



Category:  
Student Affairs

Responsible Office:  
[University Life](#)

**Policy Title:**  
Off-Campus Housing Services Regulation

Document Number:  
3450

Effective Date:  
November 22, 1972

This policy item applies to:  
State-Operated Campuses  
Statutory Colleges

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## Summary

This policy governs the referral of students to off-campus housing. Its intent is to limit the State University of New York (University) involvement in off-campus landlord/tenant matters.

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## Policy

### I. Involvement of University Employees in Arrangements for Off-Campus Housing Accommodations

University employees shall not become involved in any transactions, disagreements, exchanges, payments, dictation of terms of leases or rental agreements, or communications between landlords and tenants or landlords and prospective tenants other than that described in Section II below. Students or landlords having complaints against the other shall be directed to lodge them with the appropriate local or state agency and the University shall refrain from becoming involved.

### II. Off-Campus Housing List

The campus president may authorize the compilation and maintenance of a list of off-campus housing opportunities in the vicinity of the campus.

The listing shall be established as a convenience for the students and unless empowered to do so by the campus president, solicitation of listings shall not be undertaken by any University employee. A statement that the premises listed have been inspected by local civil health and safety officers and conform to applicable regulations may be included as an item of information along with other facts describing the premises, if such a statement and information is provided by the landlord or local health and safety agencies. The certification as to the condition of the premises need not be a condition precedent to listing.

The type of solicitation used should ensure the minimum amount of University involvement.

In order for the premises of the landlords to be included on the list, Form A must be completed. The completed form shall be kept on file as long as the premises are listed by the campus.

### III. Information Provided to the Student

Students may be provided with information about the characteristics (approval as having met all applicable health and safety codes, location, utilities if any included in rent, one/two bedroom, number of common rooms, rates per person, etc.) of and services (utility types, cable, etc.) available on the premises listed as supplied by the landlord.

Since the campus must be cautious in the information provided to the student and avoid any misunderstandings, each page of the listing of premises shall include the following statement:

"This listing is maintained as a service for your convenience. University employees do not inspect, approve or supervise the premises described, and the University does not become a party to private landlord-tenant or landlord-prospective tenant matters. Information regarding the premises has been provided by the landlord and the University makes no guarantee to its veracity by inclusion of the premises on this list. You are encouraged to learn and understand all of your rights, responsibilities and protections afforded under the law before signing any rental agreement."

General information describing the rights and obligations of tenants and landlords as well as the extent of University involvement with off-campus housing may be provided.

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### Definitions

There are no definitions relevant to this policy.

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### Other Related Information

[Tenants Rights Guide from the Office of Attorney General of New York.](#)

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### Procedures

There are no procedures relevant to this policy.

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### Forms

[Form A](#) - Off Campus Housing Regulations - Non-Discrimination Certification and Statement of the Position of the University

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### Authority

State University of New York Board of Trustees Resolution 72-75 adopted March 29, 1972.

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### History

On November 22, 1972, in a Memorandum to Presidents, Chancellor Boyer promulgated the regulations found in this policy.

On March 29, 1972, Chancellor Boyer reported to the State University Board of Trustees that the adoption of Resolution 71-39 had created some confusion among campuses and did not provide direction in how to assist students with off-campus housing. In Resolution 72-75, adopted on March 29, 1972, the State University Board of Trustees empowered the chancellor or his/her designee to establish and promulgate regulations on off-campus housing.

On December 15, 1971, Chancellor Boyer informed the State University Board of Trustees that a larger percentage of students were living in off-campus housing. He indicated that the University could no longer act in the capacity of *in loco parentis* as far as off-campus housing was concerned because of the limitations of the existing policies. The

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existing policies required that students live in University approved off-campus housing or University-owned on-campus housing. To be approved as an off-campus site, frequent inspections, proper supervision and non discriminatory practices were required. At that time, the State University Board of Trustees were concerned that relieving campuses of the inspection requirements but still allowing for a maintenance of a list of off-campus housing might create a worse situation in terms of liability and student safety. In Resolution 71-39, adopted on December 15, 1971, they therefore rescinded Resolution 60-159 and revised Resolution 65-8 to delete mandating inspection of off-campus housing or maintenance of off-campus housing.

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### **Appendices**

There are no appendices relevant to this policy.