



ACCOMMODATION SERVICES

A Guide to a Successful Student Tenancy

You Should

- 1.00 Pay the agreed deposit and rental payments on time and in the event of genuine difficulties inform the landlord.
- 1.01 Read and record the electric and gas meters when you move in and where appropriate, register the bills in your names.
- 1.02 Agree any inventory within 7 days of moving in.

Living in the Property

- 2.00 Take care of the property, its furniture and equipment, and pay where you are responsible for damage.
- 2.01 Use all the security measures provided.
- 2.02 Follow the instructions given on the use of your heating and hot water systems.
- 2.03 Maintain the property in a clean and tidy condition.
- 2.04 Treat fire detection and protection equipment responsibly and use only for the purpose for which it is intended. Do not remove batteries or disable smoke detectors in any way. Fire systems are installed to protect you from fire.
- 2.05 Inform the landlord if you are leaving the property vacant for any length of time.

Good Neighbours

- 3.00 Consider your neighbours and ensure no undue disturbance is caused, particularly late at night.
- 3.01 Bag domestic rubbish and leave for collection in the right place on the right day.
- 3.02 When disputes occur behave in a polite, courteous and diligent manner towards the landlord, other tenants and local residents.

Reporting Repairs

- 4.00 As far as possible you should report repairs as they occur.
 - 4.01 Non-urgent repairs should be reported to the landlord in writing and you are advised to keep a copy of any letters for future reference.
 - 4.02 If the repair is an emergency - i.e. when repairs are required to avoid danger to health, a risk to safety or serious damage to buildings and which need immediate attention. You must contact your landlord immediately unless your landlord has given you a list of contractors to contact direct.
 - 4.03 If you are unable to contact your landlord, you should seek advice from the Student Union Advice Centre.
- All landlords have the right to enter the property, with prior notice, to inspect for repairs and maintenance purposes. You should allow reasonable access for inspections, repairs and viewing.
- 4.04 You are responsible for some items, for example, replacing light bulbs. See the leaflet Repairs: A Guide for Landlords and Tenants for further details.

Gas Safety and Carbon Monoxide Poisoning

- 5.00 Carbon monoxide poisoning can be fatal. It is invisible; it has no taste and no smell. It is emitted by faulty gas appliances which are either not burning correctly or are inadequately ventilated.
- 5.01 **Check that the property has a current Gas Safety Certificate.**

- 5.02 If you suspect that any appliance is faulty you should report it to the landlord immediately. Do not use the appliance until it has been checked by a Corgi registered gas installer.
- 5.03 In an emergency, contact the British Gas emergency number in the phone book.

When you leave

- 6.00 Promptly return all sets of keys.
- 6.01 Arrange for the disconnection and transfer of services, take final meter readings.
- 6.02 Leave the property in a clean and tidy condition, internally and externally.

Inspections and Inventories

- 7.00 If you have agreed an inventory at the beginning of the tenancy, you will need to check everything is still there when you leave otherwise you may be charged for missing items.

Deposit

- 8.00 From 6th April 2007, your landlord or agent must protect your deposit using a government authorised tenancy deposit scheme. Ask your landlord which scheme s/he is using, and call in to the Student Housing Office for more information on tenancy deposit schemes. You can also take a look at the website www.direct.gov.uk/tenancydeposit.

Remember

- 9.00 You have a duty to take proper care of the property and to use it in a responsible way, pay the rent as agreed and keep to the terms of the tenancy agreement. (Unless the terms are in contravention of your rights in law).

**Consult advice services for more comprehensive legal information.
The Student Union Advice Centre can advise and assist.**