

OFF CAMPUS HOUSING

LANDLORD'S
APPLICATION
PACKET



APARTMENTS



TOWNHOUSES/CONDOS



STUDENTS

ROOMMATES

OFF CAMPUS HOUSING

McGrew Conference Center

24 Indian Road

Hampton University

Hampton, Virginia 23668

L. Whitfield —

Off Campus Housing Coordinator

757.728.6746

757.727.5643 Fax

offcampushousing@hamptonu.edu



THE STANDARD OF EXCELLENCE

OFFICE OF
OFF CAMPUS HOUSING
McGrew Conference Center
24 Indian Road
Hampton University
Hampton, Virginia 23668
757.728.6746 Direct Line
757.727.5643 FAX
offcampushousing@hamptonu.edu

LANDLORD APPLICATION

Today's Date _____

Date Rental Available: _____

Rental Address: _____

Directions: _____

Owner of the property/Landlord Information

Name: _____
Mailing Address: _____
Phone: _____
Cell/Other: _____
Fax: _____
Email Address: _____
Hours to call: _____

Rental Agent/Management Information

Contact Person: _____
Address: _____
Contact #: _____
Phone: _____
Fax: _____
Email Address: _____
Hours to call: _____

Available to rent to (Please circle that all apply):

Male Female Sophomore Jr. Sr. Graduate Faculty Staff Co-Ed

Please note - FRESHMEN are not allowed to stay Off Campus, unless approved by University On-Campus Office.

Features for students/Faculty/Staff:

(Please check all that apply)

_____ Boarding House
_____ Apartment
_____ Condo
_____ Townhouse
_____ Studio/Efficiency
_____ Room in Landlord's home
What floor is the room located? 1st 2nd 3rd

_____ # of Bedrooms
_____ # of Bathrooms
_____ Full
_____ Half
_____ Private

Furnishings:

_____ Furnished
_____ Unfurnished
_____ Partially Furnished
_____ Common Area

_____ Dishwasher
_____ Washer/Dryer
_____ W/D Hookup
_____ Central A/C
_____ Garage

Special Accommodations: (ex. Handicap)

Kitchen Privileges:

_____ Full Access
_____ Partial Access
_____ Not Available

Distance/Mileage: _____

Square Footage: _____

- Refrigerator (min. 1 shelf per tenant)
- Freezer (min. 1 shelf per tenant)
- Microwave
- Other appliances: _____

Landlord furnishes the following:

(Please check all that apply)

Water _____
Electricity _____
Internet _____
Cable _____
Smoke Alarm(s) _____
Fire Extinguisher _____
Carbon Monoxide _____
Detector _____

Please note:

Include ALL applied utilities and internet access in rent.

Cost per month: _____

Cost per room: _____

Cost per semester: _____

Length of Tenancy: _____

(ex. 1 year)

_____ Total # of Vacancies

_____ Total # of Occupancies

Home Insurance: Y N

Name of Company: _____

Effective Date: _____

Deposit per person (refundable/non-refundable):

_____ Security Deposit (non-refundable)

_____ Security Deposit (refundable)

_____ First month's rent

_____ Last month's rent

Rent Collection:

Monthly Term/Semester

Smoking Allowed: Y N

Additional Details of the property to list in ad or any special notes:

Conditions for listing with the Office of Off Campus Housing:

- In listing with the Hampton University Off Campus Housing Office, Lessor warrants that the property conforms to all housing code requirements of the municipality.
- Make the Office of Off Campus Housing aware of the number of students occupying your property(s) and notify the Office when your property is filled.

Furnished units: This means that no less than a complete bed (frame, box springs and mattress), a dresser, a desk and chair should be in the room to be occupied by Hampton University students/faculty/staff, and these furnishings will remain throughout their occupancy, unless being replaced with new furniture or the tenant requests otherwise.

Please return forms to: Office of Off Campus Housing
P. O. Box 6396, Hampton, VA 23668 (Mail in)
24 Indian Road, Hampton, VA 23668 (Drop off/In Person)
Fax: 757. 727. 5643
Email: offcampushousing@hamptonu.edu

Your signature acknowledges acceptance at the policies listed on this application.

Signature _____

Date: _____

OFFICE USE ONLY

Received Date: _____ _____ Mail _____ Email _____ Fax _____ Other

Owner/Landlord owns: _____ Multi-Units _____ One Unit

Inspection Date: _____ _____ Approved _____ Disapproved

Open Date: _____ _____ Active _____ Inactive _____ HOLD

Updated on: _____ _____ Active _____ Inactive _____ HOLD

Close Date: _____ _____ Initials

CONDITIONS FOR LISTING WITH THE
OFF CAMPUS HOUSING OFFICE

1. Requirements of Landlords compliance with local housing codes:
In listing this property with the Hampton University Off Campus Housing Office, lessor warrants that the property conforms to all housing code requirements of its municipality.

2. Students occupying your property:
Make the Office of Off Campus Housing aware of the number of students occupying your property and notify the office once your property is no longer available/tenant occupied.

3. Leasing
If you have a lease, please see that this office has on file your most updated copy.

4. Changes in Charges and/or anything else:
This office must be made aware of any changes that are made immediately.

5. Furnished
This means that no less than a complete bed (frame, box springs and mattress), a dresser, desk and chair should be in the room to be occupied by the Hampton University students/faculty/staff, and these furnishings will remain in throughout student occupancy, unless being replaced with new furniture or the tenant requests otherwise.

YOUR SIGNATURE ACKNOWLEDGES ACCEPTANCE OF THE POLICIES LISTED ON THIS APPLICATION

Owner/Landlord Signature

Date

[Code of Federal Regulations]

[Title 24, Volume 1]

[Revised as of April 1, 2006]

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TITLE 24--HOUSING AND URBAN DEVELOPMENT

CHAPTER I--OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY,
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Subpart B_Discriminatory Housing Practices

Sec. 100.60 Unlawful refusal to sell or rent or to negotiate for the sale or rental.

(a) It shall be unlawful for a person to refuse to sell or rent a dwelling to a person who has made a bona fide offer, because of race, color, religion, sex, familial status, or national origin or to refuse to negotiate with a person for the sale or rental of a dwelling because of race, color, religion, sex, familial status, or national origin, or to discriminate against any person in the sale or rental of a dwelling because of handicap.

(b) Prohibited actions under this section include, but are not limited to:

(1) Failing to accept or consider a bona fide offer because of race, color, religion, sex, handicap, familial status, or national origin.

(2) Refusing to sell or rent a dwelling to, or to negotiate for the sale or rental of a dwelling with, any person because of race, color, religion, sex, handicap, familial status, or national origin.

(3) Imposing different sales prices or rental charges for the sale or rental of a dwelling upon any person because of race, color, religion, sex, handicap, familial status, or national origin.

(4) Using different qualification criteria or applications, or sale or rental standards or procedures, such as income standards, application requirements, application fees, credit analysis or sale or rental approval procedures or other requirements, because of race, color, religion, sex, handicap, familial status, or national origin.

(5) Evicting tenants because of their race, color, religion, sex, handicap, familial status, or national origin or because of the race, color, religion, sex, handicap, familial status, or national origin of a tenant's guest.