



Application for Registration for the 2025/2026 Academic Year
Student Accommodation

Address of Accommodation: _____ Post Code: _____

Landlord's Details

Title: _____ First Name: _____ Surname: _____

Have any of your contact details changed from 2024/25? NO ☐ (Proceed to next section) YES ☐ (Please supply details below)

Address: _____ Post Code: _____

Primary Telephone: _____ Alternate Telephone: _____

Secondary Telephone: _____ Email Address: _____

Agent's Details

Are you a Managing Agent? ☐ or Letting Agent? ☐ (please tick as appropriate)
(If you are a Letting Agent, then the landlord should complete and sign this form on your behalf)

Company Name: _____

Contact Details: Title: _____ First Name: _____ Surname: _____

Which redress scheme are you a member of: _____

Have any of your contact details changed from 2024/25? NO ☐ (Proceed to next section) YES ☐ (Please supply details below)

Address: _____ Post Code: _____

Primary Telephone: _____ Alternate Telephone: _____

Secondary Telephone: _____ Email Address: _____

Property Standards

The following standards must be met for registration with Smart Move Sheffield (SMS)

- All of the gas appliances/installations are covered by a current Landlords Gas Safety Record (which I will provide to prospective/current tenants) issued by a Gas Safe Registered Company with a date or maintained date within the last twelve months or there is no gas supply to the property.
Please enclose a copy if SMS do not already have a valid one, or tick if no gas at property ☐
- I have valid certification to show that during the last five years the whole of the fixed electrical wiring installation for this property has been inspected and tested to BS7671 (including all current amendments) and the certification states that the overall assessment is satisfactory.
Please enclose a copy of the full document if SMS do not already have one.
- If this property is occupied by five persons or more, I confirm that this property is registered with Sheffield City Council as a HMO under Mandatory Licensing.
Please enclose a copy if SMS do not already have a valid one.
- The property has a current Snug certification (further details regarding Snug can be found at: <https://www.sheffield.gov.uk/snug>)

- All of the upholstered furniture in the property complies with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended 1993).
- I confirm that if this property is let on an assured shorthold tenancy agreement and I take a deposit/bond it will be safeguarded with an appropriate tenancy deposit scheme within the required time scales and that the tenant(s) will be provided with the appropriate prescribed information.

Confirm which scheme: _____ or tick if no deposit/bond is taken ☐

- I confirm that if this property is let on a single tenancy (i.e. to a group of students on a joint tenancy) it has a current Energy Performance Certificate which I will provide to any prospective/current tenants. Please complete below. Please note, from April 2018 all rental properties requiring an EPC must have a minimum energy efficiency rating of E.

EPC Number: _____ **Issue Date:** _____

I CONFIRM THAT I MEET THE ABOVE STANDARDS FOR THIS PROPERTY ☐ **PLEASE TICK**

Property Details

Does the property have accreditation with SNUG? YES ☐ NO ☐ (If yes to either, please provide

Does the property have accreditation with ANUK? YES ☐ NO ☐ a copy of the certificate)

Heating Type (please tick the box to the right of each option that applies)

Central Heating	<input type="checkbox"/>	Electric Storage Heaters	<input type="checkbox"/>	Electric Wall Heaters	<input type="checkbox"/>
Instant Hot Water	<input type="checkbox"/>	Under Floor	<input type="checkbox"/>		

Shared Facilities (please tick the box to the right of the facilities that the property offers)

Bicycle Storage	<input type="checkbox"/>	Broadband Internet	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Double Glazing (Full)	<input type="checkbox"/>
Double Glazing (Partial)	<input type="checkbox"/>	Freezer	<input type="checkbox"/>	Fridge	<input type="checkbox"/>	Fridge Freezer	<input type="checkbox"/>
Garage	<input type="checkbox"/>	Garden/Patio	<input type="checkbox"/>	Gym	<input type="checkbox"/>	Lift	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Off Road Parking	<input type="checkbox"/>	Onsite Launderette	<input type="checkbox"/>
On-Street Parking	<input type="checkbox"/>	Permit Parking	<input type="checkbox"/>	Satellite/Cable TV	<input type="checkbox"/>	Shower	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	Television	<input type="checkbox"/>	Tumble Dryer	<input type="checkbox"/>	Vacuum Cleaner	<input type="checkbox"/>
Washing Machine	<input type="checkbox"/>						

Private Facilities (please tick the box to the right of the facilities that the property offers)

Double/ ¾ Bed	<input type="checkbox"/>	En-Suite	<input type="checkbox"/>	Single Bed	<input type="checkbox"/>	Wash Hand Basin	<input type="checkbox"/>
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Number of Facilities (please indicate the number of each facility in the box to the right of each option)

En-suites		Freezers		Fridge Freezers		Fridges	
Parking Spaces		Shared Bathrooms		Showers			

Safety & Security (please tick the box to the right of the facilities that the property offers)

24/7 Staff	<input type="checkbox"/>	Burglar Alarm	<input type="checkbox"/>	Carbon Monoxide Alarm	<input type="checkbox"/>	CCTV	<input type="checkbox"/>
Emergency Lighting	<input type="checkbox"/>	Fire Blanket	<input type="checkbox"/>	Fire Doors – Some	<input type="checkbox"/>	Fire Doors - Throughout	<input type="checkbox"/>
Fire Extinguisher	<input type="checkbox"/>	Full Fire Alarm System	<input type="checkbox"/>	Intercom Access	<input type="checkbox"/>	Locks on Ground Floor and Easily Accessible Windows	<input type="checkbox"/>
Security Lighting	<input type="checkbox"/>	Smoke Alarm(s) (Battery Operated)	<input type="checkbox"/>	Smoke Alarm(s) (Mains Interlinked)	<input type="checkbox"/>		

Sustainable Living (please tick the box to the right of the facilities that the property offers)

Compost Bin	<input type="checkbox"/>	Double Glazed Windows	<input type="checkbox"/>	Energy Efficient Boiler	<input type="checkbox"/>	Energy Efficient Domestic Appliances	<input type="checkbox"/>
Energy Efficient Light Bulbs	<input type="checkbox"/>	Heating Timer/Programmer	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	Low Flow Shower	<input type="checkbox"/>
Renewable Energy for Electricity	<input type="checkbox"/>	Renewable Energy For Heating	<input type="checkbox"/>	Room Thermostat	<input type="checkbox"/>	Smart Meter	<input type="checkbox"/>
Solar Panels	<input type="checkbox"/>						

Is the property suitable for pets? (please tick) NO ☐ YES ☐

Does the property incorporate access/facilities for students with disabilities? NO ☐ YES ☐

If yes, please specify: _____

Vacancy Information for 2025/26 Academic Year

This section only needs to be completed if you have any forthcoming vacancies for the 2025/26 Academic year. If you do not have any vacancies, please skip to Terms and Conditions.

Total number of bedrooms in property		Number of bedrooms available in property	
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Date Available From	DD	MM	YY
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Letting to (please select)

Undergraduate Students ☐
Postgraduate Students/Mature Students ☐
Family ☐
Couple ☐

Type of Letting (please select)

Whole Property (group of students) ☐
Single Rooms (individual students) ☐

Rent Amount

If the weekly rent per person is the same for all available rooms in the property, please complete only one weekly rent box. If the rent differs per room, please fill out a weekly rent box per room.

Weekly rent (per person)	£	Weekly rent (per person)	£	Weekly rent (per person)	£
Weekly rent (per person)	£	Weekly rent (per person)	£	Weekly rent (per person)	£
Rent per calendar month (COUPLE/FAMILY ONLY)			£		

Tenancy Deposit amount

Please complete the deposit range for the property (highest and lowest amount) per person. If the amount is the same for all available rooms, please only complete the lowest amount box. Please note that the deposit must a value of no more than 5 weeks' rent, due to the Tenant Fees Act 2019.

Lowest Deposit (per person)	£	Highest Deposit (per person)	£
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Or, if you do not take a deposit, tick here ☐

Do you charge a holding deposit*? NO ☐ YES ☐

If yes – please state the amount: _____

*Please note this must be no more than one weeks' rent and is to be refunded, taken off the rent or transferred to a tenancy deposit when the contract is signed – all subject to the Tenant Fees Act 2019.

Do you require a guarantor? NO ☐ YES ☐

What does your rent include?

Water	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Gas	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Electricity	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Internet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
TV License	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Cleaning of Communal Areas	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Hot Water/Heating	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Service Charges	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Telephone Rental	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Cable/Sky	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Would you consider a short term let? NO ☐ YES ☐

If yes, please tick minimum duration: no minimum ☐ 3 months' minimum ☐ 6 months' minimum ☐

Contract Length _____ (optional)

- Registration of a property with Smart Move Sheffield (SMS), which is run by the University of Sheffield and supported by Sheffield Students' Union, is not complete until the registration form/online registration confirmation has been fully completed and the relevant registration fee paid. Registration fees are not refundable.
- If the registration form/online registration is not completed and the relevant registration fee paid by 30 June 2025 the property will automatically be removed from the register with no further notification and will not be registered for the 2025/26 academic year.
- If there are any subsequent changes in the information provided, SMS must be informed by email or in writing immediately.
- If the property is no longer available, SMS must be informed immediately. Should we be aware of a property being taken and receive no response from the landlord/agent, we reserve the right to remove the advert. Landlords/agent should not refer students on to alternative, non-registered accommodation.
- The information provided on this form/online, and any previous submissions, will be held for six years on an external server, hosted by Studentpad, for the purpose for which it is intended and will, on request, be made available to the Inland Revenue.
- The landlord/managing agent name and the property address provided on this form/online will be shared between the University of Sheffield and Sheffield Students' Union for the purposes of confirming registration.
- SMS reserves the right to request additional documentation in support of each application for registration with SMS.
- If the property is Snug or Anuk accredited, these details will be automatically added to the property details on Studentpad unless you specifically request otherwise in writing (which includes email).
- SMS reserves the right to remove properties from its private sector register where a landlord fails to meet the standards, statutory requirements, where incorrect details/information are provided or where the landlord brings SMS into disrepute in any other way. In such cases, the registration fee will not be refunded.
- If a dispute is raised SMS expects landlords to co-operate in order to resolve disputes in a timely manner.
- SMS will liaise with Sheffield City Council to confirm the licensing status of all properties required to have an HMO license.
- If SMS become aware that either, a HMO property, or a Snug certified property, are found not to meet the required standards or the property is not being managed in accordance with these requirements, Sheffield City Council will be informed. This can lead to Snug approval being revoked from your property/ies.
- SMS will provide any relevant information which may be required by Sheffield City Council in connection with Snug certification.
- The SMS registration standards are minimum standards and in many cases landlords will be required to meet a higher standard. Landlords should at all times be familiar with the required standard for their properties and should get detailed advice from Sheffield City Council regarding this. SMS staff do not act as advisor or consultant and it is the landlord's/managing agent's responsibility, not SMS', to ensure their property meets all legal requirements and standards.
- Landlords, agents and their contractors are required to meet the terms of any industry-specific Government emergency legislation or guidance in relation to the management of the properties.
- Registration with SMS does not create a duty of care between the University, Sheffield Students' Union and the landlord/agent. SMS, The University and Students' Union accept no liability in negligence or otherwise for losses sustained or expenses incurred by reason of the occupation or condition of the property.
- Registration of a property with SMS provides landlords with the following service:
 - Advertising of vacancies in registered properties on the Studentpad website property listings including photographs. (The photographs are to be provided by the landlord).
 - The provision of an online facility for those landlords who wish to manage the registration and advertising of vacancies themselves (SMS reserves the right to amend any information uploaded by landlords).
 - Provision of basic housing related advice (SMS reserves the right to charge landlords who make unreasonable demands on this service an additional fee).
 - An invitation to Landlord Forum/Open evenings.
 - Unlimited downloads of the Assured Shorthold Tenancy Agreement for landlords managing their properties online via Studentpad.
 - The provision of relevant information including, but not limited to, legislation changes and updates, market information, invitations to and information about events, and other useful information to ensure landlords/agents remain informed.
- Any photographs on Studentpad, whether uploaded by SMS or the Landlord, can be used by SMS for other purposes which may include marketing, advisory services etc.
- All personal information will be stored in line with the privacy notice which can be found here: <https://www.smartmovesheffield.com/Privacy>

DECLARATION (to be signed by either the Owner or Managing Agent – **NOT** the Letting Agent)

I hereby confirm that all of the information provided on this form is correct and an accurate record. I agree to the terms and conditions of registration.

WE WILL SEND YOU A LINK TO PAY FOR REGISTRATION WHEN WE HAVE RECEIVED THIS FORM. IF YOU ARE UNABLE TO PAY ONLINE, PLEASE CONTACT US. NO CASH WILL BE ACCEPTED.

Name (please print) _____

Signature _____

Date _____

Please return to: Smart Move Sheffield, Level 3, Students' Union Building, Western Bank,
Sheffield, S10 2TG

Tel: (0114) 222 6058

Email: smartmove@sheffield.ac.uk

Opening Hours: Monday – Friday 10am-5pm