Notice of Vacancy for Off-Campus Listing

Only information requested on this form will be included on the printout. A NON-REFUNDABLE payment (in check form payable to WSU) of $10.00 must be enclosed with this form. Each form is for a 2-week listing.

Today’s Date: _____________

Listing is to be included in printout date from _____________ to _____________, 20___

Date unit is available for rent: ________________

Number of tenants:

#_______ either gender #______ M #_____ F to live with #_____ M #_____ F

Note: You must list your vacancy for either gender unless you are seeking a tenant to live with other tenants already residing in the unit OR you have a sleeping room and will be sharing a portion of your home with the tenant.

Landlord/Students Name: __________________________

Who is submitting this listing? (Check one) □ Landlord □ Student □ Other

Contact Number: __________________________ Website/Email: __________________________

Rental Property Information

Rental Address: ____________________________ (Must be filled out in order for us to process listing)

Distance from WSU: ____________ blocks or _____________ miles

Rent: $__________ each / total (please circle one)

Number of Bedrooms: ________

Check one: □ Completely Furnished □ Semi-Furnished □ Unfurnished

Check one: □ House □ Apartment □ Duplex □ Sleeping Room (w/kitchen use □)

Rental Property has: □ Air conditioning □ Washer/Dryer (coin __) □ Parking

Check all utilities which are included in the rent:

□ Heat □ Water □ Garbage □ Electric □ Cable □ Internet

Additional Information:

Phone number where you can be reached during daytime hours (8:00 a.m. – 4:00 p.m.) in the event we have a question about your listing:

______________________________
Your First and Last Name:
__________________________________
__________________________________

Your Home Address: _______________________________________

New Address? Y   N

If you are mailing in your ad, return white and yellow copy of this form with payment to: WSU Housing Office, Attn: Heather, P.O. Box 5838, Winona MN 55987. If you have questions please call us at (507) 457-5305. This form must be received by the Housing Office by 12:00 Noon on the deadline date.

Updated: 10/1/14