

**Durham Student's Union Accommodation Advertisement Form**

Contact Details	
<i>Delete as appropriate:</i>	
Landlord/lady/agent	Mr/Mrs/Miss/Ms/Dr
Surname: _____	First Name: _____
Home/Business Address (both if necessary)	
_____	
_____	
_____ Post Code: _____	
Telephone Daytime: _____	Other: _____
Email Address: _____	Web site: _____

Property Details	
Address of property to be advertised: _____ Post Code: _____	
<b>Type of property to be advertised</b> (please tick) Bungalow <input type="checkbox"/> House <input type="checkbox"/> Bedsit <input type="checkbox"/> Flat <input type="checkbox"/>	<b>Property Description</b> (No more than 15 words) <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<b>Size of property</b> (Number of bedrooms) _____  Number of tenants required: _____ Number of floors in the property _____ Room's in owners home? Yes/No _____ Number of tenants who live in property when fully occupied? _____	

Prices	Rooms in Owner's Homes (If Applicable)
Rent per week per person: £ _____ to _____ Does the rent include _____ Gas YES/NO Electricity YES/NO Water YES/NO Telephone YES/NO Internet YES/NO Contents Insurance YES/NO Buildings Insurance YES/NO Rent Payable: Weekly/Monthly/Four-weekly/Bi-monthly/ Termly Other (please state) _____ Deposit per person per year: £ _____	Who lives on the property? Couple YES/NO Family and Children YES/NO Single Person YES/NO  Do you have any pets living at home? * YES/NO  If you have stated yes, please give details * _____

Facilities		
<b>The Property has the following Facilities (Please Tick)</b>		
Modern Fitted Kitchen	<input type="checkbox"/>	Bath <input type="checkbox"/>
Microwave	<input type="checkbox"/>	Shower <input type="checkbox"/>
Washing Machine Point	<input type="checkbox"/>	Telephone Point <input type="checkbox"/>
Washing Machine Fitted	<input type="checkbox"/>	Garden <input type="checkbox"/>
Separate Living Room	<input type="checkbox"/>	Broadband <input type="checkbox"/>
Off-street Parking	<input type="checkbox"/>	TV Provided <input type="checkbox"/>
Tumble Dryer	<input type="checkbox"/>	Fridge <input type="checkbox"/>
Dishwasher	<input type="checkbox"/>	Freezer <input type="checkbox"/>
Double Glazing	<input type="checkbox"/>	Battery or Mains Operated CO detectors <input type="checkbox"/>
Energy Efficiency	<input type="checkbox"/>	Emergency Lighting Escape Route <input type="checkbox"/>
Burglar Alarm	<input type="checkbox"/>	
<b>SMOKE DETECTORS</b>		
Battery Smoke Detectors	<input type="checkbox"/>	Mains Smoke Detectors (not linked) <input type="checkbox"/>
Mains Smoke Detectors (linked)	<input type="checkbox"/>	Zoned Fire Alarm System (with panel) <input type="checkbox"/>

**Durham Student's Union Accommodation Advertisement Form Continued**

Facilities Continued	
Fire Blanket	<input type="checkbox"/>
5 lever Mortice Locks (minimum standards)	<input type="checkbox"/>
Window Locks	<input type="checkbox"/>
Other Facilities (Please state) _____	
<b>Type of Heating (E.g. Gas central)</b> _____	
Safety	
Accredited Property YES/NO	Date Corgi Certificate issued _____ (please
Licensed Property YES/NO	enclose copy)
NICEIC/Electrical checked (please enclose copy)	
Availability	
Property is available to rent from _____	

Code of Standards Compliance / Declaration
<p>a) Please note that due to differences in housing law, rooms advertised in owner's homes are <b>not</b> included in the Code of Standards scheme. If you advertise such a room and you wish to comply with any of the provisions, please ask for more information as it would be beneficial for both you and your tenants.</p> <p>b) Whether or not you wish your property to be advertised as Code of Standards compliant, you must accompany this form with a copy of a current CP12 Gas Safety Certificate if there is gas in the property. <b>We are unable to advertise properties which have gas without one under any circumstances.</b></p> <p>I certify that the property detailed on this form meets the terms and conditions of the 2007-2008 Code of Standards for shared housing in the student private rented sector. I further declare that my conduct as a landlord will be in line with that detailed in the Code.</p> <p>Trade name (if applicable) _____</p> <p>Signature _____ Date _____</p> <p><b>General Declaration</b> I enclose:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A valid CP12 Landlord's Gas Safety Record</li> <li><input type="checkbox"/> A valid Electrical Report</li> <li><input type="checkbox"/> A cheque for £37.50 inc VAT (or £15.00 for a room in your own home) per property made payable to "Durham Students' Union"</li> <li><input type="checkbox"/> (Where applicable) A copy of (or evidence of application for) a valid HMO licence from Durham City Council.</li> </ul> <p>In signing this form, I agree:</p> <ol style="list-style-type: none"> <li>1. that the information given on this form is, to my knowledge, accurate;</li> <li>2. to inform the Accommodation Office when the property is taken;</li> <li>3. that I will not advertise this or any other property by any means before 12<sup>th</sup> February 2007;</li> <li>4. that any breach of these conditions or the Code of Standards will result in the withdrawal of Accommodation Office services.</li> </ol> <p>Signature _____ Date _____</p> <p><b>The Accommodation Office operates an active policy against discrimination and takes action against anyone who attempts to discriminate against students or staff on the basis of gender, sexuality, race, creed or colour. Please note that DSU reserves the right not to advertise any property should it so choose.</b></p> <p>Please return this form with your remittance to The Accommodation Office, Durham Students' Union, Dunelm House, New Elvet, Durham, DH1 3AN. Tel: 0191 334 1770/1774</p> <p>These details must be posted, emailed or handed into DSU but <i>cannot</i> be accepted on the telephone.</p> <p>By using this form you are giving consent for this information to be held on computer and if requested be passed on to statutory bodies.</p> <p>Should you have any questions about this form please refer to your landlord's information pack or call the office on 0191 334 1770</p>