Hello,

Thank you for contacting DUSA Housing.

Please read this email carefully and in full before completing the attached form.

By completing and returning this form you are agreeing to DUSA posting the full content (and any photographs attached) to the DUSA Accommodation Facebook page. Please note that this is a public Facebook page and whilst we can confirm that any adverts placed are by students only, we cannot control who views the DUSA Housing Facebook page.

**Instructions for placing an advert:**

1. You must ask your landlords permission before placing an advert. Please note that tenancy agreements often state that subletting is not permitted.
2. Please provide your Landlords Registration number and HMO license number (if applicable).
3. Please fill out the following form including as much detail as you wish. The more information you give, the more likely you are to receive a response.
4. You may also wish to upload photographs of a property/room. People are much more likely to look at an advert if there are pictures.
5. Please reply to this email using your Dundee.ac.uk email address. **Any response sent from a personal email account will be deleted**.
6. Please state your full name and current matriculation number in the subject box of this email. **If you fail to provide a valid matriculation number your advert will not be posted**.
7. Unless you contact the DUSA ([housing@dusa.co.uk](mailto:housing@dusa.co.uk)) to request a longer advertisement period, any advert will be removed from the Facebook page after 21 days.
8. Any time extension will be on a week by week basis.
9. By replying to this email and submitting a completed form, you are consenting to DUSA publishing the details/photographs included on the form to the DUSA Accommodation Facebook page.
10. DUSA Housing will not act as an agent. You should therefore provide sufficient contact details so that anyone interested in your advert can contact you directly.

**Please note that:**

* You are solely responsible for all information that you submit and any consequences that may result from your post.
* DUSA reserves the right at our discretion to refuse or delete content that we believe is inappropriate or breaching the terms and conditions.
* DUSA does not review or recommend users' additional postings/comments and we are not involved in any actual transactions between users.
* DUSA does not guarantee the accuracy of postings or user communications or the quality, safety, or legality of what's offered.
* Please read the full terms and conditions on the DUSA Accommodation Facebook page or at [www.dusa.ac.uk](http://www.dusa.ac.uk)

Please go to [www.dusa.co.uk/advice](http://www.dusa.co.uk/advice) for information on Student Safety and your rights and responsibilities as a tenant.

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| Ad Title | Room to rent |
| **Description**  Include information such as:  - type of property  - location  - single or double room  - nearby amenities |  |
| **Price** |  |
| **Postcode of property** |  |
| **Date available from** |  |
| **Essential information** |  |
| **Contact**  **Tel:**  **Email:** |  |
| **Photographs attached to be uploaded – yes or no?** |  |