

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, 2201 Hedgcock, 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 your name and NMU IN (Northern Michigan University's Student Identification Number) on the check. *The advance payment will be applied to your first semester's rent.*

Advance Payment: Your advance payment will be refunded in full if you submit a written request that your name be removed from the apartment pre-assignment list *before* an apartment is offered to you or if the Housing and Residence Life Office is unable to accommodate any of your apartment preferences or provide you with a satisfactory alternative. (See the University's Refund Policy.) If an apartment for which you have applied is offered and you refuse the apartment, your entire \$125 advance payment will be forfeited.

Eligibility Requirements: In order to rent a University apartment, you must be an enrolled student and meet at least one of the following requirements: be 21 years of age or older, have achieved upperclassman status (earned 56 credits or more), have lived in a college or university residence hall for at least four semesters, be a graduate student, *or* be a veteran of active duty military service. 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 pre-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 pre-registered for fall classes.

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 - 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).

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 apply before July 1; 2) Single students applying for an apartment with one or more preferred roommates; 3) Single students applying for an efficiency or one-bedroom apartment as a single; 4) Single students applying for an apartment without a specific roommate preference; and 5) Faculty or staff members, provided space is available.

New assignments will be based on the priority indicated above, 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-served). *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.* Unless a specific roommate is requested, the Housing and Residence Life Office will consider: 1) move-in date, 2) date of application, 3) lifestyle preferences from the application, and 4) class standing when making single student roommate assignments.

Occupancy: Apartment occupancy is permitted by the assigned tenant(s) only.

Permitted Uses: Use of the apartment is as a residence only and must not involve any business or other activity conducted for profit, except non-commercial babysitting.

Single Student Apartment Contract: The single student apartment contract term is for the entire academic year (fall through winter semester) or from the time of arrival until the end of the winter semester. If the student leaves the University, his or her Single Student Apartment Contract will be terminated, however, he or she must follow departmental check-out procedures. A student who wishes to terminate his or her Single Student Apartment Contract in order to accomplish one or more academic program requirements out of the area or due to extenuating circumstances, must apply to have his or her contract terminated.

Rent: All utilities including cable television service are included in the rent. In addition, there is a comprehensive fee (laundry, technology, refurbishment, etc.). Although local telephone service is included in the rent, the tenant is responsible for providing his or her telephone. Single student apartment rent may be paid for the entire academic year or by the semester. Northern Michigan University also offers two options for the payment of tuition, fees, housing, and dining services charges – the Easy Pay Plan or the Deferral Payment Plan. To read more about those payment options go to www.nmu.edu/paymentplans. Financial aid in excess of tuition, fees, room and board, and other financial obligations will be returned to the student.

Early/Late Arrival Charges: Daily rent will be charged to any student who chooses to move in prior to the official contract start date. If a student moves in within the first official week of classes, but after the contract start date, no credit will be assessed. If a student moves in after the first week of classes, they will be prorated accordingly.

Furnishings: All University apartments are furnished with a refrigerator, range and window treatments.

- **One-bedroom apartments:** One-bedroom furnished apartments include: a twin-size bed, dresser, dinette set, a couch and chair.
- **Two-bedroom apartments:** Two-bedroom furnished apartments include: a twin-size bed and dresser in each bedroom, a dinette set, a couch and chair.

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 perform minor maintenance in their apartment such as: replacing light bulbs (per guidelines provided by the Housing and Residence Life Office), plunging their toilet, performing 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. Notice will be sent, but tenants in the Summit-Center apartments at that time should anticipate and plan for a 36 to 72 hour interruption of services.

University Computer Network Services: All apartments are equipped with a wireless network system. In addition, the Woodland Park Apartments have high speed data ports in each living room and bedroom.

Utilities: All utilities, including local telephone and cable TV service, are included in the rent. The tenant is responsible for providing his or her telephone and coax cable for TV.

Laundry Facilities: All apartments have access to washers and dryers, and in most cases, they are located in each building. There is no additional usage charge.

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.

Alcoholic Beverages: 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 in accordance with applicable University policies. The University expects responsible behavior from all members of the on-campus apartment 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 are 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 courteous at all times.

Weapons: Weapons are not permitted on campus except when stored at the University's Public Safety and Police Services Office, which is located in the Services Building (building #46 on the campus map). 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 on the 1st level of the Learning Resources Center. *Fieras* features your favorite Latino dishes, fresh ground beef burgers, 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 a variety of entrees, homemade soups, salad bars, desserts, and everything from skim milk to coffee. *Temaki & Tea*, on the second floor of the C.B. Hedgcock building, specializes in hot and cold tea, various hand-rolled sushi, and oriental noodle dishes with your choice of vegetables and/or meats. *Cat Trax* (a convenience store located just off of the Payne-Halverson lobby) includes a variety of groceries and an array of beverages. For more information about food service options, go to <http://meet.nmu.edu/dining/> or contact the Wildcat Express Office (phone – 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 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 any '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 single student apartment application or immediate termination of the student's single student apartment contract.

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



NMU IN (NMU's Student ID Number) GENDER BIRTHDATE
LAST NAME FIRST NAME MI
ADDRESS: NUMBER, STREET, and APARTMENT NUMBER (when applicable)
CITY STATE ZIP CODE
PHONE ALTERNATE PHONE
E-MAIL 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. Woodland Park Apts.*
One-bedroom (single) Two-bedroom (double) One-bedroom (single) Efficiency (single)
One-bedroom (double) One-bedroom (double) One-bedroom (double) One-bedroom (single)
Two-bedroom (double) Two-bedroom (double) Two-bedroom (double) Two-bedroom (double)
Three-bedroom apartment (triple) Four-bedroom (quad)

Do you require a barrier free apartment? Yes No

*All apartments are furnished

Preferred Move-In Day/Date Note: The single student apartment contract is for the entire academic year or from when the student moves in until the end of the winter semester unless he or she terminates his or her enrollment or will be participating in an out-of-area placement during the winter semester.

Roommate Preference If you have a roommate preference, please print his or her name and NMUIN#:

Full name: Roommate's NMU IN
Full name: Roommate's NMU IN
Full name: Roommate's NMU IN

Note: A roommate preference is optional. If one is made, both individuals must be eligible, have an application on file, and must request each other.

Lifestyle Preferences If you are requesting a two or four person apartment, it is very important that you complete this section even if you have a requested one or more specific roommates. If appropriate, we will use this to make a roommate assignment. Do you:

Prefer a roommate who smokes* Yes No Prefer your apartment to be a fairly private place Yes No
Typically go to bed before midnight. Yes No Prefer a roommate who doesn't drink alcohol Yes No
Prefer relative quiet when studying. Yes No Prefer to keep your apartment neat. Yes No

*Although smoking is not permitted in any apartment or public area, the Housing and Residence Life Office will attempt to match non-smokers with non-smokers and smokers with smokers when making assignments for students who do not have a requested roommate.

Behavioral/Criminal History

- 1. Have you 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, arson, threats against people or property, etc.? Yes No
2. Have you 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 answered 'yes' to either question, you must send a 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 your application and prior to moving into University housing. If either of your 'no' answers changes to a 'yes' after you have submitted your application prior to your moving into University housing, you must submit the statement of relevant facts within three days of the event(s) which resulted in that change prior to your moving into University housing. Your statement and any documentation you provide will be treated confidentially.

By signing this application, I declare that my responses are true and complete and authorize staff from the Housing and Residence Life Office 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 contract.

Signature: Date: