

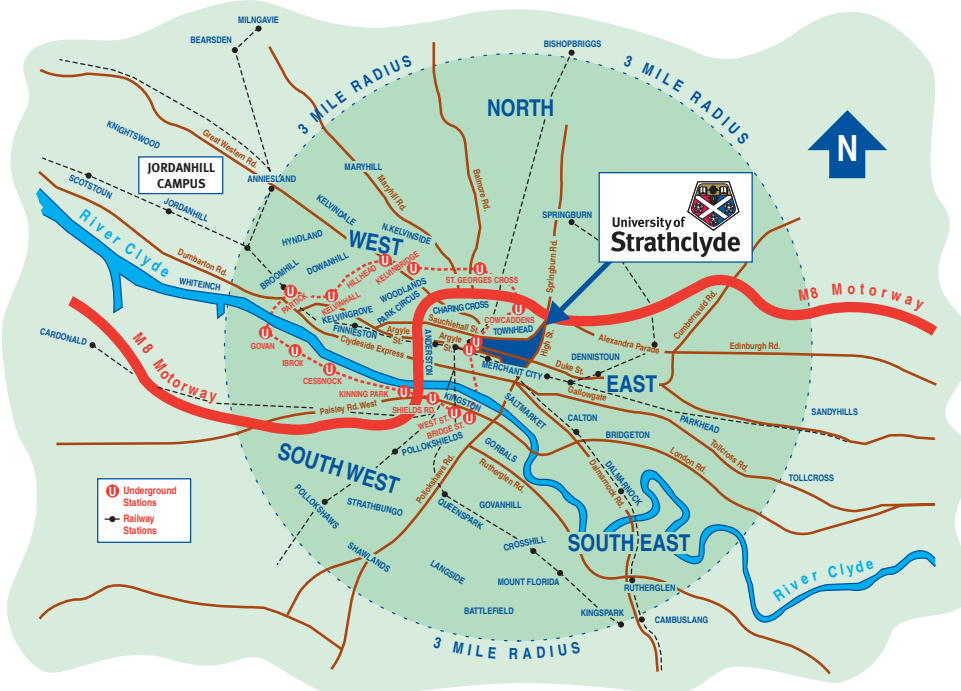
Residence Services
Graham Hills Building
50 Richmond Street
Glasgow G1 1XP

FINDING A HOME!

The essential guide to renting accommodation

FOR MORE DETAILED INFORMATION AND HELP

- Jackie MacAskill, Housing Officer, Accommodation Office, 50 Richmond Street.
(10.00am to 2.00pm Mon, Tues, Wed & Fri) J.macaskill@strath.ac.uk 0141 548 4328
- Roddy Mackenzie, Student Finance Officer, Level 2 Mezzanine, McCance Building.
R.mackenzie@strath.ac.uk 0141 548 4331
- The Citizens Advice Bureau, 3rd Floor, 48 Albion Street 0141 552 5556



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WHERE TO LOOK

- **The Private Accommodation Database (PAD)** www.accom.gla.ac.uk/pad/

To access the site, use your University username and your registration number as password. For best results, use the Find All Records option.

- **The Accommodation Office**
 - Advice & information from Jackie MacAskill, Housing Officer for the Private Sector
 - Notice boards
 - Folders with details of flats to rent
 - List of Estate Agents
 - Information on private student residences
- **The Herald** (Tuesdays) and **Evening Times** (Wednesdays)
- **Postcards** in newsagents and post offices (Be wary of these properties; if they comply with all the following, they should be OK).

WHAT THE LAW SAYS

- All properties to let must be registered with Glasgow City Council.
Check with www.betterrentingscotland.com or 0800 0270414
- All properties housing 2 or more people who are unrelated must be licensed as a House in Multiple Occupancy (HMO)
Check with Glasgow City Council Licensing Section, 235 George Street, or 0141 287 4535.
- **If properties are not registered or licensed, there is a real risk of difficulties arising during the tenancy.**

SAFETY & SECURITY ISSUES

Rented accommodation should have all the following:-

- Smoke detection system
- Gas Safety Record
- Electrical System Certificate
- No bars on the windows
- Effective door & window locks
- Good external lighting
- Late night public transport

TENANCY TIPS

- A lease/tenancy agreement/contract must include: –
 - A start and end date
 - The address of the property
 - The rent, what it includes, and when it is to be paid
 - Deposit required (usually one month's rent)
 - Contact details for reporting repairs and faults
 - The period of notice required to end the lease.
- An AT5 form must be signed along with the lease to make your 'short assured tenancy' legal
- The names of **each** person living in the property must be on the lease.
- Each person must hold a copy of the lease
- The lease must be accompanied by an inventory signed jointly by landlord and tenant. Take photos of any damaged items.

WHAT THE LANDLORD HAS TO DO

- Provide safe & secure accommodation
- Give receipts for all payments
- Keep the property wind and watertight
- Organise repairs
- Not enter the flat without the tenant's permission
- Give at least 24 hours notice of a visit

WHAT TENANTS HAVE TO DO

- Keep the property in a reasonable condition
- Notify the landlord of any repairs needed and allow him access
- Inform the landlord if the property is to be empty during vacations
- Dispose of rubbish in the bin areas
- Clean communal areas eg stairs
- Respect neighbours by limiting noise levels
- Be responsible for paying electricity and gas
- Complete the Council Tax Exemption forms available from the Accommodation Office.
- Before departure, make sure the property is in the same condition and clean state as when the inventory was signed.

MONEY!

- Electricity, gas and travel costs are items you may not have had to pay for before.
- Plan a budget and keep to it
 - Set up standing orders and direct debits for electricity & gas
 - Don't ignore any financial problems – get help from the Student Finance Service or the Citizens Advice Bureau, the earlier the better.

