RENTAL PROPERTY LISTING FORM

The Rental Property Listing is designed to assist Finger Lakes Community College students with locating accommodations. To appear on the Rental Property Listing, this form must be completed and returned to Finger Lakes Community College Association, Inc. Office of Housing and Residential Life. Please use one form for each listing and clearly print or type. The form may also be found at www.flcc.edu/housing.

LANDLORD/PROPERTY MANAGER INFORMATION
NAME: _________________________________________ E-MAIL ADDRESS: ________________________________

PHONE NUMBER: ( ) ___________________

MAILING ADDRESS: __________________________________________________________________________________
            (Street)          (City)          (State)          (Zip Code)

RENTAL PROPERTY INFORMATION
RENTAL ADDRESS: __________________________________________________________________________________
            (Street)          (City)          (State)          (Zip Code)

RENTAL COMPLEX/COMPANY NAME (if applicable): ________________________________________________________

RENTAL COMPLEX/COMPANY E-MAIL (if applicable): ________________________________________________________

WEBSITE (if applicable): ______________________________________________________________________________

NUMBER OF BEDROOMS: ______________

RENT: $ _____________  PER WEEK  PER MONTH  PER SEMESTER

SECURITY DEPOSIT: $ _____________

MILES FROM FLCC CAMPUS: _______________

LOCATED ON A BUS LINE: YES / NO

DATE AVAILABLE: _______________

TYPE OF PROPERTY:

☐ Room  ☐ Apartment  ☐ House

☐ Condo/Townhouse  ☐ Multi-Unit Property  ☐ Apartment Complex

DEFINITIONS:
ROOM: Any single bedroom available with or without other privileges to the greater family home
HOUSE: Any single fully-available address
APARTMENT/TOWNHOUSE/CONDO: A unit including private bathroom and kitchen amenities, within a subdivided house or designed complex
MULTI-UNIT PROPERTY: Eight-plus units owned by the same landlord (at same or different addresses)
APARTMENT COMPLEX: Group of buildings on single property that contains apartments and is managed by the same company
INCLUDED UTILITIES: □ Electricity □ Heat □ Water

ADDITIONAL AMENITIES:
□ Furnished □ Kitchen □ Handicapped Access □ Air Conditioning
□ Garbage □ Off-Street Parking □ Cable/Satellite TV □ Additional Storage
□ Pets Allowed □ Internet Access □ Yard/Patio Use □ Recycling

To be listed, the Rental Property Listing Form must be completed and returned to: Office of Housing and Residential Life, Finger Lakes Community College Association, Inc., 3325 Marvin Sands Drive, Canandaigua NY 14424. Upon submission of the form, the landlord will be contacted and the property will be posted online.

Contact information for the Office of Housing and Residential Life:

PHONE: 585.785.1643
FAX: 585.785.1765
E-MAIL: housing@flcc.edu

I have read, understand, and am in agreement with the Rental Property Listing Policy. I agree to notify the Office of Housing and Residential Life within 48 hours of filling this property. The Office of Housing and Residential Life will then list the property as “Rented” on the Rental Property Listing. If the rental status changes, or the property description needs modifying, I will notify the Office of Housing and Residential Life to update the listing accordingly. In addition, I understand that the status of my listing will automatically be changed to “Available” on May 1st unless I inform the Office of Housing and Residential Life otherwise. I also affirm that the Office of Housing and Residential Life may post my phone number and e-mail address (unless noted) online and in other venues for the express purpose of renting my property.

SIGNATURE: __________________________________________   DATE: _______________________

NON-DISCRIMINATION STATEMENT

I, ____________________________, hereby agree that I will adhere to the Fair Housing Act and all other federal, state, and local non-discrimination housing laws, regulations, ordinances, and rules. I understand that my listing will be removed from the Rental Property Listing for failure to affirm adherence to these non-discrimination laws.

SIGNATURE: __________________________________________   DATE: _______________________

Name: __________________________________________
Title: __________________________________________

Received by: ___________________________   Date Received: _______________   Date Listed: _______________
The Rental Property Listing is maintained by the Finger Lakes Community College Association, Inc. (“Association”). It is provided as a convenience to students and landlords/rental agencies. Be aware that the Association provides this strictly as an informational service. The Association has not inspected or approved any of the listings for fire, heat, safety or any other conditions and makes no warranties or representations concerning these items. In addition, the Association does not in any way recommend or discourage certain proprietors or facilities. The tenant assumes full responsibility for location, condition, and contractual terms of the off-campus rental. The Association does not screen students for landlords/rental agencies.

The Association operates under the assumption that landlords/rental agencies conduct business within the guidelines of the law and all contractual agreements are between students and the landlords or agents. The Association expects that landlords/rental agencies comply with all applicable state, federal, and local non-discrimination housing laws and reserves the right to refuse a listing that is not in compliance. Additionally, the Association reserves the right to not publish or remove any listings from the Association website if deemed to be in the best interest of the Association. Notification to landlords/rental agencies is not required. Likewise, because this service is informational only, the Association makes no guarantees that students will find rental property through this service.