

## Guidance for completing the Advertisement form

### Essential Security Standard

LSEstudentPRS 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

**Houses:** 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. Rents are advertised on the website both as per room per week (in all cases) and for the entire property per week (except for those cases where rooms are being let individually).

**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.

**Flats:** None of the facilities are shared with other properties. The property has its own bathroom, toilet and kitchen. Rents are shown per room flat (in all cases) and for the entire property per week (except in those cases where rooms are being let individually).

**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 8 of the form.

**Private Halls** These are privately owned single developments that house 15 students or more. They are often divided into flats for 4 to 6 students who have individual bedrooms (some with en-suite). The kitchen bathroom and living space are shared.

### Rent Levels

We ask you to state the rent payable as a weekly sum, for the entire property except where rooms are to be let on an individual basis. The rent will appear on the website as rent per room (in all cases) and as rent for the entire property (in those cases where the entire property is to be let) 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).

### Location

It could be helpful to mention the tube station that is nearest to the property you are advertising as well as the zone, as defined by the London underground system, that the property is located in. Also distance, in time, between the University and the property should be included. All of this information can be found through journey planner on the [www.tfl.gov.uk](http://www.tfl.gov.uk) website.

### Advertisement Fees for houses and flats

Where rooms are being let individually within a self contained property there will only be one fee charged for the whole property and there will not be a separate fee charged per individual room. Each self contained flat or studio is counted as an individual property even where it is at the same address as other flats or studios.

### 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 in order to help find suitable tenants.

### Returning these forms

Accommodation details forms can be handed in at or posted to LSE accommodation Office, Tower Two, Houghton Street, London WC2A 2AE or Fax +44 (0) 20 7955 7717. It is not possible to take property details over the phone. You will be able to view all your adverts on the website. It is important that you check them for errors. If you need to make any amendments to your advertisements then please contact the LSE accommodation office 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.