

OFFICE USE ONLY

Received
Code Declaration	Y / N
Provider Self Assess	Y / N
Hall Self-Assess	Y / N
Accredited
A+	Y / N
IFS	Y / N
PO Received
Advert Created
Advert Live

Private Hall Advertising Form

2018 - 2019

PLEASE NOTE: The details provided on this form will be displayed on the Manchester Student Homes website.

Hall Name:		No. of bedrooms:	
Address:		No. of floors:	
		Main Tel No:	
		Alt Tel No:	
Area:		Email:	
Postcode:		Web:	

Private Hall Description

Please tick here if you would like us to use the description from last year (we will not make any amendments)

Please continue on additional sheet if necessary.

Room Type / Name	Ensuite	No. of students sharing per	Available from	Length of contract	Price per person per week	No. of rooms available
<i>Example: Classic</i>	Yes	4 bed cluster 3 bed flat	15/09/2015	44 wks	£120.00 - £150.00 Or from £120 - £180	20
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
Total Rooms Available						

Rent			
Rent Includes:	Water Bed Linen/ Towels	Gas Breakfast	Electricity TV License Evening Meals Internet Content Insurance
Rent Frequency:	Weekly	Monthly	Termly Bi-Annually Annually
Rent Payment Dates			
Do you charge rent in advance? If so, please give amount and date due.		Yes	No
If you charge rent on a termly basis, please provide rent payment dates.		Date Due:	
1 st Rent Instalment Date			
2 nd Rent Instalment Date			
3 rd Rent Instalment Date			
Are the rent payment dates in line with Student Loan payment schedules for 2019-2020 academic year?		Yes	No
Do you require a guarantor?		Yes	No
Do you apply late rent payment charges? If yes, please give details.		Yes	No
What are the rent payment and guarantor arrangements for international students? (please specify)			
Deposit			
Do you charge a deposit?	Yes	No	When is payment due?
Which deposit protection scheme and type will be used?		Custodial	Insured
Deposit Protection Service		My Deposit Ltd	Tenancy Deposit Scheme

Fees – Please complete this in full				
Type	Yes / No	Amount	Is it refundable?	Please give details
Do you charge a holding or reservation fee?	Yes No		Yes No	
Do you charge a booking or administration fee?	Yes No		Yes No	
Do you charge a guarantor fee?	Yes No		Yes No	
Do you charge an inventory fee?	Yes No		Yes No	
Do you charge a change of tenancy fee?	Yes No		Yes No	
Do you charge any other fees to student tenants?	Yes No		Yes No	

Booking and Cancellation	
Please briefly outline the booking process at your private hall, including any deadlines and charges.	
Please briefly outline the cancellation policy at your private hall, including any deadlines and charges.	
Please outline any special offers, promotions or discounts etc.	

Video / Walkthroughs	Please only provide <u>one</u> link – YouTube or Vimeo (this will be vetted and authorised by MSH; content must be associated with the private hall on this form)

Shared Property Facilities		Please select which facilities the hall has		
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:

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

Is your Private Hall suitable for; Please select (you can choose more than one option)		
Postgraduates	Undergraduates	Individuals
Couples (where one is not a student and sharing a 1 bedroom flat or studio room)		

How is the private hall heated?	Electric Heating	Gas Heating
As a Private Hall your contracts should be Individual Assured Shorthold Tenancy Agreements (AST)	Yes	No Other _____

Social Media – Please provide account names of any social media outlets you currently use, if any. Note: On occasion we may tag you in our social media post, to inform students of your participation with the accreditation scheme	
Facebook: / _____	Twitter: @ _____
Other: _____	

Terms and Conditions of Service

for Larger Student Schemes

- All advertisements are accepted at the discretion of Manchester Student Homes.
- Scheme providers need to be aware that there is no automatic right to access the services of Manchester Student Homes and that offers to use the services in future years are at the discretion of Manchester Student Homes.
- Information provided on adverts must be honest and correct at all times. Manchester Student Homes must be informed of any amendment to any detail of an advert.
- Please note when completing the registration form that misleading advertising is an offence which can carry heavy fines and that Manchester Student Homes has a statutory duty to report such matters to the authorities.
- Larger Student Schemes must accredit and advertise every bed space in the scheme with Manchester Student Homes.
- Larger Student Schemes will at all times keep Manchester Student Homes informed of any changes to room availability and/or pricing structures.
- Manchester Student Homes accepts no liability whatsoever for published errors where those errors have been copied from a registration form or accommodation details form.
- 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.
- All adverts are accepted in good faith and as part of the Manchester Student Homes Code of Standards for Larger Student Schemes. Adverts are accepted on the understanding that accommodation providers will complete all building/refurbishments works in compliance with fire safety/building regulations/planning/health and safety and all other relevant legislation and to ensure that all options for tenant compensation/cancellation/relocation are in place in the unlikely event of a build delay occurring. Manchester Student Homes and all tenants must be kept informed of any adverse delay as soon as a problem occurs.
- Where a Larger Student Scheme provides significantly misleading information during the registration process, Manchester Student Homes reserves the right to withdraw any advertising from its website and will take a view on whether to maintain its relationship with the Scheme provider in future years.
- By committing to comply with the Manchester Student Homes Code of Standards for Larger Student Schemes, accommodation providers must ensure that their property and paperwork are as declared on the registration form. Checks of both property and management standards will be undertaken by Manchester Student Homes to ensure that the information provided is true and correct.
- Larger Student Scheme owners or staff must not approach tenants or display unauthorised publicity material within 200 meters of the Manchester Student Homes office nor on any Greater Manchester University or college campus that is affiliated with Manchester Student Homes. Such behaviour will result in the withdrawal of registration with immediate effect.
- The scheme provider needs to be able to supply Manchester Student Homes with a local point of contact who can be approached in the first instance, should a complaint be made under the auspices of the Code of Standards for Larger Student Schemes
- Costs for the 2018 – 2019 registration period are detailed on this registration form. A company purchase order must be returned with the completed registration form to allow for invoicing. If you are not already a customer of The University of Manchester, please contact Manchester Student Homes on 0161 275 7680 or penny.chan@manchester.ac.uk to register as a customer.

Advertising Declaration			
The information I have provided on this form is honest and correct.			
Name:		Position:	
On behalf of (company name):		Date:	

Price and Payment

The price to have a standard web advert, displayed on the Manchester Student Homes website until 30th September 2018 is:

£7.50 plus VAT per room for all rooms in the scheme

The advert for the larger student scheme will be taken off the website if accreditation is suspended or revoked.

A purchase order for the total amount must be sent to Shirley.Pennington@manchester.ac.uk or Manchester Student Homes, Unit 1-3 Ladybarn House, Moseley Road, Fallowfield, Manchester, M14 6ND, before the advert will be created. The purchase order must include:

- **Purchase Order No.**
- **Description of service - '1 x Standard Private Hall Web Advert for (Private Hall Name)'**
- **Total**
- **V.A.T Amount**
- **Total Including VAT**

To pay via purchase order, you must already be a registered customer of The University of Manchester. Please contact Manchester Student Home if you would like to become a registered customer.

Accreditation Plus

Please contact Manchester Student Homes if you would like to apply for Accreditation Plus status.

Please return this form, Code Declaration, your purchase order and other supporting documents to:

Shirley.Pennington@manchester.ac.uk

Manchester Student Homes, Unit 1-3 Ladybarn House, Moseley Road, Fallowfield, Manchester, M14 6ND

Tel: 0161 275 7680 Fax: 0161 275 7684