



Manchester
Student Homes
University Approved
Accommodation

Property Registration Form

2016 - 2017

OFFICE USE ONLY

MSHP:

HMO	Y / N
EPC	Y / N
Gas	Y / N
Elec	Y / N
Paid	Y / N
Advert Live	Y / N

Landlord Contact Details			
Name:		Main Tel No.	
Address:		Alt Tel No:	
		Alt Tel No:	
Postcode:		Landlord name, telephone number(s) and email address will be displayed on the website.	
Email:			

Property Details			
Address:		Accommodation Type: <input type="checkbox"/> House <input type="checkbox"/> Studio <input type="checkbox"/> Flat	
Area:		Living Arrangements: <input type="checkbox"/> Resident Landlord	
Postcode:		<input type="checkbox"/> Shared Property (i.e individual rooms)	
No. of bedrooms in total:		<input type="checkbox"/> Whole Group (i.e property let to one group)	
*No. of floors in property:		*Please provide HMO license if the property has 5 or more bedrooms over 3 floors.	

Property Description	Please continue on a separate sheet if necessary

Property Facilities		Please select which facilities your property has							
Washing Machine	<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Double Glazing	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Broadband Internet	<input type="checkbox"/>
Dishwasher	<input type="checkbox"/>	Garden	<input type="checkbox"/>	Bicycle Store	<input type="checkbox"/>	Tumble Dryer	<input type="checkbox"/>	Television	<input type="checkbox"/>
Satellite Dish / Cable	<input type="checkbox"/>	Separate WC	<input type="checkbox"/>	Lift	<input type="checkbox"/>	Concierge / Caretaker onsite	<input type="checkbox"/>	Onsite Laundrette	<input type="checkbox"/>
Wireless Internet	<input type="checkbox"/>	Wheelchair Access	<input type="checkbox"/>	Recent Re-decoration (within 5 years)	<input type="checkbox"/>	Gym	<input type="checkbox"/>		
En suite	<input type="checkbox"/>	Meal Provided Option	<input type="checkbox"/>	Off Road Parking	<input type="checkbox"/>	All Double Bedrooms	<input type="checkbox"/>	Secure Car Park	<input type="checkbox"/>
Burglar Alarm	<input type="checkbox"/>	Security Lighting	<input type="checkbox"/>	Video Entry System	<input type="checkbox"/>	Key Code Entry System	<input type="checkbox"/>	CCTV	<input type="checkbox"/>
Onsite Cinema	<input type="checkbox"/>	Onsite Bowling Alley	<input type="checkbox"/>	Other facilities:		Other facilities:		Other facilities:	

Suitable For							
Postgraduates	<input type="checkbox"/>	Undergraduates	<input type="checkbox"/>	Families	<input type="checkbox"/>	Individuals	<input type="checkbox"/>

Further Details	
How is the property heated? <input type="checkbox"/> Electric Heating <input type="checkbox"/> Gas Heating	Which deposit protection scheme will be used? <input type="checkbox"/> My Deposit Ltd <input type="checkbox"/> Tenancy Deposit Scheme <input type="checkbox"/> Deposit Protection Service <input type="checkbox"/> Not Charging a Deposit
What type of contract will be used? <i>Assured Shorthold Tenancy Agreement (AST)</i> <input type="checkbox"/> Individual AST <input type="checkbox"/> Joint and Several AST <input type="checkbox"/> License	

Certification			
Please supply copies of ALL the following documentation, where applicable, or we will be unable to advertise your property.			
Does the property require a HMO License ? If yes, please provide expiry date and a copy of the license.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry Date:	
Does the property have Gas? If yes, please provide expiry date and a copy of the Landlord Gas Safety Certificate .	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry Date:	
Please provide the expiry date and a copy of the Electrical Periodic Inspection Report .		Expiry Date:	
Please provide the Energy Performance Certificate (EPC) Reference Number			
PLEASE NOTE: If any of the above documentation expires during the advertising period, your advert will be automatically taken off the Manchester Student Homes website.			

Landlord Declaration

I hereby declare that;

1. I have provided Manchester Student Homes with copies of the following:

Landlord Gas Safety Certificate (if the property has gas)

Electrical Periodic Inspection Report

HMO License (if applicable)

Energy Performance Certificate Reference Number

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

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

4. In addition, I hereby declare that I possess the certificates and documents for the following (These must be produced on request):

Portable Appliance Testing (PAT). All portable appliances supplied by me in the property have been tested by a competent person.

Fire Risk Assessment. A Fire Risk Assessment has been carried out and that any subsequent work has been completed.

5. I will comply with the Consumer Protection Law for Letting Professionals and ensure that my advert contains all the required information detailed in the guidance below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/319820/Lettings_guidance_CMA31.P

I understand that the period of time covered by this declaration is **1 October 2016 to 30 September 2018** 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.

Landlord Signature: _____

Date: _____

Accreditation Plus

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

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

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

Tel: 0161 275 7680

Fax: 0161 275 7684

Web: www.manchesterstudenthomes.com

Terms and Conditions of Service

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

A copy of the current Gas Safe, landlord gas safety certificate, if applicable, must be submitted before any property can be advertised.

A copy of the current Electrical Periodic Inspection Report must be submitted before any property can be advertised.

A copy of the current HMO license, if applicable, must be submitted before any property can be advertised.

The current Energy Performance Certificate Reference Number must be supplied before any property can be advertised.

Please note that if any of the above documentation expires during an advertising period, then any advert for the property will be taken down from the website until such time as the current certification is supplied to Manchester Student Homes, notwithstanding the expiry of the advertising period.

Manchester Student Homes reserves the right to charge an administration fee of half the cost of a standard advert, at the manager's discretion, where an owner has to be contacted because they have submitted more properties for advertisement than their fee allows or where late amendments or cancellations are made.

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

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

Unless you log into your control panel, 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 a property is let, landlords should either:

Log into their control panel in order to change the status of the let property or inform Manchester Student Homes of the same;

Failure to do so could put future registrations at risk.

If an owner is suspected of registering a smaller number of properties in order to promote a wider portfolio, Manchester Student Homes will suspend their advertisements with immediate effect.

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.

If you do not wish to be sent information on useful products and services please put this request in writing and send to: DPA, Manchester Student Homes, Unit 1-3, Ladybarn House, Moseley Road, Fallowfield, Manchester, M14 6ND

Owners or management 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. 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					
Number of bedrooms available:		Rent: (per person per week)	£	Deposit (per person per year)	£
Property to be let to:	<input type="checkbox"/> Groups <input type="checkbox"/> Individuals <input type="checkbox"/> *Both *To advertise both individual students and groups, you will need to purchase an additional advert				
Rent Includes:	<input type="checkbox"/> Water <input type="checkbox"/> Gas <input type="checkbox"/> Electricity <input type="checkbox"/> TV License <input type="checkbox"/> Internet <input type="checkbox"/> Contents Insurance				
Contract Length:	<input type="checkbox"/> Long Let (Full academic year or more) <input type="checkbox"/> Short Lets (6 months or less) *To advertise in more than one contract length you will need to purchase an additional advert.				
Summer Concession:	<input type="checkbox"/> Half Rent <input type="checkbox"/> Retainer		Retainer Amount:	£	
Available From:	/ /		Available To:	/ /	

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.**

Period 1: 1st October 2016 until 31st March 2017

Period 2: 1st April 2017 until 30th September 2017

If you have advertised your property in period 1 and want to continue advertising in period 2, the property can be re-advertised for the discounted rate of **£40.00**.

Price List

The price to become an accredited landlord and have a standard web advert is as follows:

1 property	£ 80.00	Additional Advertising:	
for each additional property up to 5	£ 80.00		
for each additional property between 6 and 25	£ 40.00	Additional property advert	£ 40.00
for each additional property between 26 and 50	£ 20.00		
for each additional property between 51 and 99	£ 10.00	Window advert (subject to availability)	£ 20.00 per month
Unlimited number of property adverts	£ 2190.00		

I would like to purchase:	No. of Adverts	Price
Standard Web Advert		
Additional Web Advert		
Window Advert		
Total Cost		£
Payment		
Cheque - Please make cheques payable to "The University of Manchester"		
Credit / Debit Card - Please contact Manchester Student Homes on 0161 275 7680 to make payment over the phone.		

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