



# Room Space Referral Service

Thank you for your interest in The Center Orange County's *Room Space Referral Service*. Please note that The Center Orange County makes no representation as to the likelihood of locating an acceptable rental, renter, or roommate and assumes no liability.

We have made some improvements to our service. The changes include:

- More detailed information about the spaces available
- Immediately updated listings
- Personalized/targeted listings for prospective renters/roommates

To assist with maintaining current listings, we are asking for email addresses from those requesting to have rooms/properties listed. The email address will not be published with the listing and will only be used internally to help maintain current available listings.

Please read the following information carefully.

How the service works...

1. Your listing will become active on the day that this form is completed and submitted. Every listing is active for 90 days unless you specify otherwise.
2. Interested parties contact the Center and receive the current listings either by picking them up in person or by having them faxed to them. They can request listings for particular cities if they like.
3. Contact us when the space is no longer available so that we may de-activate it and stop phone calls to you.
4. We will email you as the expiration date of your listing nears and check to see if you need it extended.
5. If you need to re-list the space at a later date, your original listing will still be available for us to reactivate.

To have your space listed, please

- 1. Complete this information form as thoroughly as possible.**
- 2. Return the form to The Center Orange County**
- 3. Make a small donation to The Center**

Thank you for the assistance you are providing to the community. We hope that we can help find roommates and renters for you.

**Linda Galloway**

**Director of Finance and Administration**

**The Center Orange County**

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# Room Space Referral

Please print all information clearly

### OFFICE USE ONLY

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

Date entered: \_\_\_\_\_ by \_\_\_\_\_

Note: \_\_\_\_\_

### THE LISTER

First Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Main Phone: \_\_\_\_\_ City: \_\_\_\_\_  
 Second Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### THE SPACE Description (optional):

Zip Code where space is located: \_\_\_\_\_ City: \_\_\_\_\_

Space is...

**SHARED:**  Studio  Room in House  Room in Condo  Room in Apartment  
 Other \_\_\_\_\_

-- OR --

**NOT SHARED:**  Condo  House  Apartment  Other \_\_\_\_\_

Total space includes: \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bath(s)

Date the space is available: \_\_\_\_\_

Furnishing

Furnished  Unfurnished  Negotiable

Looking to rent to:

# \_\_\_\_\_ Males only or # \_\_\_\_\_ Females only or # \_\_\_\_\_ Adults

### RENT

Total Rent: \$ \_\_\_\_\_  per month  per week  other \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Total Move-In \$ \_\_\_\_\_

### UTILITIES

All Utilities included

Gas  none  Included  Not Included  Shared—renter pays 1/2 ? 1/4  Other \_\_\_\_\_

Water  Included  Not Included  Shared—renter pays 1/2 ? 1/4  Other \_\_\_\_\_

Electric  Included  Not Included  Shared—renter pays 1/2 ? 1/4  Other \_\_\_\_\_

Cable  none  Included  Not Included  Shared—renter pays 1/2 ? 1/4  Other \_\_\_\_\_

Internet  none  Included  Not Included  Shared—renter pays 1/2 ? 1/4  Other \_\_\_\_\_

### OTHERS

The people (if any) renter will be sharing the space with:

\_\_\_\_\_ Males \_\_\_\_\_ Females

What pets will you permit?  None  Any  Will permit: \_\_\_\_\_

Are there pets in the space now?  Yes  No

Will you accept smokers?  Yes  No Are there smokers in the space now?  Yes  No

### RENTER ACCESS TO...

Bath(s)  Full Access  Private  Shared  No Access  Other: \_\_\_\_\_

Kitchen/Dining  Full Access  Limited Access  No access  Other: \_\_\_\_\_

Living Room  Full Access  Limited Access  No access  Other: \_\_\_\_\_

Washer/Dryer  Full Access  Limited Access  No access  Community Facility  
 Other: \_\_\_\_\_