

Dear Landlord:

Thank you for your interest in offering housing to the students of Fleming College. There are a few things you should know.

Students applying for January 2010 will be looking for accommodations and students applying for September 2010 will be mailed their acceptances in the Spring of 2010. Many will begin their search for a place to stay shortly after this time. Also, registration for the Haliburton School of The Arts begins March 1, and the rush for housing will begin then as well.

The current fee is \$25.00 for each listing. We offer you the following payment options: using **Visa, Mastercard Canadian cheque or cash**, fax or mail in your forms, or drop them off in person to the main desk at the College.

Please be sure to check your ad carefully ensuring that all of the information is correct. If circumstances change, revisions can be made. Blank registration forms can be downloaded from the web at <http://www.flemingc.on.ca/index.cfm/go/service/sub/offcampus.cfm> click on Landlord Register Listings, Haliburton Campus or can be emailed to you upon request. Be sure to complete both the Landlord Registration Form and the Website Advertising Approval Form. To view your listing on the web, go to the following link www.haliburtonschoolofthearts.ca.

IMPORTANT DATES TO REMEMBER	
Open House - Fall	Saturday November 21, 2009 9:00 - 3:00pm
Semester 2 Start Date Full Time Students	January 11, 2010
Renewal due date with addition late fee	February 1, 2010
Open House - Spring	Saturday, April 10, 2010 9:00 -3:00 pm
HSTA Summer 2010 Registration Starts	March 1, 2010
HSTA courses start	June 28, 2010

Your continued support in providing quality/affordable accommodations to students of Fleming College is greatly appreciated.

Sincerely,

Amber Smith
Off-Campus Housing Officer
Fleming College
Haliburton Campus
(705) 457-1680
FAX (705) 457-2255

Off-Campus Housing Department
Box 839, Haliburton, On K0M 1S0
Amber Smith, Off-Campus Housing
ambsmith@flemingc.on.ca
Phone: 705-457-1680
Fax: 705-457-2255

LANDLORD APPLICATION FORM – Please enclose \$25 fee for each listing payable to Fleming College

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

LOCATION: Distance from Haliburton Village _____ km (please do not use miles or minutes)

Describe accommodation available:

Type:

B&B **Room** **Apartment** **Cottage** **Campground**

DATES AVAILABLE: please check all time periods available

Fall/Winter/Spring

Artist Blacksmith/Drawing & Painting/Ceramics/Textiles/Photo Arts
Glassblowing/Jewellery/Sculpture/Horticulture (Sept-Dec Jan-Apr)

Rates: **Fall/Winter/Spring (monthly)** _____

Summer ONLY

Haliburton School of The Arts (July/Aug. only)

Rates: **Summer (daily or weekly rate)** _____

No Smoking

Women Only

No Pets

Owner has pets

Wheel Chair Assessable

Return to: Fleming College, Box 839, Haliburton, ON, K0M 1S0
(705) 457-1680 Fax (705) 457-2255
Email ambsmith@flemingc.on.ca

WEB Publication Permission

I understand and agree with Fleming College and its OCHD (Off-Campus Housing Department) that:

1. My listing(s) will be published on the internet and will include my name, accommodation address, home and/or business phone number, email address (if applicable) and all other accommodation details. I am aware that individuals (other than Fleming students) may gain access to my listing(s) as all on-line material becomes public domain.
2. They (OCHD) **DO NOT** accept any responsibility whatsoever for renting my premises, nor can they be held accountable for any errors, omissions, inaccuracies, losses or damages of any kind arising from the use of the listing service, listings or website content.
3. The acceptance of my listing is not in any way an endorsement of the accommodation that I am providing.
4. They (OCHD) have the right, in their sole discretion, to refuse, cancel or flag my listing at any time. I will be notified in writing if this occurs.
5. Should OCHD receive a formal written complaint concerning my accommodation, OCHD may "flag" my accommodation in order to inform students that a complaint has been received. This "flag" will be removed after one (1) complete listing period should no further complaints be received. Complaints will be assessed on an individual basis.

Landlord's Signature: _____ **Date:** _____

Method of Payment:		
<u>Please</u> make cheque payable to: Fleming College		Amount Enclosed \$
Please <input checked="" type="checkbox"/> method of payment Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	Credit Card Number	Expiry Date
Name of the Card Holder	Signature	
OFF-CAMPUS HOUSING DEPARTMENT USE ONLY		
Date Payment Received	Receipt Number	Payment Entered by
Date Entered on System	Data Entered By	