

**HEAD LEASE SCHEME**  
INFORMATION FOR LANDLORDS



# Frequently Asked Questions



## WHAT IS HEAD LEASING?

Under the scheme you (The Head Lease Landlord) would lease your property to the University for a fixed term at a fixed rate. The University (Your Tenant) then sub-let the property to a group of students who have been carefully selected by the Housing Office. The University will be the students first port of call and your contract will be with the University rather than directly with the students. You, the Head Lease Landlord, will remain responsible for carrying out repairs, making sure an HMO licence is in place, if one is needed and complying with the conditions of that licence.

## WHAT TYPE OF PROPERTIES DOES THE UNIVERSITY REQUIRE?

The University is interested in good quality affordable properties, which can house students in groups of 3 or more. Properties should be provided with modern services, be in good decorative condition and free of damp. Students must have their own bedroom and a communal living room or large kitchen/diner.

## WHAT AREAS DOES THE UNIVERSITY COVER?

In general students prefer to be as close to campus as possible to reduce travelling expenses. Walking distance of 15 – 20 minutes is most popular. The following areas would be preferable: Uxbridge, Hillingdon, Cowley and Yiewsley. If not within walking distance the property should be close to a bus route.

## WHO WILL BE OCCUPYING THE PROPERTY?

All students in our Head Lease scheme must be full-time registered students at Brunel University. They may be undergraduates or postgraduates. They will be granted a fixed term agreement to reside in the accommodation and may not leave unless they find a replacement who the Housing Manager reasonably considers suitable.

## WHAT FURNITURE DOES THE UNIVERSITY REQUIRE?

A sample inventory is attached listing our requirements.

## DOES THE UNIVERSITY REQUIRE HEATING AT THE PROPERTY?

Adequate heating should be provided, preferably gas central heating

## DOES THE UNIVERSITY DRAW UP AN INVENTORY?

The Housing Office will draw up a detailed inventory at the beginning of the tenancy. The Landlord and Students will be asked to sign this inventory. At the end of the tenancy the property will be checked against this inventory to ensure that everything is in order, wear and tear is taken into consideration. You may be asked to re-decorate if needed.

## WILL MY PROPERTY BE EMPTY FOR THE SUMMER VACATION?

Not necessarily. As far as possible we aim to let the properties from June each year for a 51 week let. We allow the week's gap between groups moving out and another moving in again to give us the chance to inspect and organise any cleaning or repairs that may be necessary.

We begin the student viewings of the properties around February to March each year, with a view to securing tenants to take the property from the June.

If you lease your property to the University and the same group of students agree to stay on for the following year we can draw up a new lease with no gap (providing that no works are required). If the group move out at the end of the lease the University will try to find a new group for the property with only a short gap between leases.

## WHAT ABOUT DEPOSITS?

Deposits are taken from each student and held by the Housing Office until the end of the tenancy. Deductions from deposits are made if necessary.

The new Tenancy Deposit Scheme will not apply to properties in the Head Lease Scheme.

## WHO WILL INSPECT THE PROPERTY?

As the University will be the students' direct landlord, the Housing Office will inspect the property at regular intervals and will attend the property if the students report any problems. If you are required to take any action after an inspection, we will write to you informing you of the problem and what action needs to be taken.

If you would like to inspect the property yourself, mid-lease, you can arrange this through the Housing Office.

## WHO IS RESPONSIBLE FOR REPAIRS?

If you want the University to arrange for the works to be carried out, we can do this, but it will be the subject of separate negotiation, and we may charge an administration fee on top of the cost of the actual repair. (Currently, there is no additional fee but we reserve the right to review this position.) The University will deduct the costs of the works from the next rent payment if the work is carried out before the final instalment is due.

## DO I NEED TO TAKE OUT INSURANCE?

You are responsible for arranging adequate insurance for your property for the duration of the lease. If you have any problems finding an insurance company please contact us as we have names of several companies who can provide this service.



# Frequently Asked Questions



## WHAT SAFETY REQUIREMENTS ARE THERE?

All furniture and furnishings in the property need to satisfy the rules on fire safety, which came into effect on 1st March 1993. (Beds and mattresses should carry sewn in labels stating that they are fire resistant in accordance with BS7177. Sofas and armchairs need to carry a sewn in label stating that it complies with the furniture and furnishings regulations 1988. If you are unsure whether the furniture in your property complies don't worry as we will confirm this for you when we visit the property.)

A current Landlords Gas Safety Record is required by the University, which must be renewed annually by a Corgi Registered gas installer.

A certificate to prove that the electrical installations are safe is also required this should be undertaken by an approved contractor of the NICEIC and is called a Periodic Inspection Report. The University requires that this be renewed every three years.

In addition, all doors, except for the bathroom and toilet, should be half-hour fire-check doors; smoke alarms should be hardwired ie wired into the mains and interlinked; under-stairs cupboards should be fireproofed and locked shut; the loft hatch door should also be fireproofed; a fire blanket and fire extinguisher should be provided in the kitchen and a 9 litre water extinguisher or equivalent should be placed in the hall and first floor landing.

Larger properties, housing five people or more over three floors will also have to be licensed by the Local Authority. Further Health and Safety advice and licensing information can be sought from the Local Authority.

## HOW MUCH RENT DOES THE UNIVERSITY PAY?

There is no set rent, as it will depend on various points. We will discuss the rent with you when we visit the property.

## HOW IS THE RENT PAID?

Once an agreement has been made and signed, the University guarantees to pay the rent for the term of the lease. The rent is paid in instalments, one instalment for each term. Payment can be made directly to your account by BACs transfer or if you prefer a cheque can be sent.

### For example for Leases running from 24th June until 17th June

24th July - Landlord receives payment for Summer Vacation Period (24 June – 21 September)

22nd October - Landlord receives payment for Autumn Term Period (22 September – 11 January)

12th February - Landlord receives payment for Spring Term Period (12 January – 12 April)

12th May - Landlord receives payment for Summer Term Period (13 April – 17 June)

**NB:** This is only an example – each year the periods are altered slightly depending on the University timetable and the period of the tenancy.



## WHO PAYS THE UTILITY BILLS?

You will be responsible for the payment of all general rates but all services (ie gas, electricity, telephone & water rates) are the students' responsibility.

Pre-payment meters can be installed at the property for gas and electric but this is not compulsory. Most suppliers do this free of charge. If pre-pay meters are not installed the accounts will be put into the students names and they will be responsible for the payment.

Student residences are normally exempt from council tax for the time they are occupying the property. It is the students' responsibility to obtain exemption certificates from the University and send them to the council. However, you will have to pay council tax for the time the house is un-occupied.

## ARE THERE LIKELY TO BE PROBLEMS IN RE-GAINING VACANT POSSESSION?

Because the students will be leasing their accommodation directly from the University, they do not have protection as assured shorthold tenants under the Housing Act 1988 (as amended) and their tenancies will therefore not continue as statutory monthly period tenancies once the fixed term of their tenancy agreement has expired. However, students are still entitled to remain in the property after their tenancy agreement has expired, under the Protection from Eviction Act 1977, until the University obtains a court order making it lawful to recover possession.

If you are interested in finding out any more about the scheme, or have any questions you would like to ask, please contact the Housing Office

**By Telephone**  
01895 266187

**By Fax**  
01895 269799

**By E-mail**  
[housing-uxb@brunel.ac.uk](mailto:housing-uxb@brunel.ac.uk)

**By Post**  
Housing Office  
Brunel University  
Uxbridge, Middlesex  
UB8 3PH

# SAMPLE INVENTORY OF UNIVERSITYS MINIMUM REQUIREMENTS

## Bedrooms

(One for each student)

- 1 bed 3ft minimum
- 1 clean, firm mattress
- 1 chest of drawers
- 1 wardrobe
- 1 desk and suitable chair
- 1 bookcase or shelf

## Bathroom

- 1 WC and hand basin for every 5 students
- 1 shower or bath with shower attachment to every 5 students
- Lavatory brush and holder
- Toilet roll holder
- Towel Rail
- Cabinet

## Kitchen

- 1 freezer
- 1 fridge per 5 students (as large as possible)
- 1 cooker with at least 4 rings, grill and oven
- 1 store cupboard per student
- Kettle
- Dustpan, mop and broom
- Bin
- Vacuum cleaner, tools and spare bags
- Washing up bowl and drainer
- Table and 1 chair per student
- 1 fire blanket mounted onto wall
- 1 2kg Carbon Dioxide fire extinguisher

## Common room

- Settee and easy chairs (Enough for each student)
- Table and chairs (if not provided in kitchen)

## General

- Dustbin
- Curtains and carpets/suitable flooring throughout
- Lightbulbs throughout
- Iron and Ironing board
- Smoke alarms in halls and landings mains wired & interlinked
- Set of keys for each student and 1 spare set for Housing Office

## Hallway

- Provide a 9 litre water or 3 litre Hydrospray type fire extinguisher within the ground floor hallway & first floor landing.

## Optional but Preferred

- Washing Machine
- Microwave



Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Telephone Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address of Property to let: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ post code \_\_\_\_\_

Type of Property: House  Flat  Maisonette

Number of Bedrooms: \_\_\_\_\_ Number of Communal Rooms: \_\_\_\_\_

Type of Heating: Gas central Heating  Economy 7  Gas fires

Gas Safety Certificate valid from \_\_\_\_\_ to \_\_\_\_\_ or to follow \_\_\_\_\_

Electrical Safety Certificate valid from \_\_\_\_\_ to \_\_\_\_\_ or to follow \_\_\_\_\_

Have you let your property before? Yes  No

Any other relevant details (eg: Viewing arrangements; other facilities; difficult to find; sale not yet complete etc)

\_\_\_\_\_

\_\_\_\_\_

Landlords Signature/s:

(a) \_\_\_\_\_ (b) \_\_\_\_\_ Date \_\_\_\_\_

Print

(a) \_\_\_\_\_ (b) \_\_\_\_\_ Date \_\_\_\_\_

Please post this form to the Housing Office at: Brunel University, Uxbridge, Middlesex UB8 3PH  
or  
Fax it back 01895 269799

Please also complete the Accommodation Details form & the Health & Safety form



SEAL ALONG THIS EDGE

FOLD  
HERE

AFFIX  
STAMP  
HERE

**Housing Office  
BRUNEL UNIVERSITY  
Uxbridge  
Middlesex  
UB8 3PH**

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HERE