

---

THE  
**INSTITUTE**

---

THE INSTITUTE  
**GUIDE TO  
ACCOMMODATION**

## The Institute Accommodation Guide

---

Here at the Institute we understand the importance of safe and affordable accommodation whilst studying. At present we do not provide our own private accommodation (halls of residence), but we have put together this Accommodation Guide which should hopefully make your search for accommodation more informed and less exhausting.

This guide provides information and advice for prospective and current students. We hope that it will help to answer most questions that you and your family may have about accommodation in London.

This guide provides details on a number of private residences, local estate agents and student accommodation blocks. However, in all cases we do not make any recommendations and cannot ensure a reliable service from every landlord. We do not endorse any particular company and provide no guarantees. We strongly urge you to view any accommodation before accepting it and ensure all paperwork is in place and acceptable before signing.

0207 328 0222  
enquiries@icmp.co.uk

## House Sharing Events

---

We know finding a house by yourself can be daunting. That's why each year we organise a number of house sharing events to not only help find a property, but also assist you with your search for friends to live with.

Our events normally start in the morning with introductory sessions and then fun games to help you quickly make friends with the other students attending. These events are open to any new students arriving in September, but also any current students who are returning for their second or third year.

We also invite the local estate agents down to present their latest student accommodation. Once you've formed a group of friends you would like to live with, you will have the opportunity to view some properties with the estate agent and hopefully make an agreement on the day.

The next house sharing events:

**Friday 11<sup>th</sup> July 2014 – 10:00am**  
**Room tbc, The Institute**

**Saturday 12<sup>th</sup> July 2014 – 10:00am**  
**Room tbc, The Institute**

events@icmp.co.uk  
0207 328 0222 (ask to speak to the Events Team)  
[www.facebook.com/TheInstituteLondon](http://www.facebook.com/TheInstituteLondon)

## Ways to Search for Spare Rooms

---

### **Campus Notice Boards (enrolled students only)**

Many current students use the notice boards placed around school to advertise a spare room in their house. Some students also place adverts looking for other housemates to join them in their search.

### **Student Website (enrolled students only)**

The student website also provides a notice-board-style service where current students can advertise spare rooms or look for housemates.

### **Facebook**

The Institute Facebook page is also a great place to post your own advert or look for other offers. We also have a specific House Hunting Forum (Group), which you can join to find other house-hunters and house offers.

### **SpareRoom ([www.spareroom.co.uk](http://www.spareroom.co.uk))**

Spare Room is arguably the UK's top Flat/Houseshare website. It is particularly useful if you end up as an individual looking for a room in a property that is already shared or have a room in your shared property to fill. You can register on the site and search by area, price, age and various other factors. You can also set up a profile for others to contact you and alerts for saved searches. You can browse for free, but there is a fee (for 7/14/28 days) to get contact details and respond to certain ads.

### **Gumtree**

This is a very popular website for finding accommodation. Just be aware that it is a common place for scammers and fraudsters. Any landlord can list their property here and there are no rules on standards or regulations. It can however be very useful for finding spare rooms in houses already occupied. Always view the property first and never hand money over to anybody without seeing a contract from the landlord.

### **Other Useful Websites**

- [www.spareroom.co.uk](http://www.spareroom.co.uk)
- [www.gumtree.co.uk](http://www.gumtree.co.uk)
- [www.moveflat.co.uk](http://www.moveflat.co.uk)
- [www.loot.com/property](http://www.loot.com/property)
- [www.findaproperty.com](http://www.findaproperty.com)
- [www.spareroom.co.uk](http://www.spareroom.co.uk)
- [www.intolondon.com](http://www.intolondon.com)
- [www.flatmateworld.com](http://www.flatmateworld.com)
- [www.roomads.co.uk](http://www.roomads.co.uk)
- [www.net-lettings.co.uk](http://www.net-lettings.co.uk)
- [www.accommodationforstudents.com](http://www.accommodationforstudents.com)
- [www.flatmateclick.co.uk](http://www.flatmateclick.co.uk)

## Letting Agents Introduction

---

When choosing to register with a letting/estate agent there may be some requirements. These procedures will vary between agents. Therefore ensure that you check what is required of you if you intend to secure accommodation through an agency.

### **Accommodation Agency fees**

Letting agents can charge you for:

- ✓ Finding accommodation that you accept
- ✓ Drawing up tenancy agreements
- ✓ Credit checks

Letting agents cannot charge you for:

- ✓ Registering

### **Reserving Property**

When you agree to take on a property you will be asked for a holding deposit. In most cases this deposit is non-refundable if you choose to withdraw your application for the property.

### **Down Payments**

Before moving into a property you may be required to pay:

- First month's rent
- Dilapidation deposit
- Tenancy agreement fee
- Inventory fee

What is the dilapidation deposit used for? - Unpaid rent and/or bills, joint and several liabilities between tenants, leaving before the contract ends, damage to the property/inventory, accidental damage, cleaning and theft. Always confirm that the deposit will be treated in accordance with the Tenancy Deposit Protection regulations.

### **References**

Before moving into the property the agency may require references from your employer, bank, current landlord, character reference and/or proof of ID. If you are unable to provide the above, they may ask for a UK guarantor.

### **Ways to Ensure the Return of Your Deposit**

Acquire a written statement requesting:

- Name of the person holding the deposit
- Date deposit will be returned
- Why the landlord may be entitled to keep the deposit

Always ask for receipts for:

- Fees
- Rent
- Deposit

**Inventory**

Many landlords arrange for a professional inventory to be done. This document lists and describes the condition and contents of the property. You should meet with the inventory clerk preferably before you move in. This will allow you to go through the inventory in detail, and to make any comments. You should also obtain a copy of this inventory for your records.

At the end of your tenancy the inventory will be checked again and details of any dilapidations, breakages, cleaning etc will be noted. You should ask for a copy of this report. Any dilapidations, and possibly the report, will be deducted from the deposit.

**Property Management**

Whenever renting from an agent, it can be beneficial to ask if they also manage the property. This can reduce complications when issues arise with the property. When the property is not managed by the agent, it will be the responsibility of the landlord to deal with paying rent, building faults and issues. This can sometimes cause problems if the landlord is difficult to get hold of or does not maintain professional, high standards.

We recommend whenever possible to rent a property managed by the estate agent.

---

## Letting Agents

---

The following agents provide a discount on administration fees for all new Institute students:

### **Ludlow Thompson**

381 Kilburn High Road, London, NW6 7QE

[www.ludlowthompson.com](http://www.ludlowthompson.com)

020 7604 5100

- 50% discount for Institute students
- Accepts EU guarantors (conditions apply)

*They say: "We charge 1.5 weeks rent (+vat) as an all-in agency fee, however, for Institute students we can offer a 50% discount. For referencing, we accept not only UK homeowners as guarantor, but also EU homeowners as guarantors, providing all the relevant documents are provided. If any students have guarantors from outside of the EU, we would need either an EU guarantor or rent in advance"*

### **North West Properties Ltd**

350 Kilburn High Road, London, NW6 2QJ

[www.n-w-properties.com](http://www.n-w-properties.com)

020 7624 4554

- 20% discount for Institute students

*They say: "We let and manage both furnished and unfurnished flats and houses. A security deposit of a minimum of one month's rental will normally be required. This deposit will be treated in accordance with the Tenancy Deposit Protection regulations. Our services to tenants include negotiating an affordable rent for you, negotiating any special requirements you may have which you may require before or during your tenancy and taking you through the tenancy agreement making sure you understand what you sign"*

### **Maygrove Estates**

364 Kilburn High Road, London, NW6 2QH

[www.maygroveestates.co.uk](http://www.maygroveestates.co.uk)

020 7624 0055

- 10% discount for Institute students

*They say: "We cater for all types of clientele from people looking for small rooms to mansions. We have a separate letting team who will aid and advise you as much as possible in the pursuit of finding you the most appropriate accommodation."*

### **Cedar Estates – West Hampstead**

251 West End Lane, London, NW6 1XN

[www.cedarestates.com](http://www.cedarestates.com)

0207 431 1100

- 50% discount for Institute students

*They say: "We are a local estate agent, which has let apartments to many Institute students for a number of years. We manage over 700 properties in the North West London area, including many on Dyne Road itself and the Kilburn area. We offer advice to the students and a 50% discount on any administration fees, should they take a property through ourselves."*

### **Empire Estates – Willesden**

12 High Road, Willesden, London, NW10 2QG

[www.empire-estates.com](http://www.empire-estates.com)

020 8459 2600

### **First Choice Properties – Kilburn**

1st Choice House, 2A Iverson Road, Kilburn, London, NW6 2HE  
www.1st-choice-properties.co.uk  
020 7681 8181

- £50 cash back for Institute students

*They say: 1st Choice Properties have been established for 20 years in the Kilburn area. We have a very approachable and friendly team, and if any problems arise in the duration of the tenancy we are here to help, assist and come to a healthy compromise to meet both the tenant(s) and landlord(s). We are also members of 'My Deposits' which protects the tenant(s) against any unruly Landlords which want to run off with tenant's deposits. We offer £50 cash back for each student that finds a flat through ourselves and also a complimentary crate of beer or bottle of wine per household.*

**\*\* Don't forget to ask for your discount! \*\***

Other agents in the area:

**Abbey Properties – Swiss Cottage**

7-8 Regency Parade, Swiss Cottage, London, NW3 5EG  
www.abbeyproperties.co.uk  
020 7483 2611

---

## Student Apartments

---

There are a range of student accommodation blocks available across London. They may mean travelling slightly further afield and will be more expensive, however they are often inclusive of all bills and include room-cleaning, laundry facilities, security systems and some even gym membership. They usually have shared kitchens and communal areas, so are a great opportunity to meet other students and make friends.

### **Inglewood Mansions**

This is a privately owned accommodation block situated in West Hampstead, a 20 minute walk from the Institute. It is not a dedicated student block, but provides a good option for all inclusive living. Council tax, bills and cleaning costs are included. They provide a 10% discount off admin fees for all Institute students.

Inglewood Mansions, 289 West End Lane, London, NW6 1RE  
www.gowerlanegroup.co.uk  
0203 230 0080

### **Unite Properties**

Student accommodation blocks across London, several in the North London area. Prices from £155 p/w with the closest block being Bartholomew Road in Kentish Town – a 15 minute journey to the Institute.

68-70 Southampton Row, Holborn, London, WC1b 4AR  
www.unite-students.com  
0845 604 0794

### **Apt Wembley**

Brand new student accommodation blocks in Wembley - 8 minutes on the tube to the Institute. Rooms from £153 p/w.

Apt Student Living, Forum House, Empire Way, Wembley, HA9 0AB  
hello@aptstudents.co.uk  
www.aptstudents.co.uk  
0207 478 9473

### **Opal**

A large student accommodation block, with no deposit to pay and good transport links to the Institute. Rooms from £196.80 p/w.

Tufnell Park Hall, Corner of Huddleston/Station Road, London, N7 0EG  
london4@opalstudents.com  
www.opalstudents.com  
0207 263 4212

### **Furnival House (Hampstead Heath)**

All inclusive student accommodation close to Hampstead Heath with common room, on-site laundry, CCTV and electronic entry system. Rooms from £140 p/w.

50 Cholmeley Park, Highgate Hill, London, N6 5EW  
furnival@crm-limited.co.uk  
www.crm-limited.co.uk  
0844 371 5633

### **International Students House (Regents Park)**

Long and short stay accommodation 20 minutes from Kilburn. Rooms from £70.42 p/w.

229 Great Portland Street, London, W1W 5PN  
info@ish.org.uk  
www.ish.org.uk  
020 7631 8300

---

## Short-Term Accommodation

---

Should you still be seeking permanent accommodation when you arrive to start your course, your best option may be to stay in a hostel – this is often a particularly useful option for foreign students. These are some nearby options.

### **London Private Rooms**

London Private Rooms are located in Willesden Green (one stop to Kilburn on the jubilee line) and provide both shared and private budget accommodation.

- Shared Accommodation - Choose from 4, 6, 8 or 10 bed dorms (mixed or female only) starting at around £17 a night. All bedding is provided, a fully equipped shared kitchen, lounge room with plasma T.V, garden area, night caretaker, daily cleaners, no curfew, free internet and coin operated washer and dryer on site. Age restrictions of 18-45.
- Private Accommodation - Choose from single, double/twin, triple and quad rooms and studios starting at around £22 a night.

[www.hostelworld.com/hosteldetails.php/London-Private-Rooms/London/8929](http://www.hostelworld.com/hosteldetails.php/London-Private-Rooms/London/8929)

### **Palmer's Lodge (Hillspring at Willesden Green)**

Palmer's Lodge is located within a short walking distance of Willesden Green Underground Station (one stop to Kilburn on the jubilee line). You can choose from a twin room or dorms of 4, 10 and 14 including mixed and female only, ranging from £17 - £37 a night.

[www.palmerlodge.com/hillspring/hostel/](http://www.palmerlodge.com/hillspring/hostel/)  
Phone: +44 (0) 20 7099 2435

### **Palmer's Lodge (Swiss Cottage)**

Part of the same boutique chain as Hillspring at Willesden Green, and located in Swiss Cottage (three stops to Kilburn on the jubilee line). You can choose from a twin room or dorms from 4 up to 21 including mixed and female only, ranging from £20 - £52 a night.

[www.palmerlodge.com/swisscottage/hostel/](http://www.palmerlodge.com/swisscottage/hostel/)  
Phone: +44 (0)20 7483 8470

### **London 365 Hostel (Kilburn)**

Budget accommodation located in Kilburn, a short ten minute walk from the Institute providing private rooms and dorms ranging from £10 - £45 a night.

[www.accommodationlondon.net](http://www.accommodationlondon.net)  
Phone: +44 (0)20 8459 6203

### **All Star Hostel (Kilburn)**

Located a short ten minute walk from the Institute, ALL STAR HOSTEL provides both shared and private accommodation. The Youth Hostel has age restrictions of 18 – 45, otherwise private accommodation is available. Prices range from £10 - £65 a night.

[www.allstarhostel.co.uk](http://www.allstarhostel.co.uk)  
Phone: +44 (0)208 459 6203

### **Pride of Paddington (Paddington)**

For those of you who are willing to travel a little further, Pride of Paddington offers double, twin, 4, 6 and 8 bed dorms in a traditional English pub 2 minute walk from Paddington station. Only a 20 minute tube ride to the Institute and prices start at £27 a night.

[www.theprideofpaddington.co.uk](http://www.theprideofpaddington.co.uk)  
Phone: +44 (0)20 7402 2156

## Bed and Breakfasts

---

Bed and Breakfasts can be used by students who are doing the short duration courses, such as the one week intensive and the ten week courses. When choosing bed and breakfast accommodation, it is recommended that you view the room(s) before accepting.

### **Black Lion Guesthouse**

274 Kilburn High Road, London, NW6 2BY

Rooms From: £34.00. All the rooms at the Black Lion Guesthouse have been recently refurbished in a fresh contemporary style and have en suite bathrooms, full central heating, colour television and tea/coffee making facilities.

### **Windmill Guest House**

57 Cricklewood Broadway, Cricklewood, London, NW2 3JX

Rooms From: £34.00. The Windmill Guest House is located on a main route into central London with excellent transport links.

---

## Travelling to the Institute

---

The Institute has excellent transportation links. We have the Jubilee Underground Line from Kilburn (4 minute walk) and the London Overground from Brondesbury (2 minute walk away). There are also a number of buses that run locally along Kilburn High Road.

If you are concerned about journey time to the school every day, we recommend you find accommodation near a station on the London Overground Network or the Jubilee Underground line. This could include Camden Road, Kentish Town, West Hampstead, Willesden Junction, Shepherds Bush, Acton, Wembley, Swiss Cottage and St Johns Wood. There are of course hundreds of stations on these lines, but these are some of the closer options.

For travel purposes, London is divided into 6 zones. Zone 1 consists of Central London, and is the most expensive zone for travelling through. Our School is located in Zone 2. Please visit the Transport for London website for information on attaining a student travel pass, see [www.tfl.gov.uk](http://www.tfl.gov.uk)

---

## Useful Addresses and Contacts

---

### **The Institute Admissions Team**

- 1b Dyne Road, Kilburn, London, NW6
- 0207 328 0222
- [enquiries@icmp.co.uk](mailto:enquiries@icmp.co.uk)

### **London Borough of Brent**

020 8937 1200  
[www.brent.gov.uk](http://www.brent.gov.uk)

### **National Association of Citizens Advice Bureau**

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### **Shelter**

88 Old Street, London EC1V 9HU  
[www.shelter.org.uk](http://www.shelter.org.uk)  
020 7505 4699

---

THE  
**INSTITUTE**

---

[www.icmp.co.uk](http://www.icmp.co.uk)