

Student Accommodation Lettings Service

Keele University

Registration for Private Accommodation 2010/1

Keele University Student Accommodation Lettings Service provides advice and information to students who are seeking accommodation in the local area. Information on the availability of accommodation in the private sector is displayed via a website, www.keelestudentpad.co.uk, and can be accessed easily by students.

Details of what is required by law to rent your property, and to register your property with Student Accommodation Lettings Service can be found in our booklet entitled "all you need to know: Information For Landlords"

A copy of your registration form (and other information as requested) is made available to Newcastle Borough Council and adjoining Local Authorities, who are willing to give advice on requirements for letting properties.

Student Accommodation Lettings Service will be displaying properties from 10 March 2010 onwards and you can register your property with us for any period of **three calendar months** after this date.

If you wish to offer accommodation to students for 2010/1, please follow the procedure outlined below:

- 1. Complete a Registration of Private Accommodation 2010/1 form for each property you wish to register.**
- 2. Enclose £25.00 per property for a period of three calendar months.** Cheques should be made payable to Keele University. Alternatively please feel free to make a telephone payment using a valid Visa debit/credit card or MasterCard.
- 3. Attach the original copy of the current gas safety certificate, current Periodical Electrical Inspection Certificate and current Energy Performance Certificate for each property. These will be returned to you.**
- 4. Return all the documentation to Student Accommodation Lettings Service, Keele University, Keele, Staffs, ST5 5BG.**

Properties will not be advertised unless we hold valid copies of these certificates. If your certificates expire during your registration period your advert will be taken off the

website until new valid certificates are provided (in this case the registration period will not be extended to cover the time not displayed).

Student Accommodation Lettings Service cannot guarantee to fill your vacancy. If you let your property (or room), please inform us as soon as possible so that we can delete the advertisement from our database.

Once your three month registration period has been completed it will be possible to re-register your property for a further three calendar months. However, you must ensure that all certificates are up to date and pay the registration fee again.

If you have any questions, please contact Student Accommodation Lettings Service on 01782 734152.

Student Accommodation Lettings Service Keele University

Registration of Private Accommodation 2010/1

Contact Details

Company Name

Mr/Mrs/Miss/Ms*

Surname..... First Name.....

Address.....
.....

Post Code.....

Telephone No Alt Telephone No.....

Fax..... Web Site.....

E-mail.....

Properties Details

Address of Property to be Registered
.....
..... Post Code.....

Property Type Shared House or Flat / Lodgings / Staff Accommodation*

Total Number of Bedrooms.....

Number of Bedrooms Available.....

Number of Floors.....

Description of property in less than 15 words
.....
.....

Rent per person per week.....

Retainer per person per year.....

Rent includes Electricity/ Gas/ Water *

Deposit per person per year.....

Deposits will be paid into the following scheme:
Deposit Protection Service / mydeposits / The Tenancy Deposit Scheme *

* Delete as appropriate

Other Facilities

- Washing Machine Double Glazing Smoke Alarm Shower
- Telephone Fridge/Freezer Microwave Lounge
- Burglar Alarm B/band Access

Other.....

Type of Heating.....

I am / am not* a member of the North Staffordshire Landlords Accreditation Scheme.
My membership expires on (Information provided will be cross referenced
with the North Staffordshire Landlords Accreditation Scheme)

Property available from

I confirm that the information supplied on this application is true and to the best of my
knowledge and belief. I agree to indemnify Keele University and Studentpad.co.uk in
respect of any loss arising from inaccurate or incomplete information in this
application. I am the Landlord / Agent for this property.

Sign.....

Print Name..... Date.....

**Please ensure you enclose a current gas safety certificate, a current Periodical
Electrical Inspection Certificate, a current Energy Performance Certificate, the
fee and that you have fully completed this registration form.**

* Delete as appropriate

Office Use Only

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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