



RENTAL LISTING FORM

A division of Residential & Dining Enterprises

Please use the following format to submit your rental listing:

CONTACT INFO (for office use only): Include your name, phone number(s), and e-mail address

CATEGORY (circle one or two if it is a short-term rental): **apartment** **condominium** **cottage**
house **room in a private home** **shared housing** **work exchange**
and/or **short term/sublet/summer sublet**

PROPERTY ADDRESS (for office use only): include the exact address of the property, including the city

RENTAL LISTING TEXT:

This should be in paragraph format. Please make sure that you include where the rental is located, the rent, and how prospective tenants should contact you. Other possible information to include in your rental listing are the name of the neighborhood (if there is one), the minimum length of stay, the lease terms, the deposit amount, pet and smoking policies, amenities within the residence, amenities within the complex (if possible), furnishings included (if any), nearby conveniences, length of time to get to the Stanford campus, and any special requirements for renting from you. Please give the contact information at the very end of the listing.

After you submit the listing to the Community Housing office, it will be added to the list of rentals in the appropriate category or categories. The listing will stay posted for up to a month, until you contact Community Housing to take it down, or until our rental listing database is restored.

Thank you for your interest in listing with the Community Housing office and renting to a Stanford affiliate. Please our office if you have any questions.

Community Housing
(650) 723-3906 phone or (650) 736-1297 fax
communityhousing@lists.stanford.edu
630 Serra Street #110
Stanford, CA 94305-6034