



Domus

Landlord & student lettings

University Domus Service – Brief Terms

Tenant: The University Court of the University of Edinburgh (the “University”)

Landlord: The owner of the Property

Property: Relevant property to be let under the Lease

Lease: The lease agreement to be entered into between the University and the Landlord in relation to the Property

Brief summary of terms:

- 1.The University will carry out the services listed in the table below in column 1;
- 2.The Landlord will be responsible for the obligations listed in the table below in column 2;
- 3.The relationship between the University and the Landlord will be that of Landlord and Tenant, not owner and manager; the University is not operating as a letting agent;
4. Whilst the Property is occupied (fully or partially) the University will pay the rent, utilities and council tax (and water/sewerage charges). If all occupiers remove from the Property, the University will not be obliged to make payment of the rent, utilities or council tax (and water/sewerage charges);
- 5.The Landlord is responsible for repairs and insurance;
- 6.[If all occupiers remove from the Property, the University will re-advertise the Property and take reasonable steps to secure a tenant to minimise empty periods between lets;
- 7.In the unusual situation where no students occupy the property in the first week of the Lease, or where all the students leave the property (not just one vacant room), the University would have the option to end the lease. We would, however, always give you not less than 4 weeks’ notice. However, it would always give not less than 4 weeks’ notice to the Landlord;
- 8.The University will benefit from an abatement of rent where the Property is unfit for use as a result of damage or destruction to the Property;



Services and Obligations

The University will:	The Landlord will (during the period of the Lease):
Advise on rental potential of your Property and quote a price	Keep the Property fit for occupation by tenants and in good repair and condition (including utilities, sanitation and heating)
Advise on the paperwork required for letting	Ensure any furniture and appliances are safe and in suitable state of repair
Advertise your Property and take reasonable steps to secure a tenant	Make sure the Property is fit to comply with relevant laws and safety certification requirements
Conduct viewings	Be responsible for all repairs or other works caused by fair wear and tear or risk insured by the Landlord
Handle enquiries	Insure the Property and all furniture, fixtures, fittings and appliances
Draw up contracts	Agree an inventory with the University
Re-advertise the Property to minimise empty periods between lets	Ensure it is registered with the local authority as a private landlord
(HMO Properties only) Co-ordinate all HMO renewal paperwork	
(HMO Properties only) Conduct HMO inspection with the City of Edinburgh Council	
Whilst there are tenants occupying your property the University will:	
Organise rental payments	
Guarantee rental, utilities and council tax	
Draw up an inventory	
Organise required safety checks/works to property prior to letting	
Organise key collection and handover of Property with tenants	
Transfer utilities into tenants' names	
Deal with maintenance issues as they arise	
Handle all tenant enquiries throughout the tenancy	
Provide 24 hour maintenance emergency number for tenants	
Issue monthly statements of account	
Conduct routine inspections	
Arrange contract renewals	
Issue formal Notice to Leave paperwork	
Conduct end of tenancy cleaning and maintenance	