

Need to get someone to take your place in an ICC co-op?

Note: make sure that anyone you recruit puts your name on their application to the ICC.

Here are some helpful tips to find a replacement:

- o Submit a Replacement Request form at the ICC office so your space can be made available to those looking.
- o Tell all your friends, family, academic advisors, etc. that you need someone to take over your contract. Put that social network to good use!
- o Post an ad in the student sublet section at UM's Off Campus Housing website. *UM login required* (www.offcampus.housing.umich.edu)
- o Post an ad on Craigslist. (<http://annarbor.craigslist.org/>)
- o Post an ad on Facebook, MySpace, and other social networking sites.
- o Post an ad on UM Marketplace. *UM login required* (<http://marketplace.umich.edu>)
- o Post flyers everywhere on campus, especially at:
 - UM Off Campus Housing office (in the Student Activities Building-SAB)
 - UM Office of International Education
 - Overseas Opportunities Office-study abroad
 - International Students
- o Respond daily to 'looking for a place to live' or 'housing wanted' ads that are posted online.
- o Sign up for roommate websites like roommates.com or roommateclick.com
- o Put an ad in the Michigan Daily and/or Ann Arbor Observer.

Online ad tips:

- * Post a new classified everyday.
- * Each day, highlight something new and interesting. Is your house vegetarian? Allows pets? Has great amenities like a pool table, darkroom, piano?
- * Use cross streets instead of precise addresses.
- * Emphasize your convenient location.
- * Use landmarks (across the street from BTB, etc.).
- * Post accurate room price.
- * Mention that food, laundry, utilities, and amenities are included in the price.
- * Use pictures of fun events (your house's flag football team or camping trip, etc.) if possible.

Remember, YOU are responsible for finding a replacement! And the likelihood of finding a replacement is directly proportional to how much work you put into recruitment.

Oh yeah, if you don't even NEED a replacement but actively recruit someone anyway, you get \$50 IF they put your name on their application!

Inter-Cooperative Council at the University of Michigan

www.icc.coop

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