



Provider Assessment Form Larger Student Schemes

2018-2019

Provider Details		Your Details	
Provider / Company Name:		Name:	
Number of Schemes Being Registered:		Email:	
Date:		Tel:	

This questionnaire is part of our framework for assessing Larger Student Schemes against the provisions of the Code of Standards. The questions in this section correspond to provisions of the Code of Standards that are relevant to your organisation as a whole. By completing this section you are submitting your organisation for accreditation. **Unless your policies and practices differ from scheme to scheme, you will only need to complete this form once, no matter how many schemes you are advertising.**

A few questions have a simple “yes or no” format. There are other questions that require a short detailing of processes.

Please complete this form electronically.

If you need further guidance in completing any part of this form please contact 0161 275 7680 or Shirley.Pennington@manchester.ac.uk



Pre-tenancy	
1.1	<p>Please provide evidence of the information you make available for prospective tenants regarding:</p> <ul style="list-style-type: none"> • accommodation • services and facilities • contractual terms and conditions • guarantor conditions • different terms and conditions for international students • fees, down payments, deposits and rent
1.2	<p>What opportunities do prospective tenants have to state flat share preferences?</p>
1.3	<p>Do you take a holding payment prior to granting tenancy? If “yes”, please provide a copy of the Holding Payment Agreement you use. Yes No</p>
1.4	<p>Do you ensure prospective tenants are given a minimum of 24 hours to consider the terms of tenancy? Yes No</p>
1.5	<p>Please summarise your cancellation policy, including deadlines and charges, and provide evidence of where/when this information is provided to the students before taking payment.</p>

On letting the property	
2.1	Please provide a copy of the standard tenancy agreement you will use for the coming academic year.
2.2	How do you ensure compliance with disability discrimination legislation?
2.3	Which tenancy deposit scheme do you use?
At the start of the tenancy	
3.1	What procedures are in place to ensure accommodation is clean and in a good state of repair at check-in?
3.2	Please provide a copy of the welcome pack you give to students.
During the tenancy	
4.1	What evidence can you provide that you meet your repair obligations within reasonable timescales?

4.2	What procedures are in place to ensure tenants are given 24 hours notice before staff or contractors enter their flat or their room?
4.3	Please summarise the procedures you have in place for dealing with an outbreak of infectious illness or disease at a scheme.
4.4	Please summarise the measures you have in place to prevent or reduce anti-social behaviour.

At the end of the tenancy

5.1 Please summarise the information you provide to tenants at the end of the tenancy, and the format this information comes in.

5.2 What procedures are in place to ensure the timely return of deposits (or balances on deposits) at the end of the tenancy?

5.3 How do you communicate and justify deposit deductions to avoid unnecessary disputes?

