

## Guidance for completing the Advertisement form

### Essential Security Standard

NetletRHUL 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.

**Lodgings (rooms in an Owner's 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 landlords advertising Lodgings

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

### Returning these forms

Accommodation details forms can be posted to NetletRHUL Student Housing Bureau, Royal Holloway University of London, Egham, Surrey, TW20 or Faxed to +44 (0)1784 276 164. 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 the Student Housing Bureau.

### 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.