

RHULstudentPRS  
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RHULStudentPRS and Unipol 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.

## ROYAL HOLLOWAY OWNER REGISTRATION FORM 2011

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

Ref No:  
Office use

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:		
<p><b>Please Enter Below Summary Details of the Property Advert(s) You wish to Register / Re-Register.</b> Please continue on another sheet if necessary. A completed Accommodation Form is required for new adverts. Re-Registrations must update the Date and Rooms Available below, and should use the Accommodation Form to update details where necessary.</p>			
Address	Fee Category	Large Ad?	Date Available
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
<b>Total Properties to Register</b>		<b>Total Fee payable</b>	
Do you intend to use the online management service for owners?			Yes / No
Have you already received a username and password?			Yes / No

### Fee Categories – all 2011 fees valid until 28th November 2011

A: Non-Accredited Properties (1 - 4): £55.00 per property (including VAT)

B: Non-Accredited Properties (5 - 8): £50.00 per property (including VAT)

C: Non-Accredited Properties (9 & upwards): £35.00 per property (including VAT)

D: Runnymede Borough Accredited Properties: £35.00 per property (including VAT)

E: Lodgings (owner occupiers): £40.00 (including VAT)

Large Adverts: £30.00 premium per advert (including VAT). This is in addition to standard advertising fees as appropriate

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

Signature

Date

### Payment Details

Cheque (payable to 'RHUL' or 'RHBNC')

Online Store (Credit / Debit Card – <http://onlinestore.rhul.ac.uk/>)

Please ensure your payments are appropriate to the number and type of properties advertised. Sending incorrect payment amount will result in a delay to your properties appearing on our website

### Conditions of Service

1. If a registration is upgraded for more properties, the upgrading fee covers the same period as the initial period of registration.
2. Fees must be paid before any properties can be advertised or marketed as Accredited.
3. We reserve the right to charge an administration fee of £15.00 where an owner has to be written to because they have advertised more properties than their fee allows.
4. All advertisements are accepted at the discretion of RHULstudentPRS.
5. Advertisements are displayed until RHULstudentPRS is informed by the owner that it is taken. RHULstudentPRS reserves the right to remove all property from our site after three months.
6. The information given on any advert must be accurate and honest at all times.
7. 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.
8. 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 Unipol Student Homes, Leeds Student Homes Limited (our associated trading company) and RHULstudentPRS (an application services provider used by Leeds Student Homes Limited). 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.
9. RHULstudentPRS may also pass information to third parties for direct marketing purposes. Tick here if you wish to opt out from this.
10. Owners agree not to stand or approach prospective tenants within 100 meters of the RHULstudentPRS offices. Failure to comply with this will result in the owner's registration and advertisements being suspended without notice.
11. RHULStudentPRS accepts no liability whatsoever in respect of the advertisements prepared by Unipol Student based on the contents on Accommodation Details Forms and in no circumstances (whether caused by negligence or otherwise) will RHULstudentPRS 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.