

**The University of Maine
Commuter and Non-traditional Student Programs (CNTSP)**

OFF-CAMPUS HOUSING POLICY

Overview

CNTSP at the University of Maine maintains a database of available off-campus rental units. The Off-Campus Housing Listing is provided for the convenience of University of Maine students, faculty, and staff. This policy describes the Off Campus Housing listing, the listing requirements between landlords and the University of Maine, and the process for addressing tenants' concerns about violations of this agreement.

Off-Campus Housing Listing

CNTSP maintains a database of local off-campus rental units which can be searched from the CNTSP web site (www.umaine.edu/cntsp), Off Campus Housing or directly at www.umess.maine.edu/housing/. It is updated by a staff member who receives listing information from landlords/property managers and maintains the database.

Requirements to List a Property

To have their rental properties listed, landlords/property managers must;

1. Complete and sign the Off Campus Housing Listing Policy Agreement indicating their willingness to:
 - Abide by the University of Maine's nondiscrimination policy
 - Agree not to solicit renters at or near the CNTSP Office and Commuter Lounge,
 - Not intentionally give false information about rental properties
 - Not rent units which threaten the health or physical welfare of renters.
 - Inform the CNTSP office when the property is no longer available.
2. Complete an Off Campus Housing Listing Information form for each property listed.

Tenant Complaints Process

Tenants who believe that their landlord has not adhered to this Off Campus Housing Listing Policy Agreement are encouraged to contact CNTSP. If a violation of the agreement has occurred, the property may be removed 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.

University of Maine students, faculty and staff will be informed about this policy on the CNTSP website, including the process for filing complaints regarding landlords' adherence to the policy agreement.

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

Updated 9/9/16

OFF-CAMPUS HOUSING LISTING POLICY AGREEMENT

The University of Maine, Commuter and Non-traditional Student Programs (CNTSP) will accept listings from landlords/property managers 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, including transgender status and gender expression national origin or citizenship status, age, disability, genetic information or veteran status.

Landlords will agree not to solicit renters at or near the Commuter and Non-traditional Student Programs Office/ Commuter Lounge (with the exception of designated tabling and bulletin boards that may be made available in Memorial Union), 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 and Nontraditional Student Programs Office (CNTSP) whenever listed housing is no longer available. Reactivation of a listing may be made by phone, email or by letter. Listings are removed from the active listing after 30 days.

Properties that remain inactive for two years or more may be removed from the database

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

Landlord/Property Manager's Name (Please Print)

Mailing Address

Email

Phone Number

Signature

Date

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

RETURN COMPLETED AGREEMENT TO:
Commuter and Non-Traditional Student Programs
Attn: Off-Campus Housing Listing
The University of Maine
5748 Memorial Union, Rm. 150
Orono, ME 04469-5748
(207) 581-1734
FAX: (207) 581-1737

Email: Commuter.Nontradstudents@umit.maine.edu

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