



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." You can also pay online at the [University Apartments website](#). 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 house. NOTE: For roommates, there is an additional \$20 added to the rental rate. Then that amount gets split in half. If you are planning to share an apartment with a roommate, both applications and application fees/deposits 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: MM/DD/YYYY _____ Male Female

Name _____ Birth Date: MM/DD/YYYY _____ Male Female

Name _____ Birth Date: MM/DD/YYYY _____ Male Female

Name _____ Birth Date: MM/DD/YYYY _____ Male Female

Name _____ Birth Date: MM/DD/YYYY _____ 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 studio, 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 studio

ONE-BEDROOM

_____ Garland (unfurnished)

_____ Garland (furnished)

ONE-BEDROOM WITH AIR CONDITIONING

_____ Maplewood (unfurnished)

_____ Maplewood (furnished)

_____ Timber Ridge (unfurnished)

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. 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 _____