



**sussexstudentpad.co.uk**

**Accommodation advertisement form for resident landlords 2016/17**

**Section 1 – Basic information**

**Property to be advertised**

Address .....

.....

.....

Town .....

Postcode .....

Area .....

**Have you already registered this property with us?**

**Yes, all information previously submitted remains unchanged**

Please sign the declaration, and submit any relevant documents

**Yes, but I wish to make changes**

Please complete the applicable sections of this form, sign the declaration, and submit any relevant documents

**No, I have not registered this property before**

Please complete all sections of this form, sign the declaration, and submit any relevant documents

**Section 2 – Your details**

**Title** .....

**First name** .....

**Surname** .....

**Are you:**

- The legal owner of the property to be advertised
- A representative of the legal owner
- A tenant of the property to be advertised

**Home address** .....

Town .....

Postcode .....

**Business address** .....

.....

.....

Town .....

Postcode .....

**Telephone** (primary) .....

**Telephone** (secondary) .....

**Telephone** (mobile) .....

**Fax** .....

**Email** .....

**Website** .....

**Are you a member of the National Landlords Association?**

- Yes  No

**Are you allowed to let the property by the terms of any lease agreement?**

- Yes  No  N/A

**Section 3 – Property details**

**Accommodation type:**

- Shared flat  Shared house

**Number of bedrooms**

**Number of storeys**

**Suitable for:**

- Males  Family
- Females  Undergraduates
- Mixed group  Postgraduates
- Staff

**Please indicate if you would allow:**

- Children  Smoking
- Pets

**Property description**

**Section 4 – Facilities**

- Washing machine  Double glazing (whole property)
- Fridge/freezer  Double glazing (partial)
- Electric cooker  Garden
- Gas cooker  Bicycle storage
- Microwave  Parking – off street
- Shower  Parking on street – unrestricted
- Lounge  Parking on street – restricted
- TV aerial or satellite dish  Wheelchair accessible
- Telephone/Internet point

**Number of:**

Baths  WCs

Showers  En-suites

**Other facilities**

**Type of heating** .....

### Section 5 – Safety and security (tick all that apply)

- Battery smoke detectors
- Heat sensor in kitchen
- Carbon monoxide detectors
- Zoned fire alarm system with panel
- Mains linked smoke detectors including lounge
- Fire safety blanket in kitchen
- Furniture complies with fire regulations
- Locks on any windows accessible to pedestrians on any level
- Code compliant locks on all external doors
- Emergency lighting
- Burglar alarm
- 30 minute resistant fire doors

#### Please state location

### Section 6 – Certification and supporting documents

#### Landlords/owners gas safety record

Expiry date: .....  N/A

### Section 7 – Inventory

Provide the name of the tenancy deposit scheme you are registered with: .....

- Insurance
- Custodial

#### Do you supply an inventory?

- Yes
- No

### Section 8 – Advertisement information

Number of single bedrooms available to let

Price per person

Per week £ .....to £ .....

Per month £ .....to £ .....

Number of double bedrooms available to let

Price per room

Per week £ .....to £ .....

Per month £ .....to £ .....

#### Let property to:

- Individuals
- Individuals and groups
- Groups only

#### Are you able to provide meals?

- Yes
- No

Deposit per person per tenancy £ ..... to £ .....

#### Do you require a guarantor?

- Yes
- No

Please note that the rent must include gas, electricity, water and internet

Period of notice required .....

Property is available to rent from .....

### Section 9 – Photographs

You may submit up to 6 digital photographs to enhance your advert. Please email them to your chosen accommodation service.

### Section 10 – Declaration

Please ensure you have completed all relevant sections of the application form. Incomplete documentation, including certificates, will be returned to you.

- I confirm that the information supplied on this application is true and to the best of my knowledge and belief
- I agree to indemnify the University of Sussex and studentpad.co.uk in respect of any loss arising from inaccurate, misleading or incomplete information in this application
- I declare that my property meets the terms and conditions of the 2016/17 University of Sussex Code of Standards for registered landlords. I further declare that my conduct will be in line with that set out in the Code. I understand that information about my Code of Standards status is in the public domain and will be accessible to all those using [www.sussexstudentpad.co.uk](http://www.sussexstudentpad.co.uk) and will remain accessible for up to three years regardless of my future membership of the Code.

Print name  Signed  Date

When we have received your completed registration form, all the required documentation and are satisfied that your property complies with the Code of Standards we will advertise your property on the website. You can forward your registration form to the University of Sussex using the following address:

**University of Sussex,  
Housing Services,  
Bramber House, University of Sussex,  
Falmer, Brighton BN1 9QU**

E [housing@sussex.ac.uk](mailto:housing@sussex.ac.uk)

T 01273 678220