You can now manage your accommodation online for things like requesting a room move, completing your room inventory and reporting any room maintenance issues amongst other things. This is done independently via the Liverpool Life Student Portal, which is used for most aspects of your University records: accommodation offers, academic registration, results and updating your personal details.

Students are sent their room offer via email and you will need to login to the Liverpool Life Student Portal to accept this room offer.
Accepting your Accommodation Offer

Accepting your accommodation contract is easy! Students digitally click to accept their offer rather than provide a written signature.

Please consider your options carefully before you accept a room offer. Your room offer is an accommodation contract with the University and is legally binding. Once you have accepted a room offer, you have a 7 working-day period to cancel the contract if you have changed your mind. After this period you are liable for the total accommodation fee and the room cannot be cancelled.

The Accommodation Portal

The Accommodation section of your Liverpool Life portal provides information for both the current and the next academic year. Please ensure that you select the correct year for important pre-arrival information, messages and requests.
Requesting an Early Departure

Students accept their accommodation contract for a fixed period of time and this cannot be cancelled unless another student is found as a replacement. If you wish to leave your accommodation early, please complete your contract termination request so that we are aware that you might be looking to find a replacement student to take over your contract and the financial responsibility for your room.

Reporting a Maintenance Issue

Our halls management team work hard to ensure that the facilities at your halls are in good working order. If you experience a maintenance issue, please ensure that you report this as soon as possible using this request form. You can categorise your repair request and this will help the team look into the issue for you.
Checking Your Inventory

When you first arrive in your room, it is important that you check the items and facilities there and complete your inventory accurately. You can complete this using your Liverpool Life portal. The purpose of this is to capture an accurate record and agree together the condition of your room and its contents at the very beginning of your occupancy.

Open Halls Summer Stay

You may require accommodation during the summer if you wish to remain in Liverpool after your accommodation contract ends. You can easily request an Open Halls Summer Stay by confirming the dates you need a room for.

Summer accommodation is usually located within campus Halls of Residence. If your friends also book their open halls, we will try to house you together as a group - keeping you close to the libraries and academic departments. Students are charged for their summer accommodation on a nightly basis and you can find out more on the accommodation website.
Joining the Room Move Waiting List

We hope that you are happy in your University room and have a fantastic time making new friends. If there is an alternative room that you would prefer, you can request to be placed on our room move waiting list. We cannot guarantee that the room type you nominate will become available - but if it does the team will contact you to discuss your options. Please ensure the Accommodation Team are aware of your current contact telephone number and email address.

Review your Requests

You can review all requests that you have previously submitted along with any status changes. If you change your mind about a request you have made, please use the blue buttons on the right hand side to cancel any requests.