The Officer’s Corner

Hi, I’m Dougal and I am your SRC Accommodation Officer for this year, I head up the SRC Accommodation Team which consists of me, Mimi Celeste the SRC Member for University Managed Accommodation and Cassi Roberts the SRC Member for Private Accommodation. Together we work with Association President, Freddie fforde and Accommodation Advocate, Eleanor Feltham to try and improve the Accommodation Situation in St Andrews, while the logistics of Accommodation issues fall outside of our powers what we can do is pressure the university on any accommodation decisions, hold the university accountable and provide as much information about renting and living in St Andrews to allow you to make informed decisions, which is what this guide is all about!

So far this year has been really busy, with projects like the Accommodation Bursaries and the Accommodation Survey all under way. Look out for more from you SRC Accommodation Team as the year goes on. Remember that you can get in touch anytime with any accommodation concerns or issues. If I can’t help you directly I am more than happy to forward on your message to someone who can help you, so drop me an email (dha2@st-andrews.ac.uk) or message us on Facebook (http://www.facebook.com/StAndrewsSRCAccommodationTeam) and I’ll see what I can do!
Pres’s corner
Hi there. I’m Freddie fforde, the Students' Association President. I'm responsible for overseeing the Association's policy on accommodation alongside the SRC officers Dougal, Mimi and Cassi.
Renting a flat is a different but also rewarding experience when compared with halls. If you follow the instructions that have been well laid out here, you should be able to minimise the hassle and focus on your own new home.
There is some important information this year relating to deposits that you make. It is now the law that all deposits must be submitted to a third party (ie an independent that is not your landlord or estate agent). We recommend the national, not for profit scheme www.safedepositsscotland.com. More information on the law can be found on their website.
If you do feel like you’re getting a raw deal, we’re here to help. Eleanor Feltham, our permanent staff Accommodation Advocate, works from the middle floor of the Union building. She’s enormously experienced, particularly when dealing with unscrupulous landlords. Eleanor works on a part-time basis and you’ll find her on the middle floor of the Union (Mon-Weds).
She offers free-of-charge advice on wide-ranging issues such as dealing with unscrupulous landlords, getting your deposit back or checking your contract before you sign. You can contact her at ef41@st-andrews.ac.uk and find out how she might be of help.
We’ve recently agreed a partnership with the university that I hope will make it easier for students to access the private rental market through www.st-andrewsstudentpad.co.uk. We have done away with paper advertisements in the building and move it all online to there.
I’ll be taking a hands on approach and making sure that Eleanor and the SRC officers have all the support that they need. You can also see what work I’m doing around accommodation throughout the year by visiting my website at www.yourpres.net
Our How to Rent Guide is here to help with what is often a new task - renting a suitable flat or house. It brings you the low down on how to find somewhere to live with success, what your rights are as a tenants as well as what is expected of you in order to spend a year (or more) living happily in your term time home.
Intriguing, informative and important. From all at the association, we wish you well.
Finding somewhere to live

Thousands of students have done it before and you can too - find somewhere to live in St Andrews. A task for a superhero? Well, that’s where we come in.

Since it gets pretty chilly in Scotland at times, having a roof over your head can come in handy. These are the best places to start looking...

1. Local Estate Agents

There are a number of agents you’ll find around town. Choosing a reliable agent might be the first step to success.

The Students’ Association runs a survey every year, asking students to rate their agents and landlords. Take a look at last year’s results online - you’ll find them on the Union website under the tabs Students Voice > Accommodation.

The Landlord and Tenant Charter

A good point of departure is checking out the landlords who have signed the Landlord and Tenant Charter. The Charter is a pledge signed by local landlords and estate agents, who commit to ethical behaviour while letting their properties to students. It also provides a code of conduct for both parties, thus aiming to promote good landlord/tenant relationships. You will find its full version on the Union’s website.

In 2011/2012, the list of signed-up agents included:

1. Town & Gown, Bell Rock View, St Andrews
2. Inchdairnie Properties, 50 Argyle Street, St Andrews
3. Bradburne & Co. 139 South Street St Andrews
4. Premier Let Ltd, 14 Argyle Street, St Andrews
5. Delmor, Kincaple Lodge, St Andrews
6. HMJ Properties & Maintenance Ltd, Carngour House, St Andrews
7. Yeoman Properties
You can always check with Eleanor Feltham (ef41@) for an up-to-date list of all agents and private landlords, and you should also contact her in case you’re letting from a signed-up agent and think they might be breaching any of its rules.

Letting agents operate various systems for allocating accommodation. Some produce a list of available student flats and houses every January/February, which is either provided online or is handed out in the agent’s office when the list becomes public. The agents then specify a date from which accommodation will start being allocated, on a first come first served basis (this typically causes large queues on the morning of the allocation date, as everyone wants to make sure they seize the flat they’ve chosen beforehand).

Other agents contact their current tenants at a first instance with next year’s accommodation on offer (usually in December) and then allocate remaining properties based on an appointment system from January on. When making an appointment, you will be asked to indicate your preferences (such as location and price) which then serve the agents to match you with a selection of suitable accommodation. In such a way, a full list of properties is never made public and accommodation is being allocated on a continuous basis (although most of it happens in the period of January-March).

With the changes to the Academic Calendar this year things might run a little differently from previous years, make sure you keep an eye on the estate agent websites and like: http://www.facebook.com/StAndrewsSRCAccommodationTeam to keep up to date with everything accommodation.

In either system, most agents request that an application is either submitted online or picked up from their offices. Each agent/landlord will also specify references they require in addition to your application. Once they receive all the information, they may request you or all the prospective tenants to attend an interview. Find out in advance with your chosen agents how can you apply for a flat - they should talk you through it.

It’s good to know that landlords cannot discriminate against you because of age, disability, origin, race, religion, gender or sexuality. If you feel you are being discriminated against please contact us for advice.
Still more options...

Student Accommodation Services
As well as our halls of residence, the University manages some self-catered flats. Although the majority of these are reserved for postgraduates and couples, you can still apply as an undergraduate. Contact studacc@st-andrews.ac.uk for more information.

Other ideas
On the first floor of the union landlords can advertise private properties for rent; this notice board is frequently updated so it’s worth checking it every couple of days. Students can also post notices if they are looking for a flat-mates.

While surfing the Internet, you can check out the accommodation section of The Sinner (www.thesinner.net), an unofficial online student community. Another useful resource is the The StudentPad (www.standrewsstudentpad.co.uk), an online tool that shows flats available that are posted by participating landlords.

The local newspaper, the St Andrews Citizen, published every Friday, occasionally advertises for private lettings in the local area. If you’re looking for temporary accommodation over the summer, you can contact the University’s Accommodation services to see if anything is available.

Venturing further afield
If you are considering living out of St Andrews this or next year you will be classed as a commuting student. With this you will be entitled to the use of an in-town common room at 79 North Street. This common room becomes the hub for any commuting student, with a constant buzz you are sure to meet like-minded people and develop a close network of friends.

The room was set up to overcome the distance barriers which commuting students had previously encountered such as long days and travelling issues however now with the help of the Townsend Society we are working to ensure commuters enjoy their unique student experience.

Living outwith the bubble will require you to forward plan your day; whether this is with regard to simple things such as taking the correct books or more importantly to planning a good night out! The commuting population is
growing and it reflects the University’s diverse student body, with young, mature; undergraduate, honours & postgraduate students, studying full-time, part-time & evening degrees. You are sure to find a commuter on your course, on your bus or even on your street.

To find out more about the commuting community and the support Townsend can offer please email townsoc@st-andrews.ac.uk. To find a flat, search for local letting agents or explore some of the Dundee student residence websites.

**The Flat Hunter’s checklist**
(or How to work the mysterious lists)

- Check estate agents websites to find out when lists will be released or visit in person.

- Know what you’re looking for. Figure out in advance exactly how many people you are living with, and ensure you are all on the same page in terms of how much rent you’re willing to pay, whether you’re happy with a single bed, and how far out of town you’re willing to live.

- Check what references are required and source them as soon as possible, as some agents will only activate your application with references. References are usually from halls of residence, former landlords, or previous employers.

- Check that Guarantors, if requested, view the lease and know what they are signing, especially when dealing with joint and multiple leases.

- Check whether your group is compatible, how you will pay bills, who will be lead tenant, whether the location is suitable, if you will have a cleaning rota and whether guests are just allowed. Phew!

- Check whether there is a deadline to return your application with references.
• Go and view all the properties you are interested in. A letting agent may provide contact details for current tenants, with whom you can arrange a viewing, or if it is a private landlord then he/she may want to show you around in person. At any case, make sure you come and see for yourself - descriptions can often be too good to be true!

• View any properties offered or requested using the PROPERTY CHECK LIST available to download at www.yourunion.net/howtorent. This will keep track of the condition of each property offered and is likely to make you an absolutely unbeatable superhero of a (prospective) tenant!

The Flat Hunter’s Cheat Sheet
(How to View)
Price
• Know your limits before you go flat-hunting, and stick to them. There’s no point being broke for the rest of the year and having to deprive yourself of all your favourite pleasures just because you really wanted that central flat with a super-size-me bed.
• Check whether your rent includes any kind of bills. Typically, you’ll receive your bills for electricity, gas, internet and phone separately, so make sure to allow for them in your budget.
• Gas heating usually works out much cheaper than electricity heating. Check with previous tenants how much you can be expected to pay for heating in winter (or be prepared to huddle a lot with flatmates / freeze in the winter)
• St Andrews is one of the most expensive areas in Scotland for accommodation, but the further you are from the three main streets the cheaper accommodation can be.
Inside the house

1. Is it a contract for a furnished or unfurnished flat? Most flats will be furnished, but you don’t want to come to an empty house while freshers week is looming round the corner!

2. In case furniture is provided, is there enough in each of the rooms (i.e. at least a bed, a desk, a chair, a wardrobe and a chest of drawers? Is everything in good condition? Will you need to invest in anything new when you move in?

3. Work out what belongs to the tenants and what is the landlord’s – you might be quite gutted when you move in and discover the 48” plasma wasn’t actually a part of the deal.

4. Windows – are they double-glazed? If not it could be expensive to heat. Are there heavy curtains to minimize this?

5. Walls - are there many cracks in the ceiling, or patches of damp or peeling wallpaper? If you find damp spots, it is almost certain that the flat is having problems with mould.

6. Bathroom – are there enough toilets and showers to suit the needs of all of you? No signs of mould anywhere around in the shower? Does the shower head work properly, or is it just a pathetic drizzle?

7. Bedrooms - if one bedroom is smaller than the others, decide with your flatmates beforehand who is staying in which room and if you are going to adjust the rent accordingly.

8. Check that all appliances, especially the washing machine or dish washer, work correctly, and ask how responsive the landlord has been to making repairs in the property.
And don’t forget about...

9. Noise – are you on the ground floor next to a pub? Could encourage alcoholism and not so good for trying to sleep after an absolutely exhausting day.

10. Make sure your property has a carbon monoxide and smoke detector. It may not seem important, but people have been poisoned before due to a flat having malfunctioning or absent detectors! If you live in a two-person flat without an HMO Licence, you can get free carbon monoxide detectors from Eleanor Feltham (middle floor of the Union).

11. Ask the tenants how they have found living in the property; have there been any major problems, and how has the landlord treated them? Has he/she been easy to contact?

12. If there is a garden, ask who maintains it.

Signing a Contract
Once you agree to live in the property, you should be given a formal written contract to sign. A basic agreement should include:
- How much the deposit is
- How much the rent is and when it is to be paid
- Method of payment (cheque/direct debit/group account)
- Duration of the tenancy
- Period of notice to terminate (if applicable)
- Whether it is a joint tenancy (which means 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 (e.g. gardener or cleaner)
- Who is responsible for paying the bills
- The landlord’s right of entry (should be minimum of 24 hours notice)

Doubts about your contract? Looks a bit dodgy? Come and speak to our Accommodation Advocate on the first floor of the union, Eleanor, or email her on ef41@st-andrews.ac.uk.
Your responsibilities
You as a tenant are required to pay your rent in full and on time, keep up the
property to a reasonable standard and comply with all security measures
of the house. It is not worth having an argument over an aisle completely
blocked by empty wine bottles, or that bag you put on you fire alarm so you
could smoke your shisha - simply, don’t try to play with fire on any front. For-ging
good relationships with your landlord will probably bring more happiness
on both sides and you never know - you might even get a box of chocolates
for that one day.
Your rights
You might have been lucky and got a friendly and helpful landlord, but in
case the opposite is true then it might be useful to get your hands on a bit of
legal information.
Rent
• The rent is simply a sum agreed between you and your landlord. Make sure
you know what exactly is covered by it, and what you’ll have to pay for ex-tra.
• Your rent may also be changed at any time, by any amount, but again
only when you and your landlord agree.
• Always pay your rent on time. If you’re having problems paying your rent or
know that it will be late, make sure to let your landlord know as soon as pos-sible. If you don’t, you might incur hefty fines for late payments or face court
action if you don’t pay your rent at all. Three words: Not. Worth. It.
Deposit
• Most landlords ask for a returnable deposit to cover any damage within
the property, or for any unpaid bills at the end of your tenancy. You shouldn’t
be charged more than 2 months worth of rent as a deposit.
• A deposit should only be requested after you’ve signed a contract - it can
never be used to secure a tenancy.
• Getting your deposit back is not always hassle-free, so make sure the ar-rangements are clear from the start. Ask for a written notice explaining what
you should do to get your full deposit back at the end of your contract (e.g. clean the property, send copies of all final bills). You should always get a re-ceipt - keep it until the end too.
• After your contract ends, your deposit should be repaid after all necessary steps have been completed, and within 28 days of the end of your contract. If there are any deductions made, ask for a written breakdown of these. Your landlord must provide receipts and justifications for taking any money off you, and deductions can only be made for ‘unfair wear and tear’ or breaking of the property and its contents.

**Tenancy Deposit Scheme**
From summer 2012 the Scottish government is introducing a new legislation which will affect the way that we rent. This is called “The Tenancy Deposit Scheme” and follows the basic notion that all tenancy deposits should be submitted to a third party for the duration of the tenancy.

A tenancy deposit is the money that the landlord might request from the tenant as a way of ensuring that the tenant upholds their part of the rental agreement. This is not a holding deposit to ensure the property, (although a holding deposit may often turn into the tenancy deposit), nor is it part of your rent. If this agreement is upheld, it is likely that you will get your deposit back, but sometimes the landlord may withhold some of it to replace items damaged during your tenancy or to cover cleaning costs or unpaid rent/bills.

Occasionally, students may believe that their landlord has withheld part or all of their deposit unreasonably. This is where the tenancy deposit scheme comes in. Taking effect from July 2nd 2012 the Scottish Government have dictated that every landlord must handover their tenant’s deposit to an approved third party scheme. The three approved schemes are:

1. The Letting Protection Service Scotland
2. SafeDeposits Scotland (recommended by the Union)
3. My|deposits Scotland.
There are a few circumstances that might exempt a landlord from this, but most of these will not apply to student lets (for a full list, go to www.scotland.gov.uk). This means that every landlord, even those that operate through an estate agent, is legally obliged to confer your deposit to one of these schemes. At the end of the tenancy, the landlord will write to their third party scheme detailing how much of the deposit should be paid back to you. The deposit scheme will then write to you asking if you agree with this. If you do, the deposit will be paid accordingly within 5 days. If not, a dispute will ensue.

Once you have entered into a rental agreement with a landlord, they must handover your deposit, at the latest, either before mid-November or within 30 days of the tenancy beginning (depending on when the deposit was paid). The scheme will then write to you to confirm that they have received your deposit. Your landlord should also confirm this. If for some reason this does not happen, or you suspect that your landlord has not followed this legislation, you can go to a Sheriff who may potentially order the landlord to pay up to three times the amount of your original deposit.

Submitting your deposit to a scheme is your landlord’s responsibility and you are not expected to do anything. It is also your landlord’s responsibility to provide you with details of when your deposit was submitted and to which scheme and the details of what might cause them to withhold your deposit. The scheme will not cost you anything, although if you are an international student there may potentially be some charges for transferring your deposit into a foreign account.
Repairs
• If anything breaks down in your house or needs repair, your landlord or agent has to carry out these repairs in your house within reasonable time. That is:
  • 24h for emergency repairs
  • 7 days for urgent repairs
  • 21 days for non-urgent repairs
If your landlord is taking too long to carry out repair without an adequate justification, remember you can ask for a compensation for inconvenience caused. This will have to be agreed on with the landlord however, so even if you’ve not been treated well then don’t just stop paying the rent without getting more advice on your case.

Right to entry
• Your landlord must give you at least a 24h notice before entering your house. He or she may wish 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 by phone or a written letter in advance.

Harassment
You have a right to live safely and peacefully at your home, which your landlord must fully respect.
A landlord may never:
• Enter your home without prior notice
• Change the locks
• Cut off 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 our accommodation advocate Eleanor Feltham know as soon as possible. Besides support from the Students Association, you are also entitled to help from the town council. Make sure to keep a copy of any correspondence you send to your landlord, or any communication that you’ve received.
If Things go wrong...

If you have problems getting repairs carried out in your flat or feel your landlord is acting inappropriately, we would advise you to contact our Accommodation Advocate Eleanor Feltham. Eventually, if the issue is still not resolved, you may want to use these useful contacts:

- Landlord or licence enquiries
- If students are concerned their landlord is not LANDLORD REGISTERED, then they should check with Fife Council at 01592-583397 or e-mail landlords.registration@fife.gov.uk
- Likewise, if an HMO enquiry, the number is 01592-583162.

Court Action

An individual can raise Small Claims Court Action (www.scotcourts.gov.uk), nearest Cupar Sheriff Court up to a sum of £3,000. Assistance can be provided by FRONTLINE FIFE at 01334-659390. Similar organisations such as Citizens Advice or Money Advice Scotland may offer similar support.

Repairs

The Private Sector Housing Panel (PRHP) www.prhpscotland.gov.uk for advice and assistance with your landlord.

Gas Safety Register

Any of the following organisations provide advice re gas safety.

- www.GasSafeRegister.co.uk or telephone 0800 408 5500
- www.hse.gov.uk/gas/domestic/faqlandlord.htm

Illegal Eviction and Harassment

Frontline Fife - at 01334-659390

http://scotland.shelter.org.uk or call 0808 800 4444

www.cas.org.uk - Citizens Advice Scotland

It is often worth persevering, as these two accounts demonstrate:

“In April the radiator and a pipe underneath my bedroom floor leaked, so much water that my carpet was not just damp but squelchy underfoot - like a kind of marsh... It turned out to be mould. Although carpet cleaners and plumbers agreed that the room was uninhabitable, my letting agent initially
did nothing. Eventually, after much complaining, the carpet was removed and the room dried. During this time however, I had to wash all my stuff that was in the room and then take it out. I didn’t see why I should have been paying rent when I couldn’t sleep or study in the room for over a week. I went on the Direct Gov website and the Shelter Scotland website and read on the sections for private tenancies. They all said that you can claim a rent abatement for ‘serious disruption’ even if they fix it. The letting agent refused, so I went in to see Eleanor Feltham in the Union and she said that some leases have a dispute clause on them - so I started to follow the procedure set out in that. I wrote to them that I wanted to invoke the dispute clause and was starting the first round of ‘pleadings’. They then gave in and gave me a week’s rent abatement... Guess it was a lot of hassle to get £86 off them, but I feel it was worth it as I was fairly short of money at the time and wanted get justice.”
Alex Dixon (Former SSC member)

Holly West (Former Community Relations Officer)
“We decided to take our landlord to court for failing to repay our deposits: we took him to court and won. Eleanor Feltham - the Student Union’s student advocate - was incredibly helpful. When other students raised concerns about the same landlord, she helped them to take him to court and report him to the Fife Council. Our landlord was fined and given a court order to repay us. I’d strongly advise anyone who is being treated unfairly by a landlord to go and talk to the student advocates at the Union.”
**Moving In**

**On the first day**
- Check how clean the property is and its contents, and immediately report anything unsatisfactory to the landlord. Remember, you will be expected to hand the property back in pristine condition so make sure you receive it as such.
- Take photos of any major damage such as stains on the carpet, cracked walls or sinks, and get them signed and dated by a non-tenant, or alternatively send them to us for safekeeping (ef41@st-andrews.ac.uk).
- You will be given an inventory of the contents of the flat. This will list everything belonging to the property. Make sure you go through every item and note down if the item is in poor condition, broken, or missing.
- Read the gas and electricity meters and make sure that your landlord records the figures too.

**During the first week**
- Find out when bin collection day is – ask your landlord or check the Fife council website. You won’t believe how town & gown relations would be improved if students put their bins out on time (and take them in again).
- Ring your electricity, gas and internet/phone suppliers to set up an account. Many phone providers such as BT and Virgin do deals including internet and landline; try to shop around online for the best deal. Remember to refer to your lease regarding permission to change suppliers.
- You will need to pay your TV license if you have a TV in your property; have a look at www.tvlicensing.co.uk/students. You will also need a license if you watch LIVE tv on BBC iplayer or any other streaming site.
- Ensure your term time address is up to date on the University student portal website (or you will be made to pay council tax, which is costly!)
Neighbours
• Your neighbours (and yourself) will be around for the rest of the year, so you might as well befriend them early. It’s worth even just briefly introducing yourself to your neighbours when you move in - most local people are keen to meet students, and of course you never know when you might
• Sometimes, town and gown relationships suffer while students play loud music, drunkenly bang around the streets or leave rubbish on the street. While everyone likes a bit of a party, just make sure you respect other people’s right to rest. A bit of communication goes a long way...

The rest of the year
• Ensure your bills are all based on accurate readings, not estimates. This will mean your bills are cheaper (yay) and that any energy saving you do throughout the year pays off! Ring your gas and electric provider regularly with updated meter readings.
• If anything breaks make sure you inform your landlord as soon as this happens. Don’t give your landlord hell just because he can’t fix your dripping tap in the middle of the night though - even landlords needs a bit of a notice while trying to get hold of their contractors.
How to move out

Nothing more daunting than leaving the bubble for a while. Or excited to finally break away? Either way, here’s just a couple of friendly advice for moving out.

For detailed info (when it gets towards the end of the year), check out our special How to Leave Guide (available to download from yourunion.net), but here’s some essential information on moving out trouble-free:

1. Make sure you’ve paid all your rent (this includes months you may not even be living there; but unfortunately you signed a lease for a specific time period)

2. Read your meters for gas and electric, and make sure your landlord does the same. Then ring your gas/electric provider to say you’re moving out and want to close your account. When you get a final bill, pay it, and send the final statement to your landlord.

3. Your landlord will check the inventory so make sure you inform him/ her beforehand of any broken items, and replace any damaged items.

4. Proceed to the most painful task: packing up. Make sure not to leave behind anything that belongs to you (or any other unidentifiable items), otherwise you might be charged for the removal of items.

5. Finally, make an attempt to CLEAN. Remember to leave aside a couple of days for that - it always takes longer than you think.
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 as you need in the kettle
• Don’t leave the fridge or freezer door open
• Make sure there are no dripping taps
• Switch off lights when you leave the room
• Switch off mobile phone or laptop chargers when not in use
• Use energy saving light bulbs
• Use the ‘hibernate’ setting on your computer instead of standby – this way you will use zero energy

Heating
• Turn the radiator off when you’re out, close your curtains at dusk to prevent heat from escaping and if necessary, turn the heating down and put a jumper on!

Recycling
It may seem obvious, but when you move in, decide where you’re going to keep empty bottles, plastic and unwanted paper and cardboard. All the bottles piled up on the stairs may give your property the impression of an artsy flat, but you don’t want to look like an alcoholic when your mum comes to stay, so make sure you take your recycling to the tip as often as you can.
Best places to recycle

The Union: Glass/Paper/Cans/Textiles/Plastic bottles

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

Your landlord should let you know about the appropriate places where to do your recycling. Do not try to dump glass in the brown bins outside pubs and restaurants - it might be nearer to your house, but it actually costs money to businesses to empty their recycling! Think of the lovely people who pull your daily pint then and show them some love by doing your bit.
Top tips:
1. Use a broom to get into the top corners of the ceiling to get rid of any cobwebs.
2. Wipe down any skirting boards with a damp cloth.
3. Remember to vacuum behind all furniture (including the sofa and behind your bed! Your landlord won’t be impressed to find an old sock or that takeaway box from three months ago).
4. Danger areas that landlords always check are the inside of your oven and microwave and your shower and toilet, so make sure they’re spotless.
5. 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 will save money from your deposit; ask your landlord who they recommend.
6. Go through the inventory to work out what’s yours and what’s your landlord’s. Make sure that if anything is missing or broken you replace it yourself (to avoid “hourly fees” landlords sometimes charge for buying new replacement items).
7. Any items you no longer want (and think someone might do), leave them to the StAndReuse scheme, who organize collections at the end of the term and then give everything away during freshers week. For more info, contact pres@st-andrews.ac.uk or see the Facebook group. You may also want gift your items to your favourite charity in town - at any case, absolutely no excuse to chuck things.
8. Leave, and remember there’s life beyond the bubble too.

We hope you’ve found this guide useful, and that you’ll have many great experiences with your accommodation here at St Andrews - complete with hosting splendid dinner parties, getting Valentine’s cards from your neighbour and being on good terms with your landlord.

As always, please get in touch with any kind of issues regarding your accommodation.
Useful and Lovely People if you have any problems

Eleanor Feltham – our part-time member of staff for accommodation. Office on the first floor of the union, or email ef41@st-andrews.ac.uk.

Freddie fforde – Association President. Office on the first floor of the Union or email pres@st-andrews.ac.uk.

Dougal Adamson – SRC Accommodation Officer, email him on dha2@st-andrews.ac.uk.

Useful websites:
www.betterrentingscotland.com
www.landlordregistrationscotland.gov.uk

http://www.facebook.com/StAndrewsSRCAccommodationTeam
YOUR RIGHT TO RENT WEEK
ST ANDREWS 2012

OCT. 22 - 27

http://www.facebook.com/StAndrewsSRCAccommodationTeam

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