



Please return to: Andrews University
Office of University Apartments
PO Box 10920
Berrien Springs MI 49104-0920 USA

Phone: 269-471-6979
Email: university.apartments@andrews.edu
Web: andrews.edu/apartments

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, you must submit a \$320 application fee (\$270 each for single students applying with a roommate). Please make all checks and money orders payable to: Andrews University and place in the memo "for University Apartments." Three hundred dollars will be refunded if you cancel in writing (\$250 each for singles students applying with a roommate). 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 accommodations (contact us for exceptions).

Please indicate your school of attendance: Graduate Seminary Undergraduate

PERSONAL INFORMATION

(print legibly)

Last/Family Name First name Birth Date: MM/DD/YYYY
Andrews ID Number Do you have a U.S. Social Security Number? Yes No
Home Address: Street
City State Zip Code Country
Home Phone Mobile Phone
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 director of University Apartments 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 then the amount is split in two. If you are planning to share an apartment with a roommate, both applications must be received before an apartment can be occupied.

Family Single Single (with roommate) Name of roommate

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

FURNITURE

Will you have a piano/organ? Yes No NOTE: Pianos/organs are allowed only on ground floors. Any other floor is by previous arrangement.

Will you have a freezer? Yes No NOTE: If you bring an extra freezer, there is an additional \$10/month charge.

PLEASE NOTE: If you are requesting a furnished apartment, please be aware that any furniture you bring with you may not fit in the apartment. We do not remove furniture with the exception of beds which can be removed for a one-time fee of \$15 per bed if requested.

**TYPE OF APARTMENT DESIRED**

Rental rates generally increase annually and are effective as of May 1 of the current year. Monthly rent includes utilities, stove and refrigerator, and other furnishings as indicated in the *University Apartments Handbook*. The first month's rent is required before possession. Please visit our website for rates and information.

**SINGLE STUDENTS:** Qualify for efficiency, one-bedroom or two-bedroom with a roommate. Please rank your preferences with the numbers 1–5, with 1 being your first choice. Married students have priority. **NOTE:** Co-habitation of singles of the opposite gender is not permitted.

**STUDENT FAMILY:** Please rank your preferences with the numbers 1–5, with 1 being your first choice. **NOTE:** Express written permission must be obtained for anyone other than student, spouse and legal dependents to occupy an apartment.

\_\_\_\_\_ Garland efficiency

**ONE-BEDROOM**

\_\_\_\_\_ Beechwood (unfurnished)

\_\_\_\_\_ Beechwood (furnished)

\_\_\_\_\_ Garland (unfurnished)

\_\_\_\_\_ Garland (furnished)

**ONE-BEDROOM WITH AIR CONDITIONING**

\_\_\_\_\_ Maplewood (unfurnished)

\_\_\_\_\_ Maplewood (furnished)

**TWO-BEDROOM**

\_\_\_\_\_ Beechwood (unfurnished)

\_\_\_\_\_ Beechwood (furnished)

\_\_\_\_\_ Garland (unfurnished)

\_\_\_\_\_ Garland (furnished)

\_\_\_\_\_ Maplewood (unfurnished)

\_\_\_\_\_ Maplewood (furnished)

**TWO-BEDROOM WITH AIR CONDITIONING**

\_\_\_\_\_ Maplewood (unfurnished)

\_\_\_\_\_ Maplewood (furnished)

**THREE-BEDROOM**

\_\_\_\_\_ Beechwood (unfurnished)

\_\_\_\_\_ Beechwood (furnished)

\_\_\_\_\_ Garland (unfurnished)

\_\_\_\_\_ Garland (furnished)

**THREE-BEDROOM WITH AIR CONDITIONING**

\_\_\_\_\_ Maplewood (unfurnished)

\_\_\_\_\_ Maplewood (furnished)

**FOUR-BEDROOM**

\_\_\_\_\_ Beechwood (unfurnished)

**IMPORTANT INFORMATION**

It is agreed that University Apartments 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 be held for only one week beyond the requested accommodation date. Before receiving an apartment single students must submit to the Office of University Apartments (1) a copy of their birth certificate, driver's license or passport, and (2) a copy of their academic acceptance letter. Families must submit (1) a copy of their marriage certificate, (2) a copy of the birth certificate of each dependent child, and (3) a copy of 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. **NO PETS ARE ALLOWED.**

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 the Office of University Apartments to do credit and reference checks related to this application. **NOTE: Incomplete applications will not be processed. Please photocopy your completed application to retain for your future reference.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse or Roommate Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_