



# UCLA Community Housing Office

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

## Vacant Rental Listing (\$25 for 30 day listing)

### LISTER INFORMATION:

Lister Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### RENTAL INFORMATION:

**Housing Type** (please circle one):

Studio      Apartment      House      Townhouse      Condo      Duplex      Guest house

**Listing Category** (please circle one): General Category (Incl. Faculty)    **OR**    Faculty Only Category

Contact Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Apt \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Monthly Rent** \$ \_\_\_\_\_ \*number req'd.    **Security Deposit** \$ \_\_\_\_\_ \*number req'd     Includes last month's rent

Lease Length: min # months: \_\_\_\_\_ max # months: \_\_\_\_\_     No maximum lease length

**# of bedrooms** \_\_\_\_\_ **# of bathrooms** \_\_\_\_\_ \*number req'd.

Miles to UCLA \_\_\_\_\_ \*number req'd. (rounded to nearest mile)    Date Available: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Utilities Included** (please circle all that apply):    None    Gas    Cable TV    Electric    Internet    Trash    Water

**Laundry** (please circle one):    None    In Building    In Unit    Hook-Ups

**Parking** (please circle one):    Garage    On street    Off street    Gated    Carport

**Additional Amenities** (circle all that apply):

Wheelchair Access	University Owned Apt.	Smoking Allowed
Furnished	Near Bus Line	Air Conditioning
Carpet	Window Coverings	
Hardwood Floors	Tile Floors	Fireplace
Balcony	Patio	Garbage Disposal
Stove		
Refrigerator	Dishwasher	Yard
Gardener Included	Additional Storage	Pets Allowed
Cats Allowed	Dogs Allowed	Pool
Jacuzzi		

**Additional Notes** (Max 500 spaces): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PHOTOS:** 6 pictures may be used for each listing. Please submit photos online at [www.housing.ucla.edu/ask](http://www.housing.ucla.edu/ask)

**Office Use Only:**    **Survey Sent:** \_\_\_\_\_

**DISCLAIMER ON REVERSE SIDE MUST BE SIGNED BEFORE POSTING  
TERMS AND CONDITIONS**

The UCLA Community Housing Office does not investigate, endorse, or guarantee the tenantability of these listings, or the suitability of those responding to the listing. We do not guarantee any specific result from use of this web site and/or the service. Listing fee is non-refundable. We reserve the right to remove or withhold any listing.

State, local and University policy prohibits discrimination on the basis of race, color, religion, national origin, sexual orientation, disability, age, marital status, familial status, presence of minor children, veteran status, student status, source of income, or medical condition. The UCLA Community Housing Office reserves the right to edit listing based on this discriminatory policy.

As a courtesy to those searching the database, please notify our office when your vacancy has been filled. When removing a listing before the expiration date, you will forfeit any additional time. **ALL LISTINGS WILL EXPIRE AFTER 30 DAYS, UNLESS REMOVED OTHERWISE.** You may cancel or make changes to your listing by phone, fax, or email at [www.housing.ucla.edu/ask](http://www.housing.ucla.edu/ask).

**BY SIGNING THIS FORM YOU ARE GIVING YOUR CONSENT TO POST ALL RENTAL INFORMATION ON OUR ONLINE DATABASE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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**Be sure to include your vacant listing payment of \$25.**

**Listings will not be posted without proper payment.**

**Make checks payable to "UC REGENTS." Mail to:**

UCLA Community Housing Office  
360 De Neve Drive  
Los Angeles, CA. 90095-1495