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: ____________________________

Rent Includes: ____________________________

Located on which floor: ____________________________

Located on which floor:

Studio/Efficiency ☐ 1st ☐

1-Bedroom ☐ 2nd ☐

2-Bedroom ☐ 3rd ☐

3-Bedroom ☐ 4th ☐

4-Bedroom & Up ☐

House (# of bedrooms: ______) ☐

Basement ☐

Heat ☐

Hot Water ☐

Gas ☐

Electricity ☐

____________________

Yes ☐ No ☐

Kitchen ☐

Living Room ☐

Dining Room ☐

Storage Areas ☐

Smoking Allowed ☐

Pets Allowed ☐

Yes ☐ No ☐

Furnished ☐

Parking Available ☐

Parking Included In Rent ☐

Laundry Facilities Available ☐

Pets Allowed ☐

Smoking Allowed ☐

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 & NOTIFY THIS OFFICE AT ONCE OF ANY MISPRINTS OR OMISSIONS @ 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
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

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.