

Howdy Property Managers!

It is once again time to purchase your Marketing Package from Off-Campus Student Services at Texas A&M University (OCSS). You may have noticed we changed our name from Adult, Graduate and Off-Campus Student Services (AGOSS). This was an intentional decision to better reflect the work we primarily engage in to support students. With the increasing student population and subsequently the increase off-campus population, it is more important than ever to provide accurate, up-to-date, and detailed information regarding housing options available in Bryan/College Station.

Please make sure to read through everything, as most of your questions can be answered in the registration materials. Purchasing the Marketing Package gives you the opportunity to reach over 50,000 students, faculty and staff through a variety of formats - you can't 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
- Property brochures
- Price List
- Access to other events

If you are interested in purchasing the 2017 Marketing Package, complete the attached forms. Please review these forms carefully as they have been updated.

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

Off-Campus Student Services  
Student Services @ White Creek  
803 West Campus Blvd  
College Station, TX 77843  
Tel. 979.845.1741 Fax 979.845.6138  
studentlife.tamu.edu

# Marketing Package Details

## Cost of Marketing Package:

- Base Cost (for the first property): \$250.00
- Additional Properties Listed: \$100.00

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

- One year listing on *AggieSearch*, a web database, which is the premiere way we publicize your properties year round. *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 the website.** 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://aggierearch.tamu.edu>.
- Property information on the *Price List*; a list of properties and their current rental rates that our office updates semesterly 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 during their New Student Conference, so it is imperative to keep those prices up to date.
- *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.
- Access to other opportunities across campus will also be given to those who purchase the Marketing Package. We will inform you of these opportunities as they arise.

# Marketing Package Order Form

## Contact Information

Property/Management Co./Locator Service:

Staff Contact Name:  Phone Number:

Staff Contact E-mail Address:

## Marketing Package

Base Cost: \$250

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

Qty. of properties:

Total Base Cost:

1.

2.

3.

Additional Cost per Property: \$100

Name of additional properties:

Qty. of properties:

Total Add'l Cost:

1.

2.

3.

4.

5.

6.

7.

8.

Total Marketing Package Cost:

## Housing Fair Registration

Not Applicable

Qty. of tables MUST equal qty. of base pkgs. purchased

Name of Property per Table

1.

2.

3.

4.

5.

6.

7.

8.

Total Housing Fair Cost:

Total Marketing Package Cost:

Total Housing Fair Cost:

**TOTAL AMOUNT DUE**

# 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)	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"/>	<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/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

## 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 2017 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

### 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](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](mailto: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, please call our office first, as our location has changed.*