

Section 2. Property Details

Energy Performance Certificate (EPC): All properties require an EPC and owners should complete this section with the relevant information to be included on their advert.

Section 3. Rent

Rent Levels: Please 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).

Rent Concession: If you offer a rent concession for the summer or when a student is on work placement please put full details in the space provided. This will include the period the rent concession covers and the reduced amount of rent payable.

Section 4. Space

How to choose which category your property will fall into

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.

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.

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.

Section 5. Heating and Water: Only one box can be ticked in each section so tick the box that relates to your primary source of heating and hot water.

Section 6. Living

Dedicated Internet Access: Dedicated Internet Access means that the property has a broadband account set up, which will allow tenants to simply plug in their computers and surf. If 'yes' is ticked then any charges for this service should be detailed in the 'Other Information' section.

Distance from the Shrivenham campus: We ask you to provide this information to provide students with more information about location.

Section 7. Safety and Security**Netlet's Essential Security Standard**

Netlet 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 HMOs) 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.

Mains Interlinked Fire System: A mains, hard-wired interlinked system which complies with BS 5839. Detectors should be linked up to one another through the mains, so that when one is activated all the others in the property also make a sound.

Fire Blankets and Fire extinguisher: You may only tick fire blanket if it is manufactured to BS EN3: 1996. You may only tick Fire extinguishers present if you have a minimum of one 2kg dry powder or carbon dioxide fire extinguisher manufactured to BS EN3: 1996.

Section 8. Owner Occupier Details

If you are an owner occupier you need to provide more details about your living arrangements in the box provided.

The student to student notice board has a section on it for students who want to live with an owner occupier. Owner Occupiers are able to respond to the notices left on this section. Please quote your name and owner registration number at the top of your response, and give the street name of your property. If you do not do this the staff cannot allow your response to appear.

Section 9. Other Information

Own Transport required please tick this if this would be needed to go from the property you are letting to campus. You may tick that you are on a direct bus route if the bus stop is 15 minutes or less walk from the property.

Use the Other information section 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, you can add that you are willing to let individually to students as well as those in a group.

Suitable for students with Disabilities: If you tick this section you must detail your reasons for this statement.

Comments Box: This is an area for you to put in more details about your property or the location **that are not covered anywhere else on the form.** Students find this section particularly helpful so it is in your interest to use this box.

Section 10. Photographs

Unipol can accept digital photographs of your property by email: shrivenhamowners@unipol.leeds.ac.uk. You can send 1 exterior and up to 8 interior photographs.

Returning these forms

Accommodation details forms can be posted to NetletShrivenham c/oUnipol, Richmond Building, University of Bradford, Bradford BD7 1DP or faxed to 0870 760 5611. 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 Unipol staff.

When your property has been 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.