Subscriber Terms and Conditions 2018 – 2019

Subscriber Definition:
A subscriber is defined as a client who owns seven or more units and pays an annual subscription for unlimited access to the UW-Madison Campus Area Housing (CAH) Listing Service.

Requirements and Code or Legal Violations:
- Use of the listing service by property owners/managers with an inventory of seven or more units is by annual subscription only. This includes Co-ops, Rooming Houses, and Academic Fraternities.
- Subscription service fees are based upon the number of units owned or managed in Dane County, and the location of those units, regardless of plans to list or not to list specific buildings or units. Information provided is verified at least annually with public records.
- 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 lower levels (for example) into apartments for the purpose 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:
- Payment of the annual subscription fee entitles a property owner/manager to unlimited use of our Campus Area Housing Listing Service during the subscription year - October 1 through September 30.
- Subscription invoices are generally mailed to the billing address on file during the month of September.
- Prior year listings are not automatically renewed, and listings are not available to prospective renters until the payment is recorded.
- Additions to the initial total number of units owned or managed during a subscription year may result in additional fees. We reserve the right to make the final determination on any fee.
- Please make checks payable to UW-Madison.
- Please make your full subscription payment for the October 2018 to September 2019 subscription year by Tuesday, October 30, 2018 to avoid interruption in service of existing listings.
- 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 modify your listing(s) in three ways.
- **Online.** Visit [http://www.campusareahousing.wisc.edu](http://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 is available to help you (608) 263-2452 or campusareahousing@uwmad.wisc.edu.

Authorized Agents:
Only the subscriber or his/her authorized agent(s) may list under any one subscription name. All listings submitted will appear with the same contact information.

Privacy Statement:
Campus Area Housing does 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 by Campus Area Housing is used for the administrative and operational purposes of the service, or for safety announcements, as needed.

Compliance:
- The Campus Area Housing website is designed so that listings are uploaded to our database queue as they are submitted by our clients.
- All new listings are reviewed, generally within 1 business day, for content before being activated.
  - Listings are generally not activated on weekends or state recognized holidays.
  - Existing listings that are modified or revised will become temporarily inactive and will be reviewed. They will be re-activated 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 content that is not an objective representation of the property itself.
- Staff may remove websites or photos from listings under the above circumstances.

Availability Updates:
The Campus Area Housing staff periodically reviews listings with owners/property to check continued availability, either by system-generated emails or telephone calls. Subscribers are responsible for notifying the office of unavailable units and changes in a timely manner. Listings for rentals that are not currently available on the market are not permitted.

Refunds and Disclaimer:
- The Campus Area Housing Listing Service generally does not issue credits, refunds or extensions.
- While we do actively market and present our service and 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, such as photos and features offered, the competitiveness of your property's cost and 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.

Websites presented for advertising should also be appropriate in content, and speak only about the property available. Personal websites such as Facebook or Twitter should not be used.

**Sublet Advertising:**
Subscribers may advertise sublet vacancies, as a courtesy to their tenants, with their current subscription. There is no additional charge. However, the contact information for the sublet listing will be that of the subscriber, not the tenant.

If you prefer that your current tenant be the direct contact, they may advertise their sublet through Campus Area Housing. The tenant/sublessor rate is $15 per listing for up to five months of advertising. If a tenant has questions about subletting, please encourage him/her to review the subletting Frequently Asked Questions on our website and/or contact our office by phone or e-mail.

**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.