

IMPORTANT

For ALL properties we also require:

1. The most recent Gas Safety Certificate for the property (within the last 12 months)
2. The most recent Electricity Safety Certificate for the property (within the last 5 years)
3. The Energy Performance Certificate for the property (E Minimum)

*Note, the council are happy to assume that there is an 'integrity' to these landlords as they would have to attend training sessions to gain the licence or certificate as applicable

Once you have passed our short vetting process we will require:

1. Your wording for the advert including price and facilities on offer
2. Photos of the property

You can view current adverts on our website for information:

<https://www.hsu.ac.uk/student-life/services/student-services/accommodation/private-landlords-bournemouth/>



Student Services

Landlords vetting process



The documents / evidence we require for our short vetting process to advertise your property

A. Renting out a spare room in your own house?

If you are looking to host a student (or up to 3 students) as a 'Lodger(s)' within your own home we will require the following documentation
(As well as the 3 documents listed over the page):

- Evidence of ownership and all owners details (e.g. the latest mortgage statement or front page of the deeds etc.)
- Either:
 1. Proof that the property is freehold
- or:
 2. Confirmation from the freeholder (if leasehold) that lettings are permitted plus evidence of the length remaining on the lease.

B. Landlords of properties with less than 5 bedrooms

If you have a property to fill which is less than 5 bedrooms we will require the following documentation
(As well as the 3 documents listed over the page):

- Evidence of ownership and all owners details (e.g. the latest mortgage statement) or front page of the deeds etc.)
- BCP Council Landlords Accreditation Certificate*.
- Either:
 1. Proof that the property is freehold
- or:
 2. Confirmation from the freeholder (if leasehold) that lettings are permitted & evidence of the length of the lease.
- A copy of the Landlords insurance (which must also cover access to the property by tradesmen).

C. Landlords of properties with 5 or more bedrooms

If you have a property to fill which has 5 or more bedrooms we will require the following documentation
(As well as the 3 documents listed over the page):

- Evidence of ownership and all owners details (latest mortgage statement) or front page of the deeds etc.
- BCP Council HMO Licence*.
- Either:
 1. Proof that the property is freehold
- or:
 2. Confirmation from the freeholder (if leasehold) that lettings are permitted & evidence of the length of the lease.
- A copy of the Landlords insurance (which must also cover access to the property by tradesmen).

Please could you provide your documentation to this email address:
AccommodationListings@hsu.ac.uk

