

## Visiting and Exchange Students - Student Pad Incentives Scheme Terms and Conditions

Each year, the University has approximately 300 visiting and exchange students who come part way through the academic year to study for a few weeks/months at the University. Many of these students look for accommodation on Sussex Student Pad, the University portal where rooms and properties to let can be advertised.

To support new resident landlords who wish to let a room to visiting and exchange students, the University of Sussex is covering the cost of the first 75 landlords to sign up to let a homestay/resident landlord room for September 2023 to obtain a Gas Safety Certificate and Basic DBS check to meet the Sussex Student Pad Code of Standards.

The reimbursement of these costs is subject to the following terms and conditions:

### Disclosure and Barring Service (DBS) Check

The University of Sussex will reimburse the cost of a basic disclosure check if all the following conditions are satisfied:

1. The application to sign up is amongst the first 75 received by the University.
2. After receipt of the application, the University carries out an initial property inspection from the University and gives written confirmation that the inspection has been satisfactory and that the DBS costs to be incurred by the Landlord have been approved for reimbursement.
3. In the case of the Landlord employing a third-party service to complete the DBS check on their behalf, the cost is no higher than £18 ([as outlined on GOV.UK for basic DBS checks](#)). If there are additional third-party fees associated with completing the check, the University will not reimburse for these additional charges.
4. The basic disclosure check returns as clear, making the landlord eligible to rent a room as per the terms and conditions of the [Sussex Student Pad Code of Standards](#).
5. The Landlord provides the University with:
  - a. A copy of the DBS
  - b. Copies of all required safety certification outlined in the [Sussex Student Pad Code of Standards](#)
  - c. Information required for advertisement including room and property descriptions and photographs
6. The Landlord has complied with all additional requirements set out at initial inspection by the University to make the room compliant with the [Sussex Student Pad Code of Standards](#).
7. The Landlord is seeking to advertise a minimum of one room that has not been advertised on Sussex Student Pad since September 2020.
8. The Landlord is seeking to advertise from September 2023 for a minimum of 13 weeks.
9. The Landlord understands and agrees that advertisement of a room on [www.sussexstudentpad.co.uk](http://www.sussexstudentpad.co.uk) and participation in this incentive does not guarantee rent for any period or that a tenant will be found.
10. The Landlord understands and agrees that the University holds no responsibility or liability for the landlord and tenant agreement.

### Gas Safety Certificate

The Landlord has the option of arranging their own Gas Safety Inspection and receiving reimbursement of the cost, or appointing the University's preferred supplier who will bill the University directly.

The University of Sussex will reimburse or cover the cost of a Gas Safety Inspection if:

1. The application to sign up is amongst the first 75 received by the University
2. After receipt of the application, the University carries out an initial property inspection from the University and gives written confirmation that the inspection has been satisfactory and that the costs of the Gas Safety certificate have been approved for reimbursement.
3. The Gas Safety Inspection is completed by a registered Gas Safe Engineer.
4. The Gas Safety Inspection is completed after the initial property inspection from the University (and only once written confirmation is given from the University that the Landlord has been approved for reimbursement).
5. In the case of the Landlord employing an Engineer or Business of their choosing to complete the Gas Safety Inspection, the Engineer is Gas Safe Registered and competent to work in that specific area of gas. This is clearly marked on the back of the Engineer's Gas Safe Register registration card. The Landlord must check that the Engineer or the Business is Gas Safe Registered on the [Gas Safe Register website](#).
6. In the case of the Landlord employing an Engineer or Business of their choosing to complete the Gas Safety Inspection, the maximum cost of the Inspection is £77 (inclusive of VAT) and a clear receipt is provided to the University that:
  - a. is dated after the initial inspection of the property by the University.
  - b. clearly includes the property address, cost of the inspection and the registration number of the Gas Safe Engineer or Business that completed the check.
7. The Landlord provides the University with:
  - a. A copy of the Gas Safety Certificate
  - b. Receipts for any remedial works completed after recommendation by the Gas Safe Engineer
  - c. Copies of all required certification outlined in the Sussex Student Pad Code of Standards
  - d. Information required for advertisement including room and property descriptions and photographs
8. In the case of the Landlord employing the University's preferred Gas Safe Engineer to complete the Gas Safety Inspection, the Landlord uses the referral code provided by the University to ensure the cost of the check is charged back to the University directly.
9. The Landlord understands and agrees that if they appoint the University's preferred Gas Safe Engineer to complete the inspection, the University will not be held liable for any action, claims or loss in respect of the performance of services.
10. The Landlord has complied with all additional requirements set out at initial inspection by the University to make the room compliant with the [Sussex Student Pad Code of Standards](#).
11. The Landlord is seeking to advertise a minimum of one room that has not been advertised on Sussex Student Pad since September 2020.
12. The Landlord is seeking to advertise from September 2023 for a minimum of 13 weeks.
13. The Landlord understands and agrees that advertisement of a room on [www.sussexstudentpad.co.uk](http://www.sussexstudentpad.co.uk) and participation in this incentive does not guarantee rent for any period or that a tenant will be found.
14. The Landlord understands and agrees that the University holds no responsibility or liability for the landlord and tenant agreement.

