

Avoid the common mistakes!

HOW TO RENT GUIDE

REVISED FOR 2009



Do it right!



Check the guide to find out:
Where to look
Who to rent from
How To Rent Survey: Results

Copies delivered to halls, available from the Union and online!

yourunion.net/howtorent

How to Rent 2008/2009

Hello and Welcome to this year's updated edition of the *How to Rent Guide*. It has been said that by going to university, you learn many of life's lessons - and one of the biggest is organising yourself enough to move out of halls and into private accommodation. This can be tricky to get right, as you have the power to choose who to live with, where you sleep, when you eat and even how clean you are. This is why we are here!

Every year we, on the SRC Accommodation Subcommittee, and at the Students' Association, aim to provide you with the most comprehensive and up-to-date guide that we possibly can, covering everything from who you can rent from, to what to do when you finally get your keys, to the more complex legal requirements and government policies affecting property renting.

In order to make things as simple as possible, this guide is split into 5 main sections: Where to Start, Finding a Place to Live, Moving In, During the Year and Moving Out - taking you through the accommodation renting process from start to finish. If you're reading the online version of the guide, then you can get to any page directly simply by clicking the title on the contents page. If you've downloaded the PDF version then you've obviously got the whole thing!

If you need any further help, don't forget that the Students' Association is packed full of people who will be happy to help - particularly Eleanor Feltham, our Accommodation Advocate who can help with any legal issues and also provides a lease checking service before you sign! All the relevant contact details are at the end of this guide, but if you are at a loss for where to start, or have any other questions at all, please just e-mail me at the address below. I usually reply within 24 hours (but sometimes just a little longer!).

All the best and good luck with the property hunt!

Phil Pass

SRC Accommodation Officer

srcaccommodation@st-andrews.ac.uk

January 2009

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WHERE TO START

Property agents

These act as go-betweens for private landlords and those looking for places to rent. They release lists of properties available to students throughout January and beyond – release dates and even some of the lists can be found at www.yourunion.net/howtorent.

It's important to note that not all property agents are equal, and that just because you're in a friendly Scottish coastal town doesn't mean you shouldn't be cautious in your dealings with the private sector. In November/December 2007 we asked students, for the first time, to rate the property agents they rented from in 06/07. The full results of that survey can be found by going to www.yourunion.net/howtorent and clicking 'survey results'.

These results were extremely well received, and we were told that they were useful in helping students make more informed decisions during the flat renting search. Therefore, the survey is to be run again this year (for academic year 2007/2008) and the results of this shall be online in February.

Independent landlords

Not all landlords let their properties through property agents – many will manage and advertise their properties independently. You can usually find information on them in the local papers, in newsagent windows, on the internet or on the noticeboard outside the General Office (middle floor of the Students' Association building). It is very important to confirm that they are legally registered to let with Fife Council Private Landlord Registration (contacts at the end of this guide) and check that your landlord is signed up to our Charter (see below), as they may not meet the same standards as property agents.

The Landlord/Tenant Charter

The Charter is a series of mutually agreed standards of tenant and landlord behaviour and a process for the resolution of complaints. Landlords and property agents who have signed the Charter are bound by the standards set out by the Students' Association, and have agreed to allow representatives of the Association mediate any disputes if their tenants wish them to do so.

The following property agents have signed up to the Charter, in addition to a number of independent landlords:

Bradburne & Co
In Service Limited
Inchdairnie Properties
Murray Donald Drummond Cook
Pagan Osborne
Premier Let
Town & Gown
Yeoman Properties

For the full list of landlords/agents (there are over 60!) and the agreements set out, see www.yourunion.net/howtorent.

Student Accommodation Services

In addition to halls of residence the University manages some self-catering flats. For more information on University-managed accommodation email studacc@st-and.ac.uk.

If you are having any doubt at all about your arrangements to rent in the private sector, it might be worthwhile applying to live in halls as a backup plan. You can apply as a group or as an individual, and it's important to remember that merely applying for halls is not binding.

Hall applications open in the week beginning 5th January and close on the Friday 13th February at 5pm. You should be contacted to let you know whether you've been successful in mid-March, with contracts issued shortly after.

It is extremely important to remember that you must accept or reject your offer and return the contracts by the date stipulated on them, or else you are likely to turn up at the start of next year to find you do not have a room allocated to you.

However, please remember that once you do accept a place and sign a contract you would be bound to it just as you would with any private lease.

For more information on applying to halls, see www.st-andrews.ac.uk/students/accommodation.

Students' Association

We have a noticeboard on the middle floor of our building, which landlords signed up to the Charter (see above) can use to advertise their properties. You can also use this board to advertise for flatmates. Similar postings can be found online at www.yourunion.net/howtorent.

Other places to look

- Numerous private landlords advertise in the St Andrews Citizen, a local newspaper, published weekly on a Friday.
- Another good way to find flats (and those looking for flatmates) is to check in local newsagents.
- If you're looking for temporary accommodation over the summer, try the Tourist Information Office on Market Street.
- The independent student message board, The Sinner, is aimed specifically at St Andrews students and has a board devoted to helping you find a place to stay or people to live with (www.thesinner.net).

FINDING A PLACE TO LIVE

Once you have a list of properties to view, it's time to start flat-hunting. Make sure you set out knowing exactly what you're looking for – take care to ensure you're comfortable living with the people in your group, and agree on a budget.

Finance

For most students, your budget will limit the type and location of accommodation you look for. The further you live from the three main streets the cheaper property will usually be, but be aware of the distance you will have to travel to class, as well as possible transport costs.

Unfortunately for us, St Andrews has some of the highest rents in Scotland and is one of the most expensive university towns in Britain. In 2007, the independent student information website push.co.uk estimated the average rent (excluding bills) in St Andrews at just over £97 per week, with a total weekly living cost of £148 per week.

Remember that in private accommodation your rent will not usually include utilities bills, so you'll need to budget for gas, electricity, internet and telephone expenses. Additionally, you will need to pay council tax if you are living with one or more non-students – you'll find more on this in the 'council tax' section of the 'Moving In' chapter.

Viewing property

In most cases, flat-hunting simply involves visiting the properties advertised by the property agents and asking to have a look around, but you should check with the property agent themselves to ensure this is the case. Independent landlords are more likely to arrange a specific time and date for a viewing.

Please do be respectful to the fact that those people whose flat you are wanting to look around might have work or exams to do and that they may not want to be bothered at certain times. If possible it is always best to pre-arrange a visit – most agents will provide some sort of contact details, or try to arrange a visit on request.

Property checklist

- Don't just look at whether the place is nice or not – take the time to examine the physical fabric of the building, especially things which could add money to your bills or cause you hassle with repairs during the year.
- Check for signs of damp – musty smells, mould, damp furnishings, peeling wallpaper and discoloured areas of walls and ceilings are a dead giveaway.
- Check the external condition of the building – paintwork, missing slates, cracks in the brickwork and so on.
- Find out how the property is heated. Consider the cost as gas central heating costs less than individual electric fires.
- Look at the windows – are they well sealed? Are they single or double glazed? Again, consider the cost of heating.
- Check when gas appliances were last serviced – the landlord is legally obliged to have all appliances serviced annually.
- Check for a carbon monoxide detector/fire safety equipment.
- Check what electrical appliances are available – gas or electric cooker, washing machine, tumble drier, etc. These can all have an impact on the cost of your energy bills over the year.
- Check the plumbing and ensure everything works properly – flush the toilet, run the hot and cold water taps and check that the water drains away quickly.

You should also ask the current tenants about their experience of living in the property – they are the most valuable resource you will have in evaluating a property.

Here are a few questions to ask – if it helps, take this guide to viewings and check off the questions!

- How much do the bills cost? Is the property expensive to heat?
- Which energy provider are they with? Are they easy to deal with?
- Is there a telephone line? What is the arrangement with the internet?
- How easy is the landlord/property agent to contact?
- Is there anything still to be repaired, and how responsive is the landlord/property agent to repair requests? Do all the appliances work?
- Which appliances come with the property and which belong to the current tenants? If the TV does not come with the flat, this may be an additional cost.
- Who pays the TV licence?
- If there is a garden, who looks after it? If the tenants maintain it, who provides the tools? Is the garden shared?
- What are the neighbours like?

See www.yourunion.net/howtorent for a full list of things to look for!

Securing a property and signing a contract

Seen a property you like? The next step is to secure the property to ensure no one else can take it – some property agents work on a ‘first come first served’ basis while others prefer to interview.

Once you have agreed to live in the property, you should be presented with a formal contract in writing. It is illegal for a landlord to demand any money from you before you sign the contract, so don’t be persuaded to pay a deposit or ‘administration’ fees until everyone involved, including the landlord/agent, has signed the contract.

A basic written agreement should include the following:

1. How much deposit is payable – cannot be more than two months rent.
2. Amount of rent payable.
3. Dates of when rent is to be paid.
4. Method of payment (Cheque, direct debit, etc).
5. Review period of rent (if applicable).
6. Duration of tenancy.
7. Period of notice to terminate (if applicable).
8. Joint tenancy (you are equally liable for the full rent and any damages) or individual tenancy.
9. Services the landlord will provide (e.g. gardener).
10. Who is responsible for paying the bills (gas, electricity, telephone, internet, TV licence, window cleaning).
11. Repairs for which the landlord/agent is responsible.
12. The landlord’s right of entry to the accommodation (should be at least 24 hours notice).
13. Any parts of the property that are out of bounds to the tenants. (e.g. owners’ cupboard, garage).

If you have any doubts about a contract you have been presented with or just want peace of mind, have it checked out by our Accommodation Advocate, Eleanor Feltham. You can make an appointment to see Eleanor by visiting the General Office on the middle floor of the Union or via e-mail on ef41@st-andrews.ac.uk.

Holding deposits

A holding deposit applies when a landlord or agent requests a payment to secure a flat before a lease is signed. A separate agreement should be drawn up and signed by both parties. If you decide at a later date to reject the offer, then your holding deposit cannot be withheld as a penalty – only as reasonable costs to re-advertise the flat.

The deposit

A deposit is an amount paid by the tenant to the landlord/agent in order to cover any damages, unpaid bills or other expenses at the end of the tenancy, which is usually paid as soon as the tenant agrees to take the property.

You should always ask for a receipt for all payments to your landlord/agent, and avoid making out post-dated cheques as this will commit you to payments in the future that you may not be able to make.

The maximum deposit permitted by law is the equivalent of two months' rent (it is illegal for a landlord/agent to charge you any more than this) although the norm in St Andrews is one month's rent. The money is kept by the landlord/agent until the end of the tenancy, so it's worth trying to negotiate the size of deposit if possible. Some landlords offer interest on your deposit money and some don't, so check your lease.

You may also wish to attempt to negotiate the timing of deposit payments – you might be able to arrange to pay half of the deposit after signing the lease and half at the beginning of the tenancy.

You may have heard about Deposit Protection Schemes in the press, which are currently in place in England. At the moment, this is not the case in Scotland. There are still a variety of routes that can be taken if there is a deposit dispute at the end of your tenancy and the Students' Association can advise you if these matters arise.

Accreditation

A new national accreditation scheme is rolling out across Scotland and the scheme is voluntary for landlords and agents. By being part of the scheme, a landlord is committing to achieving certain high standards within their property/properties – much in the same way as our Charter, but on a more national scale – for their tenants.

As yet, this is not something to expect from landlords, but if they tell you they are nationally accredited, it should be able to provide you with enhanced peace of mind. For more information, see the website at <http://www.landlordaccreditationscotland.com/>

Energy Performance Certificates (EPC)

A new piece of legislation which comes into force from January 2009, the EPC is a guide informing landlords and tenants of the energy efficiency of their property – based on general usage for its normal purpose – and offers suggestions on how best to save energy.

If you are interested in renting a property, an EPC must be made available to you as a tenant free-of-charge. An EPC is only required for self-contained properties and is valid for a 10 year period. Further information on this can be found via <http://campaigns.direct.gov.uk/epc/>

Housing in Multiple Occupancy (HMO)

In Scotland, the definition of an HMO is *a property that is shared by three or more tenants who aren't members of the same family*. Any house or flat being let on these terms therefore requires an HMO Licence. Your property agent/landlord should inform you that they have the relevant licence and preferably display a copy in the property. If you suspect your agent to be avoiding registering for a licence, please come and speak with Eleanor, the Accommodation Advocate, who can advise on the next stage.

It is probably worth pointing out that HMO regulations in Scotland differ from those in England. A full list of Scottish requirements can be found here:

http://scotland.shelter.org.uk/getadvice/advice_topics/renting_right/s/houses_in_multiple_occupation_hmos

Problems

It is essential for your own financial security and well-being as well as that of your fellow students that you report any concerns regarding the conduct of landlords/property agents immediately to the relevant members of the Students' Association.

By raising a concern at this early stage you could avoid getting involved with a company or individual who does not have your best interests at heart, potentially saving yourself the hassle of future legal issues. The 'bubble' effect of St Andrews can often engender a false sense of security, but the reality is that we are no more immune to rogue landlords than any other town in Britain (as some students renting in 06/07 can attest). You can find our contact details at the end of this guide. Do get in touch.

MOVING IN

On the first day

- Check the cleanliness and state of repair of the property and its contents, and report any damage or faults to the landlord/agent immediately.
- You should be given an inventory of the contents of the flat – go through it on a joint visit with the landlord/agent. Not having one could affect the deposit at the end of your tenancy. If possible, get your landlord/agent to go through this with you and get a copy signed by both parties.
- Take pictures of any major damage (stains on carpet, torn wallpaper, cracked sinks/walls, etc) and get them signed and dated by a non-tenant, preferably the landlord/agent.
- Read the gas and electricity meters and have the landlord/agent make a note of the readings too.
- Keep copies (in writing) of all problems reported to landlord/agent and their responses.

In the first week

- Find out when the bin collection day is.
- You should already know who is responsible for paying bills – if you are required to set up accounts for gas, electricity, internet or phone yourself, you should do this in the first week. Oh, and remember to have your meter readings handy as you will be asked for them during the set-up process.
- If your landlord/agent does not pay your TV licence, contact TV Licensing.
- Ensure your term time address is up to date on the University Registry Office's website – they will inform the council that you are exempt from council tax. If in doubt, contact Fife Council yourself and inform them of your student status.
- Introduce yourself to the neighbours.

Utilities bills

Important: always check with your landlord/agent whether you are required to use a particular supplier or whether you have free choice.

If you are required to set these up yourself (i.e. the landlord/agent does not do it for you), find out who is currently supplying the property on the following numbers:

MPAS (electricity): 0845 270 9101

Transco (gas): 0870 608 1524

You can then contact the supplier and request that they send any outstanding invoices to your landlord/agent.

In order to set up a new account, simply contact whichever supplier you would like to use and give them your meter serial numbers and readings. You may find that a discount is offered if you take both gas and electricity from the same supplier, if you pay by direct debit or if you choose paperless billing (online).

You will not be required to pay water rates as this is included in the council tax (see below).

Internet service providers

The majority of internet service providers (ISPs) charge a set-up fee of approximately £50 if you do not already have broadband on your phone line, and usually sign you to a 12 month contract. Typical monthly fees are £15-£20 per month.

When choosing an ISP, be aware that some, such as Freedom2Surf, will waive the connection fee in certain circumstances or will not bind you to a 12-month contract (useful if the duration of your lease is, for example, 10 months).

Telephone lines

Important: Always check with your landlord what the arrangements are for your phone line. Landlords of HMO licensed properties must provide a connected landline, whilst tenants pay for calls.

To set up a new line, contact BT on 0800 800 150.

TV licences

If you have a TV in your property, you are legally required to have a licence for it. A TV licence for the year costs £139.50. It's best to look into this before the end of October, as you could be eligible for a refund of 3 months of the fee if you're not staying in the property during the summer.

More information:

www.tvlicensing.co.uk/students

www.st-andrews.ac.uk/students/money/TVlicencerefund

TV licensing: 0870 242 1417.

Council tax

You are exempt from council tax unless you are living with one or more non-students. The University will inform the council of your student status as long as your address is up to date on the Registry's website.

If you are exempt from council tax and get a bill, you can obtain a form from the council office next to the Union to confirm your status as a student. If you are not exempt from council tax, you can find more information on www.fifedirect.org.uk.

Please be aware that if you are remaining in a flat over the summer after your, or your flatmate's graduation, the property is no longer classed as being wholly occupied by students and you may be liable to pay council tax from the point of graduation onwards.

DURING THE YEAR

Paying rent

As stated above, avoid making out post-dated cheques as this will commit you to payments in the future that you may not be able to make. Instead, the best way to pay is by standing order from your bank account, as these can be cancelled if necessary and take place automatically, which means you will avoid late payments.

Make sure you bear in mind the length of time it takes to transfer money from one account to another. If you are responsible for gathering rent from your flatmates and paying it to the landlord/agent by a certain date, remember that each transfer could take three or more working days. Start with the date your landlord/agent needs the money, and work backwards to work out the dates for each transfer, allowing some leeway for unexpected delays.

If you find yourself in financial difficulty during the year, you can contact the University's Student Support Services who run a hardship fund and employ a Money Adviser. (see Contacts at the back of this guide)

More information:

<http://www.st-andrews.ac.uk/students/money>

Paying bills

Ensure all bills are accurate readings, not estimates (this could save you money) and be sure to pay them promptly, otherwise you could incur fines or even be cut off. If you have trouble setting up accounts with utility suppliers, ensure you chase them up firmly – delays in setting up accounts could mean you have a very large bill to pay all at once when the problem is resolved. Direct Debit is the safest and easiest method of payment, as you are protected by the Direct Debit Guarantee.

Repairs

You should always contact your landlord/agent as soon as any fault or breakage becomes apparent. Emergency repairs should be completed within 24 hours, urgent repairs within 7 days and non-urgent repairs within 21 days.

Good reporting procedure:

- Alert the landlord/agent to the problem verbally.
- Also confirm your conversation in writing, giving a detailed description of the repair required and the reasons for it.
- Keep copies of the letters.
- If no action is taken within a reasonable time, send another letter preferably by recorded delivery, insisting that repairs be carried out as soon as possible.
- If there is still no progress after all of the above, contact the Advocate (Accommodation) at the Students' Association (see Contacts at the back of this guide).

Harassment

This occurs when a landlord/agent applies undue pressure on a tenant to leave. It rarely occurs in St Andrews student lets, but you should seek advice immediately from the Students' Association if you believe this to be the case – harassment is illegal.

Landlords/agents are required to give at least 24 hours notice prior to entering the property, whether you are present or not. They may only enter with your agreement and at reasonable intervals, and on no account should they use their key for access unless in an emergency situation or by prior agreement.

Living in the community

As a resident of the town, it's important that you do everything you can to preserve and enhance community relations – a lack of respect for local residents can have very serious consequences with regard to influential residents' groups and the future of events such as Raisin Weekend, not to mention police involvement.

Always give your neighbours prior warning of any parties taking place (they will greatly appreciate the effort and are likely to be more understanding) – noise travels through walls! Also, remember that the little things can make a big difference too – try not to leave your bin out on the street for longer than is necessary, and ensure there is no litter around your property.

If you have a car, be sensible with your parking, and try not to block neighbours' driveways/parking spaces etc. The University has its own guidelines and registration for student vehicles.

Saving energy

Energy is money, and when you pay the bills it's best to ensure you waste as little energy as possible. Keep an eye out that you are charged for meter readings rather than estimates!

Heating:

- Turn the radiator off when you are out - use thermostats/timers!
- Close the window before turning your radiator on.
- Close curtains to prevent heat from escaping through windows.
- Turn the heating down. Reducing your room temperature by 1°C could cut your heating bills by up to 10%. As well as wasting energy, having your room too hot can help germs to breed and circulate. When it gets cold, why not put on a jumper rather than turning up the heating? Comfortable room temperature is acknowledged to be 18-21°C.
- Report doors and windows that don't seal correctly when shut.
- Make sure that your hot water cylinder is insulated - if it isn't, pad it with blankets, towels or newspaper

Washing:

- Wash your clothes at 30 or 40°C (by washing at 30°C instead of 40°C you could save up to 40% of the energy you use!). Modern washing powders/liquids are designed to get clothes clean at this temperature.
- Save up your dirty laundry to do full loads. Doing a half-load in the washing machine uses more than half the energy of doing a full load.
- If you aren't doing a full load of washing, use the half-load/economy setting.

In the kitchen:

- Put lids on saucepans to reduce the amount of heat that escapes
- Only put as much water as you need in the kettle.
- Allow food to cool before putting it in the fridge or freezer.
- Don't leave the fridge/freezer door open longer than necessary.
- A dripping hot water tap can waste enough hot water in a week to fill half a bath – you pay to heat the water, so have faulty taps fixed and make sure they're fully turned off. You also probably only need your hot water on for two hours a day!

In your room:

- Switch off lights when you leave your room or when it's sunny
- Switch off your mobile phone and laptop chargers when you're not using them.
- Use energy saving light bulbs – they last 12 times longer than standard bulbs, and just one can save you £100 over the lifetime of the bulb.
- Switch off your PC monitor if you're leaving it for more than a few minutes, and switch off your TV and hi-fi completely rather than leaving them on standby.
- Use the 'hibernate' setting on your computer instead of standby – hibernate uses zero energy, unlike standby, and saves what you were doing so you can return to your work immediately.
- Enable the other power saving features on your computer to come on after 5 minutes. Screen savers don't save energy – in fact, they often use more.

MOVING OUT

See our companion guide *How to Leave* for further information.

Typical leaving procedure

- Ensure rent has been paid up to the expiry of the lease (regardless of when you leave).
- Ensure all bills are paid – have the meters read and inform the relevant authorities that the accounts are closed.
- Leave the flat in the same condition as it was in when you arrived. The landlord/agent should either conduct a joint inspection with you or ask a third party witness to confirm the condition when you leave the flat.
- Return the key on termination of the lease, otherwise you are liable for continued payment of rent.

Recovering deposits

The deposit should be repaid to you within 28 days of the end of your lease. The landlord/agent must account for all deductions made from the deposit – ask for a full statement breakdown and attached receipts.

Deductions from the deposit must only be for unfair wear and tear or breakage of the fabric of the property and its contents as agreed when the inventory was checked at the beginning of the tenancy.

If you have any difficulties in recovering your deposit in full, contact the Advocate (Accommodation) at the Students' Association (see Contacts at the back of this guide for details).

Moving out before the end of the contract

The vast majority of fixed term leases do not give any provision for the tenant to give notice before the end of the lease – once you have signed, you are committed until it expires.

If the agreement does allow you to give notice to quit then you must follow this procedure:

- Give notice in writing to the landlord/agent. Include in the letter your name, the address of the accommodation you wish to leave, and the name of your landlord.
- Ensure notice is given at least two month's before the date you wish to terminate the tenancy, not including the date the notice is due to take effect. If you pay rent less frequently, your period of notice must correspond to the rent period payment.
- Remember that rent is required up to the actual termination of the tenancy, not the date of giving notice.

Notice to quit

The same rules as above apply if a landlord/agent serves a 'notice to quit' on the tenant. Once the tenant has received this notice and it has run its course, the agent must get an order for possession from the court in order for the tenant to be lawfully evicted. Only in very rare circumstances (as defined in the lease agreement) may the landlord/agent require the tenant to leave without notice.

St Andrews Recycling Points



Recycling Points are situated locally to allow you to recycle the following materials:

ST ANDREWS Glass Paper Cans Textiles Plastic Bottles

1	West Sands Car Park LHS car park KY16 9JR	✓	✓	✓	✓	✗	✓
2	Albany Park KY16 8BP	✓	✓	✓	✓	✓	✓
3	Students Union St Marys Place KY16 9JA	✓	✓	✓	✓	✓	✓
4	Double Dykes Road Car Park Double Dykes Road KY16 9DX	✓	✓	✓	✓	✗	✓
5	Morrisons Supermarket 45 Largo Road KY16 8PJ	✓	✓	✓	✓	✓	✓
6	Shopping Centre Tom Morris Drive KY16 8EL	✓	✓	✓	✓	✗	✓

 **Recycling Centre** - Argyll Business Park, Largo Road

To find your nearest Recycling Point please visit www.fifedirect.org.uk/wasteaware or call the Recycling Helpline on 08451 55 00 22.



University
St Andrews

Getting around St Andrews

St Andrews is a small town with a fairly flat topography, which lends itself ideally to walking and cycling. It is possible to walk across the town in just over half an hour, and most areas in town can be reached within 15-20 minutes on foot, and 10 minutes by bike, so there's no need to take your car.

Walking

This map illustrates some of the most scenic walks in and around the town, including the Blue Flag beaches of East and West Sands.

The peaceful Lade Braes walk is also recommended, with its babbling brook, trees and birds.

Cycling

There are a number of designated cycling lanes in St Andrews, which help to make the roads safer for cyclists. However, we would strongly recommend wearing a helmet and ensuring that you have lights on your bike if cycling after dark. These can be purchased cheaply from Spokez (see map for location).

Buses

There are also frequent bus services around town. For more information, visit www.travelinescotland.com or call 0870 608 2 608.

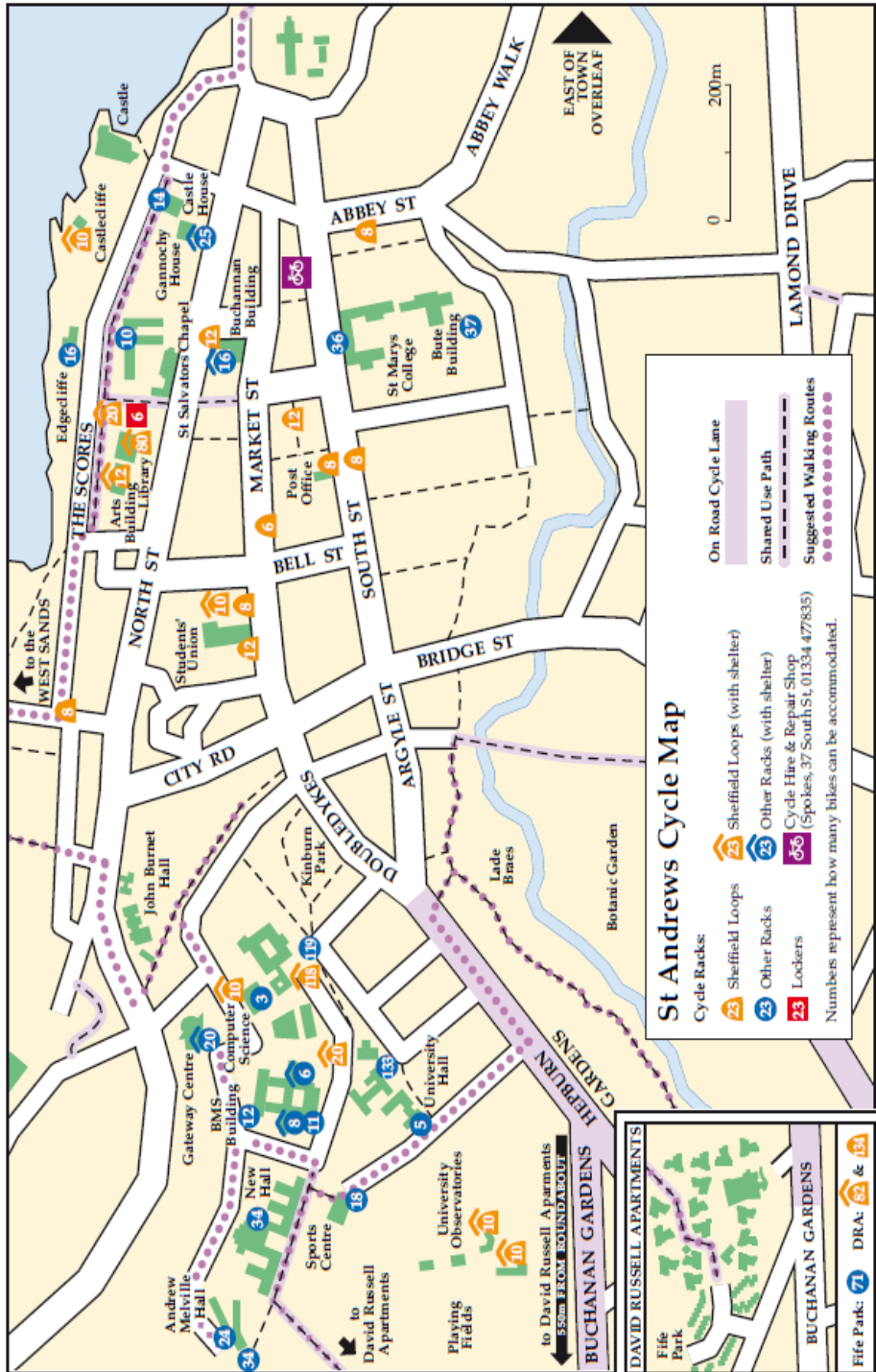


St Andrews Cycling & Walking Map



Designed by the University of St Andrews: Reprographics Unit
March 2006
Printed on 100gram recycled gloss art

www.st-andrews.ac.uk/environment



CONTACTS

At the Students' Association

All phone calls to the General Office switchboard: 01334 (46)2700

Director of Representation: dorep@st-and.ac.uk

SRC Accommodation Officer: srcaccommodation@st-and.ac.uk

Accommodation Advocate ef41@st-and.ac.uk

At the University

Student Support Services @ middle floor of the Union

01334 (46)2720

[.sss@st-and.ac.uk](mailto:sss@st-and.ac.uk)

Student Accommodation Services @ 3rd floor, 79 North Street

01334 (46)2510

[.studacc@st-and.ac.uk](mailto:studacc@st-and.ac.uk)

Further information

The How to Rent website, maintained by the Students' Representative Council (SRC):

www.yourunion.net/howtorent

Shelter Scotland contains a great deal of very useful information on student renting:

<http://scotland.shelter.org.uk/advice/advice-3970.cfm>

Advice from Fife Council (Private Landlord Registration):

01592 583397

landlords.registration@fife.gov.uk

Advice from the Scottish Government:

www.betterrentingscotland.com

www.landlordregistrationscotland.gov.uk

Private Rented Housing Panel
0141 5721170
admin@prhpscotland.gov.uk

This guide was produced by the University of St Andrews Students' Association:

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All information is believed to be accurate at the time of printing. Suggested improvements, changes and amendments would be gratefully received and should be addressed to the SRC Accommodation Officer at srcaccommodation@st-and.ac.uk or posted in his pigeon hole in the General Office.

A digital copy of this guide, along with further information is available at www.yourunion.net/howtorent.

GOOD LUCK!