

### Please read this following information sheet before completing the Householders/Landlords Vacancy Registration Form

**University of West London is currently receiving increased requests from a wide range of students who are seeking accommodation in the private rented sector.**

Due to this increase in demand we need to secure friendly and welcoming householders/landlords within easy travelling distance of the University campuses to offer accommodation either in their own homes or as landlords of student houses.

Once we have your details and the relevant safety documents, we will advertise your property on our accommodation `vacancy list, which is distributed to students upon request. They will then contact you directly to make the necessary arrangements. All agreements will be between you and the student with this service acting as a referral agency and not as a guarantor for either party.

There is a steady demand for accommodation throughout the year and our students are being more proactive every year and often start to look for accommodation in the months running up to the start date of their academic course.

The peak arrival time for most students is September and October and this is when most accommodation is required. However, there is another peak arrival in February and March.

### Health and Safety requirements

Before we can advertise your accommodation, you will need to provide

evidence that the accommodation you offer meets the necessary health and safety requirements and that it complies with government housing legislation, in particular the regulations concerning houses in multiple occupation (HMO's).

### You will need to provide:

- A current Landlord's Gas Safety Certificate (renewable annually)
- HMO licence (if applicable – valid for 5 years)
- Electrical Safety Certificate
- Evidence of mains-wired smoke alarms

With effect from effect April 2006, all properties classified as HMO's are liable for mandatory licensing. This comprises properties on three or more storeys with five or more people living in more than one household. The only properties exempt from licensing are households with two lodgers or less. If you are unsure whether your property should be licensed, please contact your local authority. Failure to apply for a license can incur a fine of up to £20,000.

### Tenancy Deposit Protection

With effect from April 2007, landlords entering into an Assured Shorthold Tenancy are legally required to protect the deposits of their tenants using a government authorised Tenancy Deposit Scheme. For further information on Tenancy Deposit schemes please see:

The Deposit Protection Service  
[www.depositprotection.com](http://www.depositprotection.com)  
0870 707 1 707

## Energy Performance Certificates

From 1<sup>st</sup> October 2008 landlords are required to provide an Energy Performance Certificate when they rent out a home.

An Energy Performance Certificate (EPC) gives information on the energy efficiency of a property you want to let.

For information about EPCs, please see

Communities and Local Government  
[www.communities.gov.uk/epbd](http://www.communities.gov.uk/epbd)

or contact the Trading Standards Team at your Local Authority.

To find an accredited Energy Assessor or to download a copy of an existing EPC please see:

[www.epcregister.com](http://www.epcregister.com)

## To advertise a vacancy you will need to:

- Complete our Householders/Landlord Vacancy Registration Form

and return it to our address with

- A current Landlord's Gas Safety Certificate (renewable annually)
- HMO licence (if applicable – valid for 5 years)
- Electrical Safety Certificate
- Evidence of mains-wired smoke alarms

Originals will be copied, placed on file and then returned to you in the post.

## Useful contact details:

Citizens Advice - [www.adviceguide.org.uk](http://www.adviceguide.org.uk)

London Landlords Accreditation Scheme  
[www.londonlandlords.org.uk](http://www.londonlandlords.org.uk)

For health and safety topics - Health and Safety Executive  
Hse infoline: 0845 3450055  
[www.hse.gov.uk](http://www.hse.gov.uk)

For gas safety – Gas Safety Register  
0800 408 5500  
[www.gassafetyregister.co.uk](http://www.gassafetyregister.co.uk)

For electrical safety – NICEIC  
0870 0130382  
[enquiries@niceic.com](mailto:enquiries@niceic.com)  
[www.niceic.org.uk](http://www.niceic.org.uk)

Ealing Council:  
[www.ealing.gov.uk](http://www.ealing.gov.uk)  
[privatehousing@ealing.gov.uk](mailto:privatehousing@ealing.gov.uk)  
020 8825 6622  
[www.communities.gov.uk](http://www.communities.gov.uk)  
[www.direct.gov.uk/tenancydeposit](http://www.direct.gov.uk/tenancydeposit)

## How to contact us:

One Stop Shop – Student Services  
University of West London  
St Mary's Road  
Ealing  
W5 5RF

Tel: 020 8231 2573  
Fax: 020 8231 2587  
Email: [student.services@uwl.ac.uk](mailto:student.services@uwl.ac.uk)

We are located on the ground floor of the library building on the St Mary's Road Campus.