

Application for **CAMPUS OR UNIVERSITY-GROVE Housing**

ANDREWS UNIVERSITY

Telephone: (269)471-6979; E-mail: housing@andrews.edu

Mail to: University Housing Office
500 Garland Avenue, Building G
Berrien Springs, MI 49104-0920

Dates Accommodation Requested
From: Month _____ Day _____ Year _____
To: Month _____ Day _____ Year _____

★ To have your application processed, you must submit with this application a \$20 non-refundable application fee. Before occupancy of a house, a \$400 deposit is required; \$300 will be retained as your Security Deposit and \$100 becomes a non-refundable cleaning fee. Only those who have received notice of academic acceptance or full-time employment are considered for housing. Either spouse may qualify as full-time student or employee.

★ Non-student employment status ___ Administrative Staff; ___ Faculty; ___ Support Staff. Place of employment: _____
Job title: _____ Student status at Andrews University: ___ Graduate School; ___ Seminary; ___ Undergraduate School.

Name: _____ Andrews ID # _____ Home Phone # _____
Address: _____ Social Security # _____
E-Mail Address: _____

Will your spouse be in continuous residence with you? ___ Yes, ___ No.

Spouse's Name: _____ Andrews ID# _____

Number of children that will live with you:

(Please provide Birth Certificates)

Children's Names	Birth Dates	M/F
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

★ DESCRIBE BRIEFLY YOUR HOUSING NEEDS: _____

★ Rental rates vary according to accommodations. Some houses have a refrigerator and stove. Rental policies and regulations are as indicated in the *Housing Handbook*. Please read it carefully. Utilities are not included in the rental rate for houses. Tenants must contact the utility companies at the time of possession to secure and pay for their own utilities. Some houses are on the university water supply. In such cases the water utility is included in the rent. One month's rent is required before the keys are issued. Your lease agreement describes the conditions for deposit refund.

SORRY! NO PETS!

★ 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 a house is not available for whatever cause at, or for, the time requested. Reasonable effort will be made to accommodate all applicants. An assigned house will not be held for more than one week beyond your requested accommodation date, if other applicants are waiting on the Processing List. Inform the Housing Office immediately if you are delayed.

★ Note: Express written permission must be obtained from the Housing Office for other than parents and legal children to occupy a house. BEFORE receiving a house, a copy the following applicable documents must be submitted to the Housing Office regarding each occupant (1) marriage certificate, (2) birth certificate of each dependent child, and (3) the employment or academic acceptance letter. NO OVERCROWDING OR SUBLETTING; maximum of two persons per bedroom; ABSOLUTELY NO SLEEPING IN THE BASEMENT OF ANY HOUSE.

★ References:

Current Landlord: _____ Address: _____ Phone: _____
Previous Landlord: _____ Address: _____ Phone: _____
Professional person: _____ Address: _____ Phone: _____
Non-relative: _____ Address: _____ Phone: _____

★ By signing this application, you verify that you have carefully read and completed the above 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, less the \$20.00 processing fee, will be issued after thirty days from the receipt of your application fee.

Applicant Signature: _____ Date: _____, Spouse Signature: _____ Date: _____

★ Incomplete applications will be returned. Please photocopy your completed application to retain for your future reference.