



THE STANDARD OF EXCELLENCE
OFFICE OF
OFF CAMPUS HOUSING

McGrew Conference Center
24 Indian Road
Hampton University
Hampton, Virginia 23668
757.728.6746 Direct Line
757.727.5643 FAX

offcampushousing@hamptonu.edu

LANDLORD APPLICATION

Today's Date: _____

Date Rental Available: _____

Rental Address: _____

Directions: _____

Owner of the property/Landlord Information

Name: _____
Mailing Address: _____
Phone: _____
Cell/Other: _____
Fax: _____
Email Address: _____
Hours to call: _____

Rental Agent/Management Information

Contact Person: _____
Address: _____
Contact #: _____
Phone: _____
Fax: _____
Email Address: _____
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
_____ Apartment
_____ Condo
_____ Townhouse
_____ Studio/Efficiency
_____ Room in Landlord's home
What floor is the room located? 1st 2nd 3rd
_____ # of Bedrooms
_____ # of Bathrooms
_____ Full
_____ Half
_____ Private

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

Special Accommodations:
(ex. Handicap)

Kitchen Privileges:
_____ Full Access
_____ Partial Access
_____ Not Available
--Refrigerator (min. 1 shelf per tenant)
--Freezer (min. 1 shelf per tenant)

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.

Distance/Mileage: _____

--Microwave

Square Footage: _____

--Other appliances: _____

Cost per month: _____

Deposit per person (refundable/non-refundable):

Cost per month: _____

_____ Security Deposit (non-refundable)

Cost per semester: _____

_____ Security Deposit (refundable)

_____ First month's rent

_____ Last month's rent

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 of the policies listed on this application.

Signature _____ Date: _____

OFFICE USED 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 Landlords compliance with local housing codes:

In listing this property with the Hampton University Off Campus Housing Office, the 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 tenant occupancy, unless being replace with new furniture or the tenant requests otherwise.

YOUR SIGNATURE ACKNOWLEDGES ACCEPTANCE OF THE POLICIES LISTED ON THIS APPLICATION

Signature

Date

Owner/Landlord

[Code of Federal Regulations]

[Title 24, Volume 1]

[Amended at 81 FR 63074, Sept. 14, 2016]

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TITLE 24 -- HOUSING AND URBAN DEVELOPMENT

CHAPTER I -- OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Subpart B - Discriminatory Housing Practices

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.

(6) Conditioning the availability of a dwelling, including the price, qualification criteria, or standards or procedures for securing the dwelling, on a person's response to harassment because of race, color, religion, sex, handicap, familial status, or national origin.

(7) Subjecting a person to harassment because of race, color, religion, sex, handicap, familial status, or national origin that causes the person to vacate a dwelling or abandon efforts to secure the dwelling.