

Terms and conditions of advertising on StudentPad with Anglia Ruskin University

Required Documentation

In order to advertise your property to Anglia Ruskin University students via Studentpad, all landlords/agents will need to provide the following documentation/information about the property:

- Valid gas safety certificate (inspection carried out by a [Gas Safe](#) registered engineer within the 12 months)
- Valid electrical safety certificate (inspection carried out by an [ECA](#) or [NICEIC](#) registered engineer within the last 5 years); and
- Valid House of Multiple Occupancy (HMO) License (where applicable)

Landlords who don't live in the property they wish to advertise, will also need to provide:

- Valid Energy Performance Certificate or EPC Report Reference Number (RRN) (provided by an accredited [EPC Energy Assessor](#)); and
- Details of which Tenancy Deposit Scheme they use

Adverts won't be approved and set to 'live' without receipt of the correct documentation, which can be uploaded using your Studentpad account. If you need advice on how to do this, please email househunting@anglia.ac.uk or call 01223 695123.

The Residential Service is open Mon-Fri 9.30-16.30 (excluding bank holidays).

We aim to set adverts as 'live' within **5 working days** of receipt and satisfactory review of all required documentation, unless otherwise stated.

Please note that all adverts will remain live on the website until such time:

- it is removed by the landlord/ agent
- is removed by Tenancy Support Team with landlord/agent's permission
- upon termination or suspension of the advert in accordance within these terms and conditions
- 8 months has lapsed since the advert was last updated
- required documentation expires
- loss of contact with landlord/agent

Additional Requirements

Landlords/agents wishing to advertise are expected to read and follow all guidance detailed below. Any breaches of these conditions could result in the temporary or permanent suspension of your Studentpad account and ability to advertise with us.

General

At all times it is the landlord/agency's responsibility to ensure that their properties are safe and compliant with current legislation. Anglia Ruskin University will not accept any liability for the state of the premises or the actions of the tenants, owner or manager of the property. The University doesn't absolve the owners, landlords or tenants from exercising due diligence in ensuring that their property is safe and to the required standards.

As a minimum:

1. Landlords/agents should regularly check government advice and guidance on [letting a property](#) and/or letting [rooms in their own property](#) as appropriate, to ensure they are up to date with the latest information, including, but not limited to the '[Right to Rent](#)' and '[How to Rent](#)' guidelines.
2. Agents should ensure that they are registered with a relevant trade body/professional association as stipulated in the [Enterprise and Regulatory Reform Act 2013](#).
3. Landlords/agents with a House of Multiple Occupation (HMO) must also comply with the separate [guidance for this type of property](#).
4. Landlords/Agents should familiarise themselves and follow guidance given within the '[Housing health and safety rating system \(HHSRS\): guidance for landlords and property-related professionals](#)'
5. Due to the Equality Act 2010, Landlords/agents may not specify the race, gender or any other defining characteristic of tenants in their advert and any reference to such specifications will be removed from the advert text. The only exception to this would be for resident landlords who may specify certain characteristics if this is for a justifiable reason such as the household following specific cultural/religious food preparation methods.
6. Landlords/Agents experiencing issues with tenants who are Anglia Ruskin students can email the Tenancy Support Team at househunting@anglia.ac.uk for support and advice.
7. Anglia Ruskin University reserves the right to make changes to these terms and conditions at any point. You will receive an email notification if any changes are made.
8. Nothing contained in these terms and conditions shall be deemed to create a partnership between the Landlord and Anglia Ruskin University.
9. These terms and conditions should be read in conjunction with those stipulated by Studentpad, which are available here: <http://www.angliastudentpad.co.uk/Terms>

Whilst properties being accredited with a national professional body is not a mandatory requirement, it would be an advantage as we can note this on advertisements and can make these properties more prominent. [RLA](#) or [NLA](#) offer accreditation schemes, though others are available.

Tenancy Agreements

1. Landlords/agents must provide the tenant with a legal written tenancy or licence agreement (as applicable) which sets out the conditions of the tenure and the respective responsibilities of the landlord and tenants. Both parties must be given

identical copies of the agreement. Examples of suitable licence agreement and tenancy agreements can be provided on request.

2. It is strongly recommended that an inventory is provided to the tenant detailing all equipment, appliances and goods provided by the landlord as well as condition of the property, which can then be signed by tenant and landlord/agent at the commencement of the tenancy.
3. The Landlord/agent must follow the correct legal process of eviction for the type of tenure they offer.

Financial Procedures

1. We would not recommend cash transactions, however if rent/fees are paid in cash the landlord must provide the tenants with a receipt, recording all payments made, including a detailed description of what the payment is for.
2. Any deposit taken for an Assured Shorthold Tenancy (AST) must be registered with a deposit scheme and details must be provided to tenants within the specified timescales. For more information please visit the [government website](#).
3. All administration fees or additional charges must be listed within the Studentpad advertisement.

Temporary and Permanent Suspension

Anglia Ruskin University are obligated to investigate any complaint it receives about properties, the agent or landlord advertised on Studentpad. Any landlords/agencies who have reportedly not met the standards above will have all advertisements on Studentpad suspended, during which time the landlord/agent will have the opportunity to rectify the issue or provide evidence that the reported breach is unfounded. Only once the Tenancy Support Team are satisfied in their reasonable opinion that the standards above are being met, will the suspension be lifted.

Liability

Anglia Ruskin University doesn't accept liability for any loss a landlord may incur as a result of:

- Anglia Ruskin University's decision to refuse or revoke the advertisement of a property;
- Any delay in the approved advert going live on the Studentpad website; and
- the non-payment of rent, damage or any other default of the students as tenants of the Landlord.