



Cleveland State University

Office of Campus Support Services
Administration Center 203 2121 Euclid Cleveland OH 44115

OFF - CAMPUS HOUSING LISTING APPLICATION

To be completed by Property Owner or Property Manager of record

Purpose:

Campus Support Services within the Division of Business Affairs & Finance at Cleveland State University is responsible for the University's Off-Campus Housing listings. Listings are posted to the University's web site at <http://www.csuohio.edu/services/offcampus>.

In the future, the University plans to offer limited, on-campus marketing opportunities to property owners and/or property managers who participate in the listing.

Requirements of application:

- A hard copy of the following **Certification** signed by owner or manager of the location(s) to be listed related to current and ongoing compliance with all Fair Housing and Equal Opportunity Laws, Rules, Ordinances and Regulations, and that it does not and shall not discriminate on the basis of race, religion, color, sex, national origin, handicap/disability, age, ancestry, sexual orientation or veteran's status in any of its business practices.
- A completed listing form (attached).
- Advance payment by check or money order made to the order of **Cleveland State University** for \$10.00 per month per property listing.
- Listing forms and payment must be received by the 15th of the month prior to the first month of posting. All required forms and payments should be mailed to:

CSU Campus Support Services
2121 Euclid Ave. AC 203
Cleveland OH 44115

Property photo option:

You may email a photo of your property to offcampushousing@csuohio.edu with a short description of your listing. Please put the property address in the subject line. The image will be posted with your listing at no additional charge.

INTERNAL USE ONLY

Date received _____
(mm/dd/yyyy)

Run dates:
Starting month _____ **End month** _____

Check number _____

Amount _____

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CERTIFICATION

Company Name: _____

hereby certifies that it is in compliance and will remain in compliance with all Fair Housing and Equal Opportunity Laws, Rules, Ordinances and Regulations, and that it does not and shall not discriminate on the basis of race, religion, color, sex, national origin, handicap/disability, age, ancestry, sexual orientation or veteran's status in any of its business practices. I hereby verify that all of the information contained herein is true, accurate and complete, and that I have the authority to make the above certification.

I also hereby acknowledge and understand the following information with regard to Cleveland State University. Cleveland State University is an Affirmative Action/Equal Opportunity Institution. No person will be denied opportunity for employment or education, or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

Cleveland State University does not and will not recommend any off-campus housing opportunity. Inclusion in the off-campus housing listing does not represent an endorsement by Cleveland State University and may not be represented as such by any entity. The University reserves the right to refuse any application to be listed. Further, the University is not responsible for any decision that is made by current or future tenants, whether such individuals are affiliated with the University or not.

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Signature of Owner or Representative

Date

Printed Name of Signatory

Address of Property Owner/Manager _____

City/State/Zip Code _____

Phone number _____

Fax number _____

Email Address _____

PROPERTY INFORMATION

Please complete the questions below with as much detail as possible

Single Location Listing

Multiple Location Listing

Name of Rental Property: _____

Area: (e.g. Downtown/Cleveland-East/Cleveland Hts., Euclid/Cleveland-West/Lakewood, Ohio City/etc.)

Address: _____

Contact Name: _____ **Phone Number:** _____

Management Company or Landlord: _____

LISTING DETAILS

Please list this property for the following month(s) (circle all that apply)

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

TYPES OF HOUSING OFFERED in this listing

- Apartment
- Townhouse
- Condominium
- Single Home
- Floor of a House
- Room(s) in a House
- Duplex
- Two-Family Home
- Guest or Carriage House
- Roommate(s) Wanted

ROOM(S) included in this listing:

- Efficiency/Studio
- Bedroom -1
- Bedroom -2
- Bedroom -3
- Bedroom -4
- Bedroom -5
- Bathroom -1
- Bathroom -1.5
- Bathroom -2
- Living Room
- Dining Room
- Other _____

APPLIANCES in this listing

- Stove - Gas
- Stove - Electric
- Refrigerator
- Dishwasher
- Microwave
- Disposal – in sink
- Washer & Dryer

SAFETY & SECURITY

- Smoke Detector(s) in accordance with fire code requirements
- Fire Extinguisher(s) in accordance with fire code requirements
- Property meets all fire codes
- (Please initial here _____)
- Security Alarm System On-Site Security Personnel
- Emergency evacuation plan provided to tenants

PROPERTY INFORMATION (cont.)

AMENITIES

- Air Conditioning - Central Air Window Unit
- Furnished Semi-furnished Fireplace
- Hardwood Floors Carpeting
- Ceiling Fan(s)
- Cable Ready
- Exercise Room
- Sauna Room Hot Tub
- Swimming Pool
- Sundeck/Patio
- Party Room
- On-Site Laundry
- Utilities included with monthly rent _____
- Storage: Location _____ Approx. Size: _____ Fee _____
- Parking - Garage Car-port Lot Street Other _____

AGREEMENT/TERMS/RULES

- Rent per month \$ _____ Security Deposit \$ _____
- Do you offer a discount for CSU students Yes No
- Lease terms please specify month(s) _____ or year _____
- If this is a sublet, does your lease permit such an agreement? Yes No
- Date available for occupancy _____
- Parking charges per month _____
- Pets Yes (what kind) _____ No Pet Deposit \$ _____
- Smoking Permitted Yes No

ADDITIONAL INFORMATION

- How close is CSU to your property? (# of miles) _____
 - Is your property near public transportation? (within 10 min. walk) Yes No
- Please include any additional information about your property _____
- _____
- _____
- _____