

Off-Campus Housing  
Landlord's Acknowledgment of Listing Requirements

In exchange for being identified by Ball State University as an off-campus housing option for Ball State students, the undersigned landlord/property management company understands and acknowledges the following:

- 1) All properties owned or managed by the undersigned must be delivered to the tenant(s) in compliance with the rental agreement and in a clean, well kept, safe, habitable condition and ready for occupancy at the commencement of the lease.
- 2) All properties owned or managed by the undersigned must be in compliance with all health and housing codes applicable to the rental premises. The undersigned understands that tenants have the right to notify the City of Muncie's Building Commissioner's Office of any code-related concerns and agrees to abide by the findings of any inspection.
- 3) Any and all common areas must be kept in a clean and proper condition throughout the term of the lease.
- 4) Any message from a tenant regarding a housing issue must be responded to within 24 hours or, in the case of an emergency, sooner.
- 5) All necessary repairs must be made in a reasonable and appropriate time frame while keeping the tenant(s) advised as to the progress of those repairs including an estimated time frame for completion.
- 6) The undersigned must provide and maintain the following systems in any rental unit owned or managed by the undersigned in a good and safe working condition if provided on the premises at the time of the rental agreement was entered into:
  - A) Electrical systems.
  - B) Plumbing systems including, but not limited to, a reasonable supply of hot and cold running water at all times.
  - C) Sanitary systems.
  - D) Heating, ventilating, and air conditioning systems. Heating system must be sufficient to adequately supply heat at all times.
  - E) All appliances supplied/offered as an inducement to the rental agreement.
- 7) Alternative housing must be provided at the undersigned's expense if any necessary repairs create a situation where it's unreasonable for the tenant(s) to remain in the rental unit during those repairs.
- 8) 24 hours of advance notice must be provided to the tenant prior to entry into the rental unit by the undersigned and/or the undersigned's agent except in the case of an emergency.
- 9) Where practical, disputes with the tenant(s) must be submitted to a mediator, chosen by mutual agreement between the tenant(s) and the undersigned, prior to submitting the matter to a collection agency/collection attorney and/or prior to initiating litigation against the tenant(s).

- 10) Damage deposits and/or a detailed itemization of damages must be returned/provided to the tenant(s) within 45 days of the end of the lease and written notice of a forwarding address as required by Indiana Law.
- 11) Ball State University may stop identifying the undersigned landlord/property management company as an off-campus housing option for Ball State students at any time in Ball State University's sole discretion and without prior notice. That discretion will typically, but not necessarily, be exercised if Ball State learns that the undersigned has not abided by this Acknowledgment. Ball State University may, but is not required to, notify the undersigned if it chooses to stop identifying them as an off-campus housing option.
- 12) It is acknowledged that by being identified as an off-campus housing option for Ball State students, Ball State is in no way endorsing or approving a landlord/property manager, its properties, or its business practices. Moreover, nothing in this Acknowledgment shall be construed as a warranty or representation by Ball State University as to the quality, safety, or other features of such property and/or its owners or management agent(s) nor shall it be reported or advertised as such. Ball State University expressly disclaims any and all responsibility for any issues/problems that may arise with regard to such property or rental units or with regard to disputes between landlords and tenants concerning such property or rental units. All prospective tenants are encouraged to exercise their own good judgment when evaluating a prospective rental unit or landlord and use trusted resources such as the Better Business Bureau and Ball State University's Student Legal Services.

\_\_\_\_\_  
Landlord/Property Management Company

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_