

# HOW TO RENT GUIDE

2022



# HOW TO RENT GUIDE 2022

YOUR ESSENTIAL GUIDE TO RENTING IN ST ANDREWS

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We hope you have many great experiences with your accommodation here at St Andrews - including getting Christmas cards from your neighbours and being on good terms with your landlord and letting agency. Please get in touch ([helpclub@](mailto:helpclub@st-andrews.ac.uk)) with any issues regarding accommodation follow our Facebook page ([@accommodation-standrews](https://www.facebook.com/accommodationstandrews)) and Instagram ([@accommodationsta](https://www.instagram.com/accommodationsta)).



Dear All

The St Andrews housing market can be highly competitive, and somewhat scary at times, but the Students' Association is here to help. There are several people you can get in contact with if you have any accommodation-related questions or concerns.

Part of my job as Association President is working with the University on providing accommodation options and delivering financial support in the form of bursaries and scholarships. I also work with letting agents and politicians on issues surrounding private housing, HMO policies, and accommodation legislation. You can email me directly at [president@](mailto:president@), or find me on social media!

Finally, if you want confidential advice about your rights as a tenant, or guidance about renting and landlord disputes, you can contact Iain Cupples, the Association's Education Advocate at [helphub@](mailto:helphub@).

There's a wide range of options and plenty of new properties coming onto the market throughout the year, so try not to stress about it too much. Make sure to look at all the available options, and to have fun doing it!

ALL BEST,  
JUAN PABLO RODRIGUEZ  
ASSOCIATION PRESIDENT 2022/2023



# THE FLAT HUNTER'S CHECKLIST

1. PICK YOUR FLATMATES ☐
2. GET YOUR REFERENCES TOGETHER ☐
3. FIND A PROPERTY ☐
4. VISIT THE PROPERTY ☐
5. DOUBLE CHECK THE DEPOSIT, RENT & UTILITIES ☐
6. ACCEPT THE OFFER ☐

Don't hesitate to ask questions at any step of the way - at the end of the day this will be your house for at least the next academic year, so you should try to be as prepared as you can be.

If you have any questions you can ask the letting agent in question, or contact us, or reach out to Iain Cupples, Human Resources/ Advocate at [helphub@](mailto:helphub@) for independent advice.





# FLATMATES

This is a very important stage in finding a house - you need to make sure you find people to live with who are **reliable** and **compatible** with you. Take your time! Sharing a house with someone can be difficult and stressful and you don't want to get it wrong. Consider all options as well as your lifestyle in relation to the people you want to live with. Discuss **budget, location, timetables**, as well as less important and often overlooked details which sometimes cause problems such as **music taste, diet and hobbies**. Evaluate what you really want from living in a house together.

## TOP TIP

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A GOOD FRIEND DOES NOT  
ALWAYS MAKE A GOOD FLATMATE!

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# PAPERWORK

## FILL OUT PAPERWORK!

It may seem odd that you should fill out the paperwork before viewing a property but believe me you will want this all prepared **far in advance**. Different agencies and landlords require different information from you including things like a photocopy of your passport, but one thing you will need to have is **references** such as from your hall wardens, previous employers or tutors. **Ask for Hall references early**. Most letting agencies do have their own general application form as well and a lot require a character reference.

## Documents you will probably need Checklist

(and where to acquire them)

- ☐ **Application form**  
Agency/ Landlord
- ☐ **Guarantor form**  
Usually signed by a parent or a guardian
- ☐ **Current Landlord Reference**  
Your Hall
- ☐ **Character Reference**  
Hall Warden, tutor, previous employer
- ☐ **Proof of Current Address**  
Your Hall
- ☐ **Copy of Matriculation Card**
- ☐ **Copy of I.D. (e.g Passport)**
- ☐ **Copy of Visa**
- ☐ **Proof of Study**  
ASC/ Registry@

# HOUSE HUNTING

Don't let the nerves of finding a property get to you - everyone finds somewhere to live and there are a lot of options through which you can find a house! The most common place to find properties is through **letting agencies**, however there are many **alternatives**, including **University managed accommodation**. The University manages around sixty properties on behalf of landlords, which means you're much less likely to have problems getting repairs sorted or the property meeting safety requirements.

There are a few things you should take into consideration when looking:

- Number of bedrooms.
- Number of bathrooms.
- Amenities available. (e.g. washer, dryer, dishwasher, oven, hobs.)
- Distance from lectures.
- Distance from supermarkets.
- Distance from recycling points.
- The amount of shared communal space there is.

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USE THE MAP AT THE BACK OF THIS GUIDE  
TO KEEP TRACK OF WHERE PROPERTIES  
ARE LOCATED AND NAVIGATE YOUR WAY  
WHEN YOU VISIT.

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# UNIVERSITY - MANAGED PROPERTIES

University managed properties are privately owned properties let through the University. The properties are located throughout St Andrews ranging in size from two person to five person with one larger property for nine. The fixed term contracts for these properties run from June to June or from early September to June each year.

## Application Process:

All students will receive an email to their university account informing them of the exact dates applications open. A list of the properties is available at:

[www.st-andrews.ac.uk/accommodation/ug/current/managed/properties/](http://www.st-andrews.ac.uk/accommodation/ug/current/managed/properties/)

The applications will be open for approximately one week and can be found at:

[www.st-andrews.ac.uk/accommodation/ug/current/applyforaccommodation/](http://www.st-andrews.ac.uk/accommodation/ug/current/applyforaccommodation/)

- For University Managed Accommodation you must visit the properties you wish to apply to in advance of applying.
- If you are reapplying to Halls you will be able to choose one hall preference and will be asked to answer questions regarding your social, dietary, and lifestyle preferences.
- You will hear back within approximately one month of applying. If you do not receive an offer of accommodation you can reapply at the end of March.
- All students who do not get an offer will receive an email informing them of the dates for re-application. Re-applying is done by emailing [studacc@st-andrews.ac.uk](mailto:studacc@st-andrews.ac.uk) with "Second Round" in the subject line and your 'Name' and 'ID Number' in the text field. Second-round applications have a much higher rate of acceptance than the first round.

NOTE: If you apply for University Managed Accommodation you cannot also apply for halls.

For more information contact student accommodation services at [studacc@st-andrews.ac.uk](mailto:studacc@st-andrews.ac.uk) or 01334 462510.



# RE-APPLYING FOR HALLS

## Did you know?

- As a returner, you can specify your preference for room and hall in your application but remember that your first preference is not guaranteed.
- In February 2022 1692 returning students applied for halls of residence for academic session 2022-23. This year there are over 3000 beds for UGs and with similar availability for returners, dependent on number of entrants. - You can apply as a group of friends.
- The University is offering returning multi-year long contracts. Check in with Accommodation Services (studacc@).
- If you need to stay extra weeks over the Summer, there is limited availability in en-suite accommodation at DRA. Simply make a request to the Accommodation Services Team (accommodation@st-andrews.ac.uk).

## For academic session 2023-24

- There are a range of options: standard/en-suite: single/shared: catered/self-catered/(meal card option at DRA): traditional (e.g. McIntosh)/more independent style (e.g. DRA).
- Alcohol-free accommodation is available in DRA/Fife Park.
- If you have a registered disability with Student Services and require special accommodation arrangements, you might be eligible to receive Priority placement. For more information contact them at theasc@ before the accommodation applications open.

Applications for 2023-24 will open for one week only, 6th - 13th February 2023 inclusive.

For further information on how to apply please see the following webpage: <https://www.st-andrews.ac.uk/accommodation/ug/current/applyforaccommodation/>

Any questions please contact Student Accommodation Services  
studacc@st-andrews.ac.uk.



# LETTING AGENTS



**albastandrews.co.uk**

[www.facebook.com/AlbaResidentialStAndrews/](https://www.facebook.com/AlbaResidentialStAndrews/)

**Tel:** 01334 47 0028

**Required documents:**

- Completed Application Form.
- Current Landlord/warden reference.
- Guarantor Form.
- Copy of your Matriculation card
- Proof of Current Address
- Proof of study

**Application process:** To register your details and secure a viewing, email Alba Residential at [info@albastandrews.co.uk](mailto:info@albastandrews.co.uk). You can find a list of properties available on their Facebook Page.



**bradburne.co.uk/lettings/student-lettings/**

**Tel:** 01334 47 9479

**Required documents:**

- Completed Application Form. (Found on their website.)
- Current Landlord/Warden reference.
- Character Reference.
- Proof of Current Address.
- Proof of ID.
- Copy of your Matriculation card.

**Application process:** All properties are available on their website and if interested, you can contact them and arrange a viewing. After the viewing you can complete the application form and provide the documentation requested, to be put under consideration for the property.





**[delmorestateagents.co.uk/rent/student-lettings/](http://delmorestateagents.co.uk/rent/student-lettings/)**

**Tel:** 01334 850837

**Required documents:**

- Completed application form (from website)
- Current Landlord/warden reference
- Character Reference
- Photo ID

**Application Process:** Viewing requests must be sent to [iona@delmorestateagents.co.uk](mailto:iona@delmorestateagents.co.uk) with the names of people in the group, contact numbers and year of study. After viewing a property, students wishing to apply must submit an application form that can be found online once the list is released.



**[evebrown.co.uk](http://evebrown.co.uk)**

**Tel:** 01334 47 8800

**Required documents:**

- Completed Application Form. (Found on their website)
- Current Landlord/Warden reference.
- Guarantor Form.

**Application process:** Select a property from the Eve Brown online student letting list and set up a viewing. Fill out the student application form available on the website and submit it alongside a reference and a guarantor form. You may put a second and third choice property on the SAME pro forma in the event that your first-choice property is no longer available. If you are successful, full deposits must be paid within 24 hours of being offered property.





**hmjproperties.co.uk.**

**Tel:** 07926368353

**Required documents:**

- Completed Application Form. (Found on their website.)
- Previous Landlord/warden reference.
- Character Reference.
- Copy of Passport AND Visa. (If applicable.)
- Letter from University Register Department as proof of study.
- Copy of your Matriculation card.
- Guarantor Form. (Use the form on their website.)
  - also need guarantor proof of ID and address

**Application process:** At the top of the student accommodation page there is a list detailing which are currently available. To apply, put the name of the property in which you are interested as the subject heading of an email to [hmj@hmjproperties.co.uk](mailto:hmj@hmjproperties.co.uk). Once you have viewed, email them to confirm your interest and ask for the appropriate application form. Submit the required documents within a week. This appointment cannot be changed and **all potential tenants are required to attend**. Then confirm by 9am the following morning via email if you want the property. If successful they will request your necessary documents.



**standrewsletting.com**

[facebook.com/standrewsletting/](https://facebook.com/standrewsletting/)

**Tel:** 01334 47 7011

**Required documents:**

- Completed Application Form. (Found on their website.)
- Previous Landlord/Warden reference.
- Character Reference.

**Application process:** Your lead tenant should email [enquiries@inchdairnieproperties.co.uk](mailto:enquiries@inchdairnieproperties.co.uk) with information about what you're looking for and they will send a list of properties in response and instructions on how to organise viewings. If you are interested after viewing contact the office asap to arrange an interview where you will have to bring the required documents.







**lawsonthompson.co.uk**

[www.facebook.com/lawsonthompsonproperty/](https://www.facebook.com/lawsonthompsonproperty/)

**Tel:** 01334 84 5145

**Required documents:**

- Completed Application Form. (Found on their website.)
- Previous Landlord/Warden reference.
- Guarantor Form. (Use the form on their website.)
- Copy of your Matriculation card.

**Application process:** Once the property list has been released, you must email [info@lawsonthompson.co.uk](mailto:info@lawsonthompson.co.uk) your application form if you wish to view any properties and they will then email details of a viewing appointment.

The Premierlet logo, consisting of the word 'PREMIERLET' in white, uppercase, sans-serif font, centered within a solid blue rectangular background.

**[premierlet.net/students/](https://premierlet.net/students/)**

**Tel:** 01334 47 4347

**Required documents:**

- Completed Application Form. (Found on their website.)
- Current Landlord/Warden reference.
- Guarantor Form (found on their website)
- Character Reference. (Family Friend, Old School Teacher, someone you've worked for.)

**Application process:** Once the property list has been released, you must email [letting@premierlet.net](mailto:letting@premierlet.net) if you wish to view any properties and they will then provide details. You should then hand in your application form into the office with the required documentation. You may then be invited to an interview.



**standrewspropertylets.co.uk**

**Tel:** 01334 61 3121

**Required documents:**

- Completed Application Form.
- Completed Parental Guarantor Form.
- Current Landlord/Warden reference.
- Character Reference.

**Application process:** All their properties are listed already with information about when they are let until. If interested email [property@standrewspropertylets.co.uk](mailto:property@standrewspropertylets.co.uk) and they will tell you how to organise a viewing and give you the appropriate forms to fill in.



**rollos.co.uk**

[www.facebook.com/Rollos.law/](https://www.facebook.com/Rollos.law/)

**Tel:** 01334 47 7774

**Required documents:**

- Completed Application Form. (Found on their website)
- Current Landlord/Warden reference.
- Character Reference.
- Copy of your Matriculation card
- Guarantor Form (use the form on their website)

**Application process:** Arrange a viewing with the current tenants. If you wish to be considered for the tenancy of the property viewed, please complete their application form. A first and second choice is recommended to avoid disappointment. Please then attach ALL references.

## St Andy's Letting

**standys.co.uk**

facebook.com/st.andys.property.letting/

### **Required documents:**

- Completed Application Form. (Found on their website.)
- Current Landlord/Warden reference.
- Copy of your Matriculation card.
- Copy of photograph page from passport.
- Guarantor Form.

**Application process:** The list of all the properties they own is on the website and if you want to express interest email a completed application form to [info@standys.co.uk](mailto:info@standys.co.uk). A viewing will be set up and if you decide to proceed with the property they will ask for the other required documents.



**fifeproperties.co.uk**

Nearest Office is in Cupar: 97 Bonnygate, Cupar KY15 4LG

**Tel: 01333 424 188**

**Required documents:** Application form

All properties are available on their website and if interested, you can contact them and arrange a viewing

Contact with questions to [info@fifeproperties.co.uk](mailto:info@fifeproperties.co.uk)



**D.J.ALEXANDER**

Sales & Lettings

**djalexander.co.uk**

**Tel:** 01334 800630

**Required documents:**

- Completed Application Form. (Found on their website.)
- Current Landlord/Warden reference.
- Copy of your Matriculation card.
- Copy of photograph page from passport

**Viewing process:** Please note that no full list of properties will be released on a specific date. We will advertise properties once we have received notice to leave from current tenants. The viewing process will be confirmed in the coming weeks and due to current coronavirus restrictions may be subject to change.

**Application process:** For more information on the application process please email the letting agent via [enquiries@djalexander.co.uk](mailto:enquiries@djalexander.co.uk)

**Thorntons**

**thorntons-property.co.uk**

[www.facebook.com/ThorntonsPropertyServices/](https://www.facebook.com/ThorntonsPropertyServices/)

**Tel:** 01334 474455

**Required documents:**

- Completed Application Form. (Found on their website.)
- Current Landlord/warden reference.
- Character Reference.
- Photo ID.
- Proof of current address.
- Guarantor Form.

**Application process:** Once the list is released, viewing requests must be submitted by email to [standrewsea@thorntons-law.co.uk](mailto:standrewsea@thorntons-law.co.uk). Applications/documentation will not be accepted until after an official viewing has been arranged and attended with someone from Thorntons. After viewing a property, students wishing to apply must submit an application form that can be found online once the list is released.

# PRIVATE HALLS

Note: These halls have a similar contract to university Halls, and are not the same contract as other private accommodation.

## Ayton House

**hellostudent.co.uk**

**Tel:** 0131 376 4120

**Applications:** Booking is done through affiliate website:

<http://www.hellostudent.co.uk/contact/book-now/>

**Location:** Abbey Walk, 11 min walk to St. Sallies Quad

**Amenities:** Gym, Cinema Room, Games Room, Study spaces.

**Utilities:** Wi-Fi and a TV with 40 channels are all covered under rent.

**Tenancy Length:** 43 weeks

**Process:** The online applications consist of basic personal questions (e.g. name, age) and information about your Uni and degree (graduation date etc.) You can apply to live as a group of students for one shared flat. After this your booking is accepted and you will be asked to pay a booking fee as a deposit. This will be refunded in full at the end of the tenancy so long as no damage has been caused.

## East Shore Housing

**wearehomesforstudents.com**

<facebook.com/EastShoreStudentAccommodation/>

**Tel:** 0372 291 2251

**Applications:** Booking is done through affiliate website:

<https://kxweb.wearehomesforstudents.com>

**Location:** East Sands, 20min walk to St. Sallies Quad

**Amenities:** Common spaces and free gym membership to East Sands Leisure Centre, beachfront location and ocean views.

**Utilities:** Wi-Fi and a TV with 40 channels are all covered under rent.

**Prices:** Fees for contracts starting September 2023 will launch in their website on November 1st

**Tenancy Length:** 43 weeks, 46 weeks or 50 weeks.

**Process:** The online applications consist of basic personal questions (e.g. name, age) and information about your Uni and degree (graduation date etc.) After this your booking is accepted and you will be asked to pay a booking fee as a deposit. This will be refunded in full at the end of the tenancy so long as no damage has been caused.



# OTHER RESOURCES

Looking online is always a good idea to find flats. Some examples are:

**St Andrews Student Pad**

([standrewsstudentpad.co.uk](https://standrewsstudentpad.co.uk))

**Marks Out Of Tenancy**

(<https://www.marksoutoftenancy.com/>)

**The Student Bubble**

(<https://www.thestudentbubble.co.uk>)

**Shelter Scotland**

(<https://scotland.shelter.org.uk/>)

**The StudentPad**

([www.studentpad.co.uk](http://www.studentpad.co.uk))

**Zoopla**

([www.zoopla.co.uk](http://www.zoopla.co.uk))

**Right Move**

([www.rightmove.co.uk](http://www.rightmove.co.uk))

**The Housing Facebook Group**

([www.facebook.com/groups/343914865678965/](https://www.facebook.com/groups/343914865678965/))

**The FIND ACCOMMODATION FOR NEXT YEAR Facebook Group**

([www.facebook.com/groups/377031905647824/](https://www.facebook.com/groups/377031905647824/))

If you are looking for temporary accommodation because you can't imagine leaving St Andrews and want to spend your summer here then you can contact the University's Accommodation Services to see if anything is available.

## IMPORTANT

If you are working within one of the university halls during the summer, you might be eligible to apply for summer hall accommodation at a preferential price. Contact Accommodation Services for further information.

## Fraud

Recently, there have been a number of instances involving fraud. Properties have been advertised on Facebook and students have sent a deposit without viewing the property first, only to later discover the property was not available to rent. The police are involved in these cases, but for students applying for property they are unable to view it is very important you do some easy checks. Fife Council has a list of all the registered landlords in the county. Unless it is a live-in landlord, it is a legal requirement for them to be registered with the council. If they aren't registered, they aren't renting the property legally. It could also mean they don't have a property to rent at all.

The Student's Association runs a volunteer viewing service for students who are unable to view properties in person: it is a good way to check the property advertised is actually available to rent, search "PAVS" on yourunion.net for more details on this.

For more information look up the **National Union of Students** tips for savvy property hunting at:  
[www.nus.org.uk/en/campaigns/the-lock/your-home/rental-scams/](http://www.nus.org.uk/en/campaigns/the-lock/your-home/rental-scams/)

## Marks Out Of Tenancy



Marks Out Of Tenancy enables tenants to share reviews, encompassing their entire rental experience, from dealing with landlords and letting agents, to the quality of the area, and their feelings on the properties themselves.

This allows tenants to make more informed decisions about who they want to rent from, where they want to live, and what to expect from an area before they sign their tenancy agreement.

Students will be empowered to make better decisions whilst good landlords and letting agents will be rewarded for the service they provide, standing out amongst those who might seek to exploit a market of mainly first-time renters.

# VIEWINGS

In St Andrews you will almost definitely be required to view the property before applying. Make sure you visit at a reasonable time and keep on the current tenants' good side. Often this visit will involve a **tour** by one of the current tenants so go prepared with any **questions**.

Here are a few things you should ask about:

- Appliances.
- Living Costs.
- Neighbours.
- Landlord/Letting Agency.

Housing standard – The house you are viewing should be wind and water tight.

**The Private Housing Act** includes important protections for tenants as well as guidelines regarding tenant and landlord responsibilities.

For more information please visit the website provided:

[/www.gov.scot/publications/private-residential-tenancies-landlords-guide/](http://www.gov.scot/publications/private-residential-tenancies-landlords-guide/)



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USE THE PROPERTY CHECKLIST  
AT THE END OF THIS GUIDE  
TO HELP YOU DECIDE ON A PROPERTY!

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# OFFERS AND CONTRACTS

## Accept Offer and Sign Contract

Congratulations! Be proud for successfully being offered a house, but also know that you are not required to accept any offer and that, until you sign the contract, you can easily say no. If you do decide you are not going to accept the offer, let the letting agency/ landlord know. Also, note that it is illegal for a landlord to give your Notice-to-Leave before you sign the contract and move into the property. Once you sign the contract, it becomes official.

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DON'T SETTLE ON A HOUSE  
YOU DON'T WANT OR A SITUATION THAT WILL BE  
BAD FOR YOU; YOU CAN SAY NO! YOU WILL FIND  
ACCOMMODATION.

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## A basic contract should include:

- How much the deposit is
- How much the rent is and when it is to be paid
- Method of payment
- Whether it is a joint tenancy (where you are equally liable for all the rent and any damages; if your flatmate disappears without paying their rent then you will have to cover them) or an individual tenancy
- Services the landlord will provide such as a gardener
- Who is responsible for paying the bills
- The landlord's right of entry (a minimum of 48 hours except in an emergency)

**Remember** once you have signed your tenancy agreement you are committed to paying rent for that property for the length of your lease unless the landlord agrees otherwise.

You will also have certain responsibilities as a tenant. Remember to settle any agreements with your landlord (for example your responsibility to keep up the garden) in writing. Are you having any doubts about your contract? Does it look a bit dodgy? Come and speak to Iain or email him at: [helphub@st-andrews.ac.uk](mailto:helphub@st-andrews.ac.uk)

# DEPOSITS

Most landlords ask for a returnable deposit to **cover any damage** within the property, or any unpaid bills or rent at the end of your tenancy. You can't be charged more than 2 months rent as a deposit and often your deposit will be equivalent to one month's rent. This isn't a holding deposit to reserve the property and it is **not part of your rent**. It should also only be requested after you've signed a contract and can never be used to secure your tenancy. The majority of deposits have to be placed into a **Tenancy Deposit Scheme**. There are some **exceptions** to this, such as if you are a common law tenant (living with your landlord). For the full list go to [scotland.gov.uk](https://scotland.gov.uk)

**\*NEVER PAY A DEPOSIT BEFORE SEEING YOUR CONTRACT\***

## Deposit Protection Scheme

There are three approved Tenancy Deposit Schemes:

1. The Letting Protection Service Scotland.
2. SafeDeposits Scotland.
3. My Deposits Scotland.

Once you have entered into a rental agreement, the landlord must hand your deposit to one of these schemes **within 30 days** of the tenancy beginning. The scheme will then write to you to confirm that they've received your deposit. If for some reason this doesn't happen or you suspect your landlord has not followed this legislation you can raise a stage one tribunal which could order the landlord to pay up to three times the amount of the original deposit.

Submitting the deposit to a scheme is your **landlord's responsibility**. It is also their responsibility to provide you with details of when your deposit was submitted and to which scheme, and the details of what may cause them to withhold your deposit. The scheme will **not cost you anything**.

At the end of the tenancy the landlord will tell their scheme how much of the deposit should be paid back to you. The scheme will then ask you to confirm that you agree with this and if you do the deposit will be paid accordingly. If you do not agree, a dispute will ensue, which can be referred to the deposit scheme's resolution service.



# ENDING YOUR CONTRACT AND GIVING NOTICE TO LEAVE

Private halls and university residences are exempt from the notice to leave policy.

Tenancies can continue indefinitely, unless the landlord is able to invoke a specific criterion to end them. You cannot be asked or pressured to sign a Notice to Leave before you sign your tenancy agreement/move into the property.

Thus, your tenancy is in your hands, you do not have to worry about signing a x term contract, but you do have to be more aware of your responsibilities and the legislation.

**It is also important to give your notice earlier rather than later.** Your landlord cannot legally advertise the property for any future period until after you have given your notice to leave. Thus, the sooner you do so, the sooner students looking for flats for the following year can see that the property will be available.

## **If you want to end the tenancy...**

You must give 28 days' notice.

## **If your landlord wants to end the tenancy...**

They must do so based on one of eighteen 'grounds of eviction' and give you 28 days, 3 months or 6 months' notice (depending on the grounds are used and whether you've lived in the property more or fewer than 6 months).

\*To end a joint tenancy, all the joint tenants must agree to end the tenancy and sign the notice to leave. One joint tenant cannot terminate a joint tenancy on behalf of all the joint tenants.

# YOUR RIGHTS

## Tenants' Rights

Tenants' rights are rights **granted by the government** meant to protect tenants from predatory landlord behaviour. It is extremely important to understand your rights as a tenant, especially since this is the first time most students at this university are renting a property. According to gov.uk, your rights as a tenant include:

- Living in a property that's **safe** and in a **good state of repair**.
- Having your **deposit returned** when the tenancy ends
  - and in some circumstances having it protected.
- Challenging excessively high charges.
- Knowing **who your landlord is**.
- Living in the property **undisturbed**.
- Seeing an **Energy Performance Certificate** for the property.
- Being protected from **unfair eviction** and unfair rent.

## Right to Entry

Your landlord must give you **at least 48 hours notice** unless it is an **emergency** before entering your house. They may want to carry out regular inspections in the house or deal with repairs so you will have to let them in but they should always notify you in advance. You can't reasonably refuse your landlord entry if they've given you proper notice.

The Private Housing Act includes important protections for tenants as well as guidelines regarding tenant and landlord responsibilities.

For more information please visit the website provided:  
[www.gov.scot/publications/private-residential-tenancies-tenants-guide/](http://www.gov.scot/publications/private-residential-tenancies-tenants-guide/)

# LIVING IN YOUR NEW HOME

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TAKE PICTURES OF EVERY ROOM WHEN YOU MOVE IN. MAKE SURE YOU DOCUMENT ANY DAMAGE THAT OCCURED BEFORE YOU ARRIVED!

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## On Move In Day

- Check how clean the property and its contents and immediately report anything unsatisfactory to the landlord.
- Take photos of damage such as stains on carpets, cracked walls, sinks & email them to your landlord / letting agent at the start of your tenancy.
- You may be given an inventory of the contents of the flat. If not, make your own. Go through the list and note down if any item is in poor condition, broken or missing.
- Read the gas and electricity meters and make sure that your landlord records the figures too

## In the First Week

- Find out when bin collection day is. You can either ask your landlord or check the Fife Council website.
- Set up an account for your electricity, gas & internet/phone suppliers.
- You will need a TV license if you watch or record live TV on any streaming site or watch BBC iPlayer. You can apply for a refund of your TV license if you are away from your term time address over summer. If you don't need a TV license make sure you register on the website as well. You don't have to pay for a TV license if you have a TV that you either don't use, only use to watch DVDs, or only use with a gaming console.
- Ensure your term time address is up to date on the University student portal website or you may be made to pay council tax.

## The Rest of the Year

Ensure your bills are based on accurate readings, not estimates by updating your meter readings. This should mean your bills are cheaper! If anything breaks, inform your landlord as soon as possible. But don't expect your landlord to be able to fix your dripping tap in the middle of the night - they need a bit of notice too!

## Neighbours and Community Relations

Your neighbours will be around for the rest of the year so you might as well befriend them early. It's worth introducing yourself when you move in; most locals are keen to meet students! Town and gown relationships suffer when students play loud music, drunkenly bang around or leave rubbish on the street. Be a considerable neighbour - one day you'll be a local! If a noise complaint is made against you repeatedly your tenancy may come under threat...

It's really important that we keep up good community relations - if you have any concerns or ideas on how to improve this please feel free to email [comrels@st-andrews.ac.uk](mailto:comrels@st-andrews.ac.uk)

## If Your Landlord Wants to Increase the Rent

The tenant must be given at least three months' notice before any rent increases. Additionally, the landlord must use the correct form to do this, so check that they use the 'landlord's rent-increase notice to tenant(s)' form, which can be found online.

If you think that your rent is being raised unreasonably, then you can dispute this. You must fill out part 3 of the 'landlord's rent-increase notice to tenant(s)' form and return this to the landlord. Then you must contact the Rent Officer within 21 days of being given a notice of rent increase.

## If You Want to Have Other People Stay in the Property

(Not as part of a joint-tenancy.)

Unless your landlord agrees in writing, you must not: collect rent from anyone who stays with you, take in a lodger, or give up your tenancy to someone else. If your landlord does agree to any of the above, you should have a written agreement with the person you do sublet to which outlines their responsibility and the liability of all parties.

You must notify your landlord of if you have other people living with you who are NOT part of a joint tenancy — like a partner or a family member. You need to tell your landlord when the property will be empty: for example, you may be away for Christmas.

# IF THINGS GO WRONG

## Repairs

If anything breaks down in your house or needs repairing, your landlord or agent has to carry out these repairs within a reasonable amount of time.

The proposed timescales are:

- 24 hours for emergency repairs.
- 7 days for urgent repairs.
- 21 days for non-urgent repairs.

If your landlord is taking too long to carry out repairs without adequate justification, you can ask for compensation for the inconvenience caused. This will have to be agreed on with the landlord, so even if you've not been treated well don't just stop paying rent without getting more advice on your case.

Your house has to meet both the Tolerable Standard and the Repairing Standard in order for it to be fit to live in; you can find more information on these at Shelter Scotland.

You can also approach the Private Rented Housing Panel to enforce your landlord to carry out repairs if they are taking too long ([prhpscotland.gov.uk](http://prhpscotland.gov.uk)), or just for advice and assistance on repairs.

## Harassment

You have a right to live safely and peacefully in your home. Your landlord must respect this.

A landlord may never:

- Enter your home without 48 hours prior notice, unless it is an emergency.
- Change the locks.
- Cut off the gas, water or electricity supply.
- Tamper with your mail or possessions.
- Threaten you verbally or physically.



If you suspect your landlord might be behaving illegally, or are struggling to negotiate with your landlord, let iain (helphub@) know as soon as possible. You are also entitled to help from the town council.

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**MAKE SURE TO KEEP A COPY OF ANY  
CORRESPONDENCE YOU SEND TO YOUR LANDLORD,  
OR ANY COMMUNICATION THAT YOU RECEIVE.**

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### **Landlord or License Enquiries**

If you are concerned that your landlord is not landlord registered you should check with Fife Council at 01592583379 or email [landlords.registration@fife.gov.uk](mailto:landlords.registration@fife.gov.uk). You can also check at [landlordregistrationscotland.gov.uk](http://landlordregistrationscotland.gov.uk) but this isn't always up to date. All landlord registration numbers should be on property advertisements. Likewise, if it's an HMO enquiry, contact 01592593162.

### **Court Action**

You can raise Small Claims Court Action ([scotscourts.gov.uk](http://scotscourts.gov.uk)) up to a sum of £3000. Organisations such as Citizens Advice or Money Advice Scotland can offer support, as can St Andrews legal clinics where the first session are free - the details are on the university website.

### **Gas Safety Register**

Rental Property needs to have a gas safety inspection carried out annually. Your landlord arranges this. You will get a copy of the certificate. Any of the following organisations provides advice on gas safety:

- [gassaferegister.co.uk](http://gassaferegister.co.uk) or telephone 08004085500
- [hse.gov.uk/gas/domestic/faqlandlord.htm](http://hse.gov.uk/gas/domestic/faqlandlord.htm)

### **Illegal Eviction and Harassment**

Frontline Fife at 01334659390  
[scotland.shelter.org.uk](http://scotland.shelter.org.uk) or call 08088004444  
Citizens Advice Scotland - [cas.org.uk](http://cas.org.uk)

# MONEY MATTERS

## Check: Rent, Utilities & Deposit

Go over all the information available to you about the property while waiting to hear back and ensure you know, and have, the deposit. You should also use this time to plan out your financials for the upcoming year including your rent, estimated living costs and utilities.

While you are waiting, continue to send out applications and visit other properties - property lists are published throughout the year and it's normal not to get an offer straight away.

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IF YOU DON'T GET A FLAT IMMEDIATELY,  
DON'T PANIC! NEW ROOMS BECOME AVAILABLE  
THROUGHOUT THE SECOND SEMESTER AND EVEN  
IN THE SUMMER!

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## Rent and Utilities

Rent is a sum agreed by you and your landlord. Make sure you know exactly what your rent will cover and what you will have to pay extra for. After your original tenancy has expired, your rent may be increased. It is then your decision to decide if you want to keep living there.

**Always pay your rent on time!** If you're having problems paying your rent or know that it will be late let your landlord know ASAP. If you don't you may face court action, court fees, and even eviction if you don't pay your rent at all.

Sometimes your rent will include utilities but if it doesn't you will need to set this up. Use comparison sites to search for a deal that best suits you but don't forget to inform your landlord if you want to switch utility providers.

# FINANCIAL DIFFICULTIES

If you have money worries and don't know what to do, **don't panic!** The university has established many ways to support you and ease your living situation. Rent and living costs might become increasingly hard to cover, especially if you do not receive help from your family or guardians.

In case you feel like you or your academic work are suffering because of financial problems, here are a number of funds you may be able to apply to for help:

- The Discretionary Fund (for UK students)
- The International Student Discretionary Fund (for EU and International students)
- The Discretionary Accommodation Award
- The Accommodation Award (if in Halls of Residence)

For a full list of financial aid available visit:

[www.st-andrews.ac.uk/students/money/financialsupport/](http://www.st-andrews.ac.uk/students/money/financialsupport/)

You may also be able to borrow money from the University if you have a temporary cash flow problem.

## IMPORTANT

**Do not over-work yourself!** If you feel like you are always juggling between your part-time job and your classes and are unable to do your best academically and earn enough to support yourself, seek help!

You can always email our HelpHub at [helphub@st-andrews.ac.uk](mailto:helphub@st-andrews.ac.uk). They can also offer advice, go through the problem with you and suggest what you can do further. Situations like this are not uncommon and you should never deal with them alone.

For more detailed advice regarding any more issues or to make an appointment to see one of the money advisors at Student Services, who can give you advice on seeking the most appropriate funding, email [moneyadvice@st-andrews.ac.uk](mailto:moneyadvice@st-andrews.ac.uk)

# HOW TO SAVE MONEY (AND THE WORLD)

## Water and Electric

- Wash your clothes at 30 or 40 degrees - make sure you always put on a full load
- Only put as much water in the kettle as you need
- Check there are no dripping taps
- Switch off lights when you leave a room
- Turn off mobile phone or laptop chargers when not in use
- Use energy saving light bulbs
- Use the 'hibernate' setting on your computer - this way you will use zero energy
- Switch appliances off at the wall when not in use
- Use cold water to un-stick dairy and starches
- Use baking soda and warm water to dissolve grease easily

## Heating

- Turn the radiator off when you're out
- Close your curtains at dusk to prevent heat from escaping
- If necessary, turn the heating down and put a jumper on!
- Keep heating on timer especially in cold weather and when you're away for long periods.

## Recycling

When you move in decide where you're going to keep any recycling. Make sure to take your recycling to the tip as often as you can. Any items you no longer need, but are still in adequate condition, you are advised to leave to the StAndReuse scheme. (<https://www.facebook.com/groups/standreuse/about/>) They organise collections at the end of the term and then give everything away during Freshers Week. You might also want to donate your items or clothing to your favourite charity in town.

## Best Places to Recycle

- Double Dykes Road Car Park: Glass/Paper/Cans/Plastic Bottles
  - Morrisons: Glass/Paper/Cans/Textiles/Plastic Bottles
  - West Sand Car Park: Glass/Paper/Cans/Plastic Bottles
- Do not dump glass in the brown bins outside pubs & restaurants, it may be nearby but it costs money for businesses to empty them.

# **GREEN BUILDING**

## **DAVID RUSSELL APARTMENTS**

If you are interested in sustainability, energy efficiency and the environment and plan to reduce your impact on the environment while staying in University accommodation, you might want to consider living in the new Green Building at the David Russell Apartments!

For the past couple of years, Residential and Business Services have been trialing a “Green Building” at David Russell Apartments. This has been allocated to returning students who request “Green Building” on their accommodation application form. Students should write this in the free text box found under the Further Preference Options on the application form.

Successful students will be allocated to an ensuite building at DRA/FP which has metering for heat and electricity per apartment. You will be able to track your energy data online and see how you are comparing to the other flats in the building. Residents will be encouraged to reduce consumption. There may also be further environmental initiatives trailed in these apartments.

A target for energy use will be set and if the building meets these targets, Residential and Business Services will make a donation to a charity of the residents’ choice.

# MOVING OUT

1. Before doing anything, remember to provide your landlord with either the four or twelve week notice as is required per The Private Housing Act
2. Make sure you've paid all your rent, including months you may not even be living there but you signed the lease for.
3. Read your meters for gas and electricity, and make sure your landlord does the same. Then call your gas/electricity provider to say that you're moving out and want to close your account; give them a forwarding address to send the final bill to. When you get a final bill, pay it and send the final statement to your landlord.
4. Your landlord will check the inventory, so make sure you inform them beforehand of any broken items, and replace any damaged items. To avoid 'hourly fees' which landlords may charge for buying replacement items, try to replace things yourself.
5. Make sure not to leave behind anything that belongs to you otherwise you may be charged for their removal.
6. Finally, **CLEAN!**

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PUT ASIDE A COUPLE OF DAYS FOR CLEANING,  
IT ALWAYS TAKES LONGER THAN YOU THINK!

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# CLEANING

## Cleaning

- Use a broom to get into the top corners of the ceiling to get rid of any cobwebs.
- Wipe down any skirting boards with a damp cloth.
- Vacuum behind all furniture, including the sofa and behind your bed.
- If you have a stained or really dirty carpet, it might be a good idea to book in a professional to shampoo it. It doesn't cost much and may save money from your deposit; ask your landlord whom they recommend.
- Ask the landlord if windows should be cleaned before moving out - if you don't do it this, it could come out of the deposit.
- Clean the bathroom and leave it in mint condition.

## Here to represent YOU

Thank you for reading this guide! We hope you found it useful and that you'll have many great experiences with your accommodation here at St Andrews - complete with hosting many a potluck, getting Christmas cards from your neighbour and being on good terms with your landlord.

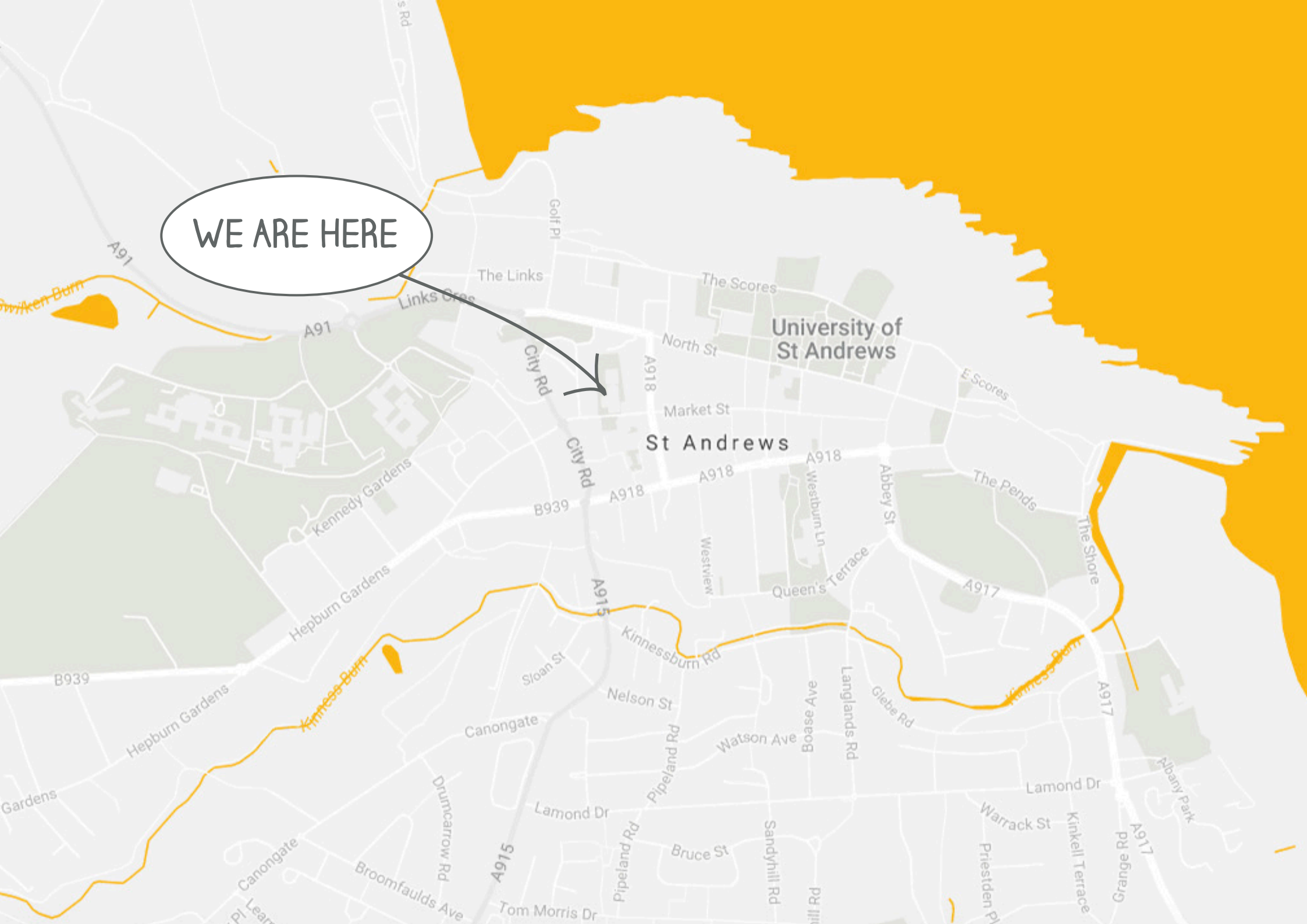
As always, please get in touch (helphub@) with any kind of issue regarding your accommodation.

Follow our Facebook page (@accommodation-standrews) and Instagram (@accommodationsta).

Use our dedicated web page: **[www.yourunion.net/accommodation](http://www.yourunion.net/accommodation)** for further information.



WE ARE HERE



ADDRESS OF PROPERTY.....

If you are looking for accommodation, there are a few things you will need to consider.  
Take this checklist with you when you view a property, it should help you decide whether the property is in fair, reasonable or good condition. It will also help you keep track of the properties you view!

Date of viewing..... Landlord/Agent..... Contact.....  
Type: Flat/Semi-detached/Detached Location: (Basement) (Ground) (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) (Top floor)  
No. of bedrooms..... Distance from services: ..... mins.  
Overall condition inside ..... Overall condition outside.....  
RENT PER MONTH..... DEPOSIT.....  
LEASE DATES FROM..... LEASE DATES TO.....

**Note: an asterisk (\*) denotes legal or licensing requirements**

## OUTSIDE

|   |          |       |
|---|----------|-------|
| Is there dedicated parking?   | Yes / No | _____ |
| Does the entrance/stairway show obvious signs of damage or disrepair?                                   | Yes / No | _____ |
| Is there a security/entry system?   | Yes / No | _____ |
| Are there obvious external signs of damage to the building fabric (loose tiles, cracked masonry, etc.)? | Yes / No | _____ |
| Are there obvious signs of draughts, leaks etc.?<br>(eg cracks in windows or doorframes)                | Yes / No | _____ |
| Are there any signs the external door may not be secure?  | Yes / No | _____ |
| Is there a garden?  | Yes / No | _____ |
| Do you have to maintain the garden? (check lease)   | Yes / No | _____ |
| Does the landlord provide gardening equipment?  | Yes / No | _____ |

## KITCHEN

|   |          |   |
|---|----------|---|
| Are there any fire extinguishers or fire blankets? *  | Yes / No | _____   |
| Any signs of damage to kitchen units (look inside if possible)?                             | Yes / No | _____   |
| What type of hob is there and does it show any signs of damage?                             | Yes / No | Electric/gas _____  |
| Do the oven shelves and doors, grill etc. show any signs of damage?                         | Yes / No | _____   |
| What other white goods are there? Are any damaged?  | Yes / No | W/mc, fridge, freezer, d/washer<br>Dryer, microwave _____ |
| Are there signs the sink/taps may not be in good condition<br>(eg dripping tap, corrosion)? | Yes / No | _____   |

## BATHROOM

|   |          |                                 |
|---|----------|---------------------------------|
| Is there is a bath?   | Yes / No | (Check around for damp/mould)   |
| Is there a shower?  | Yes / No | (Check around for damp/mould)   |
| If there are tiles, are there signs of any damage?                          | Yes / No | (Check that the grout is clean) |
| Does the toilet flush properly?   | Yes / No | (Check)                         |
| Any possible signs of damp around floor coverings eg warping, mold, stains? | Yes / No | (Check floor coverings)         |
| Other features eg heated towel rails?                                       | Yes / No | _____                           |

## BEDROOMS

|                              |              |                                 |
|------------------------------|--------------|---------------------------------|
| What storage space is there? | Yes / No     | (Check inside cupboards etc.)   |
| Number of beds?              | Single _____ | Double _____                    |
| Additional facilities?       | Yes / No     | En-suite, sink, walk-in storage |

## LOUNGE/COMMON AREAS

|   |          |                           |
|---|----------|---------------------------|
| Is there additional heating eg a fireplace? | Yes / No | Gas, electric, solid fuel |
| What seating is there?                      | Yes / No | _____                     |
| Is there a dining table etc.?               | Yes / No | _____                     |

## GENERAL

Does the property have central heating?  
If gas, check Gas Register Certificate is available \*  
If gas, check Carbon Monoxide Detector fitted \*  
If any, check smoke detectors fitted and serviced \*  
Does the landlord have a fire risk exit plan? \*  
Does the furniture comply with all regulations? \*  
Energy Performance Certificate displayed? \*  
Are there signs of damage to any of the following? \*  
Any signs of damage to the floor coverings? \*

Yes / No (Gas, electric, oil, solid fuel)  
Yes / No (If not, check TIP)  
Legal requirement if HMO  
(Check fire book)  
Yes / No  
Yes / No  
Yes / No  
Yes / No (Taps, sockets, light switches)  
Yes / No (Carpets, laminate, rugs, etc)

## UTILITY BILLS

Are tenants responsible for all bills?  
Can tenants request to change suppliers?  
HMO properties only: is there an active phone line?  
Does the property have internet access?

Yes / No  
Yes / No  
Yes / No  
Yes / No

## CONTRACT DETAILS

How much is the total rent?  
Payable per person per room  
Payable jointly  
When? 1<sup>st</sup> or last day of the month?  
How? (e.g. standing order, cheque, cash)  
How much is the deposit? \*  
When do you pay the deposit?  
What tenancy deposit scheme is used?

£  
Yes / No £  
Yes / No £  
£ (max 2 months rent)

## FINAL DECISIONS

Can you afford the rent and bills?  
Have you sought independent advice?  
Do you understand the terms of the lease?  
Do you need references?  
Do you need guarantors?  
If sharing, do you get on well with co-tenants?  
Is this property suitable for you needs?

Yes / No  
Yes / No Contact Students' Association  
Yes / No Contact Students' Association  
Yes / No  
Yes / No  
Yes / No  
Yes / No

## ACCEPTING THE LEASE: *What you need from your landlord/agent*

\* Private Landlord Registration number  
\* HMO Licence Number  
\* Lease  
Inventory  
  
Holding deposit agreement  
Receipts for payments  
\* Copies of all certificates to be in property  
Meter readings  
  
\* Fire safety book

/250/  
(only if 3 or more persons)  
Check  
Check and note (poor, reasonable, good condition)  
Check again at exit.  
Take photographs on entry and exit.  
Yes / No (exempt from Deposit Scheme)  
Request written and date-stamped receipts  
Yes/No  
Always check on first date of entry and leaving date.  
Always check on first date of entry

If you need any additional help or have any suggestions how to improve this checklist please contact the Students' Association on [union@st-andrews.ac.uk](mailto:union@st-andrews.ac.uk). Thanks!



YOUR   
**UNION**  
UNIVERSITY OF ST ANDREWS STUDENTS' ASSOCIATION