Temporary Housing Webpage Guidelines & Instructions

The "Temporary Housing" webpage is a courtesy service provided by the Office of the Vice Provost for Faculty and Academic Affairs created to assist academic appointees with temporary housing needs, especially visitors, new appointees, and those taking leaves of absence. This listing is solely for property for rent, not for sale. (Please note: You <u>must</u> be an IU Bloomington faculty (current or emeritus), current staff member, or current student to post an ad to this list; and be the individual to request the listing.)

For inclusion in this list, provide the following ad information in writing: beginning and ending dates of availability, a brief description (in one paragraph form) of house/apartment/condo, monthly rental rate and contact information (name, phone number and/or e-mail address). Please do not include photos as it is not possible to add them to the webpage. If you have a personal webpage you created with photos and/or additional information, you are welcome to provide a URL to be included on the page.

We must have your name, home address and home phone number and also your campus address and campus phone number. This information is for our records only and will not be shared. Without this information, your ad will be delayed.

Send your temporary housing notice to <u>vpfaa@indiana.edu</u> or fax to: 812-855-9972. You may also send to: Housing Requests, Office of the Vice Provost for Faculty and Academic Affairs, Bryan Hall, Room 111, Indiana University, Bloomington, IN 47405. Updates are made to this page generally every Friday.

Ads will be run for a three-month period. **If your ad is answered before the three month period is up, please contact our office so that the ad can be removed from the list.** If after three months' time you wish to renew for another three-month time period, please call 812-855-2809 to request renewal otherwise, your ad will be automatically removed from the list after three months.

Please be advised:

It is completely your responsibility (as a landlord/renter) to establish written agreements/contracts and the terms contained therein. The VPFAA office provides this page solely as a courtesy service and therefore cannot be held liable. All parties should also keep abreast of City of Bloomington housing regulations: Landlords: http://bloomington.in.gov/documents/viewDocument.php?document_id=7255 Renters: http://bloomington.in.gov/documents/viewDocument.php?document_id=2248

Be Aware: Some individuals, usually from overseas, have attempted to scam members of the Bloomington community who are offering housing for rent. The scam involves forged money orders and requests for partial refunds. While most offers from prospective tenants are legitimate, use caution before providing any funds to potential renters.

Attention renters: Another rental option is to contact Indiana University Real Estate Department's Property Management Division. They can be contacted at 812-855-3054. Available dwellings include one, two, and four bedroom apartments and two, three, and five bedroom houses. All are located in close proximity to campus. To be eligible to rent a university dwelling, an applicant must be a full-time faculty member, staff member or student.