



Dear Proprietor,

Attached you will find a copy of our listing form. If you choose to complete the attached form and return it to our office, your name and the provided information will be made available to students inquiring about off-campus housing for the academic year, which begins in late August through early May. **If you have multiple listings, please complete a separate form for each listing.** Please be sure to completely fill out the requested information, including phone numbers including area codes, zip codes, etc., so you will be easily reached by students interested in your listing.

The fee to list your property on our website is \$20.00. This fee covers a single property listing for one calendar year. By posting on the website, the information will be available to anyone with web access who visits the UNE website, not just by UNE students, so please be wary of scams and fraudulent responses.

The website the listings will be on is:

<http://www.une.edu/studentlife/biddefor/residential/offcampus/index.cfm>. Once your property is rented, please be sure to call or e-mail (housing-office@une.edu) the Residential Education and Housing Office so we can remove the posting from our website.

You should be aware that we provide this strictly as an informational service and that we do not in any way recommend or discourage certain proprietors or facilities. We operate under the assumption that your business is conducted within the guidelines of the law and all contractual agreements are between yourself and the students. The University supports compliance with all non-discriminating housing laws according to the Maine Human Rights Commission and reserves the right to refuse a listing that is not in compliance. Please note that because this service is informational only, the University makes no guarantees that you will rent your property or receive inquiries from UNE students, faculty or staff.

Also, the University requires undergraduate students to live on campus for three (3) years if they are not living with their legal guardian. We do find that, on occasion, students will try to circumvent that requirement. When we discover an attempt to circumvent, the student is required to remain on campus, sometimes leaving a property un-rented for the year. In order to help you protect your interests, we are encouraging realtors/property owners to ask students, before leases are signed, to provide you with proof of official off-campus approval or senior year standing from the University.

If you have any questions about this service, please feel free to contact the Office of Residential Education and Housing at (207) 602-2272.

Sincerely,

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