



Dear Accommodation Provider:

We are currently preparing our 2018 summer school and fall/winter/spring accommodation listings. These lists are offered to our students to help them find appropriate housing during their time with us.

Students participating in our full-time programs are being reminded of the importance of signing a lease agreement with renters. If you are planning to rent to full time students in the fall, winter and/or spring sessions please take a moment to visit the following website for further information and support [http://www.ltb.gov.on.ca/en/STEL02\\_111286.html](http://www.ltb.gov.on.ca/en/STEL02_111286.html)

If you are interested in offering our students accommodation and being included on our housing list, which is made available to our students online and in hardcopy. The 2018 fee will be **\$35.00 + HST (Total \$39.55)** for each listing due on or before **February 23, 2018**. Please send us any of your updates and your fee which can be paid by phone with Visa, MasterCard or by mailing a cheque to Fleming College, Box 839, 297 College Dr. Haliburton, Ontario, K0M 1S0.

IMPORTANT DATES TO REMEMBER	
Semester 2 Start Date Full Time Students	January 8, 2018
Renewal due	February 23, 2018
Open House - Spring	Saturday, April 7, 2018 10:00am -2:00pm
HSAD Summer 2016 Registration Starts	March 1, 2018
HSAD courses start	June 25, 2018
Semester 1 Start Date Full Time Students	September 4, 2018

We would like you to be aware of our cancellation and refund policy for the Haliburton School of Art + Design. The college reserves the right to cancel a course due to lack of enrolment. Decisions on course cancellations are made two weeks prior to the start date of the course. We also allow students to cancel a course registration, up to 14 days in advance of the start date of the class. We hope that you will take this into consideration when deciding upon a fair policy for your renters. In an effort to better assist you, please let us know if you have a vacancy due to a cancellation. We may be able to direct last minute registrations to your accommodation.

If you have any questions about the accommodation listing process, please do not hesitate to contact me at 705-457-1680 or 1-866-353-6464 ext: 6726 or via email at [amber.lynych@flemingcollege.ca](mailto:amber.lynych@flemingcollege.ca)

Sincerely:

*Amber Lynch*

Amber Lynch  
Off-Campus Housing Officer

Off-Campus Housing Department  
Box 839, Haliburton, On K0M 1S0  
Amber Lynch, Off-Campus Housing  
[amber.lynych@flemingcollege.ca](mailto:amber.lynych@flemingcollege.ca)  
Phone: 705-457-1680  
1-866-353-6464 Ext: 6726  
Fax: 705-457-2255

**LANDLORD APPLICATION FORM:** Please enclose \$35 + HST (\$39.55) for each listing payable to Fleming College

**NAME:** \_\_\_\_\_

**RENTAL CIVIC ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**LOCATION:** Distance from Haliburton Campus \_\_\_\_\_ km (please do not use miles or minutes)

**Describe accommodation available and approximate walking time if applicable.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE:**

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

**DATES AVAILABLE:** Please check all time periods available.

**Fall/Winter/Spring**

Artist Blacksmith/Drawing & Painting/Ceramics/Fibre Arts/Photo Arts/Digital Image Design/Moving Image Design/Glassblowing/Jewellery/Sculpture/ Visual & Creative Arts Diploma/ Integrated Design Diploma (Sept.–Dec. & Jan.–Apr.)

Rates: **Fall/Winter/Spring (monthly)** \_\_\_\_\_

**Summer ONLY**

Haliburton School of Art + Design (July/Aug. only)  
Sustainable Building Design & Construction (April – Aug.)

Rates: **Summer (daily or weekly rate)** \_\_\_\_\_

No Smoking

Lease Provided

No Pets

Owner Has Pets

Wheelchair Accessible

Women Only

**Return to:** Fleming College, Box 839, Haliburton, ON, K0M 1S0

Fax: (705) 457-2255

Email: [amber.lynch@flemingcollege.ca](mailto:amber.lynch@flemingcollege.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:** \_\_\_\_\_

<b>Method of Payment:</b>		
Please 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	