

Dear Householder,

Thank you for your interest in renting accommodation to Kingston University students.

We will allow you to advertise your properties free of charge on our Daily Vacancy List. The right is reserved to not advertise, or to withdraw advertising, without giving a reason. Each property is advertised for a two week period, with renewals made by emailing or telephoning Accommodation Services. Please advise us when your property is taken and we will remove your advert.

In order to provide our students with good quality, convenient and affordable housing we require that all owners/landlords sign up to our recommended Code of Standards. The University will *only* advertise the properties of owners/landlords who agree to adhere to this Code of Standards. Full details are attached.

We recommend that an Assured Shorthold Tenancy is used for your rental agreement, for guidance on rents, please contact Accommodation Services.

Kingston University acts solely as an advertising medium and owners/landlords should be aware that staff cannot become directly involved in any legal dispute between themselves and student tenants. Similarly any contractual arrangements undertaken in the letting of private rented accommodation will be solely between the two parties.

To advertise your property with us kindly complete the enclosed Advertisement Form, sign and return it to the above address together with a copy of your Gas Safe Register™ Safety Certificate. For subsequent years it is your responsibility to ensure that gas appliances are serviced annually.

Please note that signing the Advertisement Form confirms that you are responsible for ensuring all gas appliances are in safe working order, and are checked every 12 months. You should also be aware that all soft furnishings must comply with the fire safety regulations as detailed in the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

The Housing Act 2004 included both the implementation of Tenancy Deposit Protection and Energy Performance Certificates which are now legal requirements. Please view www.direct.gov.uk/ to ensure you comply with this legislation before signing this form.

We also recommend that you contact your Local Authority to arrange for your house to be assessed under the Housing Health and Safety Rating System (HHSRS) –a risk rating system introduced in the Housing Act (2004). Further information can be found at www.direct.gov.uk or from your local authority.

Data Protection

Whilst the University takes care to protect personal data you will appreciate that some details which you supply to us will need to be included within lists of available accommodation. These receive widespread distribution, both at home and worldwide, through both paper and electronic media. Information is available to staff, and students of the University and also to members of the general public. All information supplied to the University will be passed to the appropriate offices in your Local Authority covering the area where the property is sited. By completion of this form you will be indicating your consent to the use of data for these purposes. Any queries in relation to this should be discussed with Accommodation Services.

Yours faithfully



Accommodation Services

Private Rented Accommodation **Self-contained Houses & Flats for Students of Kingston University**

The purpose of this code of standards is to ensure that: -

- Owners/Landlords understand the requirements of student tenants
- Owners /Landlords understand their legal obligations, particularly in relation to the Housing Act 2004.
- From 6th April 2007 all tenancy deposits must be protected in a government-authorised scheme. This rule applies if the tenancy is an assured shorthold tenancy.
- From October 2008 all landlords must have an Energy Performance Certificate. This applies to all self contained properties..
- Owners/Landlords enjoy the benefits of successful letting to students
- Student tenants enjoy the benefits of good housing that is well managed
- Disagreements and misunderstandings are kept to a minimum
- Problems and disputes are resolved satisfactorily

Kingston University assists its students to find good quality, convenient and affordable housing. Owners/Landlords are invited to advertise their properties with Accommodation Services provided that they agree to this recommended Code of Standards and, when advertising, sign to confirm that they will abide by the recommended Code.

The University will **only** advertise the properties of owners/landlords who agree to adhere to this recommended Code of Standards. The university will **not** be able to advertise the houses and flats of Owners/Landlords who do not agree to this recommended Code of Standards.

In return for the agreement of Owners/Landlords to this recommended Code of Standards, Accommodation Services will undertake-

- To advertise to its students the details of any accommodation available for rent on The Daily Vacancy List.
- To advertise the details of any accommodation available for rent on a dedicated internet site.
- To maintain the advertisement for two weeks in the first instance, and renewable as requested, as long as the property is vacant and available.
- To liaise with the Owner/Landlord in order to ensure accurate and current details are advertised.

Accommodation Services does **not** provide a survey or inspection service for private rented accommodation. The University will assume that any Owner/Landlord who signs the recommended Code of Standards and advertises private rented accommodation with the Accommodation Service will provide a good standard of housing management.

The University will advise its students on matters that are in their best interests and will advise them when viewing houses and flats on questions that they should ask Owners/Landlords.

Owners/Landlords who have any queries or questions about the recommended Code of Standards or about anything relating to letting their house or flat to students are invited to contact Accommodation Services at Cooper House we are happy to help with advice and guidance.

Accommodation Services
Kingston University
Cooper House
40-46 Surbiton House
Kingston upon Thames
Surrey KT1 2HX

Telephone: 020 8417 9000
Direct Line: 020 8417 3829
Facsimile: 020 8417 3532
Web: www.kingston.ac.uk/landlords
Email: accommodation@kingston.ac.uk

Code of Standards for houses and flats

Equal Opportunities

Kingston University has a strong commitment to implementing its equal opportunities policy and, in residential accommodation, we aim to ensure that no person or group of persons shall be treated less favourably than any other person or group of persons because of their gender, race, ethnicity, colour, nationality, disability, sexual orientation, age, marital status or religion.

BEFORE THE LETTING

Legislative Requirements (Housing Act 2004)

The introduction of the Housing Act 2004 changes the definition of a House in Multiple Occupation (HMO) and extends it to include shared houses such as those occupied by students. Those HMO's that are 3 storeys and above with 5 or more occupants, that share an amenity will be licensable by the local authority. It will be the responsibility of the landlord to apply for a licence. Landlords should contact their local authority Housing/Environmental Health Department about:

1. Amenity standards, for example, kitchens, bathrooms and toilets
2. Fire detection and protection standards, for example, alarms and fire doors
3. Minimum fire fighting equipment
4. Housing Health and Safety Rating Scheme – all properties must be free of category 1 hazards.

(See attached list of Local Authority contacts)

Energy Performance Certificates

The Energy Performance Certificate (EPC) gives home owners, tenants and buyers information on the energy efficiency of their property. It gives the building a standard energy and carbon emission efficiency grade from 'A' to 'G', where 'A' is the most efficient. The average efficiency grade to date is 'D'. The EPC is required by law when a building is put up for rent. Landlords need to make an EPC available to prospective tenants the first time they advertise a home after 1 October 2008. An EPC is only required for a property which is self-contained, and is valid for 10 years.

An EPC isn't required when a tenant rents a room and shares facilities and has a tenancy for one part of the property. For more information please go to www.direct.gov.uk

Advertising

- All details of the property should be accurate and avoid misrepresentation
- Prospective tenants or interested parties should be granted an opportunity to view the property
- No money for security deposit or rent should be demanded before signing and exchange of any letting agreement

Letting Agreement

- Prospective tenants must be provided with a copy of any contract under which any property is to be let and, if requested, should be allowed at least 24 hours in which to seek advice regarding the terms and conditions of the contract.
- Prospective tenants must receive a clear statement of any rent due, together with amounts, dates and methods of payment.
- Additional charges for utilities such as gas, electricity and telephone, if to be levied or collected by the owner/landlord should be clearly and specifically detailed in the letting agreement
- The name and current address of the owner/landlord must be recorded on the letting agreement together with any name, address and telephone number of any managing agent or person(s) acting on behalf of the owner/landlord.
- The letting agreement should state whether the owner/landlord or tenant(s) are responsible for the payment of water rates or charges

State of Repair

- The owner/landlord must have completed all repairs and property maintenance required to bring the property into compliance with statutory or common law, or this Code, or agreed between the owner/landlord and the prospective tenant(s), by the commencement of the tenancy

Insurance

- The owner/landlord must carry adequate and appropriate insurance for the property and its contents. Insurance policies should recognise that the property is to be let to students.

Council Tax

- Properties occupied only by full-time students are normally considered exempt from Council Tax, but local authorities will require exemption certificates in respect of each resident as soon as possible. Students can obtain these documents from Student Information at Ground Floor, Cooper House, and landlords are advised to ensure that this is accomplished.

AT THE START OF THE LETTING

- A full set of the letting agreement(s), including inventory, must be issued to the tenant(s) at time of commencement of the letting and the contract must not contain any clause that contradicts or conflicts with statutory or common law or this Code.

DURING THE LETTING

Payments

- Written receipts must be issued for all cash/cheque payments by the tenant(s) for rent, deposits, utility or service charges

Conduct

- The owner/landlord should pursue the management of the property in a professional and courteous manner at all times

Access

- Tenants are entitled to privacy and the quiet enjoyment of their rented accommodation. If the owner/landlord requires access to the property for routine inspection, the tenant(s) must be given at least 24 hour's advance notice of the date and time of the visit. In the event of an emergency requiring immediate attention or where notice would be impractical, this condition may not always apply.

Property

- All rooms let as bedrooms should contain a bed with adequate mattress, reasonable clothes storage space, desk or working surface and chair. Bedrooms should also have a window providing adequate light and ventilation and be properly hung with curtains or fitted with blinds.
- All furnishings and fittings should be in clean and reasonable condition at the start of the letting and must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- Each kitchen must contain facilities for the storage, preparation and cooking of food which are sufficient and appropriate for the number of occupants.
- The property must contain sufficient and suitably located WCs, baths and/or showers and washbasins, supplied with hot and cold water, and heating for the number of occupants.

Repairs and Maintenance

- Owners/landlords must ensure that properties meet all appropriate legislation.
- All owners/landlords are expected to maintain their houses and flats, to ensure that properties are habitable and that essential services and utilities are maintained in good working order.
- Maintenance and servicing tasks, which can be performed as planned operations, such as gas appliance servicing, window cleaning, exterior and interior painting should be carried out in consultation with residents and with regard to their convenience.
- Owners/landlords are expected to respond appropriately to requests for repairs, breakdowns and essential maintenance, undertaking any replacement, repair or remedial work as quickly as is reasonable and practical. It is recommended that the following set of priorities is used and acted upon: -
 - **Emergency:** Repairs or work required to avoid a danger to health, risk to safety of residents or serious damage to buildings or belongings. Repair or replacement within 24 hours of the report of the defect or fault.
 - **Urgent :** Repairs or work required to remedy defects which materially affect the comfort of the student residents. Repair or replacement within 5 working days of the report of the defect.
 - **Non-urgent:** Day to day reactive repairs. Repair or replacement within 28 days of the report of the defect.

HEALTH AND SAFETY

Gas

- Owners/landlords should supply residents with clear, written instruction for the safe use of central heating and hot water systems.
- Gas supply and all gas appliances must comply with Gas Safety (Installation and Use) Regulations 1998.
- Landlords must ensure that all gas appliances are installed and serviced by a Gas Safe Register™ engineer*. They must also ensure that an annual gas safety check is carried out by a Gas Safe Register™ engineer and that tenants are provided with a copy of the certificate.

*NOTE: Gas Safe Register has replaced CORGI in Great Britain and the Isle of Man. The register exists to protect you, your family, and your property from dangerous gas work.

By law, anyone carrying out work on gas installations and appliances in your home must be on the Gas Safe Register. Be gas safe – always use a [Gas Safe registered engineer](#). Always ask to see their Gas Safe Register ID card.

Electricity

- Owners/landlords are encouraged to supply residents with clear, written instructions for the safe use of all electrical appliances.
- All electrical appliances provided by the owner/landlord must function safely and in accordance with the manufacturer's instructions.
- All electrical installations should be certified as safe by an approved electrician in line with current Institute of Electrical Engineers (IEE) Wiring Regulations.
- Written verification of safety should be obtained at least every five years and be made available to residents and prospective residents on request.
- Any and all repairs and improvements to electrical wiring should comply with IEE Wiring Instructions.
- All electrical appliances should be inspected regularly for wear and tear and any defects remedied.
- A Portable Appliance Test (PAT) should be undertaken by a competent electrician not less than once every two years and a written record maintained.

Paraffin Heaters & Bottled Gas

- Owners/landlords must not supply paraffin heaters or bottled gas heaters.

Fire Detection and Alarms

- Owners/landlords of properties deemed to be Houses in Multiple Occupation by the Local Authority have a statutory duty to provide fire detection and alarm systems in accordance with licensing and appropriate for the size of property, the number of floors and the number of occupants. In addition, fire escape routes will be required to be signed in accordance with the same registration.
- All properties must be fitted with fire detection incorporating an audible alarm. The minimum requirement is for an appropriate number of battery operated smoke detectors, although a mains wired and interlinked system should be installed in properties occupied by 5 or more occupants.
- Mains and Battery operated smoke alarms should be checked regularly and maintained in working order.
- Kitchens must be fitted with at least one fire blanket and one 2kg dry powder or carbon dioxide fire extinguisher.
- Fire blankets and extinguishers should be inspected regularly and be ready for use.
- Exit routes should be maintained as safe and unobstructed.

Security

- External doors should be of strong and solid construction and fitted with at least a five-lever mortice deadlock. Door frames should also be sound, strong and well secured.
- Windows accessible from ground level must be fitted with window locks

Hygiene & Waste

- All properties must have facilities that are adequate for the storage, preparation and cooking of food that can be cleaned and maintained in a hygienic condition by the residents.
- All properties must have adequate refuse storage and disposal facilities sufficient for the number of occupants.
- All properties should have flooring that is serviceable and that can be cleaned by the occupants.
- All properties should be equipped with a serviceable vacuum cleaner at the commencement of the tenancy.

DISPUTES & COMPLAINTS

- Owners/landlords should undertake to deal in a professional manner with any complaint or dispute and should maintain courteous and respectful relations.
- Owners/landlords should undertake to respond promptly to any complaint or dispute.
- Owners/landlords should undertake to provide a written response to any correspondence from residents and to do so within three weeks of receipt of the original notification.
- Owners/landlords should ensure that all agreements and settlements of disputes are honoured within a reasonable period of time and always within 28 days.
- Owners/landlords should be aware that the University offices and staff cannot become directly involved in any legal dispute between owners/landlords and student tenant(s).

AT THE END OF THE LETTING

- Owners/landlords should issue the residents with clear written guidance on the arrangements necessary to bring the letting to an end including any expectations about cleaning and the condition of the house or flat.
- Agree check out arrangements, including inventory check.

Deposits – Assured Shorthold Tenancies

- All tenancy deposits must be protected in a government-authorised scheme. For full details please visit www.direct.gov.uk/tenancydeposit.

Deposits – Lodgings

- Owners/landlords must administer deposits efficiently and fairly, using the monies only for the purposes for which they were intended.
- Where part or all of the deposit money is retained in order to pay for reasonable costs, owners/landlords must provide written statements of account detailing deductions and the reasons for retention of funds.
- Deposits or any balance of monies from the deposit should be returned to the former residents within 28 days of the end of the letting.

ADVICE & GUIDANCE

Accommodation Services can offer advice to owners/landlords on the letting of private rented accommodation (address and telephone numbers can be found at the end of this code). It must be emphasised, however, that any contractual arrangements undertaken in the letting of private rented accommodation will be between the owner/landlord and the student resident(s).

Shelter together with ASRA (the Association for Student Residential Accommodation) has published the “Students Housing Rights Guide”, a comprehensive overview of the housing market as it affects students and the legal framework within which it operates. The Guide – priced £16.75 – is available from Shelter Publications, 88 Old Street, London EC1V 9HU Tel: 020 7505 3043, email keytitles@shelter.org.uk or visit www.shelter.org.uk

Owners/Landlords are advised to seek any legal advice they require from their own solicitors, especially in matters relating to tenancy law and serious disputes.

Insurance

A number of companies offer insurance packages especially for properties to be rented by students. The university makes no recommendation of any specific company plan

Data Protection

Whilst the University takes care to protect personal data you will appreciate that some details which you supply us with will need to be included within lists of available accommodation. These receive widespread distribution, both at home and worldwide, through both paper and electronic media. Information is available to staff, and students of the University and also to members of the general public. All information supplied to the University will be passed to the appropriate offices in your Local Authority covering the area where the property is sited. By completion of this form you will be indicating your consent to the use of data for these purposes. Any queries in relation to this should be discussed with Accommodation Services.

Last Updated 6/5/2009

Please complete sections **1, 2 & 4** in **FULL** and the relevant parts of section **3**

1. Property Owner Details: PLEASE COMPLETE IN CAPITAL LETTERS

delete as appropriate:

Landlord / Agent Mr / Mrs / Miss / Ms / Dr

Company Name (if relevant): _____

Surname: _____ First Name: _____

Home Address: _____

Post Code: _____

Home Telephone No: _____ Other: _____

Mobile Telephone No: _____

Email Address: _____

2. Published Contact Details: PLEASE COMPLETE IN CAPITAL LETTERS

delete as appropriate:

Mr / Mrs / Miss / Ms / Dr

Surname: _____ First Name: _____

Day Telephone Number: _____

Evening Telephone Number: _____

Email Address: _____

3. Property Details: PLEASE COMPLETE IN CAPITAL LETTERS

Address of property to be advertised:

No./Name: _____ Flat Name: _____

Street: _____ Area: _____

Postcode: _____ HMO Licence No (if applicable): _____

Type of property (please tick)

House Bedsit

Flat Resident Landlord Family House

Fully Furnished Part Furnished Unfurnished

Number of Storeys (floors): _____ Total Size of Property (Bedrooms): _____

Number of Vacant Rooms: _____ Length of Contract: _____

Property is available to rent from: _____

Is the flat (Please Circle) Purpose Built / A Conversion

Type of Heating (please tick)

Gas Central: Electrical: Other:

Property Details Continued: PLEASE COMPLETE IN CAPITAL LETTERS

Facilities : Property has following *(please tick)*

Smoke Alarm	<input type="checkbox"/>	Fridge/Freezer	<input type="checkbox"/>	Shower	<input type="checkbox"/>
Burglar Alarm	<input type="checkbox"/>	Washing Machine	<input type="checkbox"/>	Car Parking	<input type="checkbox"/>
Microwave	<input type="checkbox"/>	Double Glazing	<input type="checkbox"/>	Lounge	<input type="checkbox"/>

Energy Performance Certificate (Legally required before advertising)

Energy Efficiency Rating: _____ Environmental Impact Rating: _____

Prices

Rent per week per person: £ _____

Property to be rented only as a whole: YES / NO

Does the rent include: Utility Bills YES / NO

Water Rates YES / NO

Deposit per person: £ _____

Additional Information

Nearest Bus Route to Kingston: _____

Nearest Train Station: _____

4. Safety - Please complete relevant part only

Date Corgi Gas Certificate Issued: *enclose copy* _____

NICEIC/Electrical Checked: YES / NO

NO GAS IN PROPERTY (please sign below):

I declare that **I DO NOT** have mains gas appliances in this property

Print Name: _____

Signed: _____

Date: _____

5. Declaration

Please ensure that you have completed the entire application

Please Tick

I have read and agree to the recommended Code of Standards issued by Kingston University

I declare that all mains gas appliances are maintained in good order and checked for safety at least every 12 months

I confirm that the deposit will be protected in a Tenancy Deposit Scheme

I confirm that the information supplied on this application is true to the best of my knowledge and belief

I agree to indemnify Kingston University in respect of any loss arising from inaccurate, misleading or incomplete information in this application.

I am the Landlord/Agent for this property *(delete as appropriate)*

Print Name: _____

Signed: _____

Date: _____

Local Authority Contact List

Kingston upon Thames	Elmbridge
<p>Private Sector Housing Royal Borough of Kingston Guildhall High Street Kingston upon Thames Surrey KT1 1EU</p> <p>Office hours : 8.45a.m to 5.00p.m. Monday to Friday</p> <p>Tel. No.: 020 8547 5536 Fax No.: 020 8547 5568 Email address: ehadmin@rbk.kingston.gov.uk</p>	<p>Private Housing Section Elmbridge Borough Council Civic Centre, High Street Esher, Surrey, KT10 9SD</p> <p>Tel. No.: 01372 474625 Email: asalter@elmbridge.gov.uk</p>
Richmond upon Thames	Wandsworth
<p>Housing Services London Borough of Richmond upon Thames Civic Centre 44 York Street Twickenham, Middx</p> <p>Tel. No.: 020 8891 7892 Email: e.dowling@richmond.gov.uk</p>	<p>Environmental Health Wandsworth Council PO Box 47095 London SW1W 9AQ</p> <p>Tel. No.: 020 8871 6345 Fax No: 020 8871 6147 Email address: fsibson@wandsworth.gov.uk</p>
Merton	
<p>Merton Environmental Health Section Environmental and Regeneration Department London Borough of Merton Civic Centre London Road Morden SM4 5DX</p> <p>Tel. No.: 8545 3025 Email: health@merton.gov.uk</p>	