



# ACM

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# Guildford Accommodation 2021/2022

Congratulations on being offered a place at ACM! This document has been produced to aid you if you are seeking accommodation in or around Guildford from September 2021. All of this information and more can be found on our website at [www.acm.ac.uk/accommodation/](http://www.acm.ac.uk/accommodation/)

## What is it you want and what to think about first?

Set yourself a budget and consider what kind of accommodation you want to look for. There are currently four choices of great Halls of Residence close to the campus and Guildford also has a booming private rented property market with many student houses available. We do not own or operate any of the Residences and all residents are subject to the rules and regulations of the operator.



## Student Accommodation



Located across the river from our main teaching rooms, the Bridge is a youth-focused provider of accommodation literally a stone's throw from the heart of the action. Rooms at the Bridge are half board, meaning breakfast and dinner is provided 7 days a week. All rooms have a bed, desk and chair, wardrobe, pin board, television and high-speed wifi. Standard rooms include a sink with shared shower room facilities (generally shared with one other tenant only).



Located just down the road from the mainline Guildford train station, Scape Surrey is a private provider of modern student halls. We have a small provision of ensuite rooms available at an ACM discounted rate.

Each room includes a  $\frac{3}{4}$  bed, built in storage, desk and chair and ensuite, plus shared lounge area, communal kitchen and dining area within a small block of rooms.



Guilden Village, in Stoke Park, offers a fabulous mixture of studios and ensuites located next to the scenic Stoke Park.

This stunning space was designed and created by Future Generation as the perfect home away from home for students who want a collegiate lifestyle with an exceptional experience amongst a strong community.

Each room includes a  $\frac{3}{4}$  double bed, Samsung air-conditioning and smart TV, safety deposit box, private study desk and ensuite bathroom. All students have access to the communal amenities including Samsung powered cluster kitchens, on-site gym, cinema room, Sky lounge, free shuttle bus (to and from accommodation) and bike scheme.



Boasting a variety of room types, Weyside Student Village is certain to suit every kind of student. If you're looking to mingle with like-minded students, the cluster rooms are great for making new friends and creating a community feel. Cluster kitchens also benefit from having a TV for all to share. For those of you who prefer to live independently, the spacious studios with their own kitchen certainly tick the box.

Weyside Student Village have an epic number of facilities on-site to keep you occupied in your spare time. These include a free on-site gym, cinema room, gaming room, study pods, study rooms, games rooms and so much more.



# Private Renting

## What to Consider When Renting

You can either look for an individual room or form a group and find a house to move in to. Please consider that the majority will have full, year-long tenancies, and you will be required to pay rent throughout that time.

Once you've found a group, one person should be nominated to serve as a group representative. This representative should have the entire group's full names, addresses, phone numbers and email addresses. Unless you're in full time work already, it's likely that letting agents and landlords will ask parents to be financial guarantors.

## Contacting Letting Agents

Contact all letting and estate agents to help with your search, registering with all of them to ensure they are aware of your group's size and budget. The representative of your group should then register your property requirements with those letting agents and landlords but be proactive! Search lettings agency websites and listings.

When you've found a suitable property, the letting agent and/or landlord concerned will likely want to proceed with contracting promptly. At this point, your group's representative will need to provide the details of all tenants that they previously collected.

## Tenancy Agreements

Always read tenancy agreements/contracts carefully, and don't feel pressured into signing something right away. A good landlord/agency will allow you time to check things and ask questions about any conditions you are unsure about. Also, ensure that you check the inventory of contents in all rooms and point out to your landlord or agency any item or furniture that has been slightly damaged or appears to be missing. Do not move into a property unless you have a contract and an up-to-date inventory.

**Be safe!** Don't share any personal or banking information unless you trust the individuals and agencies involved. Don't be disheartened if you don't find something right away – properties turn over frequently in Guildford and new properties appear all of the time.

## Useful Links

The Citizen's Advice Bureau gives an overview of your rights and responsibilities as a tenant, and their website includes a section specifically for students.

[www.citizensadvice.org.uk/housing/renting-a-home](http://www.citizensadvice.org.uk/housing/renting-a-home)

The NUS (National Union of Students) regularly publishes informative articles giving advice for students seeking accommodation.

[www.nus.org.uk/en/advice/housing-advice](http://www.nus.org.uk/en/advice/housing-advice)

Shelter is a national housing charity that gives out full information on renting in the private rented sector and has lots of information and tips on what to do and your consumer rights.

[www.england.shelter.org.uk](http://www.england.shelter.org.uk)

My Property Guide website has a section solely dedicated to students renting that offers lots of information to students who are about to enter the property rental market for the first time. [www.mypropertyguide.co.uk/articles/display/10047/students-guide-to-private-rented-accommodation.html](http://www.mypropertyguide.co.uk/articles/display/10047/students-guide-to-private-rented-accommodation.html)

All landlords must protect deposit money paid to them, they can do this through two schemes. Information on the two schemes can be found here.

[www.tenancydepositscheme.com](http://www.tenancydepositscheme.com) [www.mydeposits.co.uk](http://www.mydeposits.co.uk)

If you are under the age of 18, or have any specific needs and require further accommodation advice please contact us on **01483 500 800** or email [accommodation@acm.ac.uk](mailto:accommodation@acm.ac.uk)







## Private Renting

### Step by Step Guide

**Step 1** - Generally private houses start being released by local landlords from late March onwards. A room in a private house would generally cost around £500 to £650 per month plus bills but prices vary according to how close into Guildford Town Centre, and therefore ACM, they are situated. Most Letting Agents will require you to be in a group before you register therefore it will be extremely useful to join the ACM Guildford Accommodation Student Group on Facebook <https://www.facebook.com/groups/506062879922638/> (this is a closed group for students and for housing posts only).

On this site you will be able to meet fellow Freshers and current Students looking for housemates, discuss housing options and generally get ready for the year ahead. As houses come in they will be posted on this site too. All details for local Letting Agents will also be posted on the Facebook Page.

March/April each year will also herald the start of our Accommodation Networking Events which are held on a Saturday (please keep an eye out for an email to you personally or posts on the Facebook page to let you know of up and coming dates). This is an ideal chance

for you to network face to face and it is a lot of fun.

Should you wish to come along please do confirm your attendance by sending an email to [accommodation@acm.ac.uk](mailto:accommodation@acm.ac.uk) as there can sometimes be limited spaces. These events are very informal and relaxed and usually held in The Electric Theatre. There will also be a presentation to guide students through the house hunting, contracts procedures, guarantors and inventories. On SOME of our networking days there will also be agents and landlords in attendance with properties immediately available to you.

**Step 2** - Once you have found a suitable group, nominate one person in that group to serve as your group representative. Share your Full Name, Address, Telephone Number and Email Address with that person. Unless you are in full time work already, it is likely that Letting Agents and Landlords will ask your parents to be financial guarantors so we recommend that they share their details with the group representative, too.

**Step 3** - Contact all letting and estate agents to help with your search, registering with all of them to ensure they are aware of your group's size and budget. The representative of your

group should then register your property requirements with those letting agents and landlords. NB: It is worth starting to look online at properties before you have finalised your group to keep things moving along and get an understanding of what is in your budget.

**Step 4** - Be proactive! Search lettings agency websites, and sites such as: [www.accommodationforstudents.com](http://www.accommodationforstudents.com), [www.gumtree.com](http://www.gumtree.com), [www.rightmove.co.uk](http://www.rightmove.co.uk), [www.spareroom.co.uk](http://www.spareroom.co.uk), [www.roombuddies.co.uk](http://www.roombuddies.co.uk), [www.openrent.com](http://www.openrent.com).

**Step 5** - When you have found a suitable property the letting agent and/or landlord concerned will likely want to proceed with contracting promptly. At this point your group's representative will need to provide the details of all tenants which they previously collected.

**Step 6** - Always read tenancy agreements/ contracts carefully, and don't feel pressured into signing something right away. A good landlord/ agency will allow you time to check things and ask questions about any conditions you are unsure about. Also ensure that you check the inventory of contents in all rooms and point out to your landlord or agency any item or furniture that has been slightly

damaged or appears to be missing. Do not move into a property unless you have a contract and an up to date inventory.

The letting agent and/or landlord will require a security deposit (usually equivalent to 4-6 weeks rent). The deposit should be placed into a deposit protection scheme and will be returned at the end of the tenancy subject to the conditions of the tenancy being met. On top of the holding deposit you will be expected to pay the first month's rent upfront. Some landlords know this can be a lot of money and may be willing to discuss when this payment is made.

**Top Tips: You may want to delegate responsibilities for your search amongst your group, perhaps with one representative joining Gumtree or Rightmove, another being responsible for 'surfing the Freshers posts' and others placing their names on lists in local Estate Agents and Letting Agencies and contacting them regularly. It is fair to say that you will be far more successful if everyone is doing their fair share of 'house hunting work'.**

If you have any questions, please don't hesitate to contact us at [accommodation@acm.ac.uk](mailto:accommodation@acm.ac.uk)





## Tips & Advice

### Moving into your New Home

Please ensure that you have checked your inventory as soon as you can. All Landlords and Letting Agents should provide you with one of these documents. Inventories are reports that accurately describe the condition of a rental property so they can be used to assess claims for damages at the end of the tenancy. In cases where no move-in inventory is produced, tenants are often exempt on damages claims. Inventories will also list furniture and white goods such as ovens and fridges etc.

By law it is your Landlord's responsibility to provide a copy of the up to date Gas Safety Record Certificate (should your property have a gas boiler or gas central heating then you should ensure that you have been provided with one) and a valid EICR Certificate (Electrical Installation Condition Report) at the start of your tenancy.

Please check that all appliances and services are working properly and ensure that you are aware of the Maintenance Reporting Procedure should anything go wrong. Always report all leaks, damp patches and any other problems of this nature in a timely manner. It is always a good idea to take a picture of the problem area and send it to your landlord/letting agent and keep a record of the date the report was sent for future reference.

Please remember that you will need to set up an efficient and fair way of sharing the Payment of Utility Bills amongst yourselves (unless you are renting a property where bills are inclusive in the monthly outgoing payments). There are companies available on-line who will budget, bundle and manage all utility bills for you such as [fusedbills.co.uk](https://fusedbills.co.uk) but do shop around to find which one would be suitable for you all. The same goes for Energy Providers - if you research between you it is possible to find a cheaper and more efficient provider on the market.

In order to ensure a Harmonious and Hassle Free Household it is always a good idea to set up a Cleaning Rota between you and your housemates. It goes without saying that living in a clean and clutter free environment is really essential for your wellbeing. Cleaning up after yourselves in communal areas such as kitchens and bathrooms is extremely important, especially during these times.

### Being a Good Neighbour

ACM is committed to maintaining the best possible relationship with the local community. We are also aware that the vast majority of our students contribute greatly and in many ways to the local community and local economy.

ACM respects the independence of its students; it is not our job to supervise the behaviour of people who are legally adults, however in some circumstances we do intervene and in some cases will use the Student Disciplinary Policy.

When you move in, students should introduce themselves to their neighbours and ask their neighbours to communicate directly with them if they have any problems. This will help to resolve any minor problems before they get serious and are reported elsewhere. It is also way of getting to know your neighbours.



## Tips & Advice

### Most common complaints

Most complaints from neighbours are about noise. This can come from loud music, playing instruments late at night or students returning from a night out. All ACM students should avoid impromptu gatherings before or on return from a nightclub or similar late at night. Try to remember not to make lots of noise in the street or stand outside talking. During the evening and late hours try to keep noise down.

The tiny minority of students who wilfully or repeatedly upset local residents by unreasonable behaviour are not only making life difficult for those around them, they are also harming the ACM reputation and place future students at a disadvantage when trying to rent in the community.

### The Law and what can happen

In addition to ACM's contractual powers, both local Police and Councils are increasingly becoming involved in student behaviour issues and persistent misconduct can lead to an on the spot fine of £100, sound equipment being seized or even a criminal record through the issue of an Anti-Social Behaviour Order. Any police record – fine, caution or conviction – must be declared on job applications and may bar students from their chosen career.

Students are reminded that ACM takes student behaviour in the community seriously. When ACM receives a complaint from a neighbour we will speak to the student about it. If there is evidence of continuing problems, repeat offenders can be interrupted or permanently withdrawn from their studies under the terms of their student contract.

When you move into a residential community, even if there are other students living there, it is important to remember there will also be people there who work (9-5 jobs and shift workers), elderly people, young families, people suffering from long-term illnesses, people who work remotely and many more - all of whom will probably have very different lifestyles from students.

Poor relationships with your neighbours will probably spoil your year as well as causing general bad feelings towards ACM. Therefore ACM would very much like you to read this, and to do all you can to maintain good relationships within the local community. Remember the following pointers and be a good neighbour!



### Basic good neighbour tips:

- Introduce yourselves to your neighbours upon arrival.
- Keep music down to a reasonable level, especially late at night.
  - If you plan to have a party, warn the neighbours beforehand and make every effort to keep noise down to reasonable levels.
- Avoid offensive behaviour - including shouting or drinking in the streets, urinating in gardens (including your own) and tasteless notes or posters in front windows.
- Consider others when parking - elderly neighbours or those with babies or toddlers need to park outside their houses.
- Do not talk loudly outside or bang car doors if you're coming home late.
- **Be considerate!**
- Put the rubbish out on the right day. Contain it well as rubbish can attract vermin, insects, and other pests.
- Most rubbish and recycling collections alternate each week. Your landlord will let you know or you can contact your local council for a calendar of collections. Local bin collection days can also be found online.

### Get further help

Chances are that if you are considerate, your neighbours will be less likely to complain and more likely to look after your house while you're away, which helps to improve the general security of the area. ACM takes complaints made against students in the community seriously, and will, where necessary, take appropriate action.

All students of ACM are able to access services to help if you are having any problems with neighbours which are not directly caused by themselves. Contact your reception face to face or email [accommodation@acm.ac.uk](mailto:accommodation@acm.ac.uk).

### Council Tax Discount

Proving you are a Student:  
To apply for Council Tax exemption or discounts you will need to provide your local council with proof that you are a student in full-time education.

#### Points to Remember:

- **You are only exempt from Council Tax whilst you are in Full Time Study.**
- **You should advise the Council of any change of address as soon as possible.**
- **Do not ignore a Council Tax bill - confirm your student status with the Council.**
- **Council Tax Student Discounts and Exemptions can be Backdated.**