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INTRODUCTION

For those landlords, or prospective landlords who are looking for the certainty of a guaranteed rental income from their property and who prefer to entrust the day-to-day running of the property to suitably experienced professionals and be safe in the knowledge that the tenant will still be around at the end of the agreement, then Unilet may be the answer.

The Unilet scheme has been operating successfully since 2000, housing primarily first year undergraduate students in properties close to the University and offering an alternative to the standard 'halls of residence'.

Unilet offers the benefit of a guaranteed rental income for a fixed period of 44 weeks each academic year in addition to free property and contents insurance, free safety checks, full damage protection as well the professional management of the property and its occupants.

Additional properties in and around the following areas are required for inclusion in the scheme for the next academic year:

Bournemouth Town Centre
Charminster
Ensbury Park
Moordown
Wallisdown
Winton

To arrange an inspection of your property without obligation please complete and return the enclosed form in the pre-paid envelope. Unilet staff have a wide range of experience in the housing sector and if there are any points you would like to discuss further or need clarification please feel free to contact us on 01202 961683 or email accommodation@bournemouth.ac.uk

LETTING YOUR PROPERTY TO UNILET: YOUR QUESTIONS ANSWERED

What size and type of property do you deal with?

Any self contained flat or two storey house large enough for 3 – 6 people. Larger properties are acceptable but may be subject to other planning and environmental regulations. (Please see page 10 for further information about licensable and non-licensable Houses in Multiple Occupation – HMO's). The most popular size is for 4-5 students. There should be a communal living area apart from the kitchen. The minimum size for a bedroom is currently 70 square feet.

What furniture is needed?

All the usual furniture of a house with the reasonable provision of desk/table for study purposes in each bedroom. If you are furnishing an empty property you do not need to provide crockery, pots and pans or bedding. Students are advised that they need to bring these items with them. Please ensure a functional TV aerial and socket is available in the communal room.

We would advise that household trinkets, pictures, ornaments, radios, TV's and any items not listed on pages 11 & 12 be removed from the property as students will bring many of their own possessions. Such items, if left, will not be included in the inventory and are left at your own risk.

A comprehensive list of essential and recommended furniture is included at the end of this booklet.

Please note that all furniture/furnishings must comply with the Furniture and Furnishings (Fire Safety) Regulations of 1988. These regulations came fully into force on 31 December 1996 and labels showing compliance should be attached to such furniture. Please see pages 8 & 9 for further information.

What income will I receive?

This will depend on a variety of factors, eg number and size of bedrooms, distance from University, quality of decoration and furnishing. All houses are inspected by the Unilet Manager and an offer made accordingly.

As an indication a typical Unilet property will provide a guaranteed income of approximately £2200.00 per bed space (plus or minus 10%) for the 44-week Agreement period.

The University will arrange to pay you on or before the 1st of each month by bank transfer leaving you free from financial uncertainties. The first payment will be on or before the 1st of October.

What is the length of the Tenancy Agreement?

The Agreement is for the academic year from early September through to early the following July, a total of 44 weeks. An additional two weeks should be allowed at the end of the Agreement in order that the property can be fully checked and cleaned – see 'handback options' on page 4. Exact dates will be confirmed as these may vary slightly each year.

Do I let the house to the students or to the University?

We operate a Head Tenancy Scheme and you let your property to the University with guaranteed monthly rent payments even if your house is empty. Residential Services then sublet the property to Bournemouth University students. They sign a Licence direct with the University. Only full-time University students are allocated to Unilet properties. They cannot share a house with non-student friends or relatives. The Licence rules are basic common sense and students are expected to comply with the terms of the Licence, which will cover such things as noise, nuisance etc.

What about damage? Who pays and how is the amount decided?

The students each pay the University a deposit and a Schedule of Condition of the property is taken before the students move in. The owner and the students hold a copy of this and are expected to check it for accuracy. There will be regular inspections made by a Property Supervisor during the course of the academic year.

At the end of the Agreement period Residential Services will arrange a final check of the property. As the property owner you will be required to inspect the property and submit within two weeks any claim for damage along with any relevant estimates. Specific dates will be advised in advance.

Claims will be cross-checked against our final inspection report and a monetary offer made as appropriate.

ALL CLAIMS SHOULD BE MADE WITHIN TWO WEEKS OF THE PROPERTY BEING HANDED BACK TO YOU.

If this is not done, then neither the student/s nor the University can be held responsible thereafter.

General Maintenance of the Property

Minor repairs and maintenance in addition to emergencies will be dealt with directly by the University on behalf of the landlord to an agreed limit as per the tenancy agreement, using suitably qualified contractors appointed by the University. The arrangement of such repairs and maintenance is free of charge therefore no further costs will be added to the repair bill. However, if the University is involved in larger projects a small surcharge may apply. Bills will be paid by the University and deducted from a subsequent rental payment.

Should the repair be likely to cost more than the agreed limit we would use our best endeavours to contact the landlord first, however we may need to proceed without prior consent if the repair or maintenance issue is an emergency or has Health & Safety implications. We would ask that all landlords ensure that the fabric of the building as well as all items of furniture and electrical appliances are checked thoroughly in advance of students taking up residence to ensure that problems are limited when first occupied. Pay particular attention to the boiler/heating system ensuring it is adequate for the job in hand.

Fire equipment – if the fire extinguisher or blanket is used in an emergency, the landlord is responsible for the cost of the replacement. If the student has misused the equipment he/she will be invoiced for the replacement.

For Health & Safety reasons students will not be required to maintain the garden. The property owner is expected to arrange for regular maintenance to be carried out.

Handback Options at the end of the Agreement

Three Options are currently offered for the handback of the property to you following the end of the Agreement in July. Full details of these Options will be sent well in advance at which time you will be required to choose the option that best suits your circumstances. Where the cleaning Option is chosen the cleaning contractors will work to a specification agreed with the University, however the landlord would be expected to go in during the summer break to give the property a 'spring clean' in addition to attending to any repairs and decoration which may be required (normal wear & tear accepted). All dates will be advised well in advance.

Who pays the gas and electricity bills?

Gas and electricity bills will be paid by the University for the duration of the Tenancy Agreement and the supplying company may be changed accordingly where appropriate. The property owner is responsible for ensuring that bills are addressed c/o Residential Services, Bournemouth University. Meters that are charged using either a key or card are required to be changed to a standard billing meter prior to the Agreement commencing.

What about the telephone?

The University is responsible for the payment of any telephone/broadband provision during the course of the Agreement.

The owner is responsible for ensuring the telephone line is connected with British Telecom and that the bills are addressed c/o Residential Services at Talbot Campus. The telephone point and handset should be located in the communal lounge or hallway and the line is to be set for incoming calls only. The University is responsible for the quarterly line rental for the duration of the Tenancy Agreement.

Who pays for what?

The owner is responsible for payment of the mortgage and for ensuring permission to let the property has been given, also for payment of water and sewerage charges. It is essential that the house and furnishings are fully insured and we understand that negotiating favourable terms for letting to students can be difficult. As part of the Scheme, therefore, property and contents insurance will be arranged through the University's nominated insurance company, subject to their approval, and will be paid for by the University. Students are responsible for insuring their own belongings. The students at this time are exempt from Council Tax and thus student houses will be exempt for the duration of the Tenancy Agreement.

What guarantee do I have that the students behave themselves in my house?

During the term of the Agreement the University will manage any disputes arising. Where necessary, visits will be made to the house in order to discuss with the students any reports of unacceptable behaviour. Sanctions will apply to these students the same as those in University accommodation when the name of the University is likely to be brought into disrepute.

What if I need to have the house back within the year to use it for myself?

The contract with the University commits you to giving two months' notice in writing of wanting your house back to enable us to find the students somewhere else to live but we would not expect, save for exceptional circumstances, notice to be given during the period of the Agreement. Bournemouth University is obliged to give two months' notice. We would obviously be sympathetic if you needed the house for your own home and would try and move the students as soon as possible. This is not always easy to do since there has to be a comparable vacant property into which to move them and it may have to be done at the time they are taking examinations.

What if the student group does not leave.

Under these extremely unlikely circumstances the University would seek a Possession Order in the County Court. The student/s are told that they have no right to remain after the end of the University Licence and that if the Possession Order is granted against them it will cost them a considerable amount of money. Full details of the legal position can be given by the Law Centre or your own Solicitor.

Having decided to let my property to the University what happens next?

Please complete the 'Register of Interest' form and return in the envelope provided or alternatively contact Residential Services on 01202 961683 or email accommodation@bournemouth.ac.uk. We will contact you to arrange a viewing of the property. If it meets all the requirements, arrangements will be made for signing the Tenancy Agreement by both parties and for the inventory and necessary safety checks to be carried out. You will be required to complete a Landlord's Personal Details Form and a Property Information Form. Keys, 1 front door and 1 room door for each student and a complete second set for the University, should be handed over no later than the end of August. All the bedrooms in the house are required to be numbered, 1 to 4+ depending upon how many rooms there are. Please do not fix room numbers until assigned by the Unilet Manager.

When my house has been rented to students what are my rights of access?

Once you have rented your house to the University you cannot enter the property without permission from the students and Residential Services, unless there is a genuine emergency or you have given 48 hours notice in writing. However, if you have any reason to be concerned about your property, you should first contact the Property Supervisor responsible for your property who will be only too pleased to discuss the matter with you.

Do I need to do anything else before the students arrive?

The property is required to be ready for occupation no later than the end of August. It is essential that the gas and electricity supplies are laid on and a BT telephone line is connected for incoming calls only. If this is not done and it becomes necessary to arrange connection, the cost of this will be met by the landlord and deducted from the first rental payment. All appliances, equipment, smoke alarms, heating & hot water supplies should be checked and in full working order. The property should be left clean and tidy and devoid of any personal items and arrangements made for the redirection of any mail. A comprehensive checklist will be sent to all landlords during August. Should the property not be ready by the specified date we reserve the right to charge an administration fee for resolving any outstanding issues on your behalf.

Student Safety

In the interests of safety and in accordance with current legislation Residential Services will arrange for the annual inspection of gas & electrical appliances, furniture and furnishings and electrical installations. A written report will be produced by the independent company carrying out the checks and subsequently forwarded to you, however it is strongly recommended that you are present at the time these checks are carried out in order that any issues which may arise can be addressed in good time. Please remember that whilst the above inspection is arranged by the University (the tenant) and is included free of charge as part of the scheme it is ultimately the responsibility of the property owner to ensure that all requirements are met. The University will not pay for any works resulting from the inspections. Properties failing to meet the required standard by the due date will not be included in the Scheme.

Please note, that in addition to the above, all HMO (House in Multiple Occupation) properties, therefore all Unilet properties, are required to have a current '5 year periodic' electrical report, a copy of which will be required for our records. The University does not pay for this report or any subsequent remedial works required. For further information about HMO's please see page 10.

Tax and allowances

We would recommend that advice be sought from suitably qualified professionals to clarify any tax implications. All matters concerning tax can be found on the government website address www.inlandrevenue.gov.uk.

In general terms, deductions against tax on rents received may be claimed for the costs of maintenance and repairs (but not improvements). The initial cost of furniture, fittings and fixtures is not allowable, but the actual cost of subsequent replacement may be claimed; or alternatively, a wear and tear allowance of 10% of the rent received may be deductible. Interest on any mortgage secured on the property may also be allowable.

IMPORTANT NOTICE ABOUT STUDENT SAFETY

Current Legal Requirements on Residential Rented Properties for Landlords

The University must point out that the following summary outlines our interpretation of the regulations at the present time but as you will appreciate these are very complex. No liability can therefore be accepted for any consequences whatsoever in respect of failure to comply with safety regulations.

Electrical Safety Regulations

- **Appliances:** The Electrical Equipment (Safety) Regulations 1994, mandatory since 1 January 1997 state that all electrical appliances supplied with let accommodation must be safe. This applies to both new and second-hand appliances and covers all electrical items supplied for the intended use of the Tenant. The regulations also cover fixed appliances such as cookers, showers and immersion heaters, which must also be safe. The only sure method of ensuring that these appliances are safe is to have them tested by a competent person using the appropriate calibrated portable appliance testing (PAT) equipment.
- **Fixed installation (mains wiring):** The Management of Houses in Multiple Occupation (England) Regulations 2006 require that the installation is inspected and tested at intervals not exceeding five years by a suitably qualified person. The local authority can request a copy of the report at any time.

Failure to comply with the Electrical Regulations may constitute a criminal offence under the Consumer Protection Act 1987 which carries a maximum penalty on summary conviction of a £5000 fine and/or 6 months imprisonment.

Landlords could also, in addition, be sued in Civil Law under THE DUTY OF CARE for failure to ensure the tenants safety and face punitive damages.

The Law on Gas Appliances

- All gas appliances in rented accommodation must be checked every year by a Gas Safe Registered Gas Installer. This is compulsory under the Gas Safety (Installation and Use) Regulations 1998.
- When tenants vacate a premise, the Landlord must ensure that the gas fittings and flues are safe before re-letting. This check is in addition to the annual check referred to above.
- It is the responsibility of the Landlord or his agent to arrange for these checks to be carried out. Both the Landlord and the tenant should each have a written report on the condition of each appliance.
- Landlords or their agents must keep records of the safety checks and issue a copy of them to new and existing tenants.
- All traders who carry out work on gas appliances must be Gas Safe registered. DIY work on gas appliances may be illegal and could be very dangerous.

Furniture & Furnishings (Fire) (Safety) Regulations 1988

The above regulations were amended in 1993 and have set new levels of fire resistance for domestic upholstered furniture and furnishings. Therefore these regulations relate to all furnished lettings. They do not relate to unfurnished lettings with just carpets and curtains. It is now an offence to "supply" in the course of business any furniture to which the regulations apply unless the furniture meets the "cigarette test" "match

IMPORTANT NOTICE ABOUT STUDENT SAFETY (continued)

test” and the “ignitability test”. This includes supplying furniture as part of the letting property. The regulations apply to a landlord letting a “second property” or any other letting as an investment.

A comprehensive guide to the regulations including details of labels indicating compliance can be obtained from your local Trading Standards office or from:

The Consumer Safety Unit,
Department of Trade & Industry,
Room 302,
10-18 Victoria Street,
London SW1H 0NN

The information below is only a summary of the implications of the above regulations and should be read in conjunction with the guide from the D.T.I.

- From 1 March 1993 it is an offence to supply furniture that does not comply with the fire and resistance requirements, if that furniture has been first provided or acquired since 1 March 1993.
- After January 1997, all furniture supplied, new and old, whether previously supplied in a letting must comply with the Regulations (pre 1950 goods are excluded including antique furniture).
- Any additional or replacement furniture supplied since 1st March 1993 must comply with regulations.
- Furniture manufactured before 1st January 1950 is not covered by the regulations as defective inflammable materials were not used prior to that date.
- Any furniture manufactured after March 1990 is likely to comply but if appropriate labels are not on the furniture, compliance is in doubt and checks should be made with the manufacturer.

An offence carries a penalty of £5,000 or 6 months imprisonment or a greater penalty if a fire results and furniture is found not to comply. Applies to: sofas, beds, bedheads, children’s furniture, garden furniture suitable for use in a dwelling, scatter cushions and pillows, stretch or loose covers for furniture. Does not apply to: curtains, carpets, bedclothes (including duvets) and mattress covers.

Please note: The aforementioned Legal Requirements and Regulations apply equally to any items replaced during the course of the Agreement.

Be in no doubt, the Health and Safety Executive and your local Trading Standards office will enforce all these regulations. For further advice on gas safety and the regulations please ring the free HSE Gas Safety Advice Line on 0800 300 363.

Carbon Monoxide

For added peace of mind for both the students and parents alike, and to further ensure the safety of the occupants, the University will supply and fit, FREE OF CHARGE, an approved self contained Carbon Monoxide Alarm in each property where applicable.

HMO (House in Multiple Occupation) INFORMATION

The Housing Act 2004 which came into effect in April 2006 widened the definition of a House in Multiple Occupation (HMO). In general, all rented accommodation occupied by two or more unrelated people sharing will be an HMO.

HMO Licensing

In addition to the above if the property is of 3 or more storeys and housing 5 or more people who share amenities such as a bathroom, toilet and cooking facilities it will also be required to be licensed with the local Council.

Management Standards

All HMO's are required to comply with The Management of Houses in Multiple Occupation (England) Regulations 2006 which sets out minimum management standards. Further details are available from Bournemouth or Poole Borough Councils.

Amenity Standards

Properties should provide suitable amenities and facilities for the number of occupants as per the Guide to Amenity Standards for HMO's, a copy of which is available from Bournemouth or Poole Borough Councils.

Fire Precautions

These will be individual to each property and Bournemouth or Poole Borough Council should be contacted for further advice. As a general guide for a non-licensable HMO the requirements are likely to be that fire doors will be required to be fitted in certain risk areas (non-sleeping rooms such as kitchens, dining rooms and lounges) and also mains interlinked smoke detectors to be fitted in the hall, landing, lounge and rooms not occupied at night in addition to a heat detector in the kitchen. Under stairs cupboards or any cupboard containing the fuse board and airing cupboards on landings will be required to be '30 minute' protected with specific board.

For further details about all of the above please contact:

<p>The Private Sector Housing Team Public Protection Bournemouth Borough Council Town Hall St Stephens Road Bournemouth BH2 6LL</p> <p>Telephone: 01202 451083 Email: privatesectorhousing@bournemouth.gov.uk</p>	<p>Housing & Community Services Poole Borough Council Civic Centre Poole BH15 2RU</p> <p>Telephone: 01202 633805 Email: private.sectorhousing@poole.gov.uk</p>
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FITTINGS & FURNISHINGS REQUIRED

For each bedroom

One bed (in good condition) minimum size 6'3" x 3' with clean, firm mattress and cover
 One large chest of drawers
 One wardrobe
 One desk/table suitable for study purposes/computer
 One upright chair - swivel 'secretary' type with castors
 One metal waste bin
 One desk lamp (recommended)
 One set of bookshelves (recommended)
 Minimum of one double electric socket
 Number on bedroom door (number to be agreed with University)

Bathroom

One toilet*
 One wash basin*
 One bath/shower*
 Wall mounted mirror
 WC brush and holder
 Toilet roll holder
 Towel rail
 Bath mat, non slip
 Extractor fan (essential if no opening window)

Students generally prefer to shower because it is quicker and cheaper. If showers are fitted to existing baths please ensure that a sturdy shower curtain and rail are fitted to hang inside the bath and ensure that the area is tiled and sealed to a good standard to eliminate any leaks which might occur.

Kitchen

One cooker in good working order with minimum of four rings for up to 5 students*
 One microwave oven
 One washing machine in good working order
 One large fridge freezer for up to 5 students, or separate fridge and freezer. Additional fridge freezer if more than 5 students* (one shelf per student recommended)
 Sufficient fitted wall and floor cupboards (enough for each student)
 Sink with adequate worktop facility
 One kettle
 One large metal kitchen bin
 One broom
 Dustpan & brush
 Mop and bucket
 Vacuum cleaner and tools in good working order and spare bags where applicable
 Washing up bowl
 One fire blanket (wall mounted) conforming to British Standard BSEN 1869
 One dry chemical general purpose fire extinguisher (wall mounted) conforming to British Standard BSEN 3, fully charged and 'in date'.
 Appropriate sized table and number of chairs (can be put in lounge/dining room)
 Adequate spare electric sockets

*Requirements for 5 or more occupants may differ, please refer to 'Amenity Standards for HMO's' available from Bournemouth or Poole Borough Council, contact details on page 10

FITTINGS & FURNISHINGS REQUIRED (continued)**Common room or Lounge/Diner**

Settee and easy chairs sufficient to seat all occupants
 Table and chairs (if not provided in kitchen) sufficient to seat all occupants
 TV aerial socket - functioning

General

Curtains or blinds in all rooms, nets optional
 Suitable fitted floor covering
 Doormat
 Appropriate wheelie bins for normal and recyclable waste labelled accordingly (and marked with house number/name)
 One notice board (cork or other) to pin up house rules etc (recommended)
 Low energy light bulbs with shades throughout (spare bulbs for any unusual/specialist fittings)
 Safe fixed heating in each room
 One ironing board
 Washing line
 Shed for bicycle storage

Smoke Detectors

It is strongly recommended that mains powered inter-linked smoke detectors are fitted to each room, however as a minimum a 'sealed unit, 10-year battery alarm' must be fitted to each bedroom, communal room, hallway and landing. Please refer also to 'fire precautions' on page 10.

Security

Substantial well fitted front and back doors. It is recommended that both doors should be fitted with Yale type locks.
 Each bedroom to have a lockable door, preferably a lockable door handle with a 'thumbscrew' device on the inside and a 'deadlock' (key operated) from the outside to minimise the risk of students locking themselves out – Yale locks are not recommended for bedroom doors.
 Window locks with keys supplied on all ground floor windows (recommended)
 Alleyways well lit and a lockable gate at entrance

REGISTER OF INTEREST

In order to proceed with an invitation to inspect the property without obligation please either return this form in the enclosed envelope, telephone 01202 961683 or email accommodation@bournemouth.ac.uk

Name:	
Home Address:	
Letting Address(es):	
Type of Property & Number of Bedrooms:	
Email:	
Contact Telephone Number to arrange viewing:	
Signed:	
Dated:	