

Concordia University College of Alberta Off-Campus Housing Registry

Listing a Property in the Registry

Concordia's Off-Campus Housing Registry is posted on campus, disseminated to students, and posted on the webpage at <http://www.concordia.ab.ca/services/housingregistry.php>. While we provide the registry to students, Concordia University College of Alberta does not in any way guarantee results.

Currently enrolled students may place a rental accommodation in the registry at no charge; all others must pay a **non-refundable \$25.00 administration fee** which is effective for the academic year ending April 30th and covers one change to the listing. Please note that further changes to a listing will cost \$25.00 for each change.

To place a listing in the Off-Campus Housing Registry:

- 1) Complete the *Rental Property Information Form* (attached);
- 2) If you are not a currently-registered student at Concordia, complete the *Credit Card Authorization Form* (attached) to pay the fee; on the "Other" line of the form, indicate "Housing Registry". Alternately, you may come to Concordia and pay the fee in person.
- 3) Return the completed forms by email to studentaffairs@concordia.ab.ca, by fax to (780) 378-8460 to the attention of Student Affairs, or in person to Student and Enrolment Services (HA 120).

While we normally revise the Off-Campus Housing Registry on Fridays of each week, please note that the online version may take 7 to 10 days to update.

You may cancel your accommodation listing at anytime.

For more information, contact Student Affairs by email at studentaffairs@concordia.ab.ca or by phone at (780) 479-9241.

Student Affairs
Student and Enrolment Services
Concordia University College of Alberta
7128 Ada Blvd
Edmonton AB T5B 4E4
www.concordia.ab.ca





**Concordia Off-Campus Housing Registry
Rental Property Information Form**

YOUR CONTACT INFORMATION		Concordia Student ID number (if currently attending)	
First Name	Last Name		
Home Phone	Alternate Phone		
Email Address			
We will publish only your first name and the telephone numbers that you entered above. Do you also want your email address published in the registry? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Type of Accommodation (Select one):

Apartment Basement Suite House Townhouse/Condo
 Roommate Wanted Room and Board Room for Rent

General Location (Str and Ave) or **Complete Address:**

Description (Max 250 characters):

Utilities included in rent: Power Water Heat Phone Cable TV Internet None

If utilities are not included, indicate the estimated monthly utilities expense:

Furnished: No Yes Partially Optional

Monthly Rent: **Security Deposit:**

Female Only: No Yes **Male Only:** No Yes **Smokers:** No Yes **Pets:** No Yes

Parking: Private Street None **Wheelchair Access:** No Yes

Return completed *Rental Information Forms*:

IN PERSON TO:
Student and Enrolment Services
Hole Academic Centre 120 (HA 120)

BY FAX TO: (780) 378-8460, ATTN: Student Affairs

BY MAIL TO:
Student Affairs
Concordia University College of Alberta
7128 Ada Blvd
Edmonton AB T5B 4E4

OFFICE USE ONLY

Registry ID Number: Date Received (mm/dd/yy) Receipt Number if not student: Date Entered in Registry:

Concordia University College of Alberta Credit Card Authorization Form



CONCORDIA
UNIVERSITY COLLEGE OF ALBERTA

FAX TO: 780-474-1933
ATTENTION: Student Accounts

Student's Name: _____

Student's ID Number: _____

Indicate below the type of payment and the amount you are paying; please refer to the fees section of the Concordia Calendar for fee amounts. Concordia processes all payments in Canadian (CDN) dollars.

Registration Deposit: _____ \$CDN

Tuition: Fall _____ Winter _____ \$CDN

 Spring _____ Summer _____ \$CDN

International Student Assessment Fee _____ \$CDN

Campus Residence:

 Security Deposit _____ \$CDN

 Residence Deposit _____ \$CDN

 Residence Fees _____ \$CDN

 Declining-Balance Card for meals _____ \$CDN

Other (please specify) _____ \$CDN

TOTAL PAYMENT: _____ \$CDN

Credit Card Type: MasterCard VISA AMEX

Card Number: _____

Security Number: _____ (last 3 digits on back of card)

Expiry Date (month/year): _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Date Payment is to be Processed: _____

Photocopy the front and the back of the credit card and attach the photocopy to this fax.

I authorize Concordia University College of Alberta to process the transaction as indicated above:

Signature of Cardholder: _____ **Date:** _____

This fax message is confidential and may be privileged. Any unauthorized distribution, action, or disclosure is prohibited. Disclosure to anyone other than the intended recipient does not constitute waiver of privilege. If you have received this fax in error, please notify the sender and destroy it and any attachments.