

The University of Maine
Commuter and Non-traditional Student Programs

OFF-CAMPUS HOUSING POLICY

Overview

The CNTSP Office at the University of Maine maintains a database of available off-campus rental units. This policy describes the landlord listing process, the listing requirements between landlords and the University of Maine, and the process for filing and investigating tenant complaints.

Off-Campus Housing Service

The Off-Campus Housing Service is a database of available off-campus rental units which can be obtained in a printout from the Memorial Union Information Center or searched from the Off-Campus Housing Web site (www.umaine.edu/studentaffairs). It is updated by a staff member who receives listing information from landlords and maintains the database. To have their rental units included in the database, landlords complete a listing information form and sign an agreement to abide by the University of Maine's nondiscrimination policy and to inform the office when the property is no longer available. **Listings are removed after 30 days.**

Listing Requirements

The CNTSP Office provides the Off-Campus Housing Listing for the convenience of University of Maine students, faculty, and staff. To have their rental properties listed, landlords must sign the Listing Agreement indicating their willingness to comply with the University of Maine nondiscrimination policy. In addition, landlords agree not to solicit renters at or near the CNTSP Office, not to intentionally give false information about rental properties, and not to rent units which threaten the health or physical welfare of renters.

The landlord signs the Listing Agreement and returns it to the Commuter and Non-traditional Student Programs Office. University of Maine students, faculty and staff will be informed about this policy on the front page of the housing printout and on the Off-Campus Living Web site, including the process for filing complaints regarding landlords' adherence to the policy.

Tenant Complaints Process

Tenants who believe that their landlord has not adhered to this policy are encouraged to contact the CNTSP. The Dean will determine if a violation of the listing agreement has occurred and may decide to remove the property from the database for a specified length of time. The landlord will receive written notification of the nature of the complaint, have an opportunity to respond to the complaint, and be notified in writing of any action taken.

Inquiries concerning this service may be made by calling The Office of Commuter and Non-traditional Student Programs at (207) 581-1734.

updated 8/2006

LISTING AGREEMENT

The Off-Campus Housing Service will accept listings from landlords who agree to comply with the following policies:

In accordance with the University of Maine's nondiscrimination policy, landlords will not discriminate based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status. Landlords will agree not to solicit renters at or near the Commuter and Non-traditional Student Programs Office, not to intentionally give false information about rental properties, and not to rent units which threaten the health or physical welfare of renters. Landlords will promptly notify the Commuter Office whenever listed housing is no longer available. Reactivation of a listing may be made by phone or by letter. **Listings are removed after 30 days.**

I have read, understand, and agree to comply with the above Off-Campus Housing Listing policies of the University of Maine.

Listing Name (Please Print)

Mailing Address

Signature

Date

Phone Number

Note: Failure to comply with this agreement may result in removal from the Off-Campus Housing listing..

RETURN COMPLETED AGREEMENT TO:
Commuter and Non-Traditional Student Programs
Attn: Off-Campus Housing Listing
The University of Maine
5748 Memorial Union
Orono, ME 04469-5748
(207) 581-1734
FAX: (207) 581-1737

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