

STOUT STUDENT ASSOCIATION

Student Housing Authority; Listing Policy

Updated: 4/6/2021



Commented [CA1]: Different Name?

Section 1.0 General Provisions

- (1) This policy was developed as a criteria list for what is required to have a listing approved for posting on the Student Housing Authority Off-Campus Housing Website.
- (2) This policy is subject to the review, revision, and change of the Student Housing Authority.
- (3) This policy will be made public for landlords/property management companies to view on the Student Housing Authority Off-Campus Housing Website.

Section 1.1 Criteria for Approval

- (1) The following items are required for each listing to be approved by the Student Housing Authority, to then be posted on the Student Housing Authority Off-Campus Housing Website.
 - a. What type of property is being listed,
 - i. Ex. House, Duplex, Room in house, apartment, etc...
 - b. Price of the property being listed per rent due cycle.
 - c. Dates of lease cycle
 - d. If subletting is allowed,
 - e. Address of property being listed,
 - f. What amenities are included with the property being listed
 - i. Ex. Utilities, Lawn Care, Snow Removal, etc...
 - g. What pets are allowed at the property being listed if any,
 - h. Accessibility of the property
 - i. Ex. Wheelchair accessible, if there are tight hallways that would be a concern, etc...
 - i. Picture(s) of the property being listing,
 - i. Pictures must be no more than five (5) years old unless there have been substantial changes to the property before the period of 5 years has expired.
 - ii. A minimum of one picture per room of the property is required.
 - j. Contact of the landlord or property management company that tenants would interact with.
 - k. Brief description of the property being listing
 - i. 300 words or less preferred.
- (2) The following items are optional for listing but will come with an extra benefit in advertising and posting status on the Student Housing Authority Off-Campus Housing Website.
 - a. Completed Property Sustainability Review

Commented [CA2]: Per month?

Commented [CA3]: Name?

- i. A quiz created to assess the rating of sustainability at a property to ensure its energy efficiency as well as cost effectiveness on things such as heating.

Commented [CA4]: Description?

Section 1.2 Procedure for Approval of a Listing

- (1) Landlords/Property Management Companies will complete listings through the Student Housing Authority Off-Campus Housing Website, fulfilling all the required information in Section 1.1(1), and the optional information in Section 1.1(2) if they so choose.
- (2) Completed listings will be reviewed by the Chair of the Student Housing Authority within three (3) days of receipt, checking over the listing for any missing information and communicating with the landlord/property management company to get any missing information as soon as possible.
- (3) Landlords/Property Management Company has paid the listing fee for the Student Housing Authority Off-Campus Housing Website.
- (4) Once the required information has been acquired the listing and meets the requirements for posting it will approved and posted on the Student Housing Authority Off-Campus Housing Website.
 - a. Posted listings will remain up for a period of three (3) months, with notice given before time of removal to re-up the listing for a substantially lower cost than initial listing fee.

Commented [CA5]: Send to committee or just have Chair approve it following this documents requirements?

Commented [CA6]: Is this the time period talked about with Advisor Lee?

Section 1.3 Procedure for Removal of a Listing

- (1) The Student Housing Authority reserves the right to remove a listing from the Student Housing Authority Off-Campus Housing Website under the following conditions.
 - a. Property listing is found to be false or misleading,
 - b. Property has accrued X amount of substantiated complaints through the Student Housing Authority Complaint Policy,
 - c. Landlord has accrued X amount of substantiated complaints through the Student Housing Authority Complaint Policy,
 - d. Landlord/Property Management company request the listing be removed,
 - e. Anything else???
- (2) Listings removed will come with a notification to the landlord/property management company including the reasoning for removal.
 - a. Notification of removal will also come with steps to be reapproved as set forth by the Student Housing Authority.
 - b. This will not refund the listing fee.

Section 2.0 Amendments to this Policy

- (1) Members of the Student Housing Authority may propose amendments to this policy at any time.
- (2) Once an amendment has passed at a meeting of the Student Housing Authority it will be sent to the University Student Senate for action.
 - a. Only becoming new policy upon passage from the University Student Senate of the University of Wisconsin Stout.
- (3) Any changes to this policy must be publicly announced either via email or by being posted on the off-campus housing website – including but not limited to via a banner message.

- a. This duty shall be the responsibility of the Chair of the Student Housing Authority.