAC and Netlet Holdings Limited (an application services provider used by SHAC). We will reasonably endeavour to protect the information we obtain from you from loss, misuse, or unauthorised access, leading to disclosure, alteration or destruction. Information may be disclosed to statutory authorities on request.
- Owners agree not to stand or approach prospective tenants within 100 meters of the SHAC offices. Failure to comply with this will result in the owner's registration and advertisements being suspended without notice.
- The owner has signed the warranty declaration.
- Although SHAC will endeavour to help landlords let their properties through advertising on our website SHAC cannot guarantee to let your property.
- SHAC accepts no liability whatsoever in respect of the advertisements prepared by SHAC based on the contents on Accommodation Details Forms and in no circumstances (whether caused by negligence or otherwise) will SHAC be liable for any consequential or indirect damage or loss of rent or loss of profit suffered or incurred by you or any third party howsoever caused.