

Student Accommodation Setup Checklist

Ten steps to run student housing around the academic calendar, not a generic lease cycle.

- ☐ Align lease terms to the academic year or semester, not a generic fixed month count.
- ☐ Set a renewal deadline before each break period.
- ☐ Decide and document your break-season vacancy strategy.
- ☐ Define parent/guardian portal access rules and get resident consent explicitly.
- ☐ Collect and verify emergency contacts at move-in, every term.
- ☐ Set curfew and visitor policies in writing if serving younger students.
- ☐ Establish a direct contact at affiliated institutions for serious incidents.
- ☐ Plan for exam-period complaint volume with clear staffing.
- ☐ Confirm local age/ID and student-housing-specific compliance requirements.
- ☐ Decide refund terms explicitly for academic withdrawal, separate from ordinary early move-out.