

## **Host Homestay Guide**

Our Homestay scheme is for landlords who choose to let a room in their own home – this might be just for a few months, or perhaps for the whole academic year.

Hosts are required to agree to our Homestay Conditions of Registration, which will hopefully help to ensure that things run smoothly. We also require a copy of the current Gas Safety Certificate before advertising.

### We advise landlords to read the following:

- Our Homestay Conditions of Registration, information on data protection, and the Studentpad Advertising Terms and Conditions, all of which can be found on our website [www.bangorstudentpad.co.uk/Landlords/Charges](http://www.bangorstudentpad.co.uk/Landlords/Charges)
- Citizens' Advice guide to "Taking in a lodger":  
[www.citizensadvice.org.uk/wales/housing/renting-a-home/lodging-index/taking-in-a-lodger-what-you-need-to-think-about-first/](http://www.citizensadvice.org.uk/wales/housing/renting-a-home/lodging-index/taking-in-a-lodger-what-you-need-to-think-about-first/)  
(which includes a link to "Letting rooms in your home" - GOV.UK)
- "Safety of furnished let accommodation" booklet (Gwynedd Council Trading Standards) [www.gwynedd.llyw.cymru/en/Businesses/Environmental-health-and-trading-standards/Trading-Standards---advice-for-traders.aspx](http://www.gwynedd.llyw.cymru/en/Businesses/Environmental-health-and-trading-standards/Trading-Standards---advice-for-traders.aspx)
- "Safe and well checks" are available from North Wales Fire and Rescue Service:  
[www.northwalesfire.gov.wales/keeping-you-safe/at-home/free-smoke-alarm/](http://www.northwalesfire.gov.wales/keeping-you-safe/at-home/free-smoke-alarm/)

### Advertising

Please visit the following website to register and provide details of your property online: [www.bangorstudentpad.co.uk/landlords](http://www.bangorstudentpad.co.uk/landlords) Please also let us know how many lodgers you intend to take, and details of any other residents/pets living in the property. It might also be useful for you to share this on the advert, in addition to information such as meals to be provided, and perhaps any specific house rules.

Advertising fees are outlined on Studentpad, can be paid online, and include advertising on our website: [www.bangorstudentpad.co.uk](http://www.bangorstudentpad.co.uk) This site can be accessed within the University by students and staff, and also by prospective students coming from further afield. They will access details of the property, as per your description, and will have your contact telephone number / email address for further details.

Once your room has been taken, it is important that you let the Student Housing Office know so that the relevant records can be updated. You will receive a weekly email reminder relating to any live adverts.

### Agreements and payments

When you agree to let someone live in your own home, you both need to have a clear understanding of the rules and courtesies that each expects. The Student Housing Office suggests that you have a written agreement with the student, setting out the most important aspects of your arrangement. This helps to avoid confusion and misunderstanding.

We would suggest that your agreement could include the following:

- the full names of both the host and the student
- how much rent and deposit is to be paid
- the flexibility for the host and the student to end the agreement before the end of the term initially agreed – and the amount of notice required
- which meals and services will be provided, if any.

You can also discuss other issues where relevant, such as arrangements for washing/drying and any preferences you may have re student access to other communal areas of your house. Any house rules must be clear and non-discriminatory. Both you and the student should sign the agreement and keep a copy.

#### Energy Performance Certificates

According to the Dept for Communities and Local Government, “*An EPC is not required for an individual room when rented out, as it is not a building or a building unit designed or altered for separate use. The whole building will require an EPC if sold or rented out.*”

[www.gov.uk/government/publications/energy-performance-certificates-for-the-construction-sale-and-let-of-dwellings](http://www.gov.uk/government/publications/energy-performance-certificates-for-the-construction-sale-and-let-of-dwellings)

#### Council tax

Full time university students are exempt from paying council tax. Visit [www.bangor.ac.uk/student-administration/faq/answers/oq20.php.en](http://www.bangor.ac.uk/student-administration/faq/answers/oq20.php.en) for details.

#### Gas Safety

If there is gas in the property, you have a legal duty to provide tenants with a Gas Safety Record annually. For more information, visit: [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

#### HMO

If rooms in the house are let to several people, it may be classed as a house in multiple occupation (HMO), which may need a licence. Contact us and/or the council for details.

#### Insurance

Hosts are strongly advised to ensure that their existing insurance policy covers them for loss and damage and that the insurer concerned is aware that students are in residence.

#### Further information

Landlords can access useful housing information and details on current legislation via the website: [www.bangorstudentpad.co.uk/Local](http://www.bangorstudentpad.co.uk/Local) Landlords can also access recent Student Housing Office mailshots from within the landlord control site after registration.

If you have any queries, please contact the Student Housing Office on 01248 382034 or email [studenthousing@bangor.ac.uk](mailto:studenthousing@bangor.ac.uk)