



UCLA Community Housing Office

360 De Neve Drive, Los Angeles, CA 90095-1495 • (310) 825-4491 • www.housing.ucla.edu/ask

LISTING RATES

ROOMMATE NEEDED or SHARED SUBLET	\$15 per listing
ROOM IN PRIVATE HOME or ROOM FOR SERVICE (Private bedroom attached to the house/Room in exchange for services)	\$15 per listing
VACANT LISTING or VACANT SUBLET LISTING (Vacant Efficiency, studio, apartment, condo, house, guest house)	\$25 per listing
ANNUAL MANAGEMENT ACCOUNT - A \$3,000 value! (Unlimited listings for one year, up to 10 listings posted at one time)	\$400 annual fee

TO SUBMIT A LISTING ONLINE

****PLEASE NOTE:** We **do not** recommend submitting your listing with an Apple Macintosh computer, Safari or Mozilla Firefox, as known defects exist. And we **do not** accept American Express credit cards.**

1. Visit www.cho.ucla.edu
2. Select "Online Database"
3. Select "Landlords & Management"
4. If this is your first time listing please select "**Create New User ID.**" If you have listed previously, please log-in with your Username and Password and start with Step 6.
5. If this is your first listing, complete the form with your personal information. When you are finished, and have submitted the information, **LOOK** for the **POP-UP WINDOW** with your **USERNAME.**
6. With your Username and password, log back into the "Landlords & Management" section and select "Submit Vacant Listing" or "Submit Roommate Needed." You will be prompted for your credit card information once you have entered your listing.
7. If your listing has been submitted successfully, you will receive an Order ID confirmation.

Questions or difficulty? Call 310-825-4491. Office hours: 8am – 5pm, closed for lunch 11am – 12pm.

PLEASE NOTE:

- All listings are posted on the Community Housing Office website, www.cho.ucla.edu
- Your listing will be posted for **30 days. Listing fee is non-refundable.**
- You may cancel or make changes to your listing by phone.
- Please notify our office when your listing has been rented.
- When removing a listing before the expiration date, you will forfeit any additional time.

LISTING CATEGORIES

Roommate Needed and Sublet Listings

- a. Posted in Public Listings and available to UCLA Community **plus** the general public.

General Category Listings:

- a. All new listings received by 2:00 p.m. are posted on the date of receipt.
- b. Listings are available to current UCLA students, **faculty**, staff, alumni and extension students.

Faculty Category Listings:

- a. Listings received by 2:00 p.m. become active in the Faculty Database on the day received.



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- b. Faculty listings are **only** available to current and/or incoming faculty and academic departments with membership.