



Registration for Academic Year: 2012/2013

Property Ref: _____	Landlord Ref: _____	Date received: _____
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Please note: All new properties will require an assessment before registration is accepted.

Contact Details:

Landlord/lady/agent _____ Mr/Mrs/Miss/Dr _____

Surname: _____ First Name: _____

Home/Business Address (both if necessary) _____

Post Code: _____

Telephone Daytime: _____ Other: _____

Email Address: _____ Web site: _____

Skype address: _____

Property Details: Advertise from date: Available from date:

Address of property to be advertised: _____

Post Code: _____

Distance from City Centre: _____ Area (e.g Smithdown): _____

Type of property to be advertised: (please indicate)

Shared house/flat Single room/s in property Owner occupier Studio Family accommodation

Number of bedrooms: Number of bedrooms to let: Number of floors:

Description: (no more than 20 words)

Rent (per person per week): from to Summer Retainer payable:

Rent includes: Electricity Gas Water Internet Deposit charged:

Tenancy Agreement used: Fixed term joint Fixed term individual Other

Property Facilities:

Property has the following (where appropriate show numbers a tick will indicate 1)

Fridge/Freezer <input type="checkbox"/>	Double glazing <input type="checkbox"/>	Smoke Alarm (Mains) <input type="checkbox"/>	Smoke Alarm (Battery) <input type="checkbox"/>
Smoke Alarm (Hard wired) <input type="checkbox"/>	Smoke Alarm (Interlinked) <input type="checkbox"/>	Broadband Access <input type="checkbox"/>	Carbon Monoxide Detector <input type="checkbox"/>
En-Suite <input type="checkbox"/>	Gold Standard Approved <input type="checkbox"/>	Number of baths/showers <input type="checkbox"/>	Microwave/s <input type="checkbox"/>
Fire extinguisher (kitchen) <input type="checkbox"/>	Fire blanket (kitchen) <input type="checkbox"/>	Fitted kitchen <input type="checkbox"/>	Telephone points <input type="checkbox"/>
Separate living room/s <input type="checkbox"/>	Number of Toilet/s <input type="checkbox"/>	Washing machine fitted <input type="checkbox"/>	
Washing machine point <input type="checkbox"/>			
Gardens <input type="checkbox"/>			

Other facilities: (e.g dishwasher) _____

Type of heating: Electric central Gas central Electric fires Gas fires Wall heaters

Security:

Advanced Standard Recommended Standard Burglar alarm

Recommended Standard = Five lever mortise locks on all external doors (unless HMO state otherwise), All external doors to be of solid construction, glazing in external doors should consist of double glazing wire or laminated glass, ground floor windows should have working locks.

Advanced Standard = All recommended standard plus, security chain or spy hole to main external door, security lighting in dark area, a full burglar alarm system.

Suitable For:

Family Staff Undergraduate Postgraduate Disabled International Erasmus
 Suitable for non-smokers

Safety:

HMO certified Electrical certificate supplied Gas Safety certificate supplied

Energy certificate Energy efficiency rating

Tenancy Deposit Protected with: Deposit Protection Service Tenancy Deposit Scheme

My Deposits Ltd Not charging deposit Not applicable

Dates:

Available from: (month & year)

Limitation on Liability

Liverpool Student Homes (LSH) does not accept any liability to the person named overleaf whether the landlord or landlady (or agent or third party) by reason of any representation (unless fraudulent) or any implied warranty, condition, or other term or any duty of common law or under the express terms of this form for any loss of profit or any direct, indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of Liverpool Student Homes LSH, its servants or agents or otherwise) which arise out of or in connection with the provision of accommodation services and the entire liability of Liverpool Student Homes in connection with those services shall not exceed the Registration Fee paid in connection with the service.

If your registration is accepted by Liverpool Student Homes it will only cover advertising for tenancies within the academic year 2012/2013 up to a maximum of 12 months. You are not entitled to an automatic renewal of registration upon expiry. A further application may be submitted upon expiry of registration, which may not be accepted.

Liverpool Student Homes reserves the right to refuse to advertise or to withdraw landlords and landladies from the register, upon giving notice.

Liverpool Student Homes seeks to promote racial, cultural and gender harmony through its practices and reserves the right to take action against anyone who attempts to discriminate on the grounds of gender, sexual orientation, race, creed or colour.

Declarations

Please read and sign the appropriate box for each property detailed on the accommodation registration form. Please note that a signed declaration as detailed below must be submitted with each property registered. We are unable to continue with registration and advertising of a property without a signed declaration.

Please select the most appropriate category for declaration which meets your property.

Non licensable dwelling:

The property detailed in the attached registration document is a non licensable HMO and has 5 bedrooms or less.

I can confirm that this property has:

- Working battery powered smoke detectors.
- A fire extinguisher fitted in kitchen area.
- A fire blanket fitted in kitchen area.
- Carbon monoxide detector

Signed: _____

Date: _____

Non licensable dwelling – 6 beds or more

The property detailed in the attached registration document is a non licensable HMO and has 6 bedrooms or more. I can confirm that this property is **not** on 3 floors or more and has:

- Interlinked mains wired smoke detectors.
- A fire extinguisher fitted in kitchen area.
- A fire blanket fitted in kitchen area.
- Carbon monoxide detector

Signed: _____

Date: _____

HMO Licensed

The property detailed in the attached registration document is a HMO and has been licensed through the local city council. Copies of the completed license or receipt of application have been provided with this document. I can confirm that this property has:

- Interlinked mains wired smoke detectors.
- A fire extinguisher fitted in kitchen area.
- A fire blanket fitted in kitchen area.
- All local authority HMO regulations
- Carbon monoxide detector

Signed: _____

Date: _____

Conditions of Registration

Please read the conditions of registration and tick each box to indicate that you agree.

You must provide a copy of a current gas safety certificate & electrical periodic inspection report for each property. Submission of a forged or falsified gas or electrical safety certificate will result in immediate removal from LSH register. (tick here)

All properties must have a fully working fire detection system and a fire blanket and hand held extinguisher in each kitchen. Properties with 6 or more bedrooms or with 3 or more Floors, the fire detection system must be a minimum of inter-linked mains wired smoke detectors. Where applicable a Carbon Monoxide detector should be fitted (tick here)

Applications for registration are accepted at the discretion of LSH who reserve the right to refuse to register a property or owner. (tick here)

Owners suspected of registering a low number of properties and redirecting students to non-registered properties may have their registration suspended and jeopardise future registration. (tick here)

Conditions continued.....

Landlords agree to provide details of their licensing status for HMO's and provide LSH with a copy of their current license or alternatively provide proof that any license application is being processed.

(tick here)

By signing and submitting a registration form you are agreeing to abide by the terms and conditions of the LSH Code of Practice. It is important that you read the associated document which details the terms of the Code before submitting your registration.

(tick here)

Owners or management agents agree not to approach prospective tenants or distribute marketing literature within 100 metres of the LSH office. Failure to comply will result in registration being suspended.

(tick here)

By signing and submitting this form you are giving consent for this information to be held on a computer and, if requested, passed to statutory bodies.

(tick here)

Properties registered which fall under HMO licensing legislation must provide a copy of the current license for the property or provide evidence of the ongoing application with Liverpool City Council.

(tick here)

Owners or management agents agree to submit a copy of the current Energy Performance Certificate (EPC) on a property/ies which are required to comply with the EPC legislation.

(tick here)

Owners agree to supply LSH with updated safety certification pertaining to gas and electricity when existing certification expires. Properties currently being advertised with expired certification will be suspended from advertising until the updated certification is supplied.

(tick here)

Other Information

External photo (to be supplied by owner in jpeg format)

Use previously stored photo

Internal photo (please tick)

Number of photographs

Photo's to be supplied

Web link: <http://> _____

(only website's with registered accommodation will be accepted)

CLASS Accreditation Passport Scheme:

Liverpool Student Homes has a close working relationship with Liverpool City Council and its CLASS Accreditation Scheme. We have a passport scheme which allows information to be shared with CLASS Accreditation enabling registered landlords to apply to become CLASS Accredited. Properties accepted onto the scheme will have the CLASS logo displayed on the LSH website on each property page.

I am willing for my details and property information to be shared with CLASS Accreditation:

Signed:

Date:

Payment Details:

Internal Photographs: 3 photographs £20.00

Number of properties to be registered:

Highlighted Web Advert: each advert £20.00

Hyperlinks on adverts:

Cheque Number:

Please check that all the relevant paperwork has been attached with your application. Any certification omitted will result in the application form being returned or delayed.

Total Amount Payable:

£

If you require any assistance with the completion of this document please do not hesitate to contact LSH on:
0151 794 3296 – email: lsh@liv.ac.uk.