



UW Madison's – Campus Area Housing (CAH) Listing Service

A service of Visitor & Information Programs

Subscriber Listing Terms and Conditions

Requirements:

- Use of the listing service by owners or managers with an inventory of 7 or more units is by annual subscription only. This includes Cooperatives, Rooming Houses, Sororities, Fraternities, and Private Residence Halls.
- Subscription service fees are based upon the number of units owned or managed in Dane County, and the location of those units, regardless of your plans to list or not to list specific buildings or units.
- Information you provide is verified at least annually with city and county public records.

Payment Information:

- Payment of the annual subscription fee entitles a property owner/manager to unlimited use of our Campus Area Housing Listing Service during the subscription year - October 1 through September 30.
- Subscription invoices are generally mailed to the billing address on file during the month of August.
- Prior year listings are not automatically renewed, and listings are not available to prospective renters until the payment is recorded.
- Additions to the initial total number of units owned or managed during a subscription year may result in additional fees. We reserve the right to make the final determination on any fee.

Listing & Updating: You may post or amending your listing in 3 ways.

- **Online.** Visit www.campusareahousing.wisc.edu
- **Telephone.** You may call 263-2452.
- **Walk-in.** Visit the Red Gym - Room 140, 716 Langdon Street.

Authorized Agents

Only the subscriber or his/her authorized agents may list under any one subscription name. All listings submitted will appear with the same contact information.

Code/legal violations

Housing listed for students, staff and faculty of the University of Wisconsin-Madison must meet the requirements of the Building Codes and Equal Opportunities Ordinances of the City of Madison and/or the State of Wisconsin and the Federal Civil Rights Act.

Compliance

Our website is designed so that listings are uploaded to our database queue as they are submitted by our clients. We reserve the right to edit or reject a listing if it fails to comply with all applicable municipal codes and ordinances, and all applicable state and federal laws.

Updates -- Changes -- Renteds

We review listings periodically with owners/property managers and sublessors/tenants to check continued availability, either by system-generated emails or telephone calls. Listers are responsible for notifying us of all unavailable units and changes in a timely manner.

Web Site Reference

Requests to list a Web site on housing listings are considered on a case-by-case basis. Permission to list a Web site depends on site content, University of Wisconsin-Madison or System policies and current Federal, State, and City of Madison housing-related guidelines.

Non-Subscriber Listing Rates

- Sublessor / Tenants may advertise their available unit for \$14 for up to five months.
- Owners / Managers with six or fewer rental units may advertise vacant units for \$22 for each available unit for up to five months or until the units/s are rented.

CAH Rental Seasons

For the ease of use for students and other searchers, all listings are identified by rental 'season'. Here they are:

Fall Semester	Leases beginning August, September, October
Spring Semester	Leases beginning November, December, January, February, March
Summer Long Term	Leases beginning April, May, June
Summer Long Term/Fall	Leases beginning only in July
Summer Sublet	Leases beginning April, May, June, July that end in August of the same year.

We begin advertising listings for:

Spring	Begin advertising August 1
Fall	Begin advertising November 1
Summer Sublet	Begin advertising January 1
Summer Long Term	Begin advertising January 1

We convert listings from one season to the next on this schedule:

<i>Presently listed as:</i>	<i>Action taken:</i>
Summer Sublet	On August 1 – We suspend listings ending mid-August and convert listings that are available until 8/30 to Fall.
Summer Long Term	On August 1 – We convert units still available to Fall.
Spring	On April 1 – We convert available units to Summer.
Fall	On October 31 – We convert available listings to Spring.

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· 716 Langdon Street · Red Gym - First Floor · Madison, WI 53706 · 608.263.2452