



## OWNER REGISTRATION FORM

Please fill in using ink and capital letters and return or fax to LSE accommodation office at the address or number above.

Registration No.

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

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

Number of properties to register:

Fee

£ <input style="width: 40px;" type="text"/>	p <input style="width: 40px;" type="text"/>
---	---

Payable:

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

Signature

Date

### Payment Details

Cheque  Master Card  Visa  Switch

Credit Card Number

Expiry Date:  /

Issue Number

Name on Card:

Last three digits on signature strip (on reverse of credit card)

### Registration Fees from 1<sup>st</sup> June 2011 (Fees expire 31<sup>st</sup> May 2012)

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

£15 per property

Properties with over more 10 bedrooms will be negotiated separately

### 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. 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.
3. Owners will provide copies of gas safety certificates for all properties advertised through LSEstudentPRS.
4. All advertisements are accepted at the discretion of LSEstudentPRS.
5. Advertisements are displayed until LSEstudentPRS is informed by the owner that it is taken. LSEstudentPRS reserves the right to remove properties from the 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 Leeds Student Homes Limited and LSE Student PRS (the application services providers). 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. LSE Student PRS accept no liability whatsoever in respect of the advertisements prepared by LSEstudentPRS based on the contents of Accommodation Details Forms and in no circumstances (whether caused by negligence or otherwise) will LSEstudentPRS 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.