

University Farm Circle

Sabbatical House Listing Guidelines

Contact: Diane Steele, dmsdms@dcn.org

1. Each listing must be submitted in writing by homeowner, including subsequent listings of the same facility.
2. All negotiations are between homeowner and renter.
3. Only completely furnished houses may be listed.

We do **not** list:

- a) apartments, private rooms, or shared homes
- b) private properties with two or more rentals [*rule verified 5/4/11*]

Separate private apartments attached to a home will be listed only after inspection by the sabbatical house chair(s).

4. All houses must be in move-in condition (see separate email attachment for specifics).
5. A home may be listed as “home for exchange.”
6. The home address must be listed [*rule added 11/21/1992*].
7. Cottages on private property must be approved by sabbatical house chairs and must have a separate mailing address [*rule added 2/14/11*].
8. Sublets may be listed only with written permission of owner.
9. If homeowners use a manager or realtor to handle their property, only the first name and the personal telephone number of this person will be listed.
10. Any listing may be denied or cancelled at the discretion of the sabbatical chairs [*rule added 3/29/1995, updated 2/15/2013*].

Fees: The **fee** for each rental is **\$60**. We list no more than six months in advance. Ads may run for a maximum of six months. Re-listing a house or listing a home for exchange requires the same fee. Checks should be payable to University Farm Circle.

Updates: Our website is updated monthly (<http://www.ufcdavis.org>). All listings and fees, as well as any changes, need to be received no later than five business days before the end of the month.

Success: Please notify us once your house has been rented.

University Farm Circle has been supportive of UC Davis for over 100 years.

Any profits from listing sabbatical homes go into our Scholarship Endowment.