

**Finger Lakes Community College Association**3325 Marvin Sands Drive
Canandaigua, NY 14424-8395p: 585.785.1643
f: 585.785.1765
e: housing@flcc.edu

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: _____

☐ Check box if you do not want the e-mail address to appear on the website

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: _____



RENTAL PROPERTY LISTING POLICY

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.