



University of St Andrews

Direct Leasing Scheme

Session 2023-2024

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University of St Andrews
Direct Leasing Scheme

In October 1989, St Andrews University started a scheme offering property owners the opportunity to lease their houses or flats to the University for let to groups of students.

The University is looking for furnished properties of a good standard which would be suitable for students. In return the owner is guaranteed regular payment of rent, monthly in advance; a full management service during the tenancy; and the return of the property on the date at the end of the lease with reparation for any damage caused to the property by the tenants (fair wear and tear excepted). There is a management charge of 15% incl. VAT.

Types of Properties

We are looking for self-contained accommodation in North East Fife for groups of up to 5 students. Although we would not exclude properties where two students would share a bedroom, we are seeking primarily those with single bedrooms. The properties should be furnished to comply with basic furniture requirements as outlined below. We cannot accept properties where the landlord has already made an agreement with a group of students for the forthcoming session.

Advantages to Property Owners

1. Guaranteed rental payable in full by automated bank transfer into a bank account for the 1st day of each month during the contract period.
2. Elimination of rent arrears.
3. Ready access during normal working hours to assistance, advice and information from staff of Property Services and Student Accommodation Services.
4. Elimination of the time-consuming effort of contacting the various members of student groups since they and you will deal exclusively with staff from Property Services and Student Accommodation Services.
5. You are assured that because the property will be let by an Educational Institution to students of that institution that those students will not have security of tenure (Clause 2(1)(c) Rent (Scotland) Act 1984).
6. At the end of the tenancy the property will be returned to you in a state comparable to that in which it was handed over (fair wear and tear expected).
7. No additional charges for drawing up lease or inventory for property.

Lease

Once an owner has indicated an interest in the direct leasing scheme and the property appears to meet the University's general requirements, the property is inspected by the Property Services Team. If suitable then a reasonable rent would be offered and if accepted, a lease is drawn up on a standard format provided by the University for an agreed period to a maximum of one year.

If the University is confident that tenants will be found readily then the lease will be signed immediately. However, if the property is offered during the session for early occupation, the agreement may not be confirmed until tenants have been found/secured.

Inventories

Property Services will compile an inventory of the contents of the property, which is checked with the owner at the beginning and end of the tenancy. Copies of this inventory are also given to the students for checking and will be used as the basis for assessing any reparation.

Repairs

For the duration of the tenancy, the University is responsible for any maintenance or repairs not occasioned by fair wear and tear. The owner shall keep the property wind and watertight and maintain all essential services. The owner shall also be responsible for all maintenance and repairs other than those occasioned by deliberate or negligent acts of the tenants. Accounts for the latter can be sent to the owner for settlement or paid on the owner's behalf by the University and the amount deducted from the rent payment. Owners would be consulted about necessary repairs and their cost, but in the event of an emergency arising the University would reserve the right in the interests of safeguarding the property and the tenants to instruct repair and obtain payment from the owner.

Management

The property is inspected by Property Services staff at least three times a year or more often if necessary. If a property owner intends to let for several years in succession, then the owner is strongly advised to inspect the property annually to ensure that they have an accurate assessment on the condition of the property.

Insurance

The University will only lease properties where the owner has insured the building and contents against all normal risks and has advised their Insurance Company that the property is let. Students are responsible for insuring their own possessions.

Owners purchasing the property under a mortgage agreement should ensure that they are permitted to let the property under the terms of that agreement. A specimen copy of the

standard lease can be supplied for approval by bank or building society.

Income Tax

It should be noted that the University is required to forward on demand to the Inland Revenue details of all rents paid during the financial year. The University may also be required to deduct at source income tax on rents of those properties where the owner is normally resident abroad.

Service Accounts

Before handing over the property to the University the owner should finalise their utility accounts with their service provider and council tax responsibility with Fife Council. Property Services staff will ensure that the appropriate tenancy details/information is provided to Fife Council. The residents will be responsible for the transfer of the utility accounts into their names and for the payment of these during the tenancy period directly to their preferred service provider. Responsibility for the utilities will revert to the property owners for the appropriate period should a property be vacant and unallocated for any reason.

If after reading the above information you wish to discuss the matter further or arrange a meeting at your property, please contact:

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General and Furniture Requirements

General

Confirmation that an HMO License (if applicable) has been granted by Fife Council is required prior to the start of the tenancy. Further information can be obtained from Fife Council – Housing Services by Tel: 01592 583162 or by Email: HMO.Licensing@fife.gov.uk. A copy of the HMO certificate is required by Property Services.

Confirmation that Landlord has applied for registration in the [Register of Landlords](#). Further information can be obtained from Fife Council – Housing Services on Tel: 03451 555 555 Ext. 442842 or at the link above.

Assurance and certification that electric wiring is safe. (EICR Certificate – every 3 years). A copy of the certification is required by Property Services.

The portable electrical appliances need to be checked and a safety certificate provided annually. A copy of the certification is required by Property Services.

All gas appliances must have been serviced within the last 12 months and serviced annually thereafter. A copy of the Landlords Gas Safety Certificate is required by Property Services.

An Energy Performance Certificate for the property is required. This is a document which shows the energy efficiency and carbon emissions of a property. The property is given an energy rating, which is displayed on a chart and these can be provided by qualified chartered surveyors.

All upholstered furniture must comply with Furniture & Furnishing (Fire Safety) Regulations 1988 with each piece of furniture bearing a label stating compliance.

Hard wired interlinked smoke detection and heat detection is required.

Hard wired carbon monoxide alarms are required as appropriate.

All the rooms must be curtained or have suitable blinds and also adequate floor coverings.

The property must be in a good state of decoration and repair throughout.

Adequate lighting and heating for each room.

Minimum of six socket outlets (13 amp) in each room (excluding bathroom) and four additional socket outlets elsewhere in the property.

1 x 9 litre water extinguisher or equivalent (sited in entrance hall and also on landing as appropriate); 1 x CO2 extinguisher (wall mounted in kitchen); 1 x smother blanket (wall mounted in kitchen). A copy of the certification is required by Property Services and these must be serviced annually.

Bedrooms (Per Student) - Maximum 2 persons per room

1 x 3 ft Bed and Mattress

1 Duvet; 1 Pillow; 1 Mattress Protector (machine washable)

1 Wardrobe; 1 Chest of Drawers

1 Desk/Table; 1 Desk Chair; 1 Study Lamp

1 Waste Bin; 1 Mirror

Bookshelves (movable or fixed – approx. 6 ft per person)

Sitting/Dining Room

One easy chair or equivalent per student

Adequate dining table & chairs for all tenants

Coffee/occasional tables

Kitchen

1 Cooker (Oven & Hob)

1 Fridge Freezer (1 cu ft per person)

1 Kettle; 1 Iron; 1 Ironing Board; 1 Microwave Oven

Cutlery & Crockery (1 set per student)

Pots (1 milk pan, 2 saucepans, 1 frying pan)

Kitchen Utensils (vegetable peeler, tin opener, kitchen knives, ladle, fish slice, slotted spoon, whisk, wooden spoon)

Rubbish Bin

Cleaning Utensils

Vacuum cleaner; dustpan & brush; sweeping brush, floor mop & bucket; toilet brush & holder.

Other Items

Keys - 1 set per tenant and 1 for the University

Clothes drying and airing facilities

Gardening equipment (if applicable)

Charter of Understanding between Landlords and Student Tenants of St Andrews

The aim of this charter is to promote goodwill and good relations between Landlords using the University Property Management Scheme and the student tenants occupying their properties by providing a code of conduct for both parties.

We ask that all landlords agree to the following:

Entry

The property will be in a clean condition at the start of the tenancy for the entry of the new tenants
That the landlord will provide a full inventory of all items contained within the property
That each bedroom will contain at least a bed, wardrobe, chest of drawers and desk per occupant
That adequate food storage and cooking facilities will be provided

Upkeep of the property

To maintain the property to the Repairing Standard (Scotland) which includes the maintenance of all fittings and fixtures in a serviceable condition, except in the case of wilful damage, and maintaining service supply and installations in proper working order (such as electricity, gas, heating and plumbing)
To ensure that any services included in the contract, such as gardening or cleaning provision, are carried out frequently
That the landlord is happy during the tenancy period for the University to attend to any maintenance issues or repairs as required e.g. emergency repairs within 24 hours of notification, urgent repairs within 5 working days of notification and all other repairs within 21 working days of notification
To give at least 24 hours' notice to the University as their tenant before entering their property

Safety

To maintain the property to the Repairing Standard (Scotland) which includes ensuring that smoke detectors are fitted throughout the property and regularly serviced
To ensure that in all properties using gas or combustible fuels that carbon monoxide detectors are fitted and regularly serviced
To ensure that gas and electrical safety inspections to portable electrical appliances are carried out annually, and to carry out periodic inspections every three years
To provide emergency contact details to the University as their tenant

In fulfilling the legal terms of their contract, the tenant should agree to:

Rent

To pay the full amount of rent for the entirety of the agreed tenancy
To pay the full amount of rent at the time agreed with the University as their landlord
To communicate regularly with the University as their landlord and give sufficient notice if rent payment is to be delayed

Upkeep of the property

To maintain the property to satisfactory standards of cleanliness throughout the year
To ensure that all refuse is uplifted in accordance with Fife Council arrangements, especially at the end of the tenancy
To cooperate with the University as their landlord with inspections/property visits as required
To pay all utility and service bills on time
Not to tamper with safety equipment such as smoke alarms and fire extinguishers
To regularly check fire alarms and keep a record if necessary for HMO regulations
To report any damages to the property to the University as their landlord within one working day
Not to affect any wilful damage to the property or its contents
To return the property at the end of the tenancy in the same state it was received

Relations with the town

To act as a good neighbour

To act conscientiously by keeping noise levels to a minimum, especially after 10pm