

Advertising Only Terms & Conditions for Landlords & Letting Agents

Application of Terms

These Terms & Conditions apply to advertising of student tenancies with contract start dates between 1st July 2022 and 30th June 2023.

Landlords and letting agents with accredited properties for the 2021/22 housing cycle agree to abide by the Home Run Minimum Standards until accredited status ceases on 30th June 2022. A copy of the Home Run Minimum Standards can be viewed [here](#).

1. Advertising

Properties are advertised via an online housing list at uea.su/homerun. Access to the housing list is restricted to current and prospective students, UEA staff and landlords and letting agents who are registered for advertising. The housing list password will be issued on receipt of the landlord and letting agent advertising only registration form, property certification, and advertising fee.

The housing list will not be actively marketed to students until January 2022.

- a) A property may be advertised via multiple advertising platforms. The landlord/letting agent agrees to ensure that rooms/properties are offered on the same terms on all platforms.
- b) Landlords/letting agents must disable property adverts once a holding deposit has been paid or it is clear that a prospective tenant(s) intends to proceed with the property or room.
- c) Landlords/letting agents will be allocated their own Studentpad account and once this has been created and access detailed shared, the landlord/letting agent takes responsibility for adding property details, adverts, logging safety certificates and uploading photographs via the [Studentpad control site](#). Payment can also be made via this system.
- d) Landlords/letting agents who advertise between November 2021 and January 2022 agree not to use aggressive selling techniques or pressure tactics to imply that it is necessary to secure a property or sign a tenancy agreement before January 2022. This behaviour goes against the ethos of our service.

2. Property/Advert Information

Landlords/letting agents will ensure that:

- a) Property details, including rent levels, are reported accurately on the online advert without misrepresentation to prospective tenants.

- b) A minimum of three photographs of the property are uploaded to the property record on Studentpad. These photographs will include a photograph of the outside of the property, a communal room (kitchen or living room) and a bedroom.

Additional photographs of the property are encouraged, along with floor plans and video content.

- c) All properties have the relevant certificates as required by law. Gas and electrical safety certificates and Energy Performance Certificates (EPC) must be uploaded directly to the property record via the Studentpad control site prior to advertising.
- d) Where a property is classed as a House in Multiple Occupation (HMO) and requires a licence from Norwich City Council (properties with five or more occupants, forming two or more households and sharing basic amenities), the landlord/letting agent will upload a copy of the full or draft licence directly to the property record via the Studentpad control site prior to advertising.

Where the landlord/letting agent has submitted a new licence application or applied to renew the licence and is awaiting a licence draft, a copy of the application is also acceptable.

The landlord/letting agent agrees to upload the draft and full licence to the property record once they are received from Norwich City Council.

3. Payment

- a) An advertising fee of £40 per property is payable before a property can be advertised. This fee is linked to advertising of tenancies with contract start dates between 1st July 2022 and 30th June 2023.

Once the fee has been paid, a property can be advertised as many times as required, provided that the contract start dates fall between 1st July 2022 and 30th June 2023.

Advertising of tenancy start dates beyond 30th June 2023 is not permitted and if found, will be removed from the advertising platform.

Landlords/letting agents with accredited properties are permitted to advertise earlier vacancies under their accreditation registration. This applies to tenancies with contract start dates before and including 30th June 2022.

4. Other Provisions

- a) Landlords/letting agents will be supplied with a template Assured Shorthold Tenancy (AST) Agreement. Use of the agreement is entirely voluntary. The agreement will be issued on receipt of the advertising fee.

Equal Opportunities

No person or group of persons applying for housing or associated services will be treated less favourably than any other person or group of persons because of their race, colour, ethnic or national origin, gender, disability, age, religious status or sexual orientation.

Disclaimer

At all times it is the landlord/letting agents' responsibility to ensure familiarity and compliance with all relevant regulations and legislation applicable to properties offered in the private rented sector.

UEA Students' Union reserves the right to remove/edit content or withdraw advertising which does not apply with these Terms & Conditions. Landlords/letting agents will be notified where the above has been necessary and contacted with an explanation.

Where a property advert is withdrawn, the landlord/letting agent will not be entitled to a refund of the advertising fee.

Studentpad Terms & Conditions

Landlords/letting agents also agree to comply with Studentpad's Advertising Terms & Conditions which can be viewed [here](#).