Off-Campus Housing

L. Whitfield — Coordinator

Location
McGrew Conference Center
24 Indian Road
Hampton University
Hampton, Virginia 23668
757-728-6746
757-727-5643 Fax
offcampushousing@hamptonu.edu

Apartments

Townhouses/Condos

Landlord's Application Packet

Students Roommates
LANDLORD APPLICATION

Today's Date ___________________________  Date Rental Available: ___________________________

Rental Address: ____________________________  Directions: ____________________________

Owner of the property/Landlord Information  Rental Agent/Management Information
Name: ________________________________  Contact Person: _____________________________
Mailing Address: _______________________  Address: _____________________________________
Phone: ________________________________  Contact #:___________________________________
Cell/Other: ____________________________  Phone: ______________________________________
Fax: ___________________________________  Fax: _________________________________________
Email Address: _________________________  Email Address: _______________________________
Hours to call: __________________________  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  _________ # of Bathrooms
______ Apartment  _________ # of Bathrooms
______ Condo  _________ Full
______ Townhouse  _________ Half
______ Studio/Efficiency  _________ Private
______ Room in Landlord’s home  _________

What floor is the room located?  1st  2nd  3rd

Furnishings:
______ Furnished  _________ Dishwasher
______ Unfurnished  _________ Washer/Dryer
______ Partially Furnished  _________ W/D Hookup
______ Common Area  _________ Central A/C

Special Accommodations:
(ex. Handicap)  _________ 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.

Directions: ________________________________________________

Distance/Mileage: _________  Square Footage: _________
Cost per month: _________________________  Deposit per person (refundable/non-refundable):
Cost per room: ________________________  _____ Security Deposit (non-refundable)
Cost per semester: _____________________  _____ Security Deposit (refundable)

Length of Tenancy: ____________________  Rent Collection:
(ex. 1 year)       Monthly       Term/Semester

_____ Total # of Vacancies
_____ Total # of Occupancies

Home Insurance:  Y  N  Smoking Allowed:  Y  N
Name of Company: _____________________
Effective Date: _______________________

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 Landlord’s 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
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.