



STUDENT ACCOMMODATION COLLABORATIVE SCHEME

COMPLIANT WITH THE NATIONAL CODE OF STANDARDS FOR LARGER DEVELOPMENTS FOR STUDENT ACCOMMODATION



Good Landlord's Guide

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How to Join: Landlord’s Checklist

Please ensure you have read and understood all of the requirements, completed the attached form and returned all the necessary documentation.

I have completed the application form

I have attached a copy of the following policies/ processes Student Conduct / Anti Social Behaviour

Eviction / rent arrears/ debt

Pastoral Support (from arrival/departure)

Dealing with mental health / anxiety / depression

Evidence of inclusivity and equality

Out of hours contacts and support

Copies of Risk assessment/ business continuity plan Join & cover costs for student satisfaction survey Last Audit report (ANUK/ UUK)

# Application Form



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| --- | --- |
| Name of Organisation: | Date: |
| Address: | Post Code: |
| Reception Contact Number: | Web site address: |
| Site Manager Name: Site Manager Signature: | Email / Tel No: |
| Regional Manager Name:  Regional Manager signature: | Email / Tel No: |
| Please complete the rest of this form in as much detail as possible and provide all evidence of compliance at the point of application. | |
| 1.Why do you want to join the scheme? | |
| 2.What can your organisation offer to the scheme and the students | |

# Application Form



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| --- | --- | --- |
| Please ensure you complete all requirements below as these will form part of the verification assessment.  Applications will not be considered where any “Essential” categories cannot be met | | |
| Compliance and Governance | | |
| Criteria | Essential | Desirable |
| I am a member of the ANUK National Code |  |  |
| I will supply a copy of the last report relating to the scheme address stated above in the application form details |  |  |
| I will provide a copy of the report submitted to the ANUK National Code with regards to the number of complaints recorded with the code within the last 12 months. |  |  |
| I will sign up to a Data Sharing Agreement and abide by all the terms and conditions stated within this |  |  |
| I will submit all of the Risk Assessment or other compliance documentation to outline the safety of the premises to ensure the students safety |  |  |
| A business continuity plan is in operation for the premises and will be provided |  |  |
| Pastoral Support / Health and Well | being |  |
|  | | |
| The following processes and policies are required to be document and clearly evident on your web sites.  Please provide copies of the documents and the hyperlinks. | | |
| We have a student conduct policy (anti-social behaviour, breaches of tenancy) |  |  |
| Do you have a rent arrears / debt procedures? |  |  |
| Do you issue Notice to Quit or evict students – if yes do you have policies and processes to evidence? |  |  |
| Do you have an on-site staff / security provision 24 hours a day? |  |  |
| Do you have a Complaints process and is there an escalation process? |  |  |
| Do you have any staff on site with experience who can assist students with mental health, depression and anxiety? |  |  |



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