

Application for student accommodation accreditation

NB. Please use the accompanying 'The Accreditation Standards' document when completing this application. An application will be required for *each individual property* to be accredited.

Please fill in the form using **BLOCK CAPITALS**.

If you require more space to answer any question, please use additional sheets, specifying which part your answer relates to, and attach the sheets to the application form.

Part 1: Manager/Owner Details

(The person responsible for the overall management of the property)

Property Manager Name

Property Owner
(if different from above)

Manager's Address

Postcode

Telephone numbers.
Home
Work
Mobile

Fax No

Email address

Part 2: Property Details

Property Address & Postcode	<input type="text"/>
Number of Bedrooms	<input type="text"/>
Maximum number of tenants	<input type="text"/>
Separate living room available	<input type="text"/>
Number of floors	<input type="text"/>

Part 3: Property Safety Checklist

Please ensure the following are complete and attached:	Please tick if included	If applicable, items to be attached:	Please tick if included
A Gas Safe certificate(s) for EACH property		Energy Performance Certificate No. for EACH property	
A current Fixed Inspection Report from a competent electrician for EACH property		Test reports relating to the emergency lighting system (if applicable) for EACH property	
Proof of Tenancy Deposit Scheme registration for EACH property			
HMO License Number (if applicable)			

Part 4: Declaration for Accreditation

Property Address to be accredited:

This form is to be completed in conjunction with the Accreditation Standards Document	Landlord Initials/ Signature	
Section 1. State of repair (Page 4)	YES	NO
I confirm that the property meets the 3 mandatory standards		
Section 2. Cleanliness (Page 4)	YES	NO
I confirm that the property meets the 5 mandatory standards		
Section 3. Furniture and furnishings (Page 5)	YES	NO
I confirm that the property meets the 3 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
<i>I confirm that the property meets standard 2 of the best practice standard</i>		
<i>I confirm that the property meets standard 3 of the best practice standard</i>		
Section 4. Gas Safety (Page 5)	YES	NO
I confirm that the property meets the 4 mandatory standards		
Section 5. Electrical Safety (Page 5)	YES	NO
I confirm that the property meets the 3 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
<i>I confirm that the property meets standard 2 of the best practice standard</i>		
Section 6. Fire Safety and Means of Escape (Page 6)	YES	NO
I confirm that the property meets the 4 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
<i>I confirm that the property meets standard 2 of the best practice standard</i>		
<i>I confirm that the property meets standard 3 of the best practice standard</i>		

Section 7. Home Security (Page 7)	YES	NO
I confirm that the property meets the 3 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
<i>I confirm that the property meets standard 2 of the best practice standard</i>		
<i>I confirm that the property meets standard 3 of the best practice standard</i>		
<i>I confirm that the property meets standard 4 of the best practice standard</i>		
Section 8. Room Sizes (Page 7)	YES	NO
I confirm that the property meets the mandatory standard		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
Section 9. Ventilation (Page 7)	YES	NO
I confirm that the property meets the mandatory standard		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
Section 10. Lighting (Page 8)	YES	NO
I confirm that the property meets the 4 mandatory standards		
Section 11. Washing and toilet facilities (Page 8)	YES	NO
I confirm that the property meets the 2 mandatory standards		
Section 12. Kitchen facilities (Page 8)	YES	NO
I confirm that the property meets the 6 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
<i>I confirm that the property meets standard 2 of the best practice standard</i>		
<i>I confirm that the property meets standard 3 of the best practice standard</i>		
Section 13. Heating (Page 8)	YES	NO
I confirm that the property meets the mandatory standard		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
<i>I confirm that the property meets standard 2 of the best practice standard</i>		
Section 14. Energy Efficiency (Page 9)	YES	NO
I confirm that the property meets the mandatory standard		
Section 15. Refuse storage (Page 9)	YES	NO
I confirm that the property meets the 2 mandatory standards		
Section 16. Garden Equipment (Page 9)	YES	NO
I confirm that the property meets the 2 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
Section 17. Notices (Page 9)	YES	NO
I confirm that I have met the 3 mandatory standards		
<i>I confirm that the property meets standard 1 of the best practice standard</i>		
Section 18. Tenancy Matters (Page 10)	YES	NO
I confirm that I have met the 13 mandatory standards		
Section 19. Code of Conduct (Page 10 & 11)	Signature:-	
I confirm that I agree and understand the statements made in this section		

Comments Box

Please use this section to explain any non compliances or exceptional circumstances that you would like to be taken into account when the property is being accredited. Additional sheet can be used if necessary.

I confirm that I have read this document 'Accreditation Scheme – Student Accommodation' and understood the contents and its requirements. My signature by each section acknowledges that the property detailed meets the mandatory standards of each section listed in the document. Where the property listed above meets the Best Practice standards I have also signed to confirm this.

In addition to meeting the standards I declare that I am a fit and proper person and I have not been convicted, during the last ten years of an offence of harassment or unlawful eviction, mortgage fraud, housing benefit fraud or breach of the conditions attached to a housing grant. I confirm that I will only let to students.

Signed.....

Date.....

Please return your complete application form to:

The Residential Service
Anglia Ruskin University
Bishop Hall Lane
Chelmsford
Essex
CM1 1SQ
Tel: +44 (0)1245 493131 Extension: 3110
Fax: +44 (0)1245 257316
Email: essexaccom@anglia.ac.uk

Or:

Writtle College
Accommodation Office Manager
Chelmsford
CM1 3RR
Tel + 44 (0) 1245 424200
Fax + 44 (0) 1245 420456
Email: accommodation@writtle.ac.uk