

PROPERTY REGISTRATION FORM 2016/17

How to advertise with us

You can advertise property by using this form. You will need to fill out one form per property and return it to us using the contact details at the bottom of this page. We require a new form every time the property is vacant along with an up to date Gas Safety Certificate. We also require landlords to provide proof of ownership if they are registering the property with us for the first time.

We will only advertise a maximum of six properties per landlord. However, if you are a large professional landlord with a website, please send us the link and we may be able to put a link to your site.

Please note that we do not advertise properties from agencies, only the property owners themselves.

How the list works

We have one centrally managed housing list that covers all of our campuses. All of our full time, fully enrolled students have access to the list, as do our incoming first year students. The list is available on our intranet, and on paper if requested. This ensures that your details are not directly available to the public.

We will keep your property on our lists until we hear that the vacancy has been filled sooner. If your property is no longer vacant then you will need to email landlords@westminster.ac.uk to request stop advertising the property. If you wish to make any changes to the advert once the form has been returned, please email us and we will update the page. No property will be advertised without a gas safety certificate, and we reserve the right to ask to view the property for ourselves.

Contacting Us

During the summer period we are very busy dealing with the Hall of Residence applications. We prefer you to communicate by email where possible, and we will deal with your enquiry as quickly as we are able. It is always best to let us know of any property becoming available as early as possible, to prevent a backlog during August and September.

LANDLORD DETAILS

Please complete your personal details

NAME Mr/Mrs/Ms:	Initials:	Surname:
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HOME ADDRESS

Postcode:

CONTACT DETAILS

Landline -

Mobile -

Email -

We will automatically use the contact details you provided on your Landlord Registration form. If you do not wish us to use these please email us at landlords@westminster.ac.uk with an alternative.

PROPERTY DETAILS

Please complete the details of the property you wish to advertise

PROPERTY ADDRESS

Postcode:

Nearest Station:

Travel Zone:

Date accommodation will be available:

TYPE OF ACCOMMODATION OFFERED

Are there 3 or more floors in your property?

Yes No

(please tick ONE of the following options)

Whole house Whole flat (self-contained)

Room in a house/flat-share (Landlord not resident)

Room in house/flat (Landlord resident)

NUMBER OF ROOMS AVAILABLE

Enter the number of each room type available in the appropriate box.

Single Bedroom

Double/Twin Bedroom

COST OF ACCOMMODATION

Amount required as refundable deposit

£
YES / NO

Are utility bills included in the rent?

Rent

£	per calendar month only <i>please delete as appropriate</i>
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What is the maximum occupancy (number of people) of the property?

HEATING:

Gas fired central heating Electric storage heaters (e.g. Economy Seven)

Gas fires Electric fires Other (*please specify*)

1998 GAS SAFETY REGULATIONS

All appliances checked and No gas appliances in property
copy certificate enclosed

If there is gas in the property and no Gas Safety Certificate is supplied we will be unable to advertise accommodation.

Facilities:

Tick the appropriate options (✓)

Living Room	
Own Bathroom	
Shared Bathroom	
Own Kitchen	
Shared Kitchen	
Garden	
Parking Space	
Internet access	

Any other facilities/comments

(e.g. dishwasher, garden, parking space)

I confirm that I am the landlord of the above property. The details given are correct and the accommodation offered meets the required standards as outlined in British law. I have read the Landlords Guide and understand my obligations and responsibilities as a landlord.

Name (Block Capitals).....

Signed **Date**

Student Accommodation Office
Cavendish House, 101 New Cavendish Street
London
W1W 6XH
E: landlords@westminster.ac.uk
T: **020 7911 5817**
F: **020 7911 5037**