



## Registration Form 2009-2010

If you have been previously registered on [glamorganstudentpad.co.uk](http://glamorganstudentpad.co.uk) and prefer to update your property details yourself using the 'controlpad' feature, you do not need to complete this form simply send us a covering letter requesting registration for 2009/10 along with a completed payment form, the relevant payment and any updated certificates.

If you prefer to complete a form, please complete and return one registration form for each property you would like listed on [Glamorganstudentpad.co.uk](http://Glamorganstudentpad.co.uk)

The completed form should be sent with the Payment form any relevant certificates. Please note that failure to submit the required certificates or payment could cause a delay in the registration process.

This will ensure you as a landlord remain registered with us for the academic year 2009 - 2010

### HMO Licensing and Trading Standards Enquiries:

For up to date information on the new HMO Licensing Scheme (and who it applies to) please contact Rhondda Cynon Taff:

Housing Team, Environmental Services Group  
Public Health and Protection Division  
Ty Elai  
Dinas I saf East  
Williamstown, Tonypany,  
CF40 1NY  
Tel: 01443 442100 Fax: 01443 425301

**Note:** Landlords who have applied for a HMO licence renewal but have not yet received it should submit a letter of compliance from RCT in the interim; this will ensure your property can be listed on the website while you wait for the new certificate to be issued. Alternatively, an email from RCT confirming that your property complies will also be acceptable.

Should you have any questions regarding the registration procedure please contact:  
[Accommodation Services](#)

Tel: 01443 482044 Fax: 01443 482967  
Email: [accom@glam.ac.uk](mailto:accom@glam.ac.uk)

Post: Accommodation Services, University of Glamorgan, Pontypridd,  
Mid Glam, CF37 1DL

**Property Registration Form  
2009-2010**

**Landlord Details**

**Landlord reference** (if previously registered): **Glam:** \_\_\_\_\_

First Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

**Your correspondence address:**

House Number/Name: \_\_\_\_\_ Street Name: \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Contact details** (to appear on your property advertisement):

Contact number: \_\_\_\_\_

Alternative Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Web: \_\_\_\_\_

**Property details**

For properties available between 1<sup>st</sup> September 2009 and 31<sup>st</sup> August 2010

**Property Reference No** (if previously registered on site): \_\_\_\_\_

**Address Details**

**House No** (not displayed on site): \_\_\_\_\_

**Street Name:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Nearest Campus:** Cardiff  Trefforest

**Main Details**

Type of Property (Please circle):

Self Contained Flat

Shared House/Flat

Family Let

Lodgings

Staff Accommodation

Homestay (with family)

Property to be let only as a whole? Yes/No

Total Number of Bedrooms: \_\_\_\_\_ Number of beds to let: \_\_\_\_\_

Are tenants allowed to smoke in the property? Yes/No

Description (maximum 15 words):

Current Price (per person per week): \_\_\_\_\_

Current Price (per person, per month): \_\_\_\_\_

Rent whole property (per month): \_\_\_\_\_

Summer Rent Retainer: \_\_\_\_\_

Contract Length: \_\_\_\_\_

Rent includes: Electricity  Gas  Water

How many rooms are ensuite? \_\_\_\_\_

Deposit amount: £ \_\_\_\_\_ to £ \_\_\_\_\_

(if none input 0)

**Facilities:**

(Please circle)

Washing Machine  
Tumble Dryer  
Double Glazing  
Internet Access  
Shower  
Parking Facilities

Fridge Freezer  
Guarantor Required  
Microwave  
Lounge  
Television  
Telephone

Other Facilities: \_\_\_\_\_

(Please list)

**Suitable for:**

(please circle all that apply)

Males  
Undergraduate  
Staff  
Couples  
Groups

Females  
Postgraduate  
Family  
Singles

**Have you registered with one of the Tenancy Deposit Protection Scheme Providers?**

(note, it is now a legal requirement to protect your tenants deposit)

Please state which provider you are registered with below:

\_\_\_\_\_

**If you do not charge your tenants a deposit at all please sign below:**

\_\_\_\_\_

**Please note:**

**Q) *What happens if I do not protect my tenants deposit?***

A) If you fail to protect your tenants deposit the tenant can apply to the county court. The court can then order the landlord or agent to repay the deposit to the tenant or protect it in a scheme. If the landlord or agent has not protected the deposit and fails to do so within 14 days, they will be ordered to pay the tenant three times the amount of the deposit.

## **Safety Information and Certificates**

### **1. Community Services Group - HMO Certificate (See accompanying information sheet)**

HMO's that are subject to licensing must comply with the Councils HMO Licensing Conditions. Any conditions relevant to registration are to be addressed within a reasonable amount of time as specified by the Public Health and Protection Department. If you have not previously submitted your certificate, please enclose it with a stamped addressed envelope. If you have previously submitted a copy you are only required to provide the certificate number and issue/expiry dates below:

Certificate Number: \_\_\_\_\_

Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **2. NIECIC Electrical Certificate**

*(Valid for up to five years unless otherwise indicated on the certificate)*

Please submit your electrical certificate (with a stamped addressed envelope) or, if you have previously submitted a copy please confirm the:

Issue date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **3. Trading Standards Schedule B Certificate (applicable to all rented properties in Rhondda Cynon Taf)**

Each property should be inspected every two years by RCT trading Standards. If your last trading standards inspection took place more than two years ago then another inspection may now be due. Appointments for inspections can be made by calling the Trading Standards team on 01443 44210

If you have a valid Schedule B Certificate for your property please enclose it (along with a stamped addressed envelope) with this registration form. If you have made an appointment please tell us the date of inspection below:

Next inspection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Safety Information and Certificates continued**

**4. Corgi Gas Safety Certificate / Landlords Gas Safety Record**

Please enclose an original part of the Landlords Gas Safety Record, if you have previously submitted a copy

please confirm the issue date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: New gas safety certificates should be submitted to Accommodation Services to comply with registration requirements and appear on the accommodation listing**

In order to comply with legislation a copy should also be supplied to RCT Community Services Group, Public Health and Protection. If you would like Accommodation Services to forward a copy to RCT Community Services for you please sign below:

*I hereby authorise UOG Accommodation Services to forward a copy of my Gas Safety Record for their files:*

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**5. Energy Performance Certificate**

From October 2008 onwards properties which are let as a whole (i.e. under a single contract rather than individual room contracts) must have a valid Energy Performance Certificate. **Please enclose a copy of your certificate for our records.**

Energy Efficiency rating: \_\_\_\_\_  
Potential Energy Efficiency Rating: \_\_\_\_\_  
Environmental Impact (CO2) Rating: \_\_\_\_\_  
Potential Environmental Impact CO2) Rating: \_\_\_\_\_  
Report Reference Number: \_\_\_\_\_

**Declaration**

I agree that the local authority public health and protection and/or a University representative may inspect the property if required. I confirm that the details stated are all true and the property is in good safe condition. I certify that the property meets all the statutory and legal regulations related to the letting of residential property. I agree to indemnify UOG and Studentpad.co.uk in respect of any loss arising from inaccurate misleading or incomplete information in this application.

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Further information

Once you have registered with us there are a number of features on the website which have been developed in order to assist you in your property management tasks on a daily basis. One of the most important elements is that you will be able to manage some of the details of your property advertisements yourselves without having to contact us in order to make them on your behalf. You will be able to operate this using your own unique username and password. This landlord management suite "Controlpad" is accessed via your internet browser e.g. Internet Explorer on your PC using the URL: [www.studentpad.co.uk/controlpad](http://www.studentpad.co.uk/controlpad)

"Controlpads" other features include:

- Tenant management feature including the ability to contact students when rents are due by email.
- Maintenance management facility which allows you to keep on top of your outstanding maintenance work
- View your property advertisement details and make changes
- Keep an eye on your certificates expiry dates to ensure they remain up to date

Upon registration you will be sent a unique username and password. If you have previously registered with us and have forgotten these details please email us at [accom@glam.ac.uk](mailto:accom@glam.ac.uk) with "Studentpad username and password reminder request" in the subject header, and give your name and landlord reference number. Alternatively, please call us on 01443 482044.

It is important to note that Accommodation Services does not operate as an agency or property management company. The responsibility remains with you to self manage your properties and the "controlpad" feature will help you to do this. It is important for you to ensure that all certification related to your property remains up to date. Certification expiry dates are linked to the display until date for each property listing, if a certificate should expire, e.g. the Gas Certificate, your property advertisement will not appear on the website until you provide us with a new certificate. (*Accommodation Services may, occasionally send reminders if Gas Safety Certificates are due to expire in order to enhance the service*).

We are able to provide impartial advice and assistance where necessary to landlords as well as tenants (*note: We do not offer legal advice.. Accommodation Services recommend that landlords (or tenants) who require legal advice should contact a solicitor*)

For any queries, please contact us at [accom@glam.ac.uk](mailto:accom@glam.ac.uk) or telephone 01443 482044

***Please detach and keep this page for your records***