



# LISTING FORM: HOUSE OR APARTMENT RENTAL

For a \$60.00 listing fee, you may advertise a SINGLE property in ONE category for 60 days.

CATEGORY CANNOT BE CHANGED ONCE SUBMITTED.

### Location of Property

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Distance from Brown campus in miles: \_\_\_\_\_ In Blocks: \_\_\_\_\_ Distance to bus line: \_\_\_\_\_

Date or range of dates that unit will be available: \_\_\_\_\_

Please check only ONE category: Rent: \$ \_\_\_\_\_ per month

### Category:

- Studio/Efficiency
- 1-Bedroom
- 2-Bedroom
- 3-Bedroom
- 4-Bedroom & Up
- House (# of bedrooms: \_\_\_\_\_)

### Rent Includes:

- Heat
- Hot Water
- Gas
- Electricity
- \_\_\_\_\_
- \_\_\_\_\_

### Located on which floor:

- Basement
- 1<sup>st</sup>
- 2<sup>nd</sup>
- 3<sup>rd</sup>
- 4<sup>th</sup>
- Other

	Yes	No		Yes	No	
Furnished	<input type="checkbox"/>	<input type="checkbox"/>	_____	Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Parking Available	<input type="checkbox"/>	<input type="checkbox"/>	_____	Living Room	<input type="checkbox"/>	<input type="checkbox"/>
Parking Included In Rent	<input type="checkbox"/>	<input type="checkbox"/>	_____	Dining Room	<input type="checkbox"/>	<input type="checkbox"/>
Laundry Facilities Available	<input type="checkbox"/>	<input type="checkbox"/>	_____	Storage Areas	<input type="checkbox"/>	<input type="checkbox"/>
Pets Allowed	<input type="checkbox"/>	<input type="checkbox"/>	_____	Smoking Allowed	<input type="checkbox"/>	<input type="checkbox"/>

### Contact Information

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

### General Information

Is this accommodation accessible to those with ambulatory impairments? \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please read carefully:** We accept for rental listing only those apartments, rooms, and houses that comply with the practices and procedures adopted by Brown University. Your signature below certifies that you have read the reverse side of your listing form copy and agree to all the fees and conditions stipulated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE VIEW YOUR AD @ [http://www.brown.edu/Administration/Auxiliary\\_Housing/Listings/index.php](http://www.brown.edu/Administration/Auxiliary_Housing/Listings/index.php) & NOTIFY THIS OFFICE AT ONCE OF ANY MISPRINTS OR OMISSIONS @ [AUXILIARY\\_HOUSING@BROWN.EDU](mailto:AUXILIARY_HOUSING@BROWN.EDU) OR (401) 863-2541. ALSO, PLEASE NOTIFY US WHEN THE UNIT HAS BEEN RENTED SO THAT THE AD CAN BE REMOVED.

RETURN ADDRESS: AUXILIARY HOUSING, BOX 1902, BROWN UNIVERSITY, PROVIDENCE, RI 02912

PLEASE RETAIN A COPY FOR YOUR RECORDS

# Brown University Off-Campus Listing Service Guidelines

University Auxiliary Housing (401) 863-2541

[http://www.brown.edu/Administration/Auxiliary\\_Housing/Listings/index.php](http://www.brown.edu/Administration/Auxiliary_Housing/Listings/index.php)

The Brown University Auxiliary Housing Office, located in **Wayland House, Wriston Quad, Room 137**, maintains listings of off-campus housing situations made available for rent by real estate companies and private parties. This self-help service is available to the University community at large. Only listings made in accordance with the following procedures will be accepted:

- All listings received must be on a standard listing form provided by the University Auxiliary Housing Office. Each form must be signed and dated.
- Listing Forms and/or bulletin board cards received in the mail must include a check in the proper amount, **made payable to Brown University**. Should a listing form be received without an accompanying check, the party listing will be contacted and informed that the listing will not be processed until a check is received. Should a check be returned by the bank as un-cashable, the listing will be immediately removed and discarded. No further attempts to inform the party will be made.

These listings are also made available through the University's Website and can be found at: [www.brown.edu/auxiliaryhousing](http://www.brown.edu/auxiliaryhousing)

This off-campus housing service is provided as a courtesy to the Brown University community. Brown University neither inspects the rental units listed nor investigates the background and/or practices of the individual or company providing the listing, including those by prospective housemates. Brown University bears no responsibility for the actions of any individual or company participating in or making use of the Listing Service. All transactions and agreements are made directly between the landlord and the tenant(s) or between housemate(s). As a participant in this service you agree to assume all risks involved with participation in and/or use of the Listing Service. You agree to release Brown University, its employees and other agents from any liability and responsibility for any claims for any personal injury, accident, damage, expense or other loss cause, suffered or incurred by you, or to you or the property. The Listing Service is provided as a courtesy to the Brown University community and expressly for the purpose of locating available rental units. It is not intended to substitute for any other form of advertisement. Brown University, therefore, expressly discourages all individuals and companies from using the Listing Service as the sole or primary means of advertisement.

## Mailing Address:

Brown University, Auxiliary Housing,  
Box 1902, Providence, RI 02912

## Visiting Address:

Brown University, Auxiliary Housing, Wayland Arch Room 137  
(corner of Brown & George Streets)

## Placing a Listing

The choices and fees associated with placing an advertisement in the Auxiliary Housing Office are as follows:

### **\$60 – Per Listing on Website.**

The listing will remain on file a maximum of 60 consecutive days.

### **\$15 - Bulletin Board.**

Postings are limited to a 5" x 8" card. The length of time that a card remains posted is subject to space availability.

### **\$25 - Bed & Breakfast.**

Parties wishing to register their accommodations for year-round. Such listings will be included with others on a separate sheet for mailing to interested parties.

All parties using our service as a means of advertising are warned that the unit listed must meet all applicable housing and municipal government codes and requirements. Brown University reserves the right to remove listings and/or prohibit any party from placing a listing if the unit is proven to be substandard (as verified by the municipal housing agency).

Brown University insists that all parties listing with us abide by Rhode Island statutes prohibiting discrimination in housing.

Brown University reserves the right to deny placement in and/or remove from its Listing Service any listing(s) by any individual or company for any reason which it deems sufficient. Brown University agrees only to place listings in accordance with its practices and procedures and to use its best efforts to maintain active listings for the agreed upon time period. Brown University makes no guarantees or warranties that listing forms and/or bulletin board postings will not be removed or tampered with by unauthorized parties. In the events that the listing or posting is damaged, destroyed or otherwise removed from the listing files or bulletin board before the expiration of the agreed upon time period, the listing individual and/or company's sole relief is limited to a substitute listing of the rental unit for an additional period equivalent to, but not greater than, the original period provided. There shall be no other relief, either expressed or implied.