

Howdy Property Managers!

It is once again time to purchase your Marketing Package from Off-Campus Student Services at Texas A&M University (OCSS).

Please make sure to read through everything, as most of your questions can be answered in the registration materials. Note: We have made substantial changes to this year's products and pricing, so please read through all documents thoroughly. Purchasing the Marketing Package gives you the opportunity to reach over 50,000 students, faculty and staff through a variety of formats - you cannot find a better cost effective marketing strategy! By choosing to purchase the Marketing Package, you will have the following opportunities to promote your property:

- AggieSearch
- Eligibility for AggieSearch Featured Listings
- Off-Campus Survival Manual
- Property Brochures
- Housing Fair Eligibility
- Eligibility for Additional Resource Tables on Campus
- Access to Other Events
- Price List

If you are interested in purchasing the Marketing Package for 2017-2018, complete the attached forms. Please review these forms carefully as they have been updated. All Marketing Package materials, payment, and graphic ads will be due on **Friday, August 4th, 2017**.

We look forward to working with you in the upcoming year. If you have any questions in regards to the Marketing Package or Housing Fair, please contact our office at 979.845.1741.

Sincerely,

Off-Campus Student Services

Marketing Package Details

Cost of Marketing Package:

- Base Cost (for the first property): \$500.00
- Additional Properties Listed: \$150.00

The following items are included in the purchase of the Marketing Package:

- September 2017-August 2018 listing on *AggieSearch*, a web database. *AggieSearch* is free to all Texas A&M students, faculty, and staff needing to look for housing in the community. The website lists amenity information about your property, units offered, and accessibility information. **Each property is responsible for updating its own information on AggieSearch.** Our staff will only enter your initial marketing package registration information. The more information you provide, the better you will be able to market your property. The *AggieSearch* website is <http://aggiesearch.tamu.edu>.
- Property information on the *Price List*; a list of properties and their current rental rates that our office updates periodically by pulling the electronic data from *AggieSearch*. This is one of the resources given to students who come into our office needing off campus housing. It is also distributed to students and parents during New Student Conferences, so it is imperative to keep listings up to date.
- Listing in the *Off-Campus Survival Manual*, our annual publication for students who live off campus. These are distributed throughout the year, including at New Student Conferences and Housing Fair (where it debuts). *Off-Campus Survival Manuals* are also distributed to academic departments and show cased at tabling events for undergraduate and graduate students. The *Off-Campus Survival Manual* is also accessible online for future incoming students.
- *Property Brochures* are available in the Off-Campus Student Services office for students coming in to search for housing. The brochure folders are labeled with all participating complexes and our office staff maintains adequate inventory of brochures by communicating with your office throughout the year.
- *Eligibility for the 2017 Housing Fair* is based on the purchase of the Marketing Package. **Properties that do not purchase the Marketing Package CANNOT participate in Housing Fair. Participation in Housing Fair requires a separate registration fee.** One base cost marketing package equals eligibility for one Housing Fair table (i.e. \$500 marketing package purchase = the ability to make a \$300 purchase for a Housing Fair table). Additional information about Housing Fair, will be provided at a later date. Housing Fair 2017 will be held Wednesday, October 25th from 10a-2p in the Memorial Student Center.
- *Eligibility for Resource Tables on campus.* OCSS is hosting 5 different dates where 20 different properties can sign up to host a resource table on campus. By purchasing Marketing Package, you are eligible to purchase **ONE** resource table slot, on one date, for a cost of \$100. After August 4th, any additional tables that have not been purchased will then be released for additional purchases (i.e. you may purchase a second resource table/date).
- Access to other opportunities across campus will also be given to those who purchase Marketing Package 2017. We will inform you of these opportunities as they arise. This includes the opportunity to collaborate on educational programmatic efforts with OCSS should properties want to initiate requests.

Things to consider when purchasing Marketing Package:

- Purchases of additional properties/sister properties can only be made at the time a property purchases Marketing Package and completes all registration forms and payment. Properties will not be able to add sister properties at a later date.
- Your property will be listed in all materials as it is submitted in Marketing Package. If your property undergoes a name change mid-year, your information will not be updated.
- If you are interested in collaborating on educational programmatic efforts, OCSS reserves the right to say no at any time or for any reason including but not limited to: the purpose of timing of the program and/or lack of human and financial resources.

Marketing Package Order Form

Pre-OCSM

Contact Information

Property/Management Co./Locator Service:

Staff Contact Name: Phone Number:

Staff Contact E-mail Address:

Marketing Package

Base Cost: \$500

Name of Base Cost Property/Mgmt. Co./Locator Service: Qty. of properties: Total Base Cost:

1. 3.

2. 4.

Additional Cost per Property: \$150

Name(s) of additional properties: Qty. of properties: Total Add'l Cost:

1. 5.

2. 6.

3. 7.

4. 8.

Total Marketing Package Cost:

Graphic Advertisements (optional) ALL ads will be in color.

Premium Advertising Spaces: First come, first served, only one of each. Please call 979-845-1741 to verify availability before selecting.

Inside front cover	\$3,500	8.5"W x 11.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>
Inside Back Cover	\$3,200	8.5"W x 11.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>
Outside Back Cover	\$3,800	8.5"W x 11.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>
Full page	\$2,000/ad	8.5"W x 11.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>
1/2 Page	\$1,100/ad	8.5" W x 5.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>
1/3 Page	\$2,000/ad (only 5 available)	2.833" W x 11.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>
1/6 Page	\$1,000/ad (only 5 available)	2.833" W x 5.5" H	Qty. <input type="text" value="0"/>	Cost <input type="text"/>

Total Graphic Advertisement Cost:

Housing Fair Registration

Regular Housing Fair Table Cost: \$300

Name of Property per Table: Qty.

1. 4.

2. 5.

3. 6.

Premium Table Cost: \$600

Name of Property: Qty.

1.

Qty. of tables cannot exceed qty. of base pkgs. purchased

Total Housing Fair Table(s) Cost:

Marketing Package Order Form

Pre-OCSM

Resource Table Registration Resource Table Cost: \$100

Name of Property (only 1 property per Table-no sister properties; only one table allowed per property-no double booking)

1.

2.

3.

4.

5.

6.

Qty. of tables: Total Resource Table Cost:

If would you like to purchase additional resource tables should they become available, please indicate: yes no

Please indicate your preference for Resource Table Dates:

Thursday, November 16, 2017	11a-1p	Rank	<input type="text"/>
Tuesday, November 28, 2017	11a-1p	Rank	<input type="text"/>
Tuesday, February 13, 2018	11a-1p	Rank	<input type="text"/>
Tuesday, February 27, 2018	11a-1p	Rank	<input type="text"/>
Tuesday, April 17, 2018	11a-1p	Rank	<input type="text"/>

Aggie Search Featured Property

Number of Beds at Property	Featured Property Cost		Name of Property: (list corresponding property/properties)
less than 100	\$500	Qty. <input type="text" value="0"/>	<input type="text"/>
100-299	\$1000	Qty. <input type="text" value="0"/>	<input type="text"/>
300-699	\$2000	Qty. <input type="text" value="0"/>	<input type="text"/>
700-999	\$3500	Qty. <input type="text" value="0"/>	<input type="text"/>
1000+	\$6000	Qty. <input type="text" value="0"/>	<input type="text"/>
Total Featured Properties Cost:			<input type="text"/>

Total Marketing Package Cost:	<input type="text"/>
Total Graphic Advertisement Cost:	<input type="text"/>
Total Housing Fair Cost:	<input type="text"/>
Total Resource Table Cost:	<input type="text"/>
Total Featured Properties Cost:	<input type="text"/>

TOTAL AMOUNT DUE	<input type="text"/>
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Marketing Package Management Information

* Please complete this form for EACH property you would like to list.

Property Name (listing title for AggieSearch)

Property Manager:

On Site? Yes No

Property Assistant Manager:

On Site? Yes No

Name of Owner:

Owner's Phone Number:

Owner/Mgmt. Co. Mailing Address:

City: State: Zip Code:

Property Phone No.: Property Website:

Property E-mail (for students to contact your property via email):

Property Physical Address:

City: State: Zip Code:

Property Mailing Address:

City: State: Zip Code:

Property Type: Apartment Condo/Townhome House Duplex Other:

Bedrooms: 1 2 3 4 Other:

Bathrooms: 1 1.5 2 3 Other:

Floorplan	Monthly Rent Range (Per Person)	Monthly Rent Range (Total Unit)
ex: 2/2	\$800/person	\$1600/unit
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Floorplan	Monthly Rent Range (Per Person)	Monthly Rent Range (Total Unit)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total No. Units: Total No. Beds: On Bus Route? Yes No Lease Type: Standard Individual

Lease Lengths: 12 mo. 9 mo. 6 mo. Month-To-Month Other:

Air Conditioning: No A/C Central A/C Window A/C

Furnished Units: Not Furnished Semi Furnished Fully Furnished Parking: Uncovered Covered

Washer/Dryer: None Connections Provided Machines In Unit On Site

Yard: No Yard Fenced Backyard Non-Fenced Backyard

Pets Allowed: Yes No Pet Restrictions:

Utilities Included: Gas Water Electricity Cable Internet

Do you offer **short term housing**: Yes No
 Weekly Monthly 1-3 Months 3-6 Months

Additional Information About Your Short Term Housing Options:

Person to contact regarding short term housing:
Name:
E-Mail:
Phone:

Marketing Package Accessibility Information

* Please complete this form for EACH property you would like to list.

Property Name (listing title for AggieSearch)

Number of Units Partially Accessible:

Number of Units Fully Accessible:

Please mark all that apply

Physical Accessibility

- | | |
|---|---|
| <input type="checkbox"/> Elevators Available | <input type="checkbox"/> Faucet handles are levers |
| <input type="checkbox"/> Apartments modified on ground level | <input type="checkbox"/> Portable seat (shower) |
| <input type="checkbox"/> Doorways are at least 36" wide | <input type="checkbox"/> Bath area has room for bath lift |
| <input type="checkbox"/> Doors are self closing or power assisted | <input type="checkbox"/> Low shelves and racks available in bathroom |
| <input type="checkbox"/> Exterior ramps to office, common rooms, game room | <input type="checkbox"/> 36" high counters with cut-away |
| <input type="checkbox"/> Curb cuts | <input type="checkbox"/> Option of no carpet or tightly woven carpet |
| <input type="checkbox"/> Clearly marked accessible parking space - 2 per 100 spaces | <input type="checkbox"/> Environmental controls, light switches and outlets at eye level or can be lowered/raised |
| <input type="checkbox"/> Recreation facilities on ground level | <input type="checkbox"/> Door handles are levers throughout apartment |
| <input type="checkbox"/> Pool facility has ramp and handrails | <input type="checkbox"/> Door knobs and door checked regularly for ease of opening and closing |
| <input type="checkbox"/> Mailboxes are accessible or can be assigned | <input type="checkbox"/> Deadbolts are at wheelchair level |
| <input type="checkbox"/> Lip free thresholds in doorways | <input type="checkbox"/> Deadbolts are keyed not thumb knob |
| <input type="checkbox"/> Laundry facilities have front loading washers and dryers | <input type="checkbox"/> Side by side refrigerator can be provided |
| <input type="checkbox"/> Gates into complex, pool, etc. are push, not pull | <input type="checkbox"/> Animal assistance/service animal is permitted |
| <input type="checkbox"/> Interior ramps | <input type="checkbox"/> Pet deposit required for animal assistance |
| <input type="checkbox"/> Toilets have grab bars | <input type="checkbox"/> Hot and cold faucet knobs are separate |
| <input type="checkbox"/> Showers have grab bars | |

Hearing Impaired Accessibility

- Strobe lights connected to doorbells and buzzers (or can be installed)
- Fire alarm has strobe lights
- TTY system may be installed

Visually Impaired Accessibility

- Braille identification for all apartment signs
- Doorbells and buzzers are provided at doors and gates
- Elevators have Braille
- Payment drop box is labeled with Braille

Marketing Package 2017-2018

Nondiscrimination Disclosure Form

* Please complete this form for EACH property you would like to list.

In order for us to list your housing property, it is required that you comply with the University's policy of nondiscrimination. Please read and sign the following notice:

"I hereby agree to comply with a policy of nondiscrimination when using the services of the Offices of the Dean of Student Life, including Off-Campus Student Services. I will not engage in discrimination to prospective tenants on the basis of race, color, religion, sex, disability, familial status, national origin, sexual orientation, or gender identity, or intend to make such preference, limitation, or discrimination."

Property/Management Co./Locator Service:

Owner/Manager's Name (printed):

Owner/Manager's Signature:

Date:

Marketing Package Checklist for Completing Registration

FOR YOUR RECORDS ONLY

Forms to Complete and Submit:

- Order Form
- Management Information (for each property)
- Accessibility Information (for each property)
- Nondiscrimination Disclosure Form

If purchasing an advertisement space:

- E-Mail Graphic Ad in PDF form to melaniem@studentlife.tamu.edu
- Include a paper copy of your advertisement with registration materials

Payment Options:

We strongly encourage you to pay online. We will be moving towards only accepting online payments in the near future.

- Pay online at: https://secure.touchnet.com/C21490_ustores/web/store_main.jsp?STOREID=52
 - If paying online, please include copy of receipt with registration materials
- Pay by check
 - Make check payable to: **TAMU**
 - Send one check per category;** i.e. one check for Marketing Package cost, one check for Graphic Ad cost, one check for Housing Fair cost. Due to University cash handling rules, we will need to process each check separately.

Submitting Forms:

Please print a copy of these forms for your records. This form will not save, so we highly encourage you to print these files.

- Via E-Mail to: melaniem@studentlife.tamu.edu (you will need to scan the documents as a PDF before attaching to E-Mail)
- Via Fax: 979.865.6138 | Attn: OCSS Marketing Package
- Via Mail: Offices of the Dean of Student Life
 - Attn: OCSS Marketing Package
 - 1257 TAMU
 - College Station, TX 77843-1257

If you plan to drop off your paperwork, OCSS is located at Student Services @ White Creek, Student Life 1 building 0070. To view our location visit sswc.tamu.edu.

Housing Fair Reminder:

Memorial Student Center | Bethancourt Ballroom 2300 A-E
Wednesday, October 25, 2017
10:00 a.m. - 2:00 p.m.