IMPORTANT NEWS ABOUT CAL RENTALS SERVICES DURING WINTER BREAK!

The Cal Rentals office will be closed from December 22, 2017 through January 8, 2018 to comply with campus energy curtailment policy. While we cannot provide walk-in, telephone or email assistance to our customers during this period, we will offer the following services:

- **LANDLORDS AND LISTERS** may place new ads or modify existing ads online. {insert hyperlink to: https://och.berkeley.edu/} (Note: Ads submitted online are always reviewed for content before posting, and during this holiday period **there may be a time lag of up to 72 hours before an ad appears**. In most cases it will be much shorter. **Please do not re-submit if you cannot view your ad online immediately.** If you do not see your ad online after 72 hours has elapsed, there is a problem or issue with your submission, and we will contact you for more information on or after January 3).

- **CURRENT HOUSEHUNTERS ACCOUNT HOLDERS** may search the online database for new rental opportunities. If your account expires while we are closed and you have not found a place by January 4, please let us know and we will extend your account to make up for the days we are closed.

**NEW STUDENT OR FACULTY AND STAFF HOUSEHUNTERS** with a Cal Net ID already, please visit och.berkeley.edu and click "Sign Up". Under "UCB Students, Faculty, and Staff, please click "Sign Up". You will be prompted to enter your Cal Net ID and Passphrase.

How to sign up for rental listings as a Guest House Hunter (or if your CalNet doesn't work for signing up):

1. Go to the Cal Rentals website at https://och.berkeley.edu/
2. Select **Sign Up**
3. Select **Guest House Hunters**
4. **If you are not yet verified by Cal Rentals staff for your eligibility for the services, please email a brief description of who you are, when you plan to arrive and attach documentation to support your eligibility to the university or LBNL. (letter of admission, employment offer letter, invitation letter, Cal Alumni Association card, retiree card, etc.). Summer visitors should email a request for our Summer Housing Bulletin prior to making a subscription request.**
5. Fill out the **Guest Registration** form online.
6. Please make a note of the Username and password you create for yourself.
7. Once we have verified your eligibility for the services and see your account request in our online queue, we will authorize and grant access to the listing service.
8. To **access the listings**, go to the Cal Rentals website, select **Log In**, then either **UC Berkeley Affiliates** or **Other Users** (whichever is appropriate according to your eligibility) and then input your User ID and password.
Cal Rentals will resume our normal operations on Monday, January 8, 2018.
Happy New Year!