

Agent Registration Form

2025 - 2026

Agent Contact Details			
Main Contact		Mobile No:	
Name of Agency:		Direct Tel No:	
Address of Business:		Main Tel No:	
		Alt Tel No:	
Postcode:		Agent name, telephone number(s), email address and web address in <u>green</u> will be displayed on the website	
Email:			
Web Address			

Please be aware that the information below is a required field on our database and we only require an estimate or average on bedspaces and properties. You can provide a range – for example between 300 to 500 bedspaces over a range of properties. We are aware that this may change frequently for Agents and would only ask that you update us on any changes should you no longer have any available accommodation.

About the Agency	Please continue on a separate sheet if necessary

About Your Properties

Please continue on a separate sheet if necessary

Property Details

This information is for advertising purposes only. Please tick all that apply.

*The most commonly found number of floors in your properties

Address of Agency:		Accommodation Type:	
		House Studio Flat	
Area:		Living Arrangements:	
Postcode:		Shared Property (i.e individual rooms)	
		Whole Group (i.e property let to one group)	
		Others (please specify) _____	
No. of bedrooms in total:		*No. of floors in property:	

Video / Walkthroughs

Please only provide one link – YouTube or Vimeo

Shared Property Facilities

We are aware that for an Agency property facilities will vary, please provide examples.

Only select those facilities that **all** your properties have in common

Washing Machine	Microwave	Double Glazing	Telephone	Broadband Internet
Dishwasher	Front or Back Garden	Bicycle Store	Tumble Dryer	Television
Satellite Dish / Cable	Separate WC	Lift	Caretaker/ Team onsite (office hours)	Caretaker/ Team onsite after hours
Onsite Laundrette	Wireless Internet	Wheelchair Access	Recent Re-decoration (within 5 years)	Gym
En suite	Meal Option	Off Road Parking	All Double Bedrooms	Secure Car Park
Burglar Alarm	Security Lighting	Video Entry System	Key Code Entry System	Fob Entry System
CCTV	Onsite Cinema	Onsite Bowling Alley	Tennis Courts	Pool Table
Other facilities:	Other facilities:	Other facilities:	Other facilities:	Other facilities:

Suitable For			
Postgraduates	Undergraduates	Families	Individuals

Mobility	**Mobility Compliant Facilities		
Ground Floor Bedroom	Ground Floor Bathroom	Ground Floor WC	
Shower Over Bath	Level Entry Shower / Wet Room**	Adapted Toilet	
Adapted Kitchen	Permanent Level or Ramped Access**	Moveable Access Ramp	
Mid Height Sockets / Switches**	Allergy Free	Ground Floor Bedroom with sufficient space for a Wheelchair**	
Ground Floor Bathroom with sufficient space for a Wheelchair**	Ground Floor WC with sufficient space for a Wheelchair**	Shower / Wet Room	
Wall Mounted Shower Seat	Adapted Bathroom	No Difficult Outside Steps	
Fairly Level Access Throughout**	Door(s) wide enough for wheelchair access (external 800mm, internal 750mm)**	Visual / Vibrating Fire Alarm	

Sustainable Living			
Smart Meter	Renewable Energy for Electricity	Renewable Energy for Heating	Energy Efficient Domestic Appliances
Energy Efficient Boiler	Solar Panels	Room Thermostat	Heating Timer and/ or Programmer
Insulation	Double Glazed Windows	Energy Efficient Light Bulbs	Low Flow Shower
Compost Bin	Internal Recycling Bin		

Further Details	
How are the properties heated?	Which deposit protection scheme will be used?
Electric Heating	a) Custodial Insured Not Charging a Deposit
Gas Heating	b) My Deposit Ltd Deposit Protection Service
	Tenancy Deposit Scheme
What type of contract will be used? Assured Shorthold Tenancy Agreement (AST)	
Individual AST	Joint and Several AST Fixed Term Tenancy

I hereby declare that;

1. If I take a deposit, I will protect it in an approved **Deposit Protection Scheme**.

2. I will manage the property in accordance with the **Manchester Student Homes Code of Standards**.

I understand that the period of time covered by this declaration is **1 October 2025 to 30 September 2027** and that Manchester Student Homes may request copies of any paperwork relating to my tenancies or my management practices and/or carry out a physical inspection of my properties during this period.

I hereby certify that the information submitted on these forms is accurate and truthful and I agree to the conditions of service stated on the property registration form.

Representative's Signature: _____

Date: _____

Please return this form and any property documentation / certificates to penny.chan@manchester.ac.uk or to:

Manchester Student Homes, University of Manchester Students' Union, Oxford Road, Manchester, M13 9PR

Tel: 0161 275 7680

Web: www.manchesterstudenthomes.com

Terms and Conditions of Service

Adherence to the terms of the Agent Code of Standards is compulsory for all Agents registered with Manchester Student Homes.

All advertisements are accepted at the discretion of Manchester Student Homes.

Information provided on all adverts must be honest and correct at all times.

You will have to advise Manchester Student Homes of any changes to your adverts or properties.

In order to maintain the integrity of the advertising list, when all properties are let, Agents should inform Manchester Student Homes.

Failure to do so could put future registrations at risk.

No refund will be provided for adverts that have been disabled due to, but not limited to, the following:

- Suspension from the scheme
- Expulsion from the scheme
- Non-compliance
- During a serious code complaint

By registering with Manchester Student Homes, you are consenting to your details being held on an internal database. Manchester Student Homes will, if requested, pass these details onto legitimate third parties and statutory bodies. Manchester Student Homes will also use this information to send you details of products and services from carefully vetted companies; however, we will never pass your details on to these companies.

Agents must not approach tenants or display unauthorised publicity material within 100 metres of the Manchester Student Homes office, nor on any Greater Manchester university or college campus or students' union that is affiliated with Manchester Student Homes without prior permission. Such behaviour will result in the withdrawal of registration with immediate effect.

Manchester Student Homes reserves the right to use images of properties on social media networks for the purposes of promoting either the property in particular or the Manchester Student Homes service in general.

Manchester Student Homes accepts no liability whatsoever for published errors where those errors have been copied from a registration form, an accommodation details form or where the details have been entered via the online registration system.

Under no circumstances will Manchester Student Homes be held liable for any consequential or indirect damage, loss of income incurred by the owner or any third party, howsoever caused.

Advert Details		The information required below is a required field and we are aware that the information will vary for an Agents portfolio. Please supply a range.			
Number of bedrooms available in portfolio:		Deposit (pp per year)	From:	£	To: £
Rent:	From: (per person per week)	£	To: (per person per week)	£	
Property to be let to:	<div>Groups</div> <div>Individuals</div> <div>*Both</div>				
Rent Includes:	<div>Water Gas Electricity TV Licence Internet</div> <div>Contents Insurance Breakfast Evening Meals Bed linen/towels</div>				
Contract Length:	<div>Long Let Short Lets</div> <div>(Full academic year or more) (6 months or less)</div>				
Summer Concession:	Half Rent	Retainer	Retainer Amount:	£	
Available From:			Available To:		
Fees					
Holding Fee:			£		

Adverts can be purchased at any time during the advertising period, however, the price will remain the same, regardless of when you choose to advertise. **All adverts will be removed from the website on the last day of each advertising period.**

Full Accreditation: 1st October 2025 until 30th September 2026

Price List £ 1,050.00 + VAT

Payment
<p>Online payment - via The University of Manchester's e-store (a receipt will be issued <u>with</u> a VAT breakdown) https://estore.manchester.ac.uk/product-catalogue/manchester-student-homes/landlord-products-services/landlord-adverts You will need to click on 'custom quote' and enter an amount <u>inclusive of</u> VAT</p> <p>Purchase Order - made payable to 'The University of Manchester' (an invoice will be issued with a VAT breakdown) To pay by PO you must be a customer of The University of Manchester. A 'Customer Application Form' must be completed, signed and returned.</p>

Please Note: Your advert will not be made live until payment has been received.