



Office of Housing and Residential Life  
FLCC ASSOCIATION INC.

3325 Marvin Sands Drive  
Canandaigua, NY 14424-8395

p: 585.394.FLCC, ext. 7643  
f: 585.394.5073

## FLCC ONLINE RENTAL PROPERTY LISTING APPLICATION

**Please Clearly Print or Type Application.**

Applications and forms can also be found on our website at [www.flcc.edu/housing](http://www.flcc.edu/housing)

**PLEASE USE ONLY ONE FORM FOR EACH LISTING.**

The FLCC Online Rental Property Listing is designed to help students locate local housing. Landlords are listed by application through the FLCC Office of Housing and Residential Life. Applications should be received as soon as possible for best exposure in advance of the upcoming academic year.

### LANDLORD/ PROPERTY MANAGER INFORMATION: *\*required*

\*Landlord's Name: \_\_\_\_\_ \*E-mail Address: \_\_\_\_\_  
 *Check here if you do not wish your Email address to be public*

\*Phone Number (preferred) ( ) \_\_\_\_\_ (secondary) ( ) \_\_\_\_\_

\*Landlord's Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

### RENTAL PROPERTY INFORMATION

Rental Complex/ Company Name (if applicable): \_\_\_\_\_

Rental Complex/ Company EMAIL (if applicable): \_\_\_\_\_

Website: \_\_\_\_\_

\*Rental Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

#### Please answer the following questions:

Number of Bedrooms: \_\_\_\_\_

Rent: \$ \_\_\_\_\_  Per week  Per Month  Per Semester

Deposit: \$ \_\_\_\_\_

Miles from FLCC Campus: \_\_\_\_\_

Property located on a Bus Line: YES / NO

**Date Available:** \_\_\_\_\_

**TYPE OF PROPERTY:** (select one)  Room  Apartment  Cottage- full (on the lake)  
 Mobile Home  House - full  Townhouse/Condo

\* MULTI-UNIT LANDLORD (min. of 5) Please see posting policy for exception.

**\*Please abide by the following definitions:**

**Room-** any single room available with or without other privileges to the greater family home

**House or Cottage-** any single fully available address; this includes duplex or mother-daughter homes

**Apartment-** a sustainable unit including bath room and kitchen amenities available alone, within a subdivided house or designed complex.

**UTILITIES INCLUDED:** (check all that apply)

Heat  Water  Electricity

**EXTRAS:** (check all that apply)

Furnished  Kitchen  Handicapped Access  Air Conditioning  
 Garbage  Off Street Parking  Cable/Dish  Additional Storage  
 Pets Allowed  Internet Access  Yard/Patio Use  Recycling

1. Complete and return this form to the Office of Housing and Residential Life, Finger Lake Community College, 3325 Marvin Sands Drive, Canandaigua NY 14425 **AS SOON AS POSSIBLE** to ensure inclusion of your rental property in the FLCC Online Rental Property Listing.
2. SIGN AND RETURN THE STATEMENT OF NON-DISCRIMINATION included in the packet **(must be received with application)**
3. COMPLETE AND RETURN THE ENFORCEMENT WAIVER included in the packet **(must be received within 1 week of your property being posted)**  
*\*\*Contact the Housing Office if your municipality does not have an Enforcement Officer or declines your request.*
4. The Office of Housing and Residential Life will contact you upon receipt and review of application. Once approved, your property will be posted online.

**\*Finger Lakes Community College and the Office of Housing and Residential Life are expressly interested in the well-being and safety of our students and reserve the right to deny application or remove a property that is considered to be of hazard or otherwise is not in the students best interest or well-being.**

For questions, please call the Office of Housing and Residential Life at (585) 394 -3500 ext 7643  
Or email [housing@flcc.edu](mailto:housing@flcc.edu)

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*I have read, understand and agree to the Rental Property Listing Policy. I agree to notify FLCC Office of Housing and Residential Life within 48 hours of filing this property. The office will then list the property as "Rented" on the Online Rental Property Listing. If the status changes, I will notify the office which will update the listing accordingly. In addition, I understand that the status of my listing will automatically be changed to "Available" on June 1 unless I inform the Office of Housing and Residential Life otherwise. I also affirm that the Office of Housing and Residential Life may post my phone numbers and e-mail address online and in other venues for the expressed purposes of renting my property.*

**SIGNATURE OF LANDLORD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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**Finger Lakes Community College  
STATEMENT OF NON-DISCRIMINATION**

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IN ACCORDANCE WITH THE DIRECTIVE FROM THE STATE UNIVERSITY OF NEW YORK AND THE STATE EDUCATION DEPARTMENT, FINGER LAKES COMMUNITY COLLEGE'S RENTAL PROPERTY LISTING WILL CONTAIN ONLY THE LISTINGS OF LANDLORDS WHO ADHERE TO THIS DIRECTIVE IN THEIR PRACTICES.

**THE STATE UNIVERSITY OF NEW YORK  
THE STATE EDUCATION DEPARTMENT**

**III. Assurance of non-discrimination in off-campus housing**

Institutions should secure assurance from the landlords and homeowners that access to off-campus housing listed by the institution is not restricted on the basis of race, creed, color, handicap, sex, or national origin.

\*\*\*\*\*

I, \_\_\_\_\_do hereby agree that I will not discriminate on the basis of race, creed, color, handicap, sex, or national origin when renting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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This memo is to be filled out AFTER you have had your Code Enforcement Officer walk through the premises and review with you recommendations s/he may have regarding updates you could/should provide which will ensure a safer environment for the renter. Please return with your complete application or under separate cover to the Office of Housing and Residential Life, Finger Lakes Community College, 3325 Marvin Sands Dr., Canandaigua, NY 14424.

**MUST BE RECEIVED PRIOR TO YOUR PROPERTY BEING POSTED ON THE RENTAL PROPERTY LISTING  
CONTACT YOUR MUNICIPALITY FOR WALK-THROUGHS**

## Finger Lakes Community College NYS Code Enforcement Waiver

_____	_____	_____
<i>Date of Walk-through</i>	<i>Town/City</i>	<i>Enforcement Officer Initials</i>
_____		
<i>Rental Property Address</i>		

I affirm that my property has been viewed by my local Enforcement Officer and is in compliance with NYS and municipal codes. I have complied with any required changes or corrections imposed by the attending officer and I have given consideration to any recommendations offered to better ensure the tenant's safety.

I realize that a code violation or the reported poor maintenance of my property that jeopardizes the well-being of my tenant(s) is grounds for my property to be removed from the FLCC Rental Property Listing. I also realize that I am responsible for providing a safe environment for my tenant(s).

Name of Landlord: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# FLCC Online Rental Property Listing Policy

## *Office of Housing and Residential Life*

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The FLCC Online Rental Property Listing is designed to help students locate local housing arrangements. Landlords are listed by application through the FLCC Office of Housing and Residential Life. Applications should be received as soon as possible for best exposure in advance of the upcoming academic year.

ONLY ONE APPLICATION PER UNIT. Multiple properties are to be listed separately, requiring their own Application and Enforcement Waivers. Landlords who operate **5 or more** units are exempt and may select "Multi-Unit Landlord". Such Landlords must provide the addresses of ALL units and separate Enforcement Waivers per property as zoned. ie One (1) Waiver for a 4 unit complex. Multi-Unit landlords will be posted in the Apartment Complex & Dormitories category. The Status for these listings will be "Call for Availability".

**\*Finger Lakes Community College and the Office of Housing and Residential Life are expressly interested in the well-being and safety of our students and reserves the right to deny application or remove a property that is considered to be of hazard or otherwise is not in the student's best interest or well-being.**

If the Director of Housing or the Executive Director of FLCC Association finds that there is a pattern of misconduct, complaints, and/or incidents at a particular property listed, that property may be removed.

### **Procedure for removing a property listing from the Listing:**

1. The Director of Housing or Executive Director of FLCC Association will notify the landlord via letter of specific concerns regarding a property and the reasons for removing it from the Listing.
2. The landlord will have two calendar weeks from the date of mailing of said letter to appeal to the Director's office in writing. Within such time, the landlord may submit to the Director any written materials s/he so desires, in opposition to the proposed exclusion from the Listing.
3. The Director may:
  - a. Meet with the landlord to receive any additional evidence the Director may deem relevant to the issue and/or to seek resolution of the concern(s);
  - b. Conduct such further inquiry or investigation into the matter as the Director may deem appropriate.
4. The Director's decision will be final.

The Online Rental Property Listing is offered as a free service to the students and landlords. **The Listing does not constitute endorsement of said property by Finger Lakes Community College.** Landlords are expressly prohibited from indicating verbally or in writing or in any way imply that such an approval exists.

Finger Lakes Community College **DOES NOT OWN OR OPERATE ANY HOUSING listed.** All the postings are privately owned and operated. The *Listing* is maintained solely as a service for both landlords and student tenants.

College personnel do not supervise the premises described, and the College does not become party to private landlord tenant matters; including, but not limited to any transactions between or on behalf of landlords or tenants, directing or arranging the lease of a particular facility, collecting rents and deposits, paying damages, dictating terms of lease, or otherwise making the college party to private landlord matters.

The accommodations herein listed are made available without restriction based on race, creed, color, handicap, sex, or national origin.

Finger Lakes Community College assumes no obligation for damages or payment of rent and will not employ any College sanctions to ensure payment of financial obligations or to resolve differences between tenants and landlords.

Finger Lakes Community College assumes no obligation for compliance with local statutes for fire and housing code inspections. We recommend the tenants request verification of said inspections.

SAMPLE LEASE AGREEMENT

THE OFFICE OF HOUSING AND RESIDENTIAL LIFE AT FINGER LAKES COMMUNITY COLLEGE OFFERS LANDLORDS THIS SAMPLE LEASE AS A MEANS TO SIMPLIFY AND STANDARDIZE THE LEASE AGREEMENT. WE BELIEVE THIS SAMPLE LEASE WILL OFFER PROTECTION TO BOTH THE LANDLORD AND TENANTS AND WILL SERVE AS A PRACTICAL WORKING DOCUMENT WHEN DEVELOPING A LEASE AGREEMENT. THIS IS SUGGESTED MATERIAL THAT THE LANDLORD IS ADVISED TO CAREFULLY CONSIDER.

I. Parties

The parties in this agreement are

\_\_\_\_\_ hereinafter called "Landlord," and

\_\_\_\_\_ hereinafter called "Tenant." If the landlord is the agent of the owner of said property, the owner's name and address is

II. Property

The Landlord hereby lets the following property to Tenant for the term of this agreement: (a) the real property known as

\_\_\_\_\_ and (b) the following furniture and appliances on said property:

III. Term

The term of this agreement shall be for

\_\_\_\_\_ beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

IV. Rent

The total rental for said property shall be \$\_\_\_\_\_ to be paid \_\_\_\_\_ in amounts of \$\_\_\_\_\_, due and payable on the \_\_\_\_\_ day of every \_\_\_\_\_. Rent should be paid by cashier's checks, personal checks or money orders.

V. Utilities

Landlord agrees to furnish the following services and/or utilities:

- ( )Electricity, ( )Garbage Collection, ( )Trash Removal, ( )Heat, ( ) Water, ( )Snow Removal, ( )Sewage, ( )\_\_\_\_\_.

VI. Deposits

Tenant will pay the following deposits(s) and/or fees and the TERMS OF REFUND ARE:

- 
- VII.** Tenant shall not lease or sublease said premises without the prior written consent of the Landlord.
  - VIII.** Landlord may enter the premises at reasonable times for the purposes of inspection, maintenance, or repair, and to show the premises to buyers or prospective tenants. In all instances, except those of emergency or abandonment, the Landlord shall give Tenant reasonable notice (at least one day) prior to such entry.
  - IX.** Tenant agrees to occupy the premises and shall keep the same in good condition, reasonable wear and tear excepted, and shall not make any alterations thereon without the written consent of the Landlord.
  - X.** Landlord agrees to maintain regularly the building and grounds in a clean, orderly and neat manner. Landlord further agrees, upon notice by Tenant, to complete within a reasonable time, all necessary repairs, including those of appliances and utilities, furnished with the premises.
  - XI.** Tenant agrees to not use the premises in such a manner as to disturb the peace and quiet of other tenants in the building and neighborhood residents. Tenant further agrees to not be a public nuisance and not to conduct business or commercial activities on the premises.
  - XII.** Tenant shall, upon termination of this Agreement, vacate and return the dwelling in the same condition that it was received, less reasonable wear and tear, and other damages beyond the Tenant's control.
  - XIII.** Any waiver or modification of the conditions of this Agreement shall be in writing.
  - XIV.** Any holding over after the termination of this Lease shall be construed as creating a month-to-month tenancy.
  - XV.** Additional Terms: **(Refer to the attached addendum for additional terms the Landlord may choose to include in the agreement.)**

We, the undersigned, agree to this Lease:

Landlord: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

\_\_\_\_\_  
Signatures(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
(Parent/guardian signature required if under 18.)

Date \_\_\_\_\_

**FINGER LAKES COMMUNITY COLLEGE**

**LEASE AGREEMENT ADDENDUM  
OPTIONS FOR ADDITIONAL TERMS**

THE OFFICE OF HOUSING AND RESIDENTIAL LIFE AT FINGER LAKES COMMUNITY COLLEGE OFFERS LANDLORDS THIS ADDENDUM WHICH IDENTIFIES ADDITIONAL TERMS FOR **POSSIBLE** INCLUSION IN THE LEASE AGREEMENT. THIS IS SUGGESTED MATERIAL THAT THE LANDLORD IS ADVISED TO CAREFULLY CONSIDER.

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The Landlord may terminate the Lease Agreement and take possession of the property located at \_\_\_\_\_ at any time for violation of the provisions of the Housing Agreement. The following conditions are strictly enforced:

1. The Landlord reserves the right to inspect the property for health, safety and maintenance reasons. This includes the right to enter the property whenever there is a reason or cause to believe that there exists therein a danger to person or property or a violation of FLCC code of conduct.
2. Causing a fire alarm, breaking or damaging a heat or smoke detector or removing or tampering with any fire or safety equipment is strictly prohibited and can result in termination of lease by landlord.
3. The use or possession of drugs or drug paraphernalia without medical prescription or supervision is prohibited.
4. Possession of alcoholic beverages for tenants and/or non-tenants under 21 years of age is prohibited.
5. Distribution of alcoholic beverages to tenants and/or non-tenants under 21 years of age is prohibited.
6. It is expected that tenants will maintain a certain standard of cleanliness of their unit and comply with any landlord requests to improve said standard.
7. Tenants residing at the property are responsible for the condition of the property and any provided furnishings on premises as denoted in the lease; damages will result in an assessment against the occupants.
8. Tenants are liable for loss or damage to their personal property, except where legal negligence of others applies. The Landlord does not carry or provide such insurance coverage and will not be responsible for any such theft, damage or loss. It is suggested that all tenants have an adequate renter's insurance policy.
9. The town noise ordinance will be maintained over the right to entertain.
10. Overnight guests are allowed for a maximum of only 72 hours. Landlord must be notified and approve of any guest(s) staying beyond this timeframe.
11. Non-students and non-tenant students may use the property only as invited guests of a tenant. The tenant host is responsible for the behavior of this guest including any damage or breach of lease caused by guest.
12. The keeping of cats, dogs, birds or other animals is prohibited. (If allowed, the following guidelines apply.)
13. The possession or use of hot plates, open-element space heaters and related electrical appliances that, in the opinion of the Landlord, are hazardous to operate on the property is prohibited.

