



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

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 (*on the lake*)
 Mobile Home House Townhouse/Condo

***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 home fully available; 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)

<input type="checkbox"/> Furnished	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Handicapped Access	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Garbage	<input type="checkbox"/> Off Street Parking	<input type="checkbox"/> Cable/Dish	<input type="checkbox"/> Additional Storage
<input type="checkbox"/> Pets Allowed	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Yard/Patio Use	<input type="checkbox"/> Recycling

1. Complete and return this form to the Office of Housing and Residential Life, Finger Lake Community College, 4355 Lakeshore 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. SIGN AND RETURN THE ENFORCEMENT WAIVER included in the packet **(must be received prior to your property being posted)**
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**

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:** _____



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

Finger Lakes Community College STATEMENT OF NON-DISCRIMINATION

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



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

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, 4355 Lakeshore Road, 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</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 tenants are be 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

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.

Multiple properties are to be listed separately requiring their own Application and Enforcement Waivers. Landlords are permitted to make additional copies as needed.

***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 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. **Including a property in 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 OFF-CAMPUS HOUSING.** All the listings in this *Guide* are privately owned and operated. Because of this, the *Guide* 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.

College personnel will not become involved in any transactions between or on behalf of landlords or tenants, such as 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 would recommend the tenants request verification of said inspections.

Approved June 2009

**FINGER LAKES COMMUNITY COLLEGE
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.

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. Student tenants must be in good standing at the college. (Good standing can be defined as academic good standing, not dematriculated; no code of conduct violations; payment of all bills, etc.)
3. 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.
4. The use or possession of drugs or drug paraphernalia without medical prescription or supervision is prohibited.
5. Possession of alcoholic beverages for tenants and/or non-tenants under 21 years of age is prohibited.
6. Distribution of alcoholic beverages to tenants and/or non-tenants under 21 years of age is prohibited.
7. 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.
8. Tenants residing at the property are responsible for the furniture and condition of the property; damages will result in an assessment against the occupants.
9. 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 renters insurance policy.
10. The town noise ordinance will be maintained over the right to entertain.
11. 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.
12. 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.
13. The keeping of cats, dogs, birds or other animals is prohibited. (If allowed, the following guidelines apply.)
14. 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.

