Dear Rental Provider:

It is our pleasure to offer you an opportunity to list your off-campus rental space in our Off-Campus Housing Services rental listings. These are available for viewing from the Housing office and housing staff members will use them to assist individuals in finding a housing option that matches their interests and needs. Your listings will be placed on our Off-Campus Housing website where potential tenants may peruse through listings, giving access to the entire Campus Community and anyone else looking for living space. The fee for this service is non-refundable. If you have access to the “Web,” you may also look at the listings at the following address:

http://housing.csun.edu/och

To place a listing, complete the attached Off-Campus Housing Services Form. Please remember that the information you provide on the form will be transcribed to the website databases; so confine all additional comments to the “remarks” section. The cost to place your ad is outlined below.

**House, condo, or room in Apartment Complexes**

<table>
<thead>
<tr>
<th></th>
<th>Per Month</th>
<th>Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>$50.00 for 6-month listing</td>
<td>$75.00 for 6-month listing</td>
<td></td>
</tr>
</tbody>
</table>

Once we receive your Off-Campus Housing Services Form and payment, we will post your listing for viewing. Please make checks or money orders payable to CSUN Housing or you may want to come to the Student Housing Office in person to submit your form and make payment by cash, check or by credit card. Forms and payments may be submitted by mail to the following address:

Attn: Off Campus Housing  
Student Housing  
17950 Lassen Street  
Northridge, CA 91330-8286

With the dorms full, we have a steady stream of students inquiring as to the availability of off-campus housing in the area. If we can be of any assistance or address any inquiries you may have, please call without hesitation. We can be reached at (818) 677-2160.

Our fax number is (818) 677-4888.

Sincerely,

Student Housing Office
Student Housing Office  
Off-Campus Housing Services

The information you provide on this form will be added to the Off-Campus Housing website. Please write legibly.

View Listings on-Line: http://housing.csun.edu/och

Contact/landlord’s name:
______________________________________________________

Email address:_____________________________________________
(Optional)

Day phone: ___________________ Contact address:
Evening Phone: ________________ _______________________

Best time to call: _______________ _______________________

Office use only:
Date Posted: ________________
OA Initials: ________________

Cash Check Charge (circle)
Check No: ______________________
OA Initials: ________________
Listing No: ______________________

Renewal:
Date: ______________________
OA Initials: ________________
Amount Paid: ______________________
Cash Check Charge (Circle)
New Expiration Date: ________

Rental Type: (type)

____ # of Bedroom(s) in unit
____ Bedroom(s) for rent
____ # of Bathroom(s) in unit
____ Bathroom(s) for rent
____ Apartment
____ Room

Rental Address:_________________________________________

Distance from campus: _____ Miles (figures only)

Amenities: (check all that apply)

____ Laundry on premises
____ Laundry Hookups
____ Security
____ Dishwasher
____ Garbage Disposal

____ Condo/ Townhouse
____ House
____ Guesthouse
____ Studio
____ Bachelor
Deposit: $_________ (figures only)  
Cost: $_________ (figures only)  
Date Available: (mm/dd/yyyy) __________

__ Air Conditioning  
__ Kitchen Privileges  
__ Utilities Included  
__ Pool  
__ Jacuzzi/Hot Tub  
__ Recreation Room/Gym

Specifications: (Check all that apply)

__ No smoking  
__ Furnished  
__ Pets Allowed  
__ Lease Required  
__ Lease Negotiable  
__ Yard  
__ Disable Access  
__ Off-Street Parking

Other Amenities:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Remarks:

Reminder: Allowed phone number: (123) 456-7890

I agree to abide by all laws and regulations pertaining to the rental of housing accommodations, including but not limited to non-discrimination on the basis of race, creed, religion, sex, sexual orientation, national origin, marital status or physical disability. It is the responsibility of the rental provider to determine the suitability of the prospective tenant/renter. California State University, Northridge (CSUN) maintains the off-campus housing website solely as a convenience to its students and does not accept responsibility or liability for any ensuing damages or injuries. The fee charged for this service is non-refundable. CSUN reserves the right to remove any and/or all ads from the off-campus housing website in its sole discretion.
Credit Card Authorization

Complete this form to pay for Off-Campus Housing Listing

Name appearing on card:

Print name

Circle Payment Method:  Visa      MasterCard

Last 4 digits of credit card number:     ______ ______ ______ ______

Expiration Date ____________

Amount Authorized: $____________________

Cardholder’s Signature:

________________________________________

Signature  Date

*******************************************************************************************************************************************

This section must be completed by applicant:

Entire Credit Card number: ________________________________

Expiration Date ______

This portion of the form will be destroyed in seven business days.