

Mail to: University Housing Office  
 500 Garland Avenue, Building G  
 Berrien Springs, MI 49104-0920, USA  
 Phone at: 269.471.6979  
 Email at: housing@andrews.edu  
 Online at: www.andrews.edu/housing

Although every effort will be made to find a place for you, this form does not guarantee housing accommodation.

Dates Accommodation Requested

From: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 To: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

To have your application processed, please submit with this application a \$320 application fee (\$270 for single students applying with a roommate) payable to Andrews University Housing. Three hundred dollars will be refunded if you cancel, in writing, four (4) weeks before your requested accommodation date. Upon occupancy, \$200 becomes your Security Deposit, \$100 is a non-refundable cleaning fee (\$50 each for roommates), and the remaining \$20 is a non-refundable processing fee. NOTE: Undergraduates must be at least 22 years of age to be eligible for single accommodations.

Please indicate your school of attendance:  GRADUATE SCHOOL  SEMINARY  UNDERGRADUATE SCHOOL

**PERSONAL INFORMATION**

FULL NAME \_\_\_\_\_ BIRTH DATE (M/D/Y) \_\_\_\_\_  
 ANDREWS ID NUMBER \_\_\_\_\_ U.S. SOCIAL SECURITY NUMBER\*    -   -      
 \*IF YOU ARE A CANADIAN RESIDENT PLEASE INDICATE YOUR CANADIAN SOCIAL INSURANCE NUMBER HERE    -    -      
 HOME: STREET ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_  
 HOME TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

Please indicate whether you are applying for single student housing or student family housing. **NOTE:** Express written permission must be obtained from the Housing Manager for more than one person to occupy a single student apartment. When two singles are allowed to share an apartment there is an additional \$20 included in the rent. If you are planning to share your apartment with a roommate, you should apply at the same time for both applications must be received before an apartment can be assigned.

FAMILY  SINGLE  SINGLE (WITH ROOMMATE) NAME OF ROOMMATE (IF APPLICABLE) \_\_\_\_\_

If you have chosen to apply for student family housing please include the following information. If not, proceed to the next section.

NAME OF SPOUSE \_\_\_\_\_ ANDREWS ID NUMBER \_\_\_\_\_

WILL YOUR SPOUSE BE IN CONTINUOUS RESIDENCE WITH YOU?  YES  NO

Please provide the following information about the children who will be living with you:

NAME \_\_\_\_\_ BIRTH DATE (M/D/Y) \_\_\_\_\_  MALE  FEMALE  
 NAME \_\_\_\_\_ BIRTH DATE (M/D/Y) \_\_\_\_\_  MALE  FEMALE  
 NAME \_\_\_\_\_ BIRTH DATE (M/D/Y) \_\_\_\_\_  MALE  FEMALE  
 NAME \_\_\_\_\_ BIRTH DATE (M/D/Y) \_\_\_\_\_  MALE  FEMALE

**PERSONAL ASSETS**

DO YOU HAVE A PIANO/ORGAN?  YES  NO

DO YOU HAVE A FREEZER?  YES  NO

NOTE: Freezers and pianos/organs are allowed only on ground floors, and by previous arrangement. Please list below the major items of furniture you will bring with you:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF APARTMENT DESIRED**

Rental rates generally increase yearly and are effective as of June 1 of the current year. Monthly rent includes utilities, stove and refrigerator, and other furnishings as indicated in the Housing Handbook. One month's rent is required before possession. Please visit our website for approximate costs and information.

**SINGLE STUDENT:** Please signify your first and second choice. All apartments are furnished. Married students have first priority for one or two-bedroom apartments. **NOTE:** Co-habitation of opposite sex singles is illegal, according to Michigan Law.

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|---|--|
| <p>1 2<br/> <input type="radio"/> <input type="radio"/> GARLAND EFFICIENCY<br/> <input type="radio"/> <input type="radio"/> GARLAND ONE-BEDROOM</p> | <p>1 2<br/> <input type="radio"/> <input type="radio"/> MAPLEWOOD ONE-BEDROOM WITH AIR-CONDITIONING<br/> <input type="radio"/> <input type="radio"/> BEECHWOOD OR MAPLEWOOD TWO-BEDROOM WITHOUT AIR-CONDITIONING<br/>                 (For two same-sex singles to share, not rented to one person only)</p> |
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**STUDENT FAMILY:** Please signify your first through fifth choice. **NOTE:** Express written permission must be obtained for other than student, spouse and legal dependents to occupy an apartment. Large families have priority for three and four bedroom apartments.

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|--|--|
| <p>1 2 3 4 5 <b>ONE-BEDROOM</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (FURNISHED)</p> <p>1 2 3 4 5 <b>ONE-BEDROOM WITH AIR-CONDITIONING</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (FURNISHED)</p> <p>1 2 3 4 5 <b>TWO-BEDROOM WITH AIR CONDITIONING</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (FURNISHED-ONE ONLY)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (UNFURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (FURNISHED)</p> <p>1 2 3 4 5 <b>THREE-BEDROOM WITH AIR CONDITIONING</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (FURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (UNFURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (FURNISHED)</p> | <p>1 2 3 4 5 <b>TWO-BEDROOM</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> BEECHWOOD (UNFURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> BEECHWOOD (FURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (UNFURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (FURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (UNFURNISHED)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> MAPLEWOOD (FURNISHED)</p> <p>1 2 3 4 5 <b>THREE-BEDROOM</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (UNFURNISHED-ONE ONLY)<br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> GARLAND (FURNISHED)</p> <p>1 2 3 4 5 <b>FOUR-BEDROOM</b><br/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> BEECHWOOD (UNFURNISHED)</p> |
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**CURRENT INFORMATION**

CURRENT LANDLORD'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PREVIOUS LANDLORD'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Please indicate your financial resources:  SELF-SPONSORED  GENERAL CONFERENCE/DIVISION SUBSIDY  LOCAL CONFERENCE SPONSORED  
 GOVERNMENT LOANS/GRANTS  OTHER \_\_\_\_\_

**IMPORTANT INFORMATION**

It is agreed that University Housing shall not be liable to pay nor the applicant entitled to receive compensation for any damage, loss, inconvenience, nuisance or discomfort occasioned because an apartment is not available for whatever cause at or for the time requested. An assigned apartment will not be held for more than one month from the date the assignment letter is sent, or one week beyond the requested accommodation date, if other applicants are waiting. Before receiving an apartment applicants applying for single student housing must submit to the Housing Office (1) a copy of their birth certificate and (2) a copy of their academic acceptance letter. Those applying for student family housing must submit (1) a copy of their marriage certificate, (2) the birth certificate of each dependent child and (3) their academic acceptance letter. There is to be no overcrowding. Maximum of two (2) persons per bedroom, except for children less than 12 years of age. We apologize but we must insist: NO PETS, NO WATERBEDS. Please initial here to indicate that you have read and understood this information: \_\_\_\_\_

**APPLICATION AGREEMENT**

By signing this application, you verify that you have carefully read and completed the application to the best of your knowledge, and grant permission to University Housing to do credit and reference checks related to this application. If your application is denied, a refund check, minus the \$20 processing fee, will be issued after thirty days from the receipt of your \$320 application fee. **NOTE:** Incomplete applications will be returned. Please photocopy your completed application to retain for your future reference.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SPOUSE OR ROOMMATE SIGNATURE (IF APPLICABLE) \_\_\_\_\_ DATE \_\_\_\_\_