



PRIVATE SECTOR LANDLORD REGISTRATION FORM 2008/09

PLEASE USE BLOCK CAPITALS

LANDLORD DETAILS:

Title: Mr / Mrs / Miss / Ms / Dr

Surname: _____

First Name: _____

Home Address:

POST CODE

Telephone No:

Mobile No:

Email Address*:

Web Site:

**Email is our preferred method of correspondence as it offers the quickest and most efficient way of contacting you*

PROPERTY DETAILS:

Address of Property to be advertised:

POST CODE

Type of property to be advertised (please tick)

Room

Bedsit

Shared house/flat

Family

Postgraduate

Staff

Is property shared with resident landlord YES/NO

No. of lettable rooms

En-suite rooms

Rent Details:

Dates property is available to rent from: _____ to _____.

Rent per week per person: £

Deposit per person: £

**Name of Tenancy Deposit Scheme used _____.

_____.

Retainer per person: £

Does the rent include:

Gas: YES/NO Electricity: YES/NO Water: YES/NO

Is smoking acceptable YES/NO

*** The University endorses the Deposit Protection Service – Custodial Deposit Scheme*

PROPERTY FACILITIES:

Property has the following (please tick)

Microwave

Gas Cooker

Bathroom

Washing Machine

Gas Hob

Shower

Tumble Dryer

Electric Cooker

Double Glazing

Broadband Access

Electric Hob

Burglar Alarm

Telephone Point

Television

Dishwasher

Fridge

Lounge

Freezer

Soft Seating

Other Facilities (Please state) _____

Type of heating (E.g. Gas Central, Electric) _____

Do the soft furnishings comply with present Fire Safety Regulations? YES/NO for further information see website below

www.informat.net/1/focus/accommodation/accom/EYWTKASABWATA/safety_reg/fire/sum.asp

TENANCY INFORMATION:

Individual Tenancy (separate contracts) or Joint (contract signed by all tenants)

INDIVIDUAL/JOINT

What is your normal letting period (9 or 12 months)? _____ Is there a notice clause? _____

SAFETY INFORMATION:

Property has the following (please tick)

Is there any gas in the property? ***

Date of Last Corgi Certificate Issued _____

Safety Appliances - Provided in your property**Crime Prevention - Provided in your property?**Smoke Detectors Window Locks on Ground Floor? Fire Extinguisher Window Locks on First Floor? Fire Blanket Dead Lock on Front Door? Fire Alarm System: Door Chain? Burglar Alarm Bolts on Back Door?

Date of last NICEIC Electrical Safety Check _____

Bolts on Front Door? *****If there is gas in the property, a current 'Landlords Gas Safety Certificate' must be enclosed with this form****LICENSING INFORMATION / ACCREDITATION SCHEME:**

Property has the following (please tick)

1. Is the property for 5 + students and situated within Uplands or Castle (Town Centre) electoral wards? 2. Is the property for 5 + students and on three + storeys? If 'yes' to either of the above questions, has the property been Licensed by the Local Authority? License Expiry Date: _____If 'no' and the property is to be let to 4 or fewer students, does it have a Compliance Certificate?

If 'yes' what is the date of the compliance certificate. _____

Does the property have Accreditation status? Registration Date: _____If no, are you in the process of applying for Accreditation?

(N.B. If a certificate is provided (copy acceptable), the information will be displayed on the advertisement)

LANDLORD DECLARATION:

I acknowledge that the University has not inspected my property and relies solely upon the information provided by me on this form for advertising the property for letting. I therefore agree to indemnify the University (and its officers, employees and agents) against any liability which it or they face as a result of any claim of any kind made against them in respect of the state or condition of my property or the information which I have supplied.

I agree to manage my property in accordance with the City and County of Swansea's Joint Code of Standards. I confirm that to the best of my knowledge all information given is correct at the date of signing and that I am willing for this information to be given out.

I understand that should the University become aware that any of the information on this form or provided by myself is incorrect that my registration will be suspended and any monies paid by me will be forfeit.

Please note the University is prohibited from advertising properties where tenants are excluded on the basis of colour, race or sex under the Sex Discrimination Act 1975 and Race Relations Act 1976. Only properties being let directly by landlords may be included on the University register. An individual property will be advertised on the *Studentpad* website and/or in a hard copy format. The University reserves the right to refuse the registration of an individual property, at its discretion.

Signature: _____ Date: _____

REFUNDS:

Please note that registration fees WILL NOT be refunded after the receipt of the registration form. This is due to the administrative and staffing costs related to registering and advertising the property(ies).

Any queries contact:

Claire Harper
Tel: + 44 (0)1792 295101 or 295328
Email: c.r.harper@swansea.ac.uk

Residential Services
Swansea University
Singleton Park
Swansea
SA2 8PP

