



Liverpool Student Homes, 140 Mount Pleasant, Liverpool L3 5SR

Tel: 0151 794 3296 Fax: 0151 794 3333 Email:lsh@liv.ac.uk Web:www.lsh.liv.ac.uk

Thank you for your enquiry regarding offering accommodation to students.

The enclosed registration pack contains all the relevant information required to register your property/ies. Liverpool Student Homes operates a computerised system of advertising which includes a virtual bureau on our website (www.lsh.liv.ac.uk) and advertising boards located inside the bureau. Your details, including your contact telephone number, will be displayed on the boards and on the web site. Return the completed documents with your payment, copies of safety certification, a copy of your HMO licence (if appropriate) and a copy of your Energy Performance Certificate (if appropriate).

Before we can advertise your property we will need to carry out an assessment of the property to make sure it complies with the main criteria of the Code of Practice. Please contact the office to arrange a time to carry out the assessment before you submit your application.

REMEMBER TO INCLUDE THE FOLLOWING, FOR EACH PROPERTY, AND TO ENSURE THAT ALL BOXES ON THE CONDITIONS OF REGISTERING HAVE BEEN TICKED, WHEN RETURNING YOUR FORMS. FAILURE TO DO SO WILL RESULT IN YOUR FORMS BEING RETURNED.

Alternatively please visit our website www.lsh.liv.ac.uk then click on the 'Landlord' tab and then 'Register your properties'. You can then follow the instructions to upload your property details direct to the website. You will still need to send us a copy of your safety certificates, the registration fee and arrange an assessment.

**COPY OF CURRENT
GAS SAFETY CERT.
& ELECTRICAL
SAFETY REPORT**

A copy of a current gas certificate issued by a Gas Safe registered engineer. A copy of a current periodic electrical inspection report or electrical completion certificate showing the mains wiring is in a safe condition. The report should be issued by an electrician registered with NICEIC or one of the other nationally recognised competence schemes. **Falsified certificates will result in registration being withdrawn and reporting to the HSE.**

REGISTRATION FEE

Please enclose the correct fee, as detailed on the 'registration charges' leaflet or payment can be made by card by telephoning LSH.

EXTERNAL PHOTO'S

If you have an external digital photograph in jpeg of your house/houses, you can send this to LSH to be displayed on our internet site. Photographs will not appear on the paper boards. There will be no charge for external photographs but any internal shots will be charged at £20.00 for five (unless you upload them on to our website yourself).

**CODE OF PRACTICE
ATTENTION THIS IS
COMPULSORY!**

Please read the accompanying Code of Practice thoroughly and be certain you comply with the conditions. **By registering your accommodation with LSH you are agreeing to abide by the terms of the Code of Practice, for all of your properties that are tenanted by students.**

Please see over for additional information.

A4 ADVERTISING

This year we are introducing estate agent type window advertising in place of the traditional Landlord's board. Like previous years you will provide us with your own A4 advertisement. Uptake is likely to increase this year and space is limited therefore please contact us immediately to reserve a space. The charge of £199 is supplemental to the registration fee and will run until December 2013.

TAKEN PROPERTIES

Please inform our office when your property has been taken. Changes to advertisements can be made during the course of the year.

**COPY OF HMO
LICENCE APPLICATION**

If the property has 5 or more bedrooms and on 3 or more floors (including basements and loft conversions) – evidence that the HMO licence has been granted or has been applied for must be provided.

**SMOKE & FIRE
SAFETY**

Only properties with a working fire detection system, a fire blanket and a hand held fire extinguisher will be advertised.

**ENERGY
PERFORMANCE
CERTIFICATES**

Where an Energy Performance Certificate is required a copy should be provided with the Registration application.

Please make sure you complete the Registration Form in full, including ticking all of the Conditions of Registering boxes to show you acknowledge and agree to the condition, and sign the appropriate declaration.

Important! Failure to do so will result in your form(s) being returned.

Please return application forms in person or by recorded delivery as during the course of the previous year we experienced problems with delivery of mail to our office.

Contact us if you have not received a copy of your advert/s within 10 days of posting.

Alternatively register your details online.