

November 9, 2023

Dear Off-Campus Landlord:

The Office of Campus Activities and Corey Union is compiling housing information for available rental properties for the 2024-2025 academic year. Please complete the housing registration form that we will use to obtain information for this list. It is our intention to provide students with accurate and practical information that can be used when they begin their search for off-campus housing in and around Cortland. We believe the data contained on the registration form will assist us in providing our students with valuable information. In addition to returning the completed registration form, you will also need to provide the following:

For Properties located within the City of Cortland: Copy of valid Rental Permit for each rental unit you wish to list. This will serve as proof that the property is in compliance with the City of Cortland's Rental Permit Law.

- a. For information regarding this item, visit City of Cortland website <http://www.cortland.org/city/fire/code.htm>
- b. We no longer honor unexpired Rental Permits that we have on file. We require this documentation to be submitted on an annual basis. This has helped us maintain more accurate records.
 - i. Reminder: If the property changes owners during the year of its listing, a new Rental Permit is required to be submitted along with the name and contact information of the new landlord.
- c. It should be noted that if you had previously provided our office with proof of inspection but no Rental Permit, your property will not be included on our list unless and until a copy of a valid Rental Permit has been provided.
- d. SUNY Cortland will be listing occupancy numbers that agree with the received Rental Permits even if those numbers disagree with those provided on the registration form.

For Properties located outside the City of Cortland: Inspection verification for **each rental unit** you wish to list. This verification must show that the property has been inspected, approved, and found to be in full compliance by a **NYS certified code enforcement inspection agency** within the last three years. If this verification expires during the time of the listing, it is the responsibility of the landlord to renew certification and provide our office with proof thereof.

We will continue to cooperate with the City of Cortland and surrounding municipalities in their efforts to administer their respective rental programs, especially as they pertain to health and safety matters. Should it be requested, we will provide municipality officials with the relevant information provided to us through our off-campus housing listing process.

In order to defray the costs associated with providing this service, there is a \$10.00 registration fee for each unit being listed. Please remit \$10.00 for each inspected and approved property you are listing via check or money order payable to **A.S.C.** (Auxiliary Services Corporation). To ensure your rental property is included on the 2024-2025 list, please return the registration form, inspection certificate(s) and payment to our office no later than Friday, January 12, 2024.

If you have any questions regarding this process, please call the office at 607-753-2322.