

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 and 30th June each year.

1. Advertising

Properties are advertised via an online housing list at ueasu.org/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 each year.

- 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 details 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 and January each year 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. 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:

- The outside of the property
- Communal room (kitchen or living room) and
- 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 safety certificates
- Electrical safety certificates
- Energy Performance Certificates (EPC)

must be uploaded by the landlord 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 – please note the application copy will only be accepted if it has a date less than 12 months old.

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

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 and 30th June each year. Within this period, a property can be advertised as many times as required, provided that the contract start dates fall within these ranges.

You can only advertise your property for up to one academic year in advance – please note any applications beyond that will be removed.

4. Other Provisions

Landlords/letting agents can be supplied with a template Assured Shorthold Tenancy (AST) Agreement upon request. Use of the agreement is entirely voluntary.

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 comply 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](#).