

Listing Service Advertisement Form

Community Housing
 169 University Ave
 Kingston ON K7L 3N6
 community.housing@queensu.ca ; Phone 613.533.2501; Fax 613.533.2196



CUSTOMER INFORMATION (please print)

Customer Type: Advertiser Agent Landlord

First Name	Last Name	Email	Phone #	Cell Phone #
Mailing Address			City / Province	Postal Code

CONTACT INFORMATION FOR UNIT (please print)

Check here if contact information for the unit is the same as Customer Information above, otherwise please complete below

First Name	Last Name	Phone #	Cell Phone #	Email
Website		Listing Name (shown in the Contact Field of the ad - e.g. J Smith (default), Jim Smith, ABC Company)		
Mailing Address			City / Province	Postal Code

UNIT INFORMATION (incomplete information will affect accuracy of listing, particularly related to the distance/map function)

Unit/Apartment #	Street Number	Street Name		
City	Postal Code	Contract Program Unit?	Date Unit Available	FULL RENT \$ FOR UNIT (NOT per bedroom)
Description (250 characters maximum)				

PROPERTY TYPE (Please check one only)

Apartment House Room

LEASE TYPE/TERM (Please check one only):

12 Month Lease 8 Month Lease Sublet Assignment Other (e.g. monthly, short term)

UNIT FEATURES (leaving sections empty may result in your ad not appearing in search results):

Total # of Bedrooms in Unit		On site Laundry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heat Included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity Included?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Furnished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Air Conditioned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Laundry Hookup	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accessibility Features?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Heating Type	<input type="checkbox"/> Gas-Forced Air <input type="checkbox"/> Gas-Boiler <input type="checkbox"/> Oil-Force Air <input type="checkbox"/> Oil-Boiler <input type="checkbox"/> Electric Baseboards	Is this a shared accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Submission of this form constitutes acceptance of the following terms and conditions:

1. While we endeavour to post ads as soon as possible, please allow up to three (3) business days for your ad to appear online;
2. Advertising & Processing Fees are subject to change without notice and are non-refundable;
3. Changes to Ads, except where there was a data entry error on the part of Community Housing, will be treated as a new ad and will require payment of an additional advertising & processing fee;
4. Community Housing reserves the right to remove ads at its discretion, including ads for units/from Landlords who have been prohibited from using this service.

PROTECTION OF PRIVACY: Community Housing is committed to protecting the privacy of the personal information you provide. Personal information you provide is only used for the stated purpose and will only be released in accordance with the Freedom of Information and Protection of Privacy Act. Information collected from this form will be used to advertise the rental property, to provide statistical analysis including rental market analysis, to conduct financial activities, and to contact the customer from time to time. Direct questions expressly related to the collection and use of this information to: Associate Director (Community Housing), 169 University Avenue, Kingston, ON, K7L 3N6, 613.533.2501.

Office Use Only	Received: _____ / _____ / _____ MM DD YYYY	M.O.P.: <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Money Order	Amount Received: \$ _____	HST: \$ _____
Receipt No: _____		Entered by: _____		Date: _____