

Thank you for your interest in applying for an on-campus apartment at Northern Michigan University for the 2009-2010 academic year. Please complete the attached application and return it with a \$125 advance payment to the Student Service Center – Apartment Rental, 1401 Presque Isle Avenue, Marquette, MI 49855-5301. Completed applications can be dropped off at the Student Services Center located at 2201 Hedgcock – building #9 on the campus map.) Make the check payable to Northern Michigan University with the student's name and NMU IN (NMU's Student Identification Number) on the check. The advance payment will be applied to your first full month's rent. If your plans change and you will not be living on campus, you must notify the Housing and Residence Life Office in writing before an apartment is offered to have the advance payment refunded. If an apartment is offered before the Housing and Residence Life Office is notified, your entire advance payment will be forfeited.

**Eligibility Requirements:** The primary tenant must be an enrolled student at Northern Michigan University. The primary tenant and his or her spouse (if he or she is or has been a student) must be in good standing with the University. Undergraduate students must be enrolled in and complete at least eight credit hours during both fall and winter semesters and must either be enrolled in one or more classes during the summer session(s) or be registered for fall classes. Graduate students must be enrolled in and complete at least six credit hours during both the fall and winter semesters and must either be enrolled in one or more classes during the summer session(s) or be registered for fall classes. The primary tenant must either be married and have his or her spouse living with him or her or be a parent with legal custody of at least one child and have the child(ren) living with them for no less than 25% of the time during the academic year.

**Accommodations:** The Housing and Residence Life Office seeks to provide reasonable accommodations for students with certified disabilities. Information about the procedure for requesting an accommodation may be obtained by searching for the *Accommodations Request Procedure* on the University's website – [www.nmu.edu](http://www.nmu.edu) - or by contacting the Disability Services Office (Office address: 2001 C.B. Hedgcock, Marquette, MI 49855; phone 906-227-1700; e-mail: [dso@nmu.edu](mailto:dso@nmu.edu)).

**On-Campus Apartment Assignment Priorities:** Eligible single students, students with families, and faculty and staff members can apply for on-campus apartment housing at any time. Assignments are made on an on-going basis as apartments become available. Assignment priorities are: 1) Students with families who submit their application prior to July 1, 2) Two single students applying for an apartment together, 3) A single student applying for a two-person apartment without a specific roommate request, 4) A single student applying for a one-person apartment, and 5) faculty or staff, provided space is available. New assignments will be based on this priority, the move-in date indicated on the application (earlier move-in dates will be assigned first), and the date the application is received in the Housing and Residence Life Office (first-come, first-serve). *An applicant's position on the pre-assignment list may change as assignments are made, applications are received, and applicants remove themselves from the list.*

**Occupancy:** Apartment occupancy is permitted by the tenant, his or her spouse, and their dependents provided they are included on the lease. Requests for exceptions to this requirement should be made in writing to the Director of Housing and Residence Life.

**Permitted Uses:** University apartments are to be used as a residence only and must not involve any business and/or activity conducted for profit. Non-commercial babysitting is permitted.

**Apartment Lease:** The lease is on-going provided the tenant continues to meet the eligibility requirements as stated above, meets his or her financial obligations, and his or her behavior is consistent with the standards set forth in the lease, the Student Code, and/or the University Ordinances. If the tenant fails to meet any of these expectations, the University may initiate eviction proceedings.

**Lease Termination/Termination Fees:** The tenant will be responsible for rent for thirty (30) days from the date he or she: 1) gives written notice of his or her intent to leave; 2) vacates the apartment; 3) abandons the apartment, in which case rent will continue through 30 days from the date the University discovers the apartment has been abandoned; or 4) vacates the apartment as a result of being served with a "Notice to Quit Termination of Tenancy" or "Notice to Quit Health Hazard/Injury to the Premises," or "Demand for Possession Non-payment of Rent".

- Students who vacate their apartment between August 15 and September 30 or between the Tuesday after the last day of the fall semester and January 31 will be charged a termination fee of \$350.
- Students who vacate their apartment at any time other than those stated below will be charged a \$150 termination fee:
  - √ From the beginning of the winter semester final exam week through 4:30 PM, June 30, or
  - √ Prior to 4:30 PM on the Monday immediately following their last day of Summer College enrollment.

Tenants who do not check out of their apartment on or before their specified lease termination date will be charged twice the approved daily rental rate until they properly check out of the apartment.

**Payment Information:** Rent is payable at the Student Services Center, 2201 C.B. Hedgcock, on the first of each month unless prior alternative arrangements are made. Rent not paid on or before the first day of the month will be considered delinquent. Any delinquent rent will be sufficient reason to ask the tenant to pay the rent in full or vacate the apartment within seven (7) days. The University may, after seven (7) days, start eviction proceedings to remove the tenant and the tenant's property from the premises. The tenant shall be liable for any costs incurred by the University in so doing, including but not limited to the costs of storing and/or shipping the tenant's property. Rental rates are reviewed annually and the tenant will be notified of any rental rate and/or fee or fine changes.

**Furnishings:** All University student family apartments are furnished with a refrigerator, range and window blinds. Those apartments that are “furnished” also include a full-size bed, dresser, dinette set, a couch and chair. **(NOTE: The second bedroom in the two-bedroom apartments is not unfurnished.)**

**Maintenance:** It is expected that tenants will keep their assigned apartment (including fixtures and appliances) and the adjacent public areas and grounds clean and well maintained and will use them in a reasonable and safe manner. It is also expected that the tenant will accomplish minor maintenance in their apartment such as: replacing light bulbs (per guidelines provided by the Housing and Residence Life Office), toilet plunging, routine floor care, and properly disposing of trash. Tenants may not alter the premises, appliances, or fixtures in any way. Painting is prohibited except by University painters or University authorized contractors.

**Planned Interruption of Heat and Hot Water:** Each spring, generally on the weekend following commencement, the University shuts down its Heating Plant for necessary preventive maintenance. As a result, heat and hot water is interrupted for campus buildings on the University’s steam system, including the Summit-Center apartments. Notices will be sent out, but tenants in the Summit-Center apartments should anticipate and plan for a 36 to 72 hour interruption of services.

**University Computer Network Services:** University apartments are equipped with a wireless network system.

**Utilities:** All utilities, including local telephone and cable TV service, are included in the rent. Tenants must provide their own telephone.

**Air Conditioners:** Window air conditioners are not permitted. Tenants may, however, use certain portable (free-standing) room air conditioners under certain conditions to include additional charges for electricity. Contact the Housing and Residence Life Office for additional information.

**Laundry Facilities:** In the Summit/Center and Norwood/Center complexes, washers and dryers are located in each building. In the Lincoln Avenue Complex, the laundry equipment is in a separate laundry building. There is no additional charge for use of these facilities. Laundry facilities, of course, are to be used by University apartment tenants only.

**Alcoholic Beverages:** In accordance with applicable University policies, the possession and consumption of alcohol is permitted in University apartments for those students and their guests who are 21 years of age or older. The University expects responsible behavior from all members of the University community and their guests.

**Pets:** Pets, other than fish, are not permitted in University housing.

**Smoking:** All on-campus apartments are smoke-free. Neither apartment tenants nor their family members or guests will be permitted to smoke in any apartment or apartment public area (e.g., entryways, stairwells, lobbies, laundry rooms, etc.). When smoking, tenants, their family members, guests, and/or others must stay at least 30 feet away from buildings, dispose of cigarette butts and other litter properly, and be considerate of others at all times.

**Weapons:** Weapons are not permitted on campus except when stored at the University’s Public Safety and Police Services Office, located in the Services Building. Weapons may be transported, but not stored, in vehicles.

**Dining Services:** Food service for members of the University community is available in five locations: *The Wildcat Den*, on the second floor of our University Center, provides a wide variety of food and beverage options from the grill, soup and salad bar, cafeteria line, and pizza; *Fieras* - Spanish for wild cat or animal, is located on the 1<sup>st</sup> level of the Learning Resource Center and features all your favorite Latino dishes. *Fieras* also offers fresh ground beef burgers and freshly made chips, assorted beverages, and novelty items; *The Marketplace* (located between Gant, Spalding, Payne, and Halverson Halls) provides an *all-you-care-to-eat* menu with red and white meat entrees, non-meat items, homemade soups, salad bars, desserts, and everything from skim milk to coffee; *Temaki & Tea*, located on the upper floor of the Hedgcock building, is devoted to serving the finest quality fair trade and organic food and beverages with a commitment to using ingredients that respect human rights and the environment; and *Cat Trax* (a convenience store just outside of *The Marketplace*) includes a variety of groceries and an array of beverages. For more information about food service options, please contact the Wildcat Express Office at (906)227-1686.

**Past Behavior/Criminal Activity:** Northern Michigan University reserves the right to determine at its discretion that past behavior and/or criminal activity on the part of an applicant for University housing is such that the interests of the University, students, and/or the applicant would be best served if the applicant was not permitted to live on campus.

There are two questions in this regard on the application. A student who answers ‘yes’ to either question – note that the questions also pertain to the student’s spouse or other requested tenant - must send a written statement of relevant facts with appropriate documentation from either the school or the court that adjudicated the charges to the Director of Housing and Residence Life, 2101 C.B. Hedgcock, Northern Michigan University, Marquette, MI 49855-5301 no later than 10 days after submitting the housing application and prior to moving into University housing. If either ‘no’ answer changes to ‘yes’ after the application is submitted, but prior to the applicant’s moving into University housing, the student must submit the statement of relevant facts within three days of the event(s) which resulted in the change and prior to moving into University housing. The applicant’s statement and documentation will be handled confidentially.

A student who answers ‘yes’ to either question will not be assigned to University housing until a determination of the applicant’s eligibility is made following a review of the statement and documentation by the Director of Housing and Residence Life or a committee consisting of one representative each from the Housing and Residence Life Office, the Admissions Office, the Dean of Students Office, and the Public Safety and Police Services Office. The student will be notified of the decision in writing. Any false statement in this regard may lead to a rejection of the student’s apartment application or immediate termination of the student’s apartment lease.

**Questions:** Please contact the Housing and Residence Life Office at (906)227-2874 or (906)227-2620 or via email: [housing@nmu.edu](mailto:housing@nmu.edu) and include “Apartments” on the subject line.



NMU IN (NMU's Student Identification Number)

Grid for NMU IN number

GENDER

Gender selection box

LAST NAME

Grid for last name

FIRST NAME

Grid for first name

MI

MI selection box

ADDRESS: NUMBER, STREET, and APARTMENT NUMBER

Grid for address

CITY

Grid for city

STATE

Grid for state

ZIP CODE

Grid for zip code

PHONE

Grid for phone

MARITAL STATUS (Married or Single)

Grid for marital status

BIRTH DATE

Grid for birth date

E-MAIL ADDRESS

Grid for email address

Furnished/Unfurnished Do you want a furnished apartment or an unfurnished apartment?

Apartment Preference(s) Please indicate your 1st, 2nd, and 3rd apartment preferences:

Summit/Center Street Apts.

Norwood/Center Street Apts.

Lincoln Avenue Apts.

- One-bedroom apartment
Two-bedroom apartment
Three-bedroom apartment

- Two-bedroom apartment

- One-bedroom apartment
Two-bedroom townhouse

Note: Married couples without children will generally be assigned to a one bedroom apartment unless none are available.

Barrier Free Do you require a barrier free apartment? Yes No (Refer to the Accommodations section on page 1 of this application.)

Rental Period When would you like to move in (mm/dd/yy)?

How long do you expect to rent this apartment?

Family Information

Spouse's name (if he or she will be living with you in the apartment):

Name: NMUIN (if past or current student):

If not yet married, anticipated wedding date: (Note: You will be required to show your marriage certificate when you sign your lease.)

Child's/children's name (if living with you in the apartment):

Name: Gender: M / F Birth date:

Name: Gender: M / F Birth date:

Name: Gender: M / F Birth date:

Behavioral/Criminal History

1. Have you, your spouse, or other requested tenant ever been suspended or expelled from any secondary school, college, or university for a semester or more due to inappropriate behavior involving drugs (other than alcohol), theft, violence (assault, assault and battery, criminal sexual conduct, stalking, etc.), arson, threats against people or property, etc.? Yes No

2. Have you, your spouse, other requested tenant ever been convicted of or pled guilty or no contest to any criminal offense involving drugs (other than alcohol), theft, violence (assault, assault and battery, criminal sexual conduct, stalking, etc.), arson, threats against people or property, etc., or been found to be delinquent by a juvenile court for any such offense(s), or are there such charges pending against you at this time? Yes No

If you - due to your behavior or that of your spouse or other approved tenant - answered 'yes' to either question, you must send a written statement of relevant facts with appropriate documentation to the Director of Housing and Residence Life, 2101 C.B. Hedgcock, Northern Michigan University, Marquette, MI 49855-5301 no later than 10 days after submitting the housing application and prior to moving into University housing.

By signing this application, I declare that my responses are true and complete and authorize staff from the Office of Housing and Residence Life to verify the information as necessary. I understand that any false statement on this application regarding my previous behavior or criminal history can lead to rejection of my application or immediate termination of my apartment lease.

Signature Date