



ACCOMMODATION REGISTRATION FORM

2020 - 2021

Property Owner Details

Name:	
Address:	
Email:	
Telephone:	
Mobile:	
Are you using a Managing Agent?	
	If yes, the 'Managing Agent Details' section below must also be completed.

IMPORTANT: Please note that, if you are using a managing agent they must complete and submit this registration form using their contact details.

Managing Agent Details

Name	
Name:	
Address:	
Email:	
Telephone:	
Mobile:	

Property Details

Address:	
Type of Property:	
Living Arrangements:	
Number of Bedrooms in Total:	
Number of Bedrooms Available for September 2020:	
Type of Contract:	
Length of Contract:	
Is there gas in the property?	
Is this property registered as an HMO?	

Please note that, if there is gas in the property, you are required to supply us with a current landlord gas safety certificate. Any vacancies will not be advertised unless we are in receipt of your up-to-date certificate. You can find a gas safe engineer at www.gassaferegister.co.uk.

As part of the registration process, we also require you to provide us with a copy of your current contract. The Accommodation Team can only register a property if the student tenants are issued with individual contracts NOT joint contracts.

Do you issue your student tenants with individual contracts or joint contracts?	
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Payment Details

Weekly Rent (per person):	
How much is the deposit?	
Which deposit scheme do you use?	
Do you charge a summer retainer?	

If so, how much is it and is it returnable?	
Are bills included in the rent?	
Additional Comments	
If so, please state which are included:	

Data Usage

In order to register your details with us we need to make you aware of how we use your data;

1. We will disclose the details of your property and the contact details to students seeking accommodation.
2. We will register that this is a student occupied property with Lancashire Fire and Rescue Service.
3. We will confirm with Edge Hill Students' Union that the property address is registered with Edge Hill University. We will not provide Edge Hill Students' Union with any personal contact details without your permission.
4. We will not disclose your personal data to anyone else, e.g. banks or referencing agencies unless we are under a legal duty to disclose data. For example if we are in receipt of an official request from a statutory body, for example the police or local authority.

I declare that the information on this form is correct and that I understand the Data Usage set out above. I understand that if I do not abide by my statutory responsibilities and/or act against Edge Hill University's Code of Practice that my property will not be advertised to students.

I further understand that the responsibility to find tenants lies solely with myself and not Edge Hill University and that any contractual arrangements are strictly between myself and the students(s).

Signed: _____ (Property Owner/Managing Agent)

Print Name: _____

Date: _____