

1. After you have completed the off campus housing application and selection, please submit an address. Click this link on the home page of the HMS.

- [Off-Campus Address Submission Form](#)
: You have not applied. Please click on the above link to complete this application.

2. Select I Agree after reviewing the information.

Off-Campus Address Submission Form

[res_Res1 \(999999901\)](#)

The following pages will give you the ability to submit your off-campus address and landlord contact information if you did not do so with your "Off-Campus Housing Application."

Submission of your off-campus address and landlord contact information is required by College policy. Both pieces of information are due from all off-campus residents by August 3rd to avoid issues. Students who do not provide the required information by the deadline or after direct notification by the College will be referred to Student Conduct for a violation of housing policies and failure to comply.

Know that all information will be checked for validity so please answer honestly. Providing information that is found to be false may result in your referral to the Student Conduct System for a violation of housing policies, failure to comply, and falsification.

To proceed please click "I Agree".

3. Please provide your off campus address.

Off-Campus Address

[res_Res1 \(999999901\)](#) > [Off-Campus Address Submission Form](#)

This page will allow for you to submit your off-campus address. Please be sure to complete this form in its entirety and complete it honestly. Failure to do so, or providing information that is found to be false, may result in your referral to Student Conduct for a violation of housing policies, failure to comply, and/or falsification.

Once you have completed your submission, check "Next" to proceed.

Off-Campus Address

* Street Line 1	<input type="text"/>
Street Line 2	<input type="text"/>
* City	<input type="text"/>
* State (Postal Abbreviation)	<input type="text"/>
* Zip Code	<input type="text"/>

4. Please submit your landlord's address and information.

Landlord Contact Information

[res_Res1 \(999999901\)](#) > [Off-Campus Address](#)

Please provide the requested information for your landlord below. Please fill in all fields that you can. Students are required to provide at least a name and phone number of their landlord.

Please be sure complete this form with all required information (minimally name and phone number) and complete it honestly. Failure to do so, or providing information that is found to be false, may result in your referral to Student Conduct for a violation of housing policies, failure to comply, and/or falsification.

Once you have completed your submission, check "Next" to proceed.

Landlord Contact Information

* Landlord Name	<input type="text" value="Fred"/>
* Street Line 1	<input type="text" value="Fake"/>
Street Line 2	<input type="text"/>
* City	<input type="text" value="Fake City"/>
* State (Postal Abbreviation)	<input type="text" value="Fake State"/>
* Zip Code	<input type="text" value="Fake ZIP"/>
* Phone Number	<input type="text" value="xxxxxxxxxx"/>
Email	<input type="text"/>

8. Choose I Agree to submit your application.

Submission Page

[res Res1 \(999999901\)](#) > [Off-Campus Address Submission Form](#) > [Landlord Contact Information](#)

By pressing "I Agree", you will be submitting your Off-Campus Address Form to the Office of Residential Life.

Please be sure that all required information is filled in and is correct before continuing. Once you submit this form you will not be able to re-access it to edit any information.

Press "**I Agree**" to submit.
