

# Office of Orientation and Off-Campus Programs

## Landlord Information Sharing Program

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### Instructions for Documenting Information About Your Landlord:

1. Complete the attached Comment Form. Please be sure to include current contact information for both yourself and your landlord. Incomplete documentation will not be accepted.
2. Clearly explain your concerns or issues in the form provided or by attaching a separate typed letter. Use facts to describe the situation that is the basis for your documentation—do not simply provide an opinion of your landlord with no supporting factual basis.
3. Write clearly, using complete sentences. Use professional language to describe your situation.
4. Return your form to 754 Ostrom Avenue, Syracuse, New York, 13244 or email it to [ooep@syr.edu](mailto:ooep@syr.edu).
5. OOCP staff would also like to hear about any positive interactions that you might have with your landlord. If you have a positive experience that you would like us or other students to know about, please send us a letter including current contact information for both yourself and your landlord. Clearly explain the interaction, using facts to describe the situation—do not simply provide an opinion of your landlord with no supporting factual basis. OOCP staff will keep a copy of your letter in our office at 754 Ostrom Avenue. Your name, contact information, and any other identifying information will be redacted from the letter.

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### What happens once you file a Comment Form?

- OOCP staff will review your completed Comment Form. If it includes unprofessional language or is not appropriate to share with other students, it will be returned to you with a letter explaining why.
- OOCP staff will forward a copy of your Comment Form to your landlord. Your landlord may respond to your concerns or issues directly or may respond by sending a letter to the OOCP. If the OOCP receives a response, a copy will be mailed to you.
- OOCP staff will keep a copy of your Comment Form and your landlord's response in our office at 754 Ostrom Avenue. Your name, contact information, and any other identifying information will be redacted from the Comment Form and response.
- Your Comment Form will be saved in a file under your landlord's name. Other SU/SUNY ESF students will be able to view your Comment Form and your landlord's response when they are searching for off-campus housing.
- The purpose of this program is to provide students with a method for communicating with each other from year to year about their rental housing challenges and successes. We encourage students viewing the landlord files to consider not only the number and type of concerns or issues raised, but the landlords' responses to them. Please note that the views expressed in these materials are solely those of students and local property owners and not those of Syracuse University.
- Sometimes your landlord may not respond to your concerns or issues, or may respond unfavorably. OOCP staff will work with you throughout the process to seek to accomplish a resolution to your problem. When appropriate, OOCP staff will refer you to agencies that are better able to assist you, such as the Syracuse Police Department, City of Syracuse Division of Code Enforcement, Conflict Mediation Center, Student Legal Services, etc.

Office of Orientation and Off-Campus Programs  
**Landlord Information Sharing Comment Form**

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Name: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Address of the Apartment that is the subject of your comments:

\_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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**Please use the space below to describe your situation or attach a typed letter. Attach additional sheets if necessary.**

Describe the issues and concerns you have had with your landlord and/or your rental property.

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Describe the steps you have taken to solve these issues.

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Describe your landlord's response to the actions you have taken.

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Describe how you would like this issue to be resolved.

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