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How To List A Home For Sale Or Rent

Overview

The Homes For Sale and Rent (HFSR) is a monthly publication prepared by Faculty Staff Housing (FSH). The HFSR is available to eligible buyers and renters. FSH maintains a mailing and email list of interested buyers and renters who receive the publication each month. The HFSR is also available at FSH for those eligible persons who request it. The HFSR is given to eligible faculty and staff being recruited to Stanford when they receive information regarding Stanford housing programs. New listings received by FSH during the month are available on a recorded message each Friday after 5:00 pm. A list of those eligible positions within the University who are eligible to purchase or rent homes on the Stanford campus is available from FSH. If you list your home for rent, please refer to your Residential Ground Lease for specific sub-lease provisions. FSH is available to answer questions. Please contact our office at 650-725-6893.

Listing Your Home For Sale or Rent

In order to list your on-campus property for sale or rent, complete and submit the required forms which are included in this document.

HOMES FOR SALE AND RENT AUTHORIZATION (AUTHORIZATION)

The Authorization form authorizes FSH to include your property in the monthly publication of the HFSR. The form also authorizes FSH to include your property on the recorded message available on the first Friday following receipt by FSH of the completed forms. The Authorization also allows FSH to change those properties listed for sale in the HFSR to read "In Escrow" when a Stanford University Real Estate Purchase Contract and Receipt For Deposit (Purchase Contract) has been fully executed, by both buyer and seller, and an escrow has been opened with a title company. The designation of "In Escrow" will appear in the HFSR until the transaction has been completed. The listings designated "In Escrow" alert potential buyers that a written offer to purchase has been accepted. When your property is in escrow, you can continue to show your home to potential buyers if you choose.

HOMES FOR RENT

For those properties listed for rent, the listing will be deleted when FSH receives notification from the authorized person that the property has been rented. Lease forms published by the California Department of Real Estate are available from FSH. Other lease forms are available from most stationery stores.

DELEGATION OF AUTHORITY

If the eligible person or Lessee wishes to delegate his/her authority to a non-eligible person to act on his/her behalf, the delegation must be completed. The delegation may be given to a non-eligible spouse, adult child, colleague, or to a real estate professional. The delegation allows the delegated person to provide information for new or revised listings.

HOMES FOR SALE AND RENT LISTING FORM (LISTING)

The Listing form must be completed with information about the property being offered for sale or rent. All listings must conform to the format provided on the Listing form. A sample Listing is included. No other formats will be accepted by FSH. The same form is used for new listings and revisions to existing listings. The authorized person must sign and date any new listing or a revision to an existing listing.

PROPERTY INFORMATION

FSH publishes information you provide without verification or warranty. The living space listed is your best estimate of the square footage of your living space and excludes the garage area. The description section of the Listing gives the seller or landlord the opportunity to include special features of the property. These remarks could include views, finishes, extra space such as a rental or guest unit, built-in cabinets or bookcases, special landscape features, upgrades, and re-modeled areas. For rental listings, it is important to note if furnishings and utilities are included. Please limit your text to six lines. FSH reserves the right to edit any listing in its sole discretion.

**LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS DISCLOSURE,
ACKNOWLEDGEMENT AND ADDENDUM**

The Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) in an effort to ensure that the public receives information necessary to prevent lead poisoning in homes requires that all owners of residential dwellings built prior to 1978 provide to their agents and to prospective tenants a disclosure of lead paint notice form called the Lead-Based Paint and Lead-Based Paint hazards Disclosure, Acknowledgement, and Addendum and a copy of the booklet entitled "Protect Your Family From Lead In Your Home".

One complimentary copy of the Lead-Based Paint And Lead-Based Paint Hazards Disclosure, Acknowledgment and Addendum form and the booklet "Protect Your Family From Lead In Your Home" is provided to the eligible person or Lessee by FSH. Stanford requires these disclosures be provided regardless of the year the property was built.

TIMING

For new listings or revisions to current listings to the HFSR monthly publication, the completed Authorization, (with delegation, if applicable), and Listing must be received by noon on the 28th day of the preceding month. If the 28th day of the month falls on a weekend, the completed forms must be received by noon on the Friday before the 28th day of the preceding month. Completed forms received after the deadline, will be published in the following month's HFSR.

New listings or revisions received during the month will be included in the recorded message on the first Friday after the new listing or revision is received by FSH. A reminder about open houses will be placed on the recording immediately preceding the date of the event.

CHECKLIST

In order for your listing to be included in the monthly publication of the HFSR, you must return to FSH the following completed forms:

- Authorization (and delegation if applicable)
- Listing



Homes for Sale and Rent Authorization

Property Address: _____, Stanford, CA

I, _____, authorize Faculty Staff Housing to include my
Eligible Person/Lessee

home in the monthly publication of Homes for Sale and Rent and to include my home on the recorded message available on the first Friday after my completed Listing Packet is received by FSH. Upon delivery to FSH of a fully executed copy of a Stanford University Real Estate Purchase Contract and Receipt for Deposit and upon notification of an open escrow, I authorize Faculty Staff Housing to change my listing to read "IN ESCROW". This listing status will remain in effect until the sale transaction is completed. Upon notification to FSH that my property listed for rent has been rented, I authorize FSH to delete my listing from the HFSR.

I understand that the Homes for Sale and Rent monthly listings are published as an accommodation and that Faculty Staff Housing reserves the right, in its sole discretion, to decline to list a home for sale or rent or to remove any listing from the publication.

Signature of Eligible Person/Lessee

Date

Delegation of Authority (Optional)

I, _____, delegate to _____
(Eligible Person/Lessee) (Delegate's Name)

authority to list and make revisions to the listing of the property above.

Signature of Eligible Person/Lessee

Date

Contact Information for (Check one: Eligible Person/Lessee Delegate)

This information will be used if there are questions regarding the completed forms, but will not be published in the listing unless requested.

Mailing Address: _____

Telephone Number: home () _____
office () _____
cell () _____
email _____

Reason for Listing (optional): _____

Please send monthly listings to: Email address above Mailing address above
Other address: _____

Sample of a Completed On-Campus Listing Form

Check One: For Sale For Rent
 Owner's Name to Appear on Listing: John and Jane Doe
 Property Address: 123 Stanford Place _____ Stanford, CA 94305
 Check One: New Listing Revision (Complete only sections to be revised.)
 Price: \$ 850,000 Living Space: 1,550 sq. ft. Rental Period (if applicable) _____

Single Family Residence

<input type="checkbox"/> 3 Bedroom(s)	<input type="checkbox"/> 2 Bathroom(s)	<input type="checkbox"/> LR/DR Combo	<input checked="" type="checkbox"/> Breakfast Area
<input checked="" type="checkbox"/> Living Room	<input checked="" type="checkbox"/> Family Room	<input checked="" type="checkbox"/> Separate Dining Room	<input checked="" type="checkbox"/> Hardwood Floors
<input checked="" type="checkbox"/> Study	<input type="checkbox"/> 2 Fireplace(s)	<input checked="" type="checkbox"/> Vinyl/Linoleum	<input checked="" type="checkbox"/> Carpet
<input checked="" type="checkbox"/> Tile	<input checked="" type="checkbox"/> Patio/Decks	<input type="checkbox"/> Automatic Sprinklers	<input checked="" type="checkbox"/> Pool
<input checked="" type="checkbox"/> Walk-in Closets	<input type="checkbox"/> Built-in Bookcases	<input checked="" type="checkbox"/> Hot Tub	<input type="checkbox"/> Cul de-Sac
<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Single Carport	<input checked="" type="checkbox"/> Single Garage	<input type="checkbox"/> Double Garage
<input checked="" type="checkbox"/> 1/4 to 1/2 acre	<input type="checkbox"/> 1/2 to 3/4 acre	<input type="checkbox"/> 3/4 to 1 acre	<input checked="" type="checkbox"/> Other <u>Balcony</u>

Sample Listing

John and Jane Doe	123 Stanford Place 1,550 Sq. Ft.		\$850,000
Single Family Residence	3 Bedrooms	2 Bathrooms	Breakfast Area
Living Room	Family Room	Separate Dining Room	Hardwood Floors
Study	2 Fireplaces	Vinyl/Linoleum	Carpet
Tile	Patio/Deck	Automatic Sprinklers	Pool
Walk-in Closets	Hot Tub	Single Garage	1/4 to 1/2 acre
Balcony			

Beautiful family home in Frenchman's Hill. Built-in bookcases in study. Views of the foothills from master bedroom balcony. New carpet throughout. Kitchen and baths upgraded. There will be an open house on Sunday, September 21st from 1:00 to 4:00 p.m. For more information, please call John or Jane Doe at (650) 000-0000.

Please limit your text to six lines.

SAMPLE LISTING

On-Campus Listing Form

Check One: For Sale For Rent

Owner's Name to Appear on Listing: _____

Property Address: _____ Stanford, CA 94305

Check One: New Listing Revision (Complete only sections to be revised.)

Price: \$_____ Living Space: _____ sq. ft. Rental Period (if applicable)_____

COMPLETE ONE CHECK-OFF SECTION BELOW:

Single Family Residence

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> LR/DR Combo | <input type="checkbox"/> Breakfast Area |
| <input type="checkbox"/> Living Room | <input type="checkbox"/> Family Room | <input type="checkbox"/> Separate Dining Room | <input type="checkbox"/> Hardwood Floors |
| <input type="checkbox"/> Study | <input type="checkbox"/> Fireplace(s) | <input type="checkbox"/> Vinyl/Linoleum | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Tile | <input type="checkbox"/> Patio/Deck | <input type="checkbox"/> Automatic Sprinklers | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Walk-in Closets | <input type="checkbox"/> Built-in Bookcases | <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Cul-de-Sac |
| <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Single Carport | <input type="checkbox"/> Single Garage | <input type="checkbox"/> Double Garage |
| <input type="checkbox"/> 1/4 to 1/2 acre | <input type="checkbox"/> 1/2 to 3/4 acre | <input type="checkbox"/> 3/4 to 1 acre | <input type="checkbox"/> Other _____ |

Condominiums

Asterisked items (*) are automatically included in all condominium listings.

- Pearce Mitchell** Circle Unit Type: A B C Ca Cb D1 D2 E
- | | | | |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> LR/DR Combo | <input type="checkbox"/> Separate Living Room |
| <input type="checkbox"/> Study | <input type="checkbox"/> Built-in Bookcases | <input type="checkbox"/> Carpet | <input type="checkbox"/> Hardwood Floors |
| <input type="checkbox"/> Vinyl/Linoleum | <input type="checkbox"/> Tile | <input type="checkbox"/> Other _____ | |
| * <input type="checkbox"/> Patio/Deck | * <input type="checkbox"/> Pool | * <input type="checkbox"/> Hot Tub | * <input type="checkbox"/> Single Carport |

- Peter Coutts** Circle Unit Type: A-1 A-2 B C-1 C-2 D
- | | | | |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> LR/DR Combo | <input type="checkbox"/> Separate Living Room |
| <input type="checkbox"/> Separate Dining Room | <input type="checkbox"/> Breakfast Area | <input type="checkbox"/> Study/Loft | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Vinyl/Linoleum | <input type="checkbox"/> Hardwood Floors | <input type="checkbox"/> Carpet | * <input type="checkbox"/> Pool |
| <input type="checkbox"/> Tile | <input type="checkbox"/> Balcony | <input type="checkbox"/> Patio/Deck | * <input type="checkbox"/> Hot Tub |
| <input type="checkbox"/> Built-in Bookcases | <input type="checkbox"/> Other _____ | | * <input type="checkbox"/> Single Garage |

Description:

There will be an open house _____

For more information, please call _____

 Authorized Person's Name Printed Authorized Person's Signature Date