



# Off-Campus Housing - Landlord Application

## Landlord Information

Landlord Name:

Street Address:

City:

Province:

Postal Code:

Primary Phone:

Alternative Phone:

Email:

Provide email to students:

Yes  No

## Property Information

Same as landlord address:  Yes  No (if no, please complete information below)

Street Address:

City:

Province:

Postal Code:

Rent Amount:

Property type:

- Apartment (self-contained, separate entrance)
- House – Entire House
- House – Per Room (common spaces shared with other tenants)
- Shared Accommodations (room in home, cooking facilities provided, student provides and prepares own meals)
- Room and Board (room in home, meals provided by landlord)

Utilities Included:  Yes  No

Number of bedrooms for rent:

Gender:  F  M  No Preference

Smoker:  Yes  No

Furnished:  Yes  Partially  No

# of Parking Spots: \_\_\_\_\_

Laundry:  Yes  No

Distance to College:

- Less than a km
- 1 to 5 km
- 5 to 10 km
- 10 to 20 km
- Greater than 20 km

Pets Allowed:  Yes  No

On a Bus Route:  Yes  No

## Additional Information to be Posted


## Ad Posting Options

Please select one:

- 1 month @ \$15.00 + tax = \$16.95
- 3 months @ \$30.00 + tax = \$33.90

**Note: At the end of a 3 month listing, landlords may repost on a monthly basis within the same fiscal year (April 1 – March 31) at a rate of \$5.00/month + tax (= \$5.65). See page 2 for further details.**

Signature of landlord:

Date:

## For Office Use Only

Date Received:

List Start Date:

List End Date:

## Posting Option Details

### Landlords have the option of two time frames when initially posting:

1. The ad will be posted for **1 month** at a rate of \$15.00 + tax. At the end of the 1 month posting period, if the landlord wishes to repost, the landlord will pay full listing price for each additional period (1 month or 3 months) that s/he wishes to post for.
2. The ad will be posted for **3 consecutive months** at a rate of \$30.00 + tax. At the end of the 3 month posting period, the landlord may, at any point during the same year (April 1 – March 31 annually), re-post on a monthly basis at a rate of \$5.00 + tax/month.

If the accommodation is rented, please notify the Residence Office to have your posting removed.

### Content changes:

Any change made to an active listing will be subject to a fee of \$5.00 + tax. Content changes made when extending a listing on a monthly basis will be included free of charge.



### Photos of listings:

Each online listing has space for one photo of the accommodation. If you would like to include a photo, please email a photo **saved as a .jpg file** to [housing@saultcollege.ca](mailto:housing@saultcollege.ca) with your name and the address of your accommodation. Residence Staff will ensure that it is included with your listing.

**To view your listing, please visit:** [www.saultcollege.ca/Services/Residence](http://www.saultcollege.ca/Services/Residence)

### Please return this completed form with payment to:

Residence Office, Sault College  
P.O. Box 60, 443 Northern Avenue  
Sault Ste Marie, ON, P6A 5L3

**\* Please make cheques payable to Sault College.**

Phone: (705)-759-2554 ext.2684  
Fax: (705)-759-9857

### For Office Use Only

Listing Type	Date of Transaction	List End Date	Receipt Number

**Notes:**