

## IT Carlow Accommodation Guidelines 2011

*Please read these notes - they offer important information.*

- Always look at accommodation and meet the landlord/landlady before making a commitment
- Insist on a rent book / written letting agreement (this is a legal entitlement for self-catering accommodation)
- Agree an inventory of contents and their condition, before you move in
- Landlords are required by law to Display the BER (Building Energy Rating) Certificate for all rented accommodation

The Accommodation Office at IT Carlow provides general advice about accommodation issues and support in the event of problems. The Institute aims to do what it reasonably can to minimise problems between landlords and students. If you need assistance please contact:

**Rachael Keogh, Accommodation Officer**

**Telephone: 059 9175614, email: [accommodation@itcarlow.ie](mailto:accommodation@itcarlow.ie)**

### KEY QUESTIONS WHEN LOOKING FOR ANY TYPE OF ACCOMMODATION

Rent - How much ? When is it paid ? What happens during holidays ? Is it fixed for the year ?

Bills - Who is responsible for what ? (make sure that any gas or electricity meters are on the standard setting)

Deposit - How much ? When will you get it back ?

Notice period - How long? dependant on letting agreement (please check before signing)

Study Facilities - What is there ? Will it be comfortable, well lit and warm ? Will you be disturbed ?

Insurance - Possessions The Institute encourages students to take out personal insurance to protect their possessions (particularly computers) against theft, fire, etc. You are unlikely to be covered by your landlord's insurance.

### **DIGS - some additional things to consider**

Meals - breakfast, evening dinner and a light supper are normally provided - make sure that you are clear about meal times.

Access - Is there any time when the accommodation is not accessible ? Are you expected to use a particular entrance ?

Laundry - Is this included ? (Bed linen would normally be provided and changed at least fortnightly)

Hot Water - this should normally be available for a daily shower or bath - but check

Telephone - Will you be allowed to use the phone ? How will bills be worked out ?

Visitors - Are there any rules about times, numbers etc

Weekends - What would happen if you needed to stay in Carlow ? What meals would be provided ? How much extra would it cost ?

Absences - if you are going to be away, make sure you tell your landlord / landlady

### **SELF-CATERING ACCOMMODATION - additional points**

Rent Book - you are legally entitled to a rent book and / or a written letting agreement containing specified information about the tenancy

Inventory of contents - this too is a legal entitlement and should contain clear statements regarding the condition of items (not having an inventory is one of the commonest causes of disputes re deposits)

Standards - there are legal minimum standards re the physical condition of rented property (eg free from damp, good structural repair, hot and cold water, wiring, gas and pipes in good repair, adequate heating and ventilation, appliances in good working order etc) - if you have any queries contact the Accommodation Office

Access - unless the agreement says otherwise, the landlord is not entitled to enter the property without permission / reasonable notice, except for emergency repairs.

Contact details - make sure you know how to get in touch with your landlord (phone and address)

Visitors / parties - be clear about any restrictions

Repairs and garden - make sure you are clear who is responsible for what

Neighbours - introduce yourselves - think how they may be affected by noise

Sharing - be very clear about arrangements for bills, housework, meals, smoking etc

**EXPECTED STUDENT BEHAVIOUR - You are expected to:**

- observe the commitments of any agreement, including paying rent on time and in relation to noise, parties and visitors
- behave reasonably in respect of neighbours
- maintain property and furnishings properly

In extreme cases, the Institute may deal with failures to behave in this way as breaches of its disciplinary code (Regulation 4:10 "Activity which adversely affects or is likely to adversely affect the reputation of the Institute, the students or members of staff")