

# Student Accommodation Quality Accreditation Mark



### **What is the Accreditation Mark?**

The Accreditation Mark provides recognition that a property has been inspected by Shropshire Council solely for the purpose of advertising on the University Centre Shropshire (UCS) Student Accommodation List. It covers all types of student accommodation in the private rented sector

### **What is the Accreditation Mark Standard?**

In order to qualify for the Accreditation Mark your property must be in a good condition and free from serious hazards. As a landlord you must adhere to good management practices that are fair and reasonable. In addition to this, we require your property to contain certain equipment and facilities that are specifically required by students e.g. desk with a chair, washing machine and access to a wireless internet connection.

A full Student Accommodation Accreditation Mark checklist is attached and is available from the Community Protection Team at Shropshire Council or on our website [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

### **Why does the University Centre Shrewsbury (UCS) require me to have an Accreditation Mark to advertise my property?**

Moving into the private rented sector for the first time is a big step for many students and their parents. The UCS takes pride in being linked with landlords who provide good quality student accommodation.

The UCS has given an assurance to both students and the parents of students, that all accommodation advertised through the Student Accommodation Office has been

inspected by Shropshire Council and meets the required standard; an Accreditation Mark provides this assurance.

### **What are the benefits of an Accreditation Mark?**

You only need to apply for an Accreditation Mark if you wish to advertise your student property via UCS Student Accommodation List. An Accreditation Mark will be required for each property you wish to advertise.

An Accreditation Mark gives you as a landlord, as well as prospective tenants, the knowledge that your property meets the standards required for student accommodation. The student housing market is becoming increasingly competitive and we believe that an Accreditation Mark will give you a market advantage of being able to advertise your property through the UCS Accommodation Office directly to over 2,500 students, including mature students, and families, who are all looking for good quality accommodation in Shrewsbury.

### **Who can apply for an Accreditation Mark?**

Landlords applying for an Accreditation Mark must complete a one-day development course every 3 years (which will cost £65), agree to comply with a code of conduct and be a fit and proper person. Alternatively, if your property is managed by the University or a letting agent who is accredited with NALS or ARLA, they can also apply for an Accreditation Mark for your property.

### **Do I have to pay for an Accreditation Mark?**

Yes, there is a fee for an Accreditation Mark which is £135 (in addition to the cost of the one-day training course). This fee will need to be paid for each property prior to the property being inspected and will apply whether or not your property is compliant with the Accreditation Mark criteria. The fee includes the advertising costs for the UCS Accommodation office. The fee covers any revisits within the first 3 months and is non-refundable.

### **What do I get when I am awarded an Accreditation Mark?**

Following an inspection of your property you will be awarded an Accreditation certificate, subject to it meeting the required standard. Your property details will be forwarded to UCS for inclusion on the Student Accommodation List.

### **How long does my Accreditation Mark last?**

An Accreditation Mark lasts for three years, on expiry a new Accreditation Mark will have to be applied for.

### **What happens if my property does not comply with the Accreditation Mark standard?**

We would always advise you to look at the Accreditation Mark checklist before you apply. The checklist is available from the Community Protection team at Shropshire Council, or can be found at [www.shropshire.gov.uk](http://www.shropshire.gov.uk). In the event that there are some matters that need attention, you will be given 3 months to do any works without incurring another charge for an officer to revisit. If the works have not been done in this 3 month period, you will need to make another brand new application and pay the fee again.

### **I have a HMO licence; do I still need An Accreditation Mark?**

Yes, you will still need to have an Accreditation Mark to advertise your property on the UCS Student Accommodation List.

### **My property has recently been inspected; do I need another inspection for an Accreditation Mark?**

An Accreditation Mark will only awarded to properties that meet the required student accommodation standard. It is more than likely that an inspection of your property will be required, however, Officers will use their discretion in assessing how recently your property was inspected and for what purpose in determining whether a further inspection for an Accreditation Mark is necessary.

### **How can I get an Accreditation Mark?**

You will need contact the Community Protection Team on **TEL NO.** or email [community.protection@shropshire.gov.uk](mailto:community.protection@shropshire.gov.uk)

Once you have paid your fee, a Public Protection Officer will contact you to make an appointment to visit your property.



**Student Accreditation Mark Checklist**

**Landlord Name and Address**

National Landlords Association (NLA) membership no. \_\_\_\_\_ NLA expiry date: \_\_/\_\_/\_\_  
(If applicable)

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

Property Address: \_\_\_\_\_

House/Flat/Other:..... No of Bedrooms: \_\_\_\_\_ No. of Occupants: \_\_\_\_\_

Property Age: Pre 1920  1920 – 1945  1946 – 1979  Post 1979   
(Approx.)

Brief description of property: \_\_\_\_\_

**Standard Safety Issues**

Complies with:

Decent Home Standard	Y/N	Housing Act 2004 (HHSRS – No Category 1 hazards)	Y/N
HMO Amenity Standard	Y/N	Fire Safety Standards (Complies with: LACORS Housing Fire Safety Guidance, RRO/Fire Service Standards (if applicable). Building Regulations approval (if applicable).	Y/N

Paperwork		Issue Date		Issue Date
Valid Gas Safety Cert (Within 12months)	Y/N	__/__/__	Fire fighting equipment	Y/N __/__/__
Current Electrical Cert (Within last 5 years)	Y/N	__/__/__	Portable Appliance testing	Y/N __/__/__
Fire alarm servicing	Y/N	__/__/__	Fire Risk assessment review	Y/N __/__/__
Emergency Lighting	Y/N	__/__/__	EPC Certificate	Y/N __/__/__
Details deposit lodged with scheme	Y/N		Deposit Scheme Ref numbers	Y/N __/__/__

Date of Satisfactory Property Inspection: \_\_/\_\_/\_\_

**Enhanced Student Issues**

Carbon monoxide detector	Yes / No	Front elevation tidy	Yes / No
		Rear garden/yard tidy	Yes / No
House file/noticeboard	Yes / No	Refuse- info/calendar provided	Yes / No
Landlord contact details	Yes / No	Suitable receptacles provided	Yes / No
Disputes Procedure	Yes / No	Contract covers Noise, ASB,	Yes / No
Detailed response times	Yes / No	Candles, Chip pans etc. (Not recommended)	Yes / No

**Security**

Burglar alarm Yes / No  
\*20 min cut-off Yes / No

Locks on Bedrooms  
Yes / No

Change locks at end of tenancy  
Yes / No

Key-holder details provided to Local Authority: \_\_\_\_\_

*(Considers security and noise nuisance)*

**Marketing Issues**

Shared facilities: (tick those present)

- |                    |                    |                    |
|--------------------|--------------------|--------------------|
| Aerial socket      | Bathroom           | Bicycle Storage    |
| Broadband Internet | Cooking Facilities | Dishwasher         |
| Double Glazing     | Freezer            | Fridge             |
| Fridge Freezer     | Garage             | Garden             |
| Lounge             | Microwave          | Off road Parking   |
| Parking            | Permit Parking     | Satellite/Cable TV |
| Separate WC        | Shower             | Sofa               |
| Telephone          | Telephone Point    | Television         |
| Tumble Dryer       | Vacuum Cleaner     | Washer Dryer       |
| Washing Machine    |                    |                    |

Adequate no and siting of power sockets (Either 4 single or 2 double) Yes/No

Private facilities:

- |          |         |            |
|----------|---------|------------|
| Bed      | Chair   | Dead lock  |
| Desk     | Drawers | En-suite   |
| Pinboard | Shelves | Television |
| Wardrobe |         |            |

Other facilities .....

No Bathrooms  Ensuites  Showers  WCs

Suitable for Disabled Yes / No

**Services and Facilities**

**Heating Type** Gas CH Elec CH **Water heating** Gas Elec immersion

Other ..... Other .....

**Loft Insulation**  
Yes/No

**Cavity Wall Insulation**  
Yes / No

Approx. Depth \_\_\_\_\_

**General:**

The following are in satisfactory, safe repair:

Flaunching to chimney pots	Y / N	Pointing to chimney stack	Y / N
Lead flashing to stack	Y / N	Roof tiles/slates	Y / N
Verge pointings	Y / N	Verge flashing	Y / N
Gutters	Y / N	Rainwater Downpipes	Y / N
Bathroom Waste drainage pipework	Y / N	WC waste pipework	Y / N
Soil vent stack	Y / N	Pointing to walls	Y / N
External flues	Y / N	Damp proof course not breached	Y / N
Boundary walls & fences	Y / N	Gardens tidy & free of rubbish	Y / N
Exterior decoration	Y / N	Outbuildings	Y / N

Adequate foul and surface water drainage in good repair: Yes / No

No of rooms to rent:

Type of Contract:

Length of Contract:

Whole house/Individual:

Rent from ..... to .....

Deposit from ..... to .....

What is included:  
(Please tick)

Water	<input type="checkbox"/>	Gas	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	TV Licence	<input type="checkbox"/>
Internet	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	Gardening	<input type="checkbox"/>

Admin Fee: £

Cleaning Fee: £

Retainer: £

Date available from: \_\_\_/\_\_\_/\_\_\_

Date advert to run from: \_\_\_/\_\_\_/\_\_\_

**General Comments/Notes:**

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<b>Officer Use</b>	<b>Remarks</b>	Free from Category 1 hazards: <input type="checkbox"/>
Property Decent <input type="checkbox"/>		
<b>Officer Name</b>		<b>Date:</b>



University Centre  
Shrewsbury

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