

East Tennessee State University  
 Adult, Commuter and Transfer Services  
 Off-Campus Housing Listing Form

**Landlord/Agent Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Property Location**

Street \_\_\_\_\_ Apt. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Photo URL \_\_\_\_\_  
 Distance From ETSU \_\_\_\_\_ miles Available Date \_\_\_\_\_

**Property Information**

House  Apartment  Efficiency  Room  Duplex  Townhouse/Condo  | Lease: 6 mo.  9 mo.  12 mo.  Other \_\_\_\_\_

Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ Cleaning Deposit \_\_\_\_\_ Pet Deposit \_\_\_\_\_

Bedrooms: 1  2  3  4  Other \_\_\_\_\_ Bathrooms: 1  2  3  .5  Kitchen  Dining Room  Living Room  Study

Included Utilities

None  Cable  Water/Sewer  Gas  Electric  Phone  Internet  Garbage  Mowing

Features

Furnished <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Central Air <input type="checkbox"/>	Garage <input type="checkbox"/>	Pool <input type="checkbox"/>
Unfurnished <input type="checkbox"/>	Stove <input type="checkbox"/>	Central Heat <input type="checkbox"/>	Car Port <input type="checkbox"/>	Tennis Court <input type="checkbox"/>
Partially Furnished <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	AC/Window Unit <input type="checkbox"/>	Street Parking <input type="checkbox"/>	Workout Facility <input type="checkbox"/>
Pets <input type="checkbox"/>	Washer <input type="checkbox"/>	Ceiling Fans <input type="checkbox"/>	Assigned Parking <input type="checkbox"/>	Basketball Court <input type="checkbox"/>
	Dryer <input type="checkbox"/>	Fire Place <input type="checkbox"/>	Storage <input type="checkbox"/>	Clubhouse <input type="checkbox"/>
	Washer/Dryer Con. <input type="checkbox"/>		Oversized Closets <input type="checkbox"/>	Disability Access <input type="checkbox"/>

Comments

*\* This contract will be valid for 60 days at which time the listing will be removed. Extensions are granted upon request. The subleasing of units is prohibited on this site (See 3C below.). ETSU does not certify or qualify any rental units, landlords, or tenants and assumes no responsibility for any aspect of the rental process, including guaranteed rental of the property. This listing service is not intended to represent any rental unit or landlord as "preferred" or holding any special recognition by ETSU.*

- I hereby certify that the property at the address listed above is owned by me or controlled by me as a rental agent and will be offered as rental housing when it (or any unit contained therein) is vacant.
- I further certify that I will select ETSU students, faculty, or staff without discrimination based on race, color, creed, national origin, on any other basis that would be in violation of applicable laws.
- It is mutually understood and agreed, between the Adult, Commuter and Transfer Services (hereafter called ACTS), and myself that: (A) I may, upon submitting a request to ACTS, withdraw the property from listing; (B) This agreement does not exclude me from renting the property to any tenants who are not ETSU students, faculty, or staff; and (C) ACTS reserves the right to remove the property from listing if I neglect or fail to comply with the requirements stated herein, or if ETSU or ACTS discontinues this service. In addition ACTS will remove properties from listing 60 days from initial posting or renewal date. Renewal forms may be submitted to ACTS 10 days prior to removal deadline to extend the posted listing for an additional 60 days.
- Furthermore I agree to allow my property information listed above (including my name as landlord/agent, phone number, and E-mail address) to appear on the off-campus web site listing at: [www.etsu.edu/students/acts/off\\_campus\\_housing.htm](http://www.etsu.edu/students/acts/off_campus_housing.htm)

Note: Please contact ACTS at the 423-439-5641 or via e-mail at [acts@etsu.edu](mailto:acts@etsu.edu) when your property has been rented. We truly appreciate you listing your property with us and will be happy to assist you with any questions you may have concerning this service. When you have completed this form, please return it to the ACTS office - 2nd floor Culp Center, ETSU campus or send to:

Adult, Commuter and Transfer Services  
 Box 70604  
 Johnson City, TN 37614-1708  
 Fax: 423-439-8384  
 E-mail: [acts@etsu.edu](mailto:acts@etsu.edu)

Signature of Landlord/Agent (X) \_\_\_\_\_ Date \_\_\_\_\_