Fields marked * are required.

hList Vacancy Listing Form

HousingLink

Contact Information

Email address: _____
Name*: _____
Management Company (if any): _____
Street Address*: _____
Suite/Apt/Office #: _____
City*: _____ State*: _____ ZIP*: _____
Primary Phone #*: _____ Ext: _____
Fax #: _____
Website: www._____

Property Information

Property Name, if any: _____
Street Address*: _____
City*: _____ State: MN   ZIP*: _____
Primary Phone #: _____
Building Type*: □ Apartment   □ Shared Housing
□ Condo   □ Single Family Home
□ Duplex   □ Townhome   □ Mobile Home

□ At least one dwelling unit in this property has undergone lead-based paint hazard reduction with assistance from a US Housing and Urban Development Agency (HUD) funded Lead Hazard Control Program.

Listing Information

1. Listing Address*: _____
   □ Display only partial address in ad?

2. Phone # to list in ad*: _____

3. Type of Listing*
   □ Unit vacancy
   □ Waiting list
   Type*: □ Project-based Section 8
   □ Section 42   □ Other_____

4. Date Available*: _____

5. # of Bedrooms*: _____

6. # of Bathrooms*: _____

7. # of Available Units*: _____

8. # of Occupants*:
   ___1___Min. _____Max.

9. Rent Amount* (Choose one):
   □ Rent amount: $_____
   □ Rent range:
     $_____Min. $_____Max.
   □ Rent = % of income

10. Section 8 Voucher*: *Can a Section Voucher be used with this unit?*
    □ Yes   □ No

11. Security Deposit
    □ $ _____
    □ 1x the rent   □ 2x the rent

12. Utilities*: *Who pays?*

	Landlord	Renter	Fuel Type
Heat:	□	□	_____
Cooking:	□	□	_____
Electric (lights):	□	□	
Water & Sewer:	□	□	
Trash:	□	□	

13. Amenities: *Select all that apply.*
    □ Air conditioning (window unit)
    □ Central air
    □ Controlled entry
    □ Dishwasher
    □ Elevator
    □ Fenced yard
    □ Garage
    □ Garbage disposal
    □ Hardwood floors
    □ Heated parking
    □ Laundry room
    □ No smoking
    □ Off-street parking
    □ On or near bus line
    □ Playground
    □ Pool (indoor/out)
    □ Se habla espanol
    □ Storage
    □ Washer/dryer
    □ Washer/dryer hook-ups
    □ Underground parking
    □ Extra amenities available
    □ Rent special available

14. Pets*: *Interested renter will be instructed to call for more details*

	Yes	No
Cats okay	□	□
Dogs okay	□	□
Other pets	□	□

15. Accessibility Features:
    Select all that apply.
    □ No-step approach to building and unit
    □ Automatic door entry to building for disability access
    □ Net clearance of 32" for all building/unit passageways
    □ Roll-in shower
    □ Grab bars in bathroom
    □ Easily-operated handles on doors (levers/loops)
    □ Assisted or congregate living
    □ Only households with accessibility needs should apply

16. Application Process*
    □ Apply in person
    □ Call for appointment
    □ Apply online at www. _____
    Application fee (minimum): $_____

17. Required Background Checks
    Note: HousingLink does not perform background checks.
    □ Criminal arrest/conviction record
    □ Credit check
    □ Rental history

18. Minimum Age of Household*
    □ Not restricted   □ 55+   □ 62+

19. Minimum Income Requirements*
    Note: Minimum income only applies to those without a Section 8 Voucher.
    □ None
    □ Equal to:
      □ 1x the rent   □ 2x the rent
      □ 3x the rent   □ Income must be at least
        $_____ / month

When you've completed the form, **fax it** to 612-521-1577, **or mail it** to:

hList
HousingLink
1200 West Broadway Ave.
Suite 250
Minneapolis, MN 55411

EQUAL HOUSING OPPORTUNITY

Tips on filling out the hList Vacancy Listing Form

Contact Information	HousingLink will use this information to create a FREE online hList account for you. You will be able to access this account at any time through www.housinglink.org/landlords. This information will **not** be shared with any outside organization or entity.
Property Information	Fill out all this information. Check the "Lead-safe" box only if this property has undergone lead-based paint hazard reduction with assistance from a US Housing and Urban Development Agency (HUD) funded Lead Hazard Control Program.
Type of Listing	**Unit Vacancy** – selecting this means a unit is available now or will be available soon. **Waiting List** – selecting this means no vacancies are available at this time, but the property is accepting names to be put on a list for future vacancies.
Date Available	The date the listed unit(s) will be available. Indicate month/day/year. (e.g. 09/16/2009)
Number of Bedrooms	Indicate the number of bedrooms in the unit.
Number of Available Units	Indicate the number of available units for this bedroom size at this property.
Number of Occupants	Indicate the maximum number of people that can occupy the unit.
Rent Amount or Range	Indicate either: • The rent amount to be paid per month, OR • The range of rent charged for units of this size, OR • That rent will be based on a percentage of the occupant's income.
Section 8 Voucher	This is a federal rental assistance program in which a household receives a rent voucher from a housing authority. The household pays 30-40% of their income towards rent, and the local housing authority pays the remainder of the rent (certain rent guidelines apply). To participate, units must pass a health/safety inspection. This program makes housing affordable and ensures that landlords receive the housing authority's portion of the rent every month.
Security Deposit	Indicate a single dollar amount OR a multiple of the rent amount to be paid as a deposit.
Utilities	Indicate which utilities the landlord and tenant are responsible for.
Amenities	Select as many as apply to this listing.
Accessibility Features	Select as many as apply to this listing.
Application Process	Indicate the preferred method of application and the application fee, if any.
Required Background Checks	HousingLink *does not* perform any background checks. Indicate any checks you will perform on prospective tenants.
Minimum Age of Household	Indicate the minimum age of the head or co-heads of household for this unit.
Minimum Income Requirements	List the minimum **monthly** income required to qualify for this unit. You can indicate: • 1, 2, or 3 times the rent amount per month (e.g. Rent=$600, so 2x rent = $1,200 per month) OR • A specific dollar amount *If you do not have a minimum income requirement, check "None."*

After completing the form, mail it to: **hList, HousingLink, 1200 West Broadway Ave. Suite 250, Minneapolis, MN 55411**, or fax it to 612-521-1577.

In the future, we encourage you to use the hList online entry tool; it's quick, easy and FREE! Check it out at www.housinglink.org.

EQUAL HOUSING OPPORTUNITY