**Lister/Non-Subscribers Terms and Conditions 2015 – 2016**

**Listers / Non-Subscribers**

A Lister or Non-subscriber is defined as someone who owns six or fewer rental units, or is the present tenant. For those who own more than seven units, please contact Campus Area Housing for advertising rates and information.

**Requirements and Code or Legal Violations:**

- All non-subscribers must own six or fewer rental units, or be a current tenant of the unit (i.e., looking to sublet or advertise a roommate opening).
- All housing listed for students, staff and faculty of the University of Wisconsin-Madison must meet the requirements of the City of Madison Building Codes and Equal Opportunities Ordinances of the City of Madison and/or the State of Wisconsin and the Federal Civil Rights Act.
  - This includes private homeowners who have converted their basement (for example) into an apartment for the purposes of renting to students. Those too require adherence to city inspections and codes.
- Rentals listed that do not meet these requirements will be removed from the website, and a refund will not be offered. Campus Area Housing reserves the ability to suspend listings by owners who may have ongoing and/or unresolved building code violations in any owned/managed property.

**Payment and Confirmation Information:**

- Sublessor/tenant listing fees are $15 for a maximum of five months or until the unit is rented or inactivated at your request.
- Owner/manager listings are $25 for a maximum of five months or until unit is rented or inactivated at your request.
- Confirmation of listing submission is presented immediately after the listing is submitted. Clients must then submit payment to complete the listing process.
  - Please call our office at 608-263-2452 to pay by credit card or deliver a check (in an envelope labeled Campus Area Housing) to the Campus and Community Information desk located on the first floor of Union South. Please make the check payable to ‘UW-Madison.’
  - Once paid listings have been activated by staff, clients receive a confirmation e-mail, which includes a receipt. Please print and keep this e-mail for your records.
- Listings will remain in “pending review” until approved and activated by Housing Staff. Listings will not be visible online during that time but will usually appear within one business day.
- According to UW-Madison regulations set forth by the University of Wisconsin System Administration, a $20 NSF (non-sufficient funds) fee will be assessed for any check not paid by the bank on which it is drawn. Campus Area Housing reserves the right to refuse check payments from students/clients with a history of NSF checks.

**Listing and Updating**

You may post, remove, or amend your listing(s) in 3 ways.

- **Online.** Visit www.campusareahousing.wisc.edu
- **Telephone.** You may call (608) 263-2452.
- **Make an appointment for in-person assistance at our Union South office.** Please contact us at least one business day in advance to schedule an appointment to ensure staff are available to help you (608)263-2452 or campusareahousing@uwmad.wisc.edu.
Compliance

- The Campus Area Housing web site is designed so that listings are uploaded to our database as they are submitted by our clients.
- All new listings are reviewed for content before going "live", generally within 1 business day because our website is directly linked to the University home page.
  - Listings are generally not activated on weekends or State recognized holidays.
  - Existing listings that are modified or revised will also need to be reviewed (becoming temporarily inactive) and will become activated again as soon as possible, on the same schedule discussed above.
- Campus Area Housing reserves the ability to edit or reject a listing if it fails to comply with all applicable municipal codes and ordinances, as well as applicable state and federal laws, including discriminatory text.
  - We may also suspend listing privileges if information provided by a lister is found to be misrepresentative or falsified.
- Pictures presented should be appropriate in content, for the purposes of displaying the available property, and should be free of people, signs, current tenants, or other objectionable content.
- Staff may remove websites or photos from listings under the above circumstances.
- Our website is designed so listings are uploaded to our database queue as they are submitted by our clients. We reserve the right to edit, modify, or reject a listing if it fails to comply with all applicable municipal codes/ordinances, and all applicable state/federal laws, and/or for continuity of data.

Updates -- Changes -- Rented

We review listings periodically with owners/property managers and sublessors/tenants to check continued availability, either by system-generated emails or telephone calls. Listers are responsible for notifying us of unavailable units and changes in a timely manner. Listings for rentals that are not currently available on the market are not permitted.

Privacy Statement

We do not sell, rent, trade or distribute any personally identifiable information obtained from advertisers to a third party, except in cooperation with government agencies or as required by law. Information collected is used for the administrative and operational purposes of the service, or for safety announcements, as needed.

Refunds and Disclaimer

- The Campus Area Housing Listing Service does not issue credits, refunds or extensions.
- While we do actively market and present our resource to students as frequently as possible, finding a tenant by listing with us cannot be guaranteed. Many factors can influence the outcome of your listing, including: the amount of property details presented (or lack of photos and details), the competitiveness of your property’s cost & amenities, and the rental market conditions at the time, among others.

Website Reference

Requests to list a website on housing listings are considered on a case-by-case basis. Permission to list a website depends on site content, University of Wisconsin-Madison or System policies and current federal, state, and city of Madison housing-related guidelines.

Web sites presented for advertising should also be appropriate in content, and speak only about the property available. Personal websites such as Facebook or Myspace should not be used, for your safety.

Sublet Scams:

If you think an email request you receive may be a scam, please feel free to forward the email to our office for verification. For more information on sublet scams, please visit www.campusareahousing.wisc.edu.