



OFFICE USE ONLY

ACCOUNT: _____
Payment: _____
Bank #: _____
Check #: _____

ANNUAL SUBSCRIPTION RENEWAL APPLICATION

DATE: _____ COMPANY NAME: _____

OWNER/MANAGER LAST NAME: _____

CONTACT LAST NAME: _____ FIRST NAME _____

(if different from above)

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ (DAY) _____ (EVE)

EMAIL ADDRESS: _____

(Please write clearly)

WEBSITE ADDRESS (IF ANY): _____

UNITS IN THE GREATER PHILADELPHIA AREA: OWNED: _____ MANAGED: _____ TOTAL: _____

Are you a leasing agent or sales representative for a real estate agency or company? _____ Yes _____ No

MY SIGNATURE INDICATES THAT I HAVE RECEIVED AND READ THE OCS POLICY AND AGREE TO ABIDE BY ITS TERMS.

Do you require licensing? Yes: _____ No: _____ Do you have proper property zoning? Yes: _____ No: _____

NAME: _____ SIGNATURE: _____

The fee is based on the total number of units owned and/or managed in the Greater Philadelphia area. Please check the fee schedule below for the amount you need to pay and make checks payable to the "University of Pennsylvania". No cash, please. We strongly encourage our subscribers to use our ON-LINE SERVICES. Payments are now accepted online.

NUMBER OF UNITS	ANNUAL FEES
ONE UNIT	\$35
2 UNITS	\$42
3-4 UNITS	\$70
5-10 UNIT	\$116
11-20 UNITS	\$181
21-49 UNITS	\$326
50-99 UNITS	\$470
100-149 UNITS	\$690
150-199 UNITS	\$905
200-299 UNITS	\$1000
300-399 UNITS	\$1190
400-499 UNITS	\$1500
500-599 UNITS	\$1750
600-699 UNITS	\$2000
700 UNITS AND MORE	\$2500

The inclusion of any property or rental unit on a list maintained by the University of Pennsylvania does not, in any way, constitute a warranty or representation by the University as to the quality, safety or other feature of such property and/or its owner(s) or management agents. The University expressly disclaims any and all responsibility for problems which may arise with regard to such properties or rental units or with regard to disputes between landlords and tenants concerning such properties or rental units. When the Penn Consumers Board Landlord Survey is produced copies will be available for consultation in the office and online. The University's liability to any lister of rental units under this subscription fee program will be limited to the amount of the annual subscription. READ PROGRAM DESCRIPTION AND GUIDELINES ON BACK OF FORM AND RETAIN THE OCS LISTING POLICY FOR YOUR RECORDS.

ANNUAL SUBSCRIPTION PROGRAM

The Annual Subscription Program provides a one-year membership with the Office of Off-Campus Services. Property owners and/or managers can subscribe, renew subscriptions and pay online. OCS will continue to accept and process hard copy subscription applications at the option of the property owner. Please contact us if you prefer to subscribe in person, or have the forms mailed or faxed to you.

It is the policy of OCS not to accept a partial subscription from any individual or organization that owns, manages or rents properties in more than one location. Likewise, a partial subscription of an organization's property listed under an individual's name in order to obtain a lesser rate will not be accepted. Individuals who both a) hold title to rental or sale units in their individual capacity and b) work as leasing agents or sales representatives for or on behalf of a real estate agency or company cannot subscribe as individual property owners. However, such individuals may subscribe to OCS services through such company or agency based on the number of units in the Greater Philadelphia area owned and/or managed by such agency or company.

As a subscriber you are entitled to:

- use the Residential Listing Interactive Database for online management of your account and listings
- have your information about available rentals appear on our interactive apartment search engine
- receive calls and emails from users of our services
- have your homepage and email linked to your listings in the interactive residential listing database
- attach pictures, floor plans and text documents to your listings, if you choose the enhanced option
- receive automatic email alerts regarding your account and listings
- appear on our landlord list (if you have more than 10 units)
- receive information letters and reports from the Office of Off-Campus Services

Listings will remain posted thirty days beyond the date available. After 30 days the system will automatically deactivate the listing(s) and remove them from the search engine. If the unit has not been rented, you can reactivate the listing by changing the "date available" to the current date. If your unit has been rented before the expiration date, we ask that you promptly deactivate the listing or contact OCS to remove the listing from the search engine. We want to offer updated, accurate information to our users and spare you no longer wanted telephone calls or emails. If you do not have access to a computer and want us to make changes to the information originally submitted, please call 215-898-8500, fax 215-573-2061, or email ocliving@exchange.upenn.edu

For large apartment complexes, where several units of the same type/price are available at any one given time, we offer the blanket listing option. Blanket listings are posted as "year-round" availability and do not expire from the system, as long as the subscription is paid. It is your responsibility to update these listings so they reflect the current rental rates and features. You can use the online system to do so, or you can contact us to implement the changes. It is the responsibility of the blanket lister to ensure such listings reflect current information. The blanket listing option is not recommended for landlords with a small number of units, who are not likely to have an available unit at all times.

General Guidelines

Property owners and managers who wish to subscribe to OCS listing services must first read the policy guidelines and agree to the terms. For online application, by checking the "I agree" box you indicate that you have read the terms and agree to abide by them. No access to further processing of account or listing information is permitted to persons who do not agree to our listing policies.

If you are filling out hard copy forms, please make sure that you read the policy guidelines, sign the subscription form and keep a copy for your records. At the time of renewal, we require property owners to update the information, review the subscription policy and guidelines and sign the renewal form. When using the online service, please make sure you provide all the required information. Required fields are marked with a red asterisk. For hard copy forms, we will not process applications with incomplete and/or inaccurate information and/or applications that have not been signed.

OCS will not post information that discriminates against protected classes according to the Federal Fair Housing Act and local ordinances (For more information, go to <http://www.hadv.org>).

Our recently enhanced database allows you real time online management of your account and listings. Once you input or change information, it becomes available instantaneously. OCS will only keep *listing comments* in pending status, and post them after review for compliance with non-discriminatory requirements. If you do not have access to a computer, we will continue to manage your account for you and make changes and/or deletions according to your instructions. You can call 215-898-8500, fax 215-573-2061, or email ocliving@exchange.upenn.edu. We will make every effort to post the information within two business days from receiving it but due to the high volume of work at certain times of the year, it may take longer for the information to get online.

Disclaimer

OCS assumes no responsibility for the down time of the server and the brief periods when our database is inaccessible. The information on this site is available to users "as is", without any representation or warranties of any kind. OCS makes no representation that this website, or the server that makes it available, will be compatible with your equipment or free from defects, including, but not limited to, viruses or other harmful elements. OCS accepts no liability for any infection by computer viruses, bugs, tampering or technical failure, or any unauthorized access, fraud, theft, defect or delay (OCS POLICY R-2005)



UNIVERSITY OF PENNSYLVANIA OFFICE OF OFF-CAMPUS SERVICES ANNUAL SUBSCRIPTION POLICY AND GUIDELINES

All housing providers who wish to have their rental property/properties listed with the University of Pennsylvania OFFICE OF OFF-CAMPUS SERVICES must agree to the following terms:

1. Pay an annual fee to OCS based on the number of units owned and/or managed in the Greater Philadelphia area
2. Possess proper licensing from the City of Philadelphia and the Department of Licenses and Inspections and provide tenant with license number upon request;
3. Represent that the unit(s) offered for rent and the property of which it is a part comply with all applicable housing and housing related codes and regulations.
4. Provide the tenant(s) with a copy of the "Partners for Good Housing" brochure issued by the City of Philadelphia Department of Licenses and Inspections. To download the brochure go to <https://secure.phila.gov/li-rent/>.
5. The Office of Off-Campus Services will have the right to distribute the results of tenant surveys and other information generated by students/residents of the units owned and/or managed by the company, including the Penn Consumers Board Landlord Survey, made available online and in the office;
6. If/when a tenant files a complaint with OCS with a copy to the landlord, the complaint and any landlord response will be made available to prospective tenants upon request.
7. OCS retains absolute discretion to refuse to accept, or continue to accept a listing from any source. OCS has no duty to disclose to any applicant the reason for its refusal to accept such applicant for inclusion on its list. If OCS removes the listing(s) within 3 months of the date of subscribing by property owner/manager, OCS will refund 50% of the annual fee. No other refunds will be made.

Additional terms for property owners/managers whose rental units are in the University City area, including Powelton Village.

Consistent with the University of Pennsylvania commitment to the University City/West Philadelphia area and the enhancement of the quality of life for the members of the University community - students, faculty and staff - and the community in general, the Office of Off-Campus Services requires the University City/West Philadelphia property owners/managers to further agree to the following, as a condition of subscribing and maintaining listing privileges in the Office of Off-Campus Services:

Use plain language lease forms.

- A. Agree to distribute OCS educational materials regarding landlord and tenant rights and responsibilities and to provide their own written rules pertaining to trash disposal, recycling, noise and required behavior as residents and members of the community to all tenants;
- B. Agree to attempt resolution of Penn affiliates tenant complaints using the Office of Off-Campus Services and the Office of Student Conduct, when appropriate and before legal action becomes necessary;
- C. If tenants are interested in having the City of Philadelphia 18th Police District perform a Safety Audit of the property, the property owner will approve such requests. The property owner agrees to implement the Crime Prevention Officer recommendations when safety violations are reported. This does **not** include installation of alarm systems, unless special arrangements are made between property owner and tenant(s).

We encourage property owners/managers to agree to implement additional features to enhance the quality of housing offered and address the needs of the student tenant population. Such features include but are not limited to additional safety features, property/sidewalk cleanliness programs, green space care and participation in other neighborhood improvement initiatives. Information about landlord's participation in such designated programs will be made available to the prospective tenants who use OCS services. OCS reserves the right to offer additional services and promotional opportunities to property owners/managers with high tenant ratings and participation in OCS designated property/neighborhood enhancement initiatives.

Disclaimer

Listing rental units with OCS is provided as a service to local landlords and University of Pennsylvania students, faculty and staff. OCS relies on the users of its services to report information fairly and accurately, but cannot guarantee the completeness or accuracy of such information. Mere inclusion of a landlord's properties on the OCS list does not constitute and shall not be construed or reported as an endorsement or approval of the landlord, its properties or its business practices. All prospective tenants are encouraged to exercise their own good judgment when evaluating a prospective rental unit or landlord. OCS assumes no responsibility for the down time of the server and the brief periods when our database is inaccessible. The information on this site is available to users "as is", without any representation or warranties of any kind. OCS makes no representation that this website, or the server that makes it available, will be compatible with your equipment or free from defects, including, but not limited to, viruses or other harmful elements. OCS accepts no liability for any infection by computer viruses, bugs, tampering or technical failure, or any unauthorized access, fraud, theft, defect or delay (OCS POLICY R-2005)