

L I C E N C E A G R E E M E N T

Important: this LICENCE is a binding document. Before signing it you should read it carefully to ensure that you have understood the contents of the agreement fully. If you do not understand this LICENCE or anything in it, it is strongly suggested you ask for it to be explained to you before you sign it. You might consider consulting independent advice (such as but not limited to a solicitor, Citizens Advice or Housing Advice Centre).

Optivo Students (now part of Southern Housing) Privacy Notice may be viewed at <https://www.southernhousing.org.uk/privacy> or on request. Our Privacy Notice contains important information about how we use your personal data and when we may share personal data with third parties.

We are required to carry out checks on all prospective licensees to make sure they have the Right to Rent accommodation in England. If these checks have not been carried out at the time this agreement is signed, then this Agreement is conditional upon Right to Rent checks showing you have a Right to Rent. If you are unable to satisfy this requirement this agreement will not take effect.

I confirm that the information given on this form is correct to the best of my knowledge, and that no relevant information has been withheld. . If I am found to have withheld information now or in the future relating to my application for accommodation, Optivo Students reserves the right to withdraw any offer made or may request that I vacate the accommodation. I will inform Optivo Students immediately if my circumstances change in any way. If I accept this accommodation I do so agreeing to abide by the Excluded License Agreement, regulations, and house rules as applicable. I will notify the accommodation if I am related to any member of staff at Optivo Students.

THIS AGREEMENT is made on {{Current_Date}}

1. PARTIES

(1) Optivo Students owner of {{Room_Location_Area_Description}},
{{Room_Location_Description}}, {{Zip_Postcode}}, {{Country_Description}}, Company
Registration Number [7561] whose registered office is at Fleet House, 59-61 Clerkenwell
Road, Farringdon, London, EC1M 5LA and its successors in title to the Property (the
Association) and

(2) {{Name_First}} {{Name_Last}}

Licensee of room: (to be advised on arrival), a {{Room_Type_Web_Description}} (the
Licensee)

The Association is registered with the Homes and Communities Agency. This Agreement
explains the terms on which you are granted permission to stay here. The Association may
vary the terms of this Agreement but you will be given reasonable notice of any variation.

2. Term of Agreement

This agreement will allow the Licensee to occupy the Accommodation from {{Check_In_Date}}
until {{Check_Out_Date}}, a 50 weeks period (the “Licence Period”), provided that the
Licensee:

2.1 remains a student during this time

2.2 abides by the terms of this agreement and any House Rules

3. Definitions

In this agreement:

Accommodation means the room or rooms in the Property that are from time to time allotted to
the Licensee by the Association.

Furniture and Furnishings means the Association's furniture, furnishings, installations and other items used by the Licensee from time to time in the Room in accordance with the latest inventory signed by the Association and the Licensee;

House Rules means the Association's House Rules as provided to the Licensee and signed by them;

Licence means the Licence to Occupy conferred by this agreement;

Licence Fee means {{Instalment_1}} a week;

Property means the Association's student Accommodation known as {{Room_Location_Area_Description}}, {{Room_Location_Description}}, {{Zip_Postcode}}, {{Country_Description}}; and

Suitable for Occupation

means in relation to the Accommodation the Accommodation is:

- (a) ready for immediate occupation at the commencement of the Licence Period by the Licensee;
- (b) accessible and safe for occupation;
- (c) in a clean condition;
- (d) in a good decorative state;
- (e) furnished with the following furniture and equipment:
 - (i) single bed and mattress;
 - (ii) wardrobe for clothes;
 - (iii) desk;
 - (iv) desk chair;
 - (v) drawer unit;
 - (vi) notice board;
 - (vii) carpets or other appropriate floor coverings;
 - (viii) curtains or blinds;
 - (ix) recessed lighting and desk task lighting;
 - (x) waste paper bin;
 - (xi) bookshelf,

and in each case to an appropriate good standard with consideration towards function, appearance and maintenance;

- (f) connected with a data line for the provision of internet;
- (g) supplied, (either ensuite or comprised within any common parts) with bathroom facilities fitted with a shower, mirror and wash basin with hot and cold running water and toilet facilities;
- (h) supplied (either exclusively or within any common parts) with kitchen facilities equipped with a sink unit with drainer, a cooker (including hob and oven), microwave, a fridge/freezer, dust pan and brush, kitchen bin, fire extinguisher (where appropriate) and blanket (or other appropriate fire suppression system), storage cupboards and work surface for food preparation; and
- (i) capable of receiving the benefit of maintenance and house-keeping services provided by or on behalf of the Association;

4. **Nature of the agreement**

- 4.1 This agreement is not intended to confer exclusive possession on the Licensee or to create the relationship of landlord and tenant between the parties.
- 4.2 The Licensee shall not be entitled to a tenancy or to an assured shorthold or assured tenancy or to any statutory protection under the Housing Act 1988 or to any other statutory security of tenure now or when this Licence ends.
- 4.3 The permission granted by this agreement is personal to the Licensee.

5. **Licence to Occupy**

- 5.1 You will be provided with a bedroom (“the Accommodation”) furnished in accordance with the inventory attached as Schedule II to this Agreement and will be entitled to use the communal parts of the Accommodation.
- 5.2 **The Association is entitled to require you to move to another room within the Accommodation (or another room within alternative Accommodation) of an equivalent quality and standard to your original accommodation where reasonable to do so.**
- 5.3 Subject to Clause 8 Your Licence to occupy the Accommodation is on a weekly periodic basis for the Term of this agreement. From the date of this agreement and will be an excluded Licence within the meaning of Section 3A of the Protection from Eviction Act 1977. This means that subject to the Term and conditions in this

Agreement we can end the Licence at any time and do not require a Court Order to do so.

6. The Accommodation Charges

The Licensee shall pay to the Association:

- 6.1 The Licence Fee in advance in 2 instalments as follows:
 1. {{Instalment_1}} representing 1 weeks rent to be paid upon return of the signed tenancy agreement
 2. {{Instalment_49_Weeks}} representing 49 weeks to be paid by {{DueDate1}}.

- 6.2 ~~A deposit of £0 upon return of the signed tenancy agreement and in any by 18 August 2020 which the Association must return on vacation of the Room by the Licensee at the determination of this Agreement subject to deduction of a reasonable amount to compensate the Association for any damage or loss occurring through breach of this Agreement.~~

- 6.3 The Licensee is responsible for the payment of Licence Fee for the term of the Licence Agreement whether or not they remain in occupation of the accommodation for the duration of that term.

- 6.4 In the event that the Agreement is terminated by agreement either by Notice by the Association or as the result of Court proceedings, the Licensee is liable for the Licence Fee and other charges up till the date the notice expires or the Licence ends (whichever is the latter).

7. Legal Notices

- 7.1 In accordance with the provisions of Section 48 of the Landlord and Tenant Act 1987, we hereby give you notice that our address in England and Wales at which

notices (including notices in proceedings) may be served on us by you is as follows:

Southern Housing, Fleet House, 59-61 Clerkenwell Road, Farringdon, London, EC1M 5LA

7.2 Any legal notice, or any other communication arising from the agreement, shall be validly served on the Licensee if posted or delivered to the premises.

7.3 Any such notice sent by post shall be deemed to have been delivered on the first working day after it was posted.

8. **Altering the Agreement**

8.1 With the exception of any changes in the Licence Fee or other charges, this Agreement can only be altered in the following way:

8.1.1 By the agreement in writing of both the Association and the Licensee or;

8.1.2 By the Association writing to the Licensee stating the changes it wishes to make. The Association will wait a reasonable time to receive written representations from Licensees concerning the proposed variations. The Association will then consider any written representations before deciding whether to introduce the proposed changes. After a reasonable period has elapsed, the Association may issue Notice of Variation to alter the Agreement. The changes listed in the Notice will not take effect until twenty eight days after the notice is served.

8.2 The Agreement will only be altered in the following circumstances:

8.2.1 If it is necessary for the Association to be able to adhere to legislative and/or statutory requirements and obligations

8.2.2 If it is necessary for the Association to be compliant with any rules and regulations imposed by a Regulatory Authority

8.2.3 If it is necessary to clarify any of the points within this agreement

8.2.4 There is a change in policy in the management of the property following consultation with Licensees

9. Your obligations as Licensee

You agree:

- (a) **To pay the charges in full, in advance, promptly as and when they fall due.**
- (b) To use the accommodation as your only or principal residence and not to use the accommodation for any illegal or immoral purpose or for carrying on of a business or profession.
- (c) Not to take in any lodgers or allow anyone else to live in the accommodation. Overnight guests may be permitted in accordance with House Rules.
- (d) Not to commit or allow invited visitors to commit any form of harassment on the grounds of race, colour, religion, sex, sexual orientation, age, or disability which may interfere with the peace and comfort of, or cause offence to any other Licensee, staff, visitors or neighbours of the Building.
- (e) Not to commit or allow invited visitors cause to be committed any act which results in physical harm, mental harm or otherwise any act which results in the disruption of any residents or staff, visitors, neighbours or agents or contractors of the Association.
- (f) Not to commit or allow invited visitors to commit any act which results in disruption of any Licensee's right to peacefully occupy any other premises in the house, to cause noise disturbance, or to commit any act which results in physical harm to any other Licensee, staff, visitors or neighbours of the Building.
- (g) Not to cause noise disturbance, play or allow to be played any radio, television, record or tape recording or musical instrument so loudly that it causes nuisance to other residents or neighbours or visitors
- (h) To keep the accommodation in good and clean condition and assist in keeping the communal facilities clean and tidy.

- (i) The Licensee or any of their invited visitors to take reasonable care of the fixtures, fittings and furniture in the Accommodation and to make good any damage to the Accommodation or the Association's furniture, fixtures, and fittings, fair wear and tear excepted.
- (j) The Licensee to pay any costs incurred by the Association carrying out such works in default.
- (k) Not to remove any items of furniture or fittings from the Building.
- (l) Not to make any alterations to the accommodation, Accommodation or any fixtures, fittings or furniture provided by the Association. These Rules exist in order to allow the good management of the accommodation and achieve the aims of the project.
- (m) To comply with the above and the House Rules which are attached as Schedule III to this agreement.
- (n) To comply with any health, safety or fire instructions given by the Association and not to engage in conduct which is likely to endanger the health or safety of other residents.
- (o) To report to the Association promptly any disrepair or defect for which the Association is responsible in the structure exterior or interior of the Building or any installation therein or in the common parts of the House, or any disrepair or defects in the fixtures, fittings or furniture.
- (p) To obtain prior permission from the Accommodation staff before using additional electrical appliances or adaptors and extensions connected to the mains. Except from the electrical appliances explained under House Rules which are attached as Schedule III to this licence.
- (r) Not to keep any animals in the Accommodation.
- (s) To move to alternative accommodation within the Building [or alternative Accommodation owned by the Association] where required to do so in accordance with clause 5.2. Licensee to carry forward all arrears if any and payments from the previous room as a continuation.

- (t) To allow the Associations' agents and employees access to the room or any part of the Accommodation at any time for any reason (without limiting the generality of this).
- (u) The Association will normally only disturb the Licensees' privacy when necessary to do so for the purposes of inspection or repair of the Accommodation or the Building or adjoining property in order to provide services, in a medical or repair related emergency or to investigate any alleged breach of the terms of this Licence to include any illegal activities or conduct or drug related use of the premises.
- (v) During the term of the Licence, the Association will arrange a basic level of personal contents insurance, for belongings in your room, with Endsleigh. Enter your policy number HH1554 at <http://ends.ly/CoverReview> to check your policy details. It is important to find out exactly what you're covered for as you may find that the contents cover is not sufficient and you need to extend it to protect all of your possessions both in and outside of your room
- (w) To give the Association vacant possession and return the key card and any other keys of the accommodation at the end of the Licence.
- (y) The Licensee to clear any outstanding payments and arrears prior to moving out.
- (z) The Licensee must leave the room in a clean condition. Any items left are at the Licensee's own risk. This agreement constitutes twenty-one days' notice under the Tort (Interference With Goods) Act 1977 from the date of the end of the Licence. After twenty-one days, the Licensee agrees that the Licensor may dispose of any items remaining.
The Licensee hereby authorises the Association to use any monies held by the Association by way of deposit to be credited to the Licensee's weekly charge account
- (aa) To keep and return in good condition all items supplied by the Association, as per Inventory.
- (ab) To only allow visitors on the premises:-
 - (i) A maximum of two signed in visitors at any one time;

- (ii) That visitors are accompanied at all times and are the sole responsibility of the Licensee whose visitor it is;
- (iii) Visitors or other Licensees are not to be provided with any key card or any other keys to the property under any circumstances;
- (iv) Licensees must sign all visitors in and out at reception and are to leave the premises by the current published curfew times unless otherwise advised.
- (v) All visitors must behave in accordance with the house rules. Where a visitor has become a nuisance or threat to others, the Licensee whose visitor(s) it is will be asked to escort them off the premises. Alternatively, staff will ask them to leave. Refusal will result in the police being called to procure that end. Staff will then discuss the event(s) with the Licensee involved and if appropriate a course of action will be articulated and implemented. This course of action may include that particular visitor, or all visitors of this Licensee to be barred from the building absolutely or for a determined period of time.

10. The Association's Obligations

The Association agrees:

- 10.1 To allow you to occupy the accommodation and receive the services detailed in Schedule I to this agreement.
- 10.2 Not to intrude upon your peaceful occupation of the accommodation unless access is required in order to provide services, to inspect the accommodation or carry out repairs or other works to the Accommodation, because the welfare of yourself or other residents, staff, visitors or neighbours is thought to be at risk, to enable the Association to carry out management of the Accommodation or because the Licence has been brought to an end under the terms of the Agreement.
- 10.3 To ensure that the structure, exterior and common parts of the Accommodation and the installations, furniture and fittings provided by the Association are kept in good repair, proper working order, and fit for use.

- 10.4 To keep the exterior and interior of the Accommodation in a good state of decoration.

11. The Licensee's Rights

You have the following rights as a Licensee:

- 11.1 A right to consultation by the Association before changes are made in matters of Accommodation management or maintenance which are likely to have a substantial effect on you as Licensee.
- 11.2 A right to information from the Association about the terms of this Agreement, and about the Association's repairing obligations and its policies and procedures on consultation, the allocation of accommodation and transfers.
- 11.3 Access to the Association's complaints procedure (available from the Accommodation staff).
- 11.4 A right to see any personal information the Association holds about you on their computers and on paper. It is called a "data protection subject access request". The Association will satisfy the request in accordance with law from time to time in force
- 11.5 The right to ask for your information to be corrected if you feel it is wrong. If the Association disagrees, you can ask to have their decision recorded on your file. You may not see information about other people without their written consent. This includes information about members of your family unless a court said you can see this information
- 11.6 The Association may disclose or share information to other people (called third parties). But they will only do this if they can show they are entitled to the information by law, or it is for the legitimate purposes of their business as a provider of social housing or there is another reason under the General Data Protection Regulation or Data Protection Act 2018 which allows or requires them to disclose the information. By sharing, this means the Association may give or

receive information. Where they do, they will make sure information is kept safe and confidential.

11.7 The Association must protect the public funds they administer. So, they may use the information you provide for the prevention and detection of fraud. They may also share this information with other bodies responsible for auditing or administering public and other funds for these purposes

11.8 The Association's Privacy Notice contains further information about the personal information they collect and how they use and store your data. This is available to read on the Southern Housing website and via MyAccount. You can request a paper copy of the Privacy Notice.

12. Ending this Licence

12.1 Notwithstanding clause 5.3 the Association may end this agreement by issuing a written notice if you are in breach of this agreement.

12.2 The Association agrees that it will not normally give less than 28 days' notice, but the Association reserves the right to give shorter notice where reasonable to do so in the circumstances set out below.

12.3 The Association can bring the Licence to an end in less than twenty eight days' notice, as follows:-

(i) On fourteen days' notice to the Licensees for any permitted reasons stated in clause 12.5 below.

(ii) On twenty four hours of written notice to the Licensee where, in addition to one of the permitted reasons applying, in the Associations opinion, there has been serious disruptive or violent behaviour or harassment by the Licensee or by the Licensee's visitors against another resident of the Building, visitors or members of staff, or wilful damage to the Building or property belonging to the Association or theft, use and possession of illegal drugs or other criminal behaviour, as to which the Licensor's decision shall be final.

(iii) Immediately by written notice to the Licensee where, in addition to one of the permitted reason applying, in the Associations' opinion, the continued

presence of the Licensee on the premises would seriously prejudice the viability of the project or the Associations' staff or contractors or has endangered the security of the Building.

12.4 Any Notice given by the Association:-

12.4.1 Shall be considered served when it is given to the Licensee or left under the Licensee's room door to the Licensee.

12.4.2 Shall state the reason why the Notice has been given.

12.5 The permitted reasons for serving the Notice mentioned in Clause 12.3(1)

- The Licensee has failed to pay the charges, within 14 days of them falling due.
- The Licensee has failed to comply with or breached any of the conditions of this Agreement including the House Rules.
- The Licensee or the Licensee's visitors have caused damage to the property, fixtures or fittings in the premises or have failed to take reasonable care of her room furniture or other items in the premises.
- The Licensee or the Licensee's visitors have caused serious and/or persistent nuisance to other resident, staff or neighbours and their visitors or carried out acts of harassment on the grounds of race, colour, religion, gender, sexuality, age or disability.
- The Accommodation is required to be vacant for works
- The Licensee is no longer a student
- The Licensee by reason of illness, injury, pregnancy, or confinement can no longer be safely accommodated at the premises.
- Suitable alternative accommodation has been offered.
- Theft or any other criminal behaviour including possession and/or use of illegal drugs.
- End of the licence term (period) or tenure.

12.6 Any notice served under the terms of this Agreement shall be sufficiently served if sent by ordinary first-class post or left affixed to, or under the door of the accommodation or handed to you or sent to your last known address. Any notice

sent by first class post is deemed to have been served two working days after it is posted.

13. Severance

If any term of this agreement is, in whole or in part, held to be illegal or unenforceable to any extent under any enactment or rule of law, that term or part shall to that extent be deemed not to form part of this agreement and the enforceability of the remainder of this agreement shall not be affected.

14. Jurisdiction

The Owner and the Licensee agree that this agreement shall be exclusively governed by and interpreted in accordance with the laws of England and Wales and to submit to the exclusive jurisdiction of the English Courts.

15. Resident's Authorisation

I authorise Optivo Students to make any enquiries relating to my Housing and other related issues of Optivo Students Accommodation.

I understand that this agreement is for:

- i. a fixed period of 50 weeks from {{Check_In_Date}} until {{Check_Out_Date}}
- ii. That the Licence Fee for the period of the agreement is {{Instalment_1}} per week paid in full on:
 - a. return of the signed agreement
 - b. {{DueDate1}}.
- iii. That the payment on {{DueDate1}} is to be for 49 weeks in advance.
- iv. There is a deposit of £0 to be paid upon return of the signed tenancy agreement
- v. That on confirming my booking of this room I accept that:
 - a. I will owe the Licence Fee due for the Term of the agreement
 - b. I will pay the first week's rent of {{Instalment_1}} upon return of the signed tenancy agreement

I have read, understood and accepted the Conditions of the Licence Agreement, regulations and House Rules.

I confirm that the information I have given on this form is correct to the best of my knowledge, and that no relevant information has been withheld. If I am found to have withheld information now or in the future relating to my application for accommodation, Optivo Students reserves the right to withdraw any offer made or may request that I vacate the accommodation. I will inform Optivo Students immediately if my circumstances change in any way relevant to this Licence Agreement. If I accept this accommodation I do so agreeing to abide by the Excluded Licence Agreement, regulations, and house rules as applicable. I will notify the accommodation if I am related to any member of staff at Optivo Students.

Licensee: {{Name_First}} {{Name_Last}} Signature: {{Name_First}}
{{Name_Last}}

Dated: {{Current_Date}}

On behalf of the Association: Linh Hawke Signature: 

Dated: {{Current_Date}}

SCHEDULE I - Services

The following services are provided to the Licensee upon payment of the Licence Agreement:

- i. Cleaning of communal areas
- ii. Insurance (but not contents insurance)
- iii. Water rates
- iv. Fuel: heating, Light, Power
- v. Communal televisions and licences for these (the Licensee is responsible for ensuring that they have the correct Television Licence for any televisions they have in the Accommodation)
- vi. Repairs/maintenance
- vii. Fire Equipment
- viii. On-site staff
- ix. Internet

SCHEDULE II – Fire Safety Instructions

Important fire safety information about your building





Your Evacuation Strategy is

SIMULTANEOUS EVACUATION

This means if there is a fire anywhere in your building, you will be alerted and need to evacuate the building.

What to do in the event of the fire

IF A FIRE BREAKS OUT IN YOUR FLAT:



Leave the room where the fire is, raise the alarm and get out straight away. Close the door behind you.



Tell everyone in your flat and get them to leave. **Close the flat entrance door behind you** and **do not stay behind to put the fire out.**



If there is a lift, **do not use it.**



Once you're in a safe place, **call the Fire and Rescue Service. Call 999 or 112 immediately** and provide information about where the fire has started.

Do not re-enter the building for any reason until you're told it's safe to do so by a fire officer.



There are **Fire Action Notices** in your building explaining what to do in the **event of a fire.**



Let us know if anyone in your household **needs support** due to changes in hearing, sight, slow movement or other impairments/disabilities.

What to do in the event of the fire

IF YOU HEAR OR SEE A FIRE IN ANOTHER PART OF THE BUILDING:



Raise the alarm, get out, close the front door behind you and move to a safe area away from the building immediately.



Once you're in a safe place, **call the Fire and Rescue Service. Call 999 or 112 immediately** and provide information about where the fire has started.

Do not re-enter the building for any reason until you're told it's safe to do so by a fire officer.



If there is a lift, **do not use it.**



There are **Fire Action Notices** in your building explaining what to do in the **event of a fire.**



Let us know if anyone in your household **needs support** due to changes in hearing, sight, slow movement or other impairments/disabilities.

Actions to reduce fire spread



Keep all fire doors shut.



If a fire door doesn't close, **report it to us immediately.**



Familiarise yourself with **fire exits.**



Don't remove, trim or make new openings in internal fire doors without our permission

Never disconnect or tamper with automatic closers.



Keep fire exits clear of items and clutter.



Do not leave cooking unattended.

Schedule III – House Rules

These are the House Rules which you are expected to follow while you live in our buildings. Breaking a house rule will result in you being sent a warning letter. Following a third warning letter you will be issued with a 28-day Notice to Quit (Leave the Accommodation).

You may be asked to leave immediately for any behaviour or non-compliance with these House rules which interferes with the rights of other residents to peacefully enjoy the space and facilities to which they are entitled. You will also be asked to leave the accommodation if you display anti-social behaviour of any type whether verbal or physical toward another resident or staff member.

KEYCARDS, KEY FOBs AND KEYS

You will be issued with a key fob or swipe card (which must always be used to enter and leave the building) and which also opens your room door and may give access to your kitchen.

We will also provide you with a necklace and/or plastic wallet in which to keep your keycard or fob. Please **do not** tag them with your address (in case of loss or theft). Report any loss immediately so that we can take steps to ensure that the security of the house and your room is protected. **Do not give your key to anyone, not another resident, a friend or family member at any time.**

If you lose your key card you will have to pay £5 for a replacement.

You may also be issued with a mailbox key and a kitchen cupboard key. If you lose these you will have to pay £5 each for a replacement.

VISITORS & OVERNIGHT GUESTS

ALL visitors must show current Photo ID to gain entry to the building. If they do not have any photo ID, they will not be let into the accommodation.

- Residents must always sign their own visitors in and out of the building on each occasion.
- No more than two visitors per resident at any one time.
- Visitors must contact residents themselves and wait at the front door to be signed in.
- Visitors must be signed out by the resident.
- The resident is responsible for the visitor and should not leave them unaccompanied in the building.

Visiting hours are:

Sunday to Thursday 08.00 to 23.30

Friday and Saturday 08.00 to 01.30

Overnight Guests: -

You may check in a guest to stay for 2 nights' maximum in every 7 night period.

Guests must be 18 and over.

You are responsible for the behaviour of your guest and liable for any damage they may cause.

All guests must be advised and signed in at reception before 22.00hrs on the first night of stay.

Staff can deny entry to any visitor at any time of day or night if they feel it is not appropriate for that person to be in the building.

DRUGS

Optivo Students has a clear and unequivocal 'Zero Tolerance' policy regarding possession of, use of, or supplying or storing, any illegal substance on these premises, or allowing any of your visitors to do so. Anything found in this building or any suspicions staff or residents have about drug use will be reported to the police and will result in your being required to leave the accommodation immediately.

BLADED ITEMS

Residents are not permitted to bring bladed items into the accommodation, this includes but is not limited to, Hunting knives, Swords (even decorative), or any other bladed item that could harm.

CANDLES OR ANY NAKED FLAMES, INCENSE OR JOSS STICKS

You must not burn candles of any type which produce a naked flame, for any reason, in your room. This is a breach of Health & Safety regulations and a fire hazard. No naked flames are permitted in any area of the building.

ELECTRICAL EQUIPMENT

You are not permitted to bring any additional heating appliances or electrical appliances *not approved by the management*, into the accommodation. Any item requires prior written permission from the Accommodation Manager. Any unauthorised items when found will be confiscated and returned at the end of your stay. All electrical items must be designed for use in the UK and demonstrate the UK kite mark for safety.

Electrical Adaptors

A single adaptor can be used in your room but only if it complies with British Standards. Any adaptor found that does not comply will be confiscated and returned to you when you leave the accommodation.

DAMAGES AND VANDALISM

Any act of vandalism caused by you or your visitors, in or on, any part of the building will be charged back to you (the resident) and may result in you being asked to leave.

SMOKING

The building is non-smoking in all areas including in bedrooms.

FIRE REGULATIONS

Your life and the lives of your neighbours depend on compliance with the fire regulations. Immediately you hear the alarm, make your way to the nearest staircase and walk quickly and calmly down the stairs and leave the building. Assemble at the assembly point as displayed on the back of your bedroom door.

- **DO NOT STOP OR GO BACK TO COLLECT ANYTHING**
- **MAKE SURE ALL FIRE DOORS CLOSE BEHIND YOU**
- **DO NOT OPEN ANY WINDOWS**
- **DO NOT LOCK ANY DOORS**
- **DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY A FIRE OFFICER OR A MEMBER OF STAFF**

All kitchen, bedroom, and hallway doors are **fire doors** this means that they will hold back fire and smoke for more than 30 minutes, thus allowing safe escape from the building in case of fire. They must ***never be wedged open***.

Fire Evacuation

If the fire alarm rings you must leave the building immediately if directed to do so by staff. Failure to comply with this instruction is a break of the house rules.

I confirm that I have read and understood the House Rules

Name: {{Name_First}} {{Name_Last}}

Signed: {{Name_First}} {{Name_Last}}

Date: {{Current_Date}}

Optivo Students (part of Southern Housing) Cancellation Policy 2026-27

1. Cooling-off period cancellations

- a. If the applicant hasn't already checked into their accommodation, all licence agreements will have a 7-day cooling-off period in which they can be terminated, beginning on the date the licence agreement has been signed.
- b. If the licence agreement is terminated within the cooling-off period the applicant's liability under the licence agreement will come to an end, but Optivo Students (now part of Southern Housing) retain a right to all or part of any payment made towards the first weeks rent if a replacement resident is not found before the original tenancy start date.

2. No visa cancellations

- a. International applicants whose licence agreements are signed on or before 21 August 2026 can terminate their licence agreement if they are unable to obtain a visa to study in the United Kingdom after having made reasonable efforts to obtain one.
- b. For licence agreements starting on 19 September 2026, the applicant must notify Optivo Students in writing no later than 21 August 2026 with their intention to terminate due to this reason.
- c. For licence agreements starting before 19 September 2026, the applicant must notify Optivo Students in writing no later than 28 days before their tenancy start date with their intention to terminate due to this reason.
- d. Evidence of failing to obtain the visa must accompany the notification to Optivo Students, to be verified by Optivo Students staff. This evidence may include but is not limited to:
 - i. An email from the visa issuing office.
- e. Once verified, the applicant's licence agreement will be terminated. If one weeks advanced rent has been paid, this will be refunded.

3. No university place cancellations

- a. Applicants in their 1st year of study whose licence agreements are signed on or before 21 August 2026 can terminate their licence agreement if their university place is withdrawn.
- b. For licence agreements starting on 19 September 2026, the applicant must notify Optivo Students in writing no later than 21 August 2026 with their intention to terminate due to this reason.
- c. For licence agreements starting before 19 September 2026, the applicant must notify Optivo Students in writing no later than 28 days

before their tenancy start date with their intention to terminate due to this reason.

- d. Evidence of the university place being withdrawn provided by UCAS must accompany the notification to Optivo Students, to be verified by Optivo Students staff.
- e. Once verified, the applicant's licence agreement will be terminated. If one weeks advanced rent has been paid, this will be refunded.

4. Replacement tenants

- a. If a resident wishes to cancel their licence agreement, they can find a replacement tenant to cover the remaining length of the agreement.
 - i. Replacement tenants cannot be students that have already signed an agreement with Optivo Students for the 2026/27 academic year.
 - ii. Any special rates or discounts applied to the original agreement will not be transferred to the incoming student.
 - iii. The available rate at the time the incoming student submits their application will be applied.
- b. Agreements can only be transferred one time i.e., only from resident A to resident B. Not from resident A to resident B to resident C. Additional transfer requests will not be considered.
- c. Replacement tenants must be eligible students and apply online through the booking portal.
- d. Optivo Students will release the original resident from their licence agreement once the replacement tenant is fully signed up. This includes but is not limited to:
 - i. The new applicant has provided details of a guarantor (if applicable)
 - ii. The new applicant has completed a right to rent in the UK check with our partner NSL (if applicable).
 - iii. The existing resident has paid any outstanding rent up to the termination date.
 - iv. The new applicant has paid for any rent due for the period.
 - v. The new applicant has signed a licence agreement and checked into their accommodation.
- e. The onus is on the resident to find the replacement tenant, but Optivo Students will assist where possible.

5. Optivo Students rights

- a. Optivo Students reserve the right to terminate applications that have been assigned a room but that have not been completed within a specified time period.

- b. Optivo Students reserve the right to terminate duplicate applications or applications completed at multiple locations.
- c. Optivo Students reserve the right to terminate applications that have been completed online but have outstanding actions to complete. This includes but is not limited to:
 - i. Completing right to rent checks.
 - ii. Making any outstanding payments
 - iii. Submitting and confirming guarantor details