

**ANDREWS UNIVERSITY
APARTMENTS**

**A handbook for renters of apartments
and houses**

**Andrews University
Apartments**

4405 International Ct., Apt. 1

Berrien Springs, MI 49104-0920

Phone: (269) 471-6979 FAX: (269) 471-3050

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<http://www.andrews.edu/life/living/housing/apartments/index.html>

2024-2025

ANDREWS UNIVERSITY MISSION STATEMENT

Andrews University educates its students for generous service to the church and society in keeping with a faithful witness to Christ and to the worldwide mission of the Seventh-day Adventist Church.

Accordingly, students are challenged to be inquisitive; to communicate effectively; to explore the arts, letters and sciences from a Christian point of view; to develop competence in their chosen fields of study; to prepare for a meaningful position in the workplace; to respect ethnic and cultural diversity; to embrace a wholesome way of life; to heed God's call to personal and moral integrity; to nurture life in the Spirit, and to confirm their faith commitment.

WELCOME

When you become a resident at University Apartments, you come to be a part of a multi-cultural community. Developing an understanding of cultural differences involves a commitment to appreciate, value, and celebrate human diversity.

We are committed to strengthening relationships among our diverse residencies. Building community helps establish neighborly support. A successful student community promotes maximum opportunity to reach educational and personal goals. Accordingly, we continuously strive to provide a satisfactory environment conducive to congenial study, and comfortable living.

In signing your Lease Agreement, you assume the responsibility for keeping your apartment (or house) in good repair and for contributing to a congenial social atmosphere with your fellow residents. This *Handbook* is an integral part of your Lease Agreement. **It is your responsibility to read all the material in your Housing Packet when you arrive. No exceptions will be made because you fail to read your Lease Agreement and the *University Apartments Handbook*.**

PURPOSE

The purpose of this *Handbook* is to promote the safety, welfare, and convenience of both the residents and University Apartments. The policies and procedures provided in the *Handbook* have been formulated to make a fair distribution of services and facilities as well as preserve the property from abuse. The material in this *Handbook* will familiarize you with your surroundings and provide you with a handy reference throughout your stay. Every effort has been made to be fair, explicit, and reasonable.

UNIVERSITY APARTMENTS MISSION STATEMENT

Acknowledging the kinship of all people, University Apartments exists to faithfully serve God in the person of our residents. We foster a climate of cheerful teamwork in cooperation with other departments of Andrews University while maintaining dedicated stewardship of our facilities as well as our human and financial resources.

INTRODUCTION

Andrews University is committed to equal educational, employment, and housing opportunities for its students and workers and does not discriminate on the basis of race, color, gender, handicap, family status, or national origin. Accommodation is reserved for those who have received notice of academic acceptance or employment. **Assignments are made according to the order in which the application fees are received.**

The university operates approximately 337 units, located in Garland, Beechwood, Maplewood Apartments, and houses. Six types of accommodations are available:

- 32 Studio Apartments
- 59 One-bedroom Apartments
- 176 Two-bedroom Apartments
- 28 Three-bedroom Apartments
- 5 Four-bedroom Apartments
- 30 houses

This handbook contains information on the facilities available as well as regulations and policies established by University Apartments. Every effort has been made to ensure the accuracy and timeliness of the information in this handbook; however, University Apartments reserves the right to institute such changes as become necessary. This handbook in and of itself does not constitute a contract between the applicant and University Apartments or Andrews University.

MANAGEMENT

All apartments and houses are under the direction of the University Apartments Director. All correspondence and requests for application forms should be addressed to:

Andrews University Apartments
Box 10920
Berrien Springs, MI 49104
Phone: 269-471-6979
Email: universityapartments@andrews.edu

University Apartments Office hours are as follows:

Monday through Thursday: 9:30 a.m. to 4:30 p.m.

Friday: 9:30 a.m. to 11:30 a.m.

The office is closed on all official holidays observed by the university.

Building Assistants

Each apartment block has a Building Assistant who takes care of general custodial work in public areas and assumes a leadership role in fostering a Christian atmosphere. Residents having or observing problems should speak with the Building Assistant in charge of their area. Building Assistants have master keys for the apartments they serve. In case you accidentally lock yourself out of your apartment, the Building Assistant can unlock your apartment for you **(If the office is open, please try the office first as there is no charge as long as the key is brought back the same day.)**. The Building Assistant is authorized to open an apartment for the resident and immediate family only but not children under 12. A lock-out fee of \$5.00 is charged if the Building Assistant must let you into your apartment. For after office hours emergency lock-out assistance when the Building Assistant is not available, you may call Campus Safety at 3321. There is a \$20.00 charge for this service that will be charged as additional rent to your housing account.

ELIGIBILITY for ACCOMMODATIONS

University Apartments units are reserved for full-time students. Either husband or wife must qualify independently as a full-time student.

Incoming students must submit an acceptance letter from Andrews University admissions before the keys are issued. There are a limited number of houses for full-time faculty, staff, or students. A current resident, who is not enrolled for the summer semester, must be accepted for the fall semester to occupy an apartment/house during the summer. A student who discontinues full-time enrollment will be required to vacate University Apartments. A full-time student is defined as a student registered for a minimum of 9 semester credits for seminary students, 12 for undergraduate, and 8 for graduate students.

Thirty-two Studio apartments are designated for **single** university students who are graduate students or are 22 years of age or over. Other apartments may be available after accommodating the families (See SINGLES SHARING an APARTMENT). **A copy of birth certificates, passports, or driver's license must be submitted before keys are issued.**

An assigned house or apartment will not be held more than a week beyond the stated date of arrival. It will be assigned to someone else unless the applicant becomes responsible for it by signing the Lease Agreement and paying the rent.

Students who wish to request alternate housing arrangements due to a disability or to a chronic health condition should contact the disability services coordinator, Kristine Walker-Fraser, at Student Success (269-471-3227). Andrews University will make every attempt to provide reasonable accommodation within on-campus housing facilities for students with documented disabilities or chronic health conditions.

For international students, occupancy determinations will be based on the number of dependents listed on the SEVIS I-20 or DS-2019 record. If a dependent is listed but does not reside with the applicant in the United States, official documentation (such as proof of residence abroad or visa cancellation) must be provided before an exception can be considered. The university is unable to approve housing that would exceed township occupancy limits if all listed dependents were to reside together.

APPLICATION and PAYMENTS

How to Apply

The applicant must complete an application form and send it to the University Apartments Office along with the application fee requested: \$320 for an apartment (\$300 will be refunded if you cancel, in writing; the other \$20 is a non-refundable application fee). Upon occupancy of an apartment, \$200 of the application fee becomes your Security Deposit and \$100 is a non-refundable cleaning fee. If applying for a house, you must submit a non-refundable \$20 application fee with your application. Before the keys are issued for a house, a \$300 Security Deposit and a \$100 non-refundable cleaning fee must be deposited at the University Apartments Office. Make all checks payable to Andrews University. **Submitting an application does not guarantee accommodation.** However, every effort will be made to accommodate qualified applicants.

Applications and payments should be submitted six (6) to nine (9) months in advance of the expected arrival date. Assignments for residency are made, and you will be notified via email a month in advance. **Incomplete applications will not be processed.**

Accommodation Assignment

Arrangements are not final until you have received notification from the University Apartments Office of your accommodation assignment. **Occupancy is subject to the prior resident's move-out date.** Before the keys are issued the first month's rent is required and you must sign a one-year Lease Agreement. **Your application form and this handbook then become a part of your Lease Agreement.**

Cancellation

If cancellation becomes necessary after you have been assigned to an apartment, a full refund of your application fee will be made, (minus the \$20 non-refundable processing fee) if written notice is received at the University Apartments Office (emails are acceptable). If no assignment has been made and you cancel in writing, your application fee will be refunded minus the \$20 processing fee.

Lease Period

The lease agreement is for one year. If you move out before your lease expires you will be responsible for the total rent through the lease expiration date. If you are planning to leave at the end of your lease you must give a thirty-day advanced notice and follow all Termination of Tenancy procedures as listed in this Handbook and on your lease agreement. Lease term exceptions will be made for summer students based on availability.

Rental Rates

Rental of an apartment or house is to the immediate family only (mother, and/or father, one of which must be an employee or student, and their offspring). Rates are announced to be effective May 1st through April 30th of the following calendar year. Please consult the current price list.

Rent Payment

Rent is charged from the day you take occupancy until, and including, the day the keys are returned to the University Apartments Office. In addition to the Security Deposit and non-refundable cleaning fee, the first month's rent is required before the keys are issued. Rent for the first and last months of tenancy is prorated daily.

The University Apartments Office does not bill for rent. Your Lease Agreement is your notice that **rent is due on the 1st of each month**. Timely rent payment is the resident's responsibility. Payment may be in cash, check, or money order at the Cashiers Office at the Administration Building. Payment may also be made online through Touch Net. (Please see "Loans and Financial Aid".) **A \$30 late fee is charged** if rent is not received by 4:30 p.m. on the 10th of the month (11:30 a.m. if the 10th is on a Friday) and a hold will be placed on the resident's account. If the 10th falls on a weekend, the following Monday is the cut-off date.

Management reserves the right to utilize legal services to recover unpaid rent and/or regain possession of the rental unit for any breach of the Lease Agreement.

Loans and Financial Aid

If you plan to pay rent from Loans or Grants, **you must sign a money transfer request form** with the University Apartments Office 3-5 business days in advance, authorizing Student Financial Services to release your rent monies from your financial aid award to University Apartments. Sufficient funds must be available on your university account before any funds are transferred. **Financial clearance in Registration Central as well as getting registered for classes must be completed before the request can be sent.**

Returned Checks

There is a \$25.00 charge for all returned checks. If you issue a check that is returned, you will be required to make payments in cash, certified or cashier's check, or credit card only. Returned online payments incur a \$5.00 charge per occasion.

Sub-Leasing

Residents are not permitted to sub-lease their apartment/house or any portion thereof. To do so is a breach of contract, and the resident is subject to eviction. All arrangements for renting housing units must be made through the University Apartments Office. For lease take-over information, please make an appointment with the director by calling the office (269-471-6979).

SINGLES SHARING an APARTMENT Two-bedroom apartments will be available for single applicants to share if there are no families waiting. Single beds (twin) will be put in the two-bedroom furnished apartment. Each apartment has only one assigned parking spot. Extra vehicles may be parked in Overflow Parking. **DO NOT PARK IN VISITOR PARKING.**

When singles wish to share an apartment, each must pay the \$20 application fee, the \$200 security deposit, and a \$50 non-refundable cleaning fee. When one person vacates and agrees on any damage charges that may have incurred, then those fines are charged to that person's account. If there is disagreement on damage charges, and it cannot be resolved, then the damage charges are split equally among the roommates.

Each person vacating the apartment must give a 30-day Moving Notice. If one roommate does not vacate the apartment, that one assumes responsibility for the full rent and must sign a new lease agreement. If the remaining roommate gets a new roommate, that new roommate must apply, pay the appropriate fees, and be pre-qualified before taking tenancy.

If one roommate is evicted for non-payment of rent, the other assumes responsibility for the full rent as stated above. If the second roommate does not agree to be responsible for the full rent that person must vacate as well.

Persons of the opposite gender will stay no later than 11:00 p.m. It is agreed that the resident will pay a \$100.00 fee if this article is violated and eligibility for tenancy may be terminated.

SECURITY DEPOSIT REFUND

The Security Deposit of \$200 for an apartment or \$300 for a house is fully refundable; **if**, during the term of tenancy, no damage beyond normal wear and tear has occurred to the rental unit; if all rent and utility bills (where applicable) are paid; and if the University Apartments Office has been notified of your forwarding address. Security Deposits will be returned to the resident within **forty-five (45) days** from the date of vacating the premises.

INVENTORY AT CHECK-IN/CHECK-OUT

The University Apartments Office maintains an inventory count of the items supplied for each apartment. When moving into an apartment, the resident must complete and sign a Check-In sheet containing a list of all furniture and equipment noting the condition and/or irregularities present in the apartment and/or its furnishings and return this form to the University Apartments Office within seven (7) days. When inspection is made at check-out time, breakage, shortages, and damages are noted on the Check-Out sheet and the resident's account is charged accordingly. **Report any current damage or malfunction in your apartment to the University Apartments Office immediately.**

TRANSFER REQUESTS

Residents requesting to transfer from one apartment/house to another must go through the process of check-out and check-in. This means the policies under APPLICATION, SECURITY DEPOSIT, and CHECK OUT PROCEDURES apply, including the non-refundable cleaning fee. The old Security Deposit and any damages will be transferred to the new apartment or house. Any damages to the old apartment/house will be charged as additional rent. **The non-refundable cleaning fee will have to be paid for the new apartment before the keys are issued.** Transfer Request forms are available at the University Apartments Office and online under www.andrews.edu/life/housing/apartments/forms/index.html. If management requests a transfer, due to the condition of the apartment/house, there will not be a transfer fee charge.

NOISE

Because the apartments are rented to students who generally have a heavy academic program, there must be **no excessive noise**. This is **especially so between** the hours of **9:00 p.m. and 8:00 a.m.** Music lessons are NOT permitted to be given in the apartments. Please! Please! Be considerate of your neighbors. Musical instruments of an unusually loud nature, such as drums, are not to be practiced in or around the apartments.

AUTOMOBILES

Parking

All who use University Apartments parking are required to obtain a parking registration sticker from Campus Safety and affix it to the vehicle window according to instructions. Apartment parking facilities accommodate **ONLY ONE CAR** per apartment. Extra parking space is designated as Overflow Parking and is available in most parking areas as well as behind Garland apartments. **Do not park in other resident's parking areas or in visitor parking. Visitor parking areas are for non-resident visitors only.**

Everyone is required to drive **CAUTIOUSLY** and to observe all traffic regulations on campus and around the apartments. **A charge is levied for parking or driving on lawns, sidewalks, or other unauthorized areas, even during moves.**

Unlicensed Vehicles

No unlicensed vehicles or those in a state of disrepair may be parked on university property. **Inform Campus Safety if you are experiencing temporary car problems.**

Vehicle Repairs

- All Safety Policies: <https://www.andrews.edu/services/safety/policies/index.html>
- Vehicle – Personal Use Policy: <https://www.andrews.edu/services/safety/docs/2.1-vehicle-personal-use.pdf>
- Vehicle – Personal Use, Vehicle Repair Excerpts

2.1.4.7 Vehicle Repair

Personally owned vehicles are allowed to be repaired on campus under the following conditions:

- The repair work is for personal use and not for business purposes.
- Repairs must be considered part of routine service/maintenance and in the scope of personal/household work.
- The vehicle is currently registered with the Office of Campus Safety.
- Repairs that may produce loud sounds must occur between 9:00 am and 9:00 pm.
- Repairs may not block vehicle access to other parking spaces or roadways.
- Individual repairs must be completed in a timely manner. Vehicles must not be left in a state of disrepair for a period longer than 7 days without authorization from the Office of Campus Safety.
- While unattended the vehicle must be resting on its wheels or a rated stand with a wheel chock. Vehicles may not be left unattended while raised on only a vehicle jack or a non-rated stand or substitute.
- Fluids must be collected to prevent any spills. They must be disposed of properly. Spills must be reported to the Office of Campus Safety.
- All remaining parts/supplies must be removed from university property or properly disposed of.
- Vehicle batteries, tires, fluids, or chemicals may not be disposed of on-campus.

2.1.4.8 Personal Business

Individuals are prohibited from operating a personal vehicle business on campus that includes vehicle repairs or the purchasing or selling of vehicles.

Individuals are however allowed to place “for sale” signs in their personally owned vehicle while parked on-campus and in compliance with this policy, including being registered with the Office of Campus Safety. **Non-residential permits are not allowed to remain parked overnight for sale.**

GENERAL INFORMATION

Keys

Rent is charged from the date you take occupancy of your apartment or house until the date the keys are returned. A charge of \$10 is made for each key lost. Residents are not authorized to duplicate keys. Unauthorized duplicates will not be accepted as replacements. Keys are issued according to the number of occupants on the Lease Agreement. Children under 12 are not eligible for a key.

Storage

Apartment storage space is extremely limited, but some storage for small items is provided in all buildings. STUDENTS SHOULD NOT BRING ITEMS WHICH WILL NOT BE USED. Storage is assigned. PLEASE NOTE: Items stored in the common areas of the storage rooms will be discarded at the owner’s expense. (See EXTRA CHARGES.) If you have excess items, we recommend the use of commercial "store-it" buildings located in the area. **Absolutely no flammable or volatile substances are to be stored in an apartment, house, or storage compartment.**

Each apartment is assigned a keyed small cupboard. **Do not store anything outside your cupboard. Please do not store items in the hallways or in front of your apartments. Doing so will result in a charge of \$10.00 for each occasion.**

Resident Insurance

The university carries no insurance on any resident’s personal belongings. University Apartments is not liable for loss or damage to personal property. If you are interested in obtaining insurance on your personal property, contact your auto insurance agent.

Supervision of Children

Failure to provide adult supervision for children will be considered sufficient cause for termination of tenancy. Babysitters should be competent and know where children are at all times. Children under 12 years old must never be left home alone.

Parents are responsible for damages done by their children. Please do not allow your children to eat or play in the hallways of Garland apartments. Noise is disturbing to those who are studying. In Beechwood and Maplewood, no noisy playing in front of the apartments is permitted. Other areas where children are not permitted to play are the laundry rooms, bike rooms, storage rooms, on the roads, or in the parking lots, or climbing trees around the apartments. Playgrounds are provided beside Garland G, Garland F, and behind Maplewood E/F buildings.

Sports should be played only on designated areas and **not around the buildings.**

If you observe any form of child abuse or neglect, please notify the University Apartments Director. To lock a child out of their apartment or house is considered child abuse and can be a very serious offense.

Housing management recognizes the importance of childcare for our residents. We solicit your suggestions and comments as to how we may better provide for the children's needs.

Bicycles

All bicycles and tricycles must be registered at the University Apartments Office. **The safe keeping of bicycles and tricycles is the responsibility of the owner.** If the bicycle is used on campus, it must also be registered with Campus Safety. **It is advisable to keep bicycles locked at all times when not in use.** Bike rooms are for BICYCLES and TRICYCLES ONLY (See EXTRA CHARGES) and should be locked at all times. Residents are advised to NOT loan their Bike Room key to anyone.

For safety reasons, bicycles, and tricycles, are to be parked in designated areas only, and not left in hallways, entrance ways or on lawns around the apartments. Outside bicycle racks are provided, and some inside racks are provided. Cycles should be kept in these areas at such times as they are not in use. **Fire regulations demand that gasoline powered cycles be parked outside at all times.**

Bike riding, rollerblading and skateboarding are not permitted around the student housing complex. This activity is extremely dangerous to pedestrians.

Guns and Ammunition

No guns or ammunition, including air rifles, B-B guns, and similar weapons are permitted in or about the housing units. No explosives of any nature (including firecrackers, etc.) may be stored or used on the premises.

Pets

SORRY, NO PETS ALLOWED! They must NOT be brought to the apartment area or to any houses, inside or outside. Violation of this policy is a breach of contract which will result in a charge (See EXTRA CHARGES) and may cancel your right to tenancy. Residents must prove that the animal is not on the premises in order to remain in the apartment or house.

Soliciting

Soliciting, canvassing, and door-to-door sales are not allowed at the apartments. Violations should be reported.

Business Ventures

Because university-owned student apartments, are exempt by law from real estate taxes, no business or commercial ventures can be permitted to operate out of the apartments.

SPECIAL PROVISIONS

Additional Occupants

All units are to be occupied by *one family only*, except for temporary guests. (A temporary guest is one who stays no more than three weeks.) Occupancy is limited to one (1) person in a studio apartment or two (2) persons per bedroom.

If others in addition to your spouse and children desire to occupy the apartment, *prior arrangements must be made at the University Apartments Office.* Two hundred dollars is charged to your rent account if prior arrangements have not been made, and right to tenancy may be forfeited. With proper arrangements, an additional \$20 per month is added to the rent for each approved person except a parent or sibling if there is written documentation of the relationship.

Except for those houses that meet egress code, no one is to sleep in the basement of any house.

Degree Candidates

A degree candidate, upon the confirmation and recommendation of the respective academic dean, may remain in University Apartments for one final semester if the number of credits needed to finish is less than a full load.

Doctoral Candidates

Doctoral candidates, who have completed their class work, may be allowed to occupy University Apartments while registered for dissertation continuation.

After the successful defense of a dissertation, the candidate must vacate the apartment/house by the end of the semester in which the dissertation was defended.

Services for Students with Disabilities

Andrews University accepts and appreciates diversity in its students inclusive of those with disabilities and will provide reasonable accommodations on an individualized basis to the greatest extent possible without compromising the integrity of the student's degree. It is the responsibility of the student with a disability to seek assistance from the disability support officer in the Student Success Center and to provide detailed documentation of the disability from an appropriate, licensed official to certify the student as having a disability. The cost of obtaining documentation must be borne by the student. Students should request accommodations as early as possible. Although efforts will be made to provide accommodations quickly, Andrews University cannot guarantee certain accommodations (i.e., alternate texts or interpreters). For more information, please contact the Student Success Center at 269-471-3227 or email disabilities@andrews.edu.

SERVICES

Mail Service

If address changes must be made before arrival, please call the Andrews University Post Office at 1-800-253-2874, ext. 3238 and inform them you are forwarding your mail to the university Post Office to be held for pick-up. The Post Office will hold your mail for 30 days from the date it is received. You should address your mail to: (Your Name) General Delivery, Andrews University, Berrien Springs, MI 49104. After you arrive, your mail may be picked up and address changes made at the Post Office.

Once you become a resident, have your mail addressed to: (Your Building Number) International Ct., (Your Apartment Number), Berrien Springs, MI 49103. PLEASE NOTE: *All names of those occupying the apartment must be placed inside the resident's mailbox upon arrival.* **Do not write on the mailbox; use a self-adhesive label inside.**

An extra parcel box is provided at your apartment mailbox. To collect a parcel addressed to you, use the key left by your letter carrier in your mailbox to open the parcel box. Insured packages and very large parcels must be collected from the Berrien Springs Post Office.

When vacating your apartment, it is important that a forwarding address be given to the Berrien Springs Post Office **and** the University Apartments Office, according to your Lease Agreement, so your mail can be properly forwarded. Official Change-of-Address kits are available at University Apartments or any post office.

Television Service

Cable is provided to the apartments by Advanced Communication Educational Systems (ACES) and this service is included in your rent. **Television service to individual houses is the resident's responsibility.**

Telephone

Apartment rent covers all utilities, including *local* telephone service. **You must provide your own telephone.** For long distance service, you must use a calling card or a cell phone. **House rent does not include telephone. Resident s must contact local phone company for service.**

Internet

Garland residents wishing to have internet access in their apartment must obtain the high speed modem which is available for a \$100.00 refundable deposit in the University Apartments Office. Maplewood and Beechwood residents must obtain an Ethernet Cord. These can be purchased anywhere those are sold or they may be obtained for a \$10 refundable deposit at the Office of University Apartments. Internet access for apartments is through a PPP connection to the university server. **Residents wishing to make their apartment wireless must purchase a router. House residents wanting high speed internet service should contract through local providers.**

Public Utilities

House residents must obtain electrical service from Indiana Michigan Power. Houses heated by natural gas must obtain service from Michigan Gas Utilities. Some houses must obtain water service from the Village of Berrien Springs. A security deposit with the utility companies may be required.

Laundry Facilities

Coin/Card-operated washer and dryer service is supplied by an independent company and is available for apartment resident use only. These machines are located in each apartment building. A change machine is located in Garland G Building. PLEASE do not use the laundry rooms during the Sabbath hours (sunset Friday to sunset Saturday) or between 9:00 p.m. to 7:00 a.m. all other days. **Personally owned washers and dryers are not permitted** in any apartment building (see EXTRA CHARGES). Do not overload the washers or dryers. Always clean the lint traps in the dryers after use and put the lint in the garbage containers. When using washers and/or dryers, **remove your laundry as soon as the cycle is completed** so the machines are available for others. LAUNDRY THAT IS NOT REMOVED WITHIN A REASONABLE TIME AFTER THE CYCLE IS COMPLETED MAY BE REMOVED AND PLACED ON TOP OF THE UNIT. **Nothing for giveaway is to be left in the laundry rooms.**

Loss of money in any of the machines should be reported to the CSC Company (Please see information posted in each laundry room.). Please tag the machine. "Out of Order," signs are available at the University Apartments Office. Do not use foreign coins in any of the machines. **Hanging laundry on railings, trees, or other areas is not permitted.** (SEE EXTRAS CHARGES)

Residents use the laundry facilities at their own risk. The University Apartments Office is not responsible for stolen laundry or damage to clothing or other articles. **If personal laundry is left in the Laundry Room for more than three (3) days, it will be discarded.**

Groceries and Supplies

Apple Valley Market, a shopping plaza, is within a five minute walk from the campus. This is a self-service supermarket. Also located at the Plaza is a medical center, dentist, card shop, florist, café, deli, variety store, auto parts store, and a bank.

GARBAGE CONTROL

Garbage Dumpster

Garbage Containers are provided outside each apartment complex for all rubbish, paper, cans, bottles, dust, etc. (Recycling facilities are also available in the community. See the Yellow Pages in the phone directory for current information.) Garbage pickup is provided for the apartments on a regular basis by the university. House residents are responsible for contracting their trash removal with a garbage removal company. To ensure cleanliness of your apartment/house and to cut down on offensive odors, we ask that you dispose of garbage daily.

Please use plastic or paper bags and personally dispose of your garbage in the dumpster provided for your apartment complex. Since the dumpsters are very large, DO NOT LET SMALL CHILDREN CARRY OUT YOUR GARBAGE.

For the health and benefit of all residents, we insist that you follow proper garbage control procedures. Leaving your garbage anywhere other than **inside** the dumpster will result in an additional rental charge of \$10.00 on each occasion.

Food Waste Disposal Units

Each apartment is equipped with a food waste disposal unit that is attached under the kitchen sink. Look under the sink to see which sink basin it is under. **To operate:** turn on the tap water then turn on the electrical switch for the disposal unit **before** putting waste items down the sink drain. **Water should run until the food waste is completely gone. Only small quantities of left-over cooked food** may be disposed of this way. **Do not put such things as** pits, corn cobs, cooked rice, onions, banana peels, or bones in the Food Waste Disposal Unit. **Misuse will result in charges for service or replacement of the unit.**

If the disposal unit stops working, turn off the electrical switch, remove the rubber guard at the drain above the disposal, look down inside and remove anything that is jamming the disposal, press the red or black reset button of the disposal unit (generally at the bottom of the unit). You will hear a click. Restart the water and turn on the electrical switch for the disposal unit. If it still does not work, call the University Apartments Office. Please do not attempt any repairs yourself.

INSECT AND PEST CONTROL

Unprotected food and crumbs attract roaches and/or ants. **It is absolutely necessary that all food be protected in plastic or metal containers or refrigerated. Kitchen cabinets and counter tops must be kept CLEAN. All garbage should be disposed of immediately. If roaches or ants are noticed, call the University Apartments Office immediately.** It does not take long for these pests to increase. We contract professional services for pest control for the apartments on a twice-a-month basis. Do not use sprays on these pests. Pick up and use Roach Motels and/or Ant Traps from our office until your apartment is scheduled with the exterminator. Mouse traps are also available at the University Apartments Office.

Failure to comply with these precautions will cause you, your neighbor, and University Apartments management endless problems with pests, and could terminate your lease.

MAINTENANCE

If items in your apartment require maintenance, call the University Apartments Office during office hours at 269-471-6979. For emergencies after office hours, call 269-471-3321. **Your call is your notification that a maintenance worker will be coming to your apartment.** It is very important that you allow the workers access to your apartment/house. Maintenance workers are instructed to knock three times before using their key to enter your apartment to do maintenance or repairs. Please use the security chain on your entrance door to ensure your privacy if you are showering, dressing, or sleeping. Please read your Lease Agreement for other entrance procedures by maintenance workers or other University Apartments personnel. Administering pest control is the reserved right of management.

OCCUPANT'S RESPONSIBILITY FOR CARE and MAINTENANCE

Interior and Exterior Care

Permanent provisions for wall hangings have been furnished. Therefore, no other nails, screws, hangers, hooks, picture hangers, fasteners of any kind, stickers, wallpaper, or wallpaper trim may be used on the walls, cabinets, refrigerator, stove, or doors. Disregard of this regulation, or damage resulting from carelessness, will result in charges for repairs. (See EXTRA CHARGES)

No interior or exterior fixtures, such as personal screen doors, antennas, nor satellite dishes, etc., are allowed. (See TELEVISION SERVICE)

Care of Stove and Refrigerator

Electric ranges should be kept clean. Ovens, drip-pans, and around the heating elements should be regularly cleaned with cleaning agents sold for this purpose. DO NOT USE-ABRASIVE CLEANERS SUCH AS COMET or AJAX.

Floors, Counter Tops, and Tabletops

Maintain tile floors with a water soluble wax only. **Carpets should be kept clean by vacuuming regularly.** It is the resident 's responsibility to vacuum the carpets and keep them clean and free of particles and debris at all times. If the resident chooses, they may contract at their expense a commercial carpet cleaner to clean the carpet for them.

Hot pans should not be placed on Formica counter tops or tabletops unless they are protected with a potholder. Table or counter tops should not be used as cutting boards. And do not leave wet clothes or other wet items on the kitchen countertop or hung around the sink.

Removing Carpet Stains

Stains should be removed with the proper stain-remover immediately. **If a stain is large, PLEASE,** contact the Housing Office.

Windows

Nothing of any nature is to be thrown from windows or balconies; **nor should dust cloths, mops, or brooms** be shaken out of windows. **Storm windows** are self-storing and **should not be removed** from the windows **except for cleaning.** Installation and removal of house storm windows is the resident's responsibility.

Replacement of broken windows, screens, or other equipment will be charged to the resident as specified in your Lease Agreement.

Hallways and Entrances

Residents are responsible for keeping hallways and walkways in front of their apartments uncluttered by throw-a-ways or personal equipment (See EXTRA CHARGES.) Bicycles, toys, etc., should not be left in hallways, entrances, or laying around outside the buildings. The fire code prohibits any obstruction of public traffic ways.

Rubbers, overshoes, or boots should be stored in your apartment. If the front or entrance way of a resident's apartment is cluttered with these or other items, or obstructed in any way, \$10.00 will be charged to the resident's account on each occasion and deemed as additional rent (see EXTRA CHARGES).

Beechwood and Maplewood residents are responsible for clearing the walkway in front of their apartments of snow, leaves, grass clippings and any other debris. All residents are responsible for clearing their parking stalls of snow.

SAFETY AND SECURITY

Keep your doors locked at all times. For privacy we recommend you use the security chain. **Locks, dead bolts, or security chains are not to be installed by the resident .**

Do not leave cash or valuables lying around in your apartment, house, or car.

Report to Campus Safety any suspicious looking or acting persons or anyone in an area where they do not belong.

Report immediately to Campus Safety any thefts, break-ins, or attempted break-ins.

FIRE SAFETY

Fire Safety is everyone's responsibility. University Apartments does not allow the use of candles, auxiliary heaters, halogen lamps, or any combustible liquids in or around the apartments nor any combustible liquids to be stored anywhere on the premises. **Unattended cooking is the second leading cause of house or apartment fires in America.** **Cooking must be supervised by an adult at all times.**

Another cause of fire is overloaded electrical wires. Do not use more than one power bar per electrical circuit.

University Apartments management, and the Campus Safety Department, reserve the right of **emergency entrance** to your apartment in the event of fire, flood, civil unrest, natural disaster, or any other emergency.

TOBACCO, ALCOHOL, and DRUGS

Absolutely **NO POSSESSION OR USE** of tobacco products, alcoholic beverages, marijuana, or illegal drugs is allowed in or around the apartments or houses at any time. Andrews University is a **Drug Free** environment.

INSPECTION OF HOUSES AND APARTMENTS

Management reserves the right to inspect any or all of each dwelling unit whenever necessary. Routine inspections for operative smoke detectors, fire extinguishers, and plumbing are done semi-annually with a minimum of 24-hour notice to the resident.

APARTMENT FURNITURE PROVIDED

General Items

Although furnished apartments contain furniture for standard necessities, **cribs and highchairs are the resident's responsibility.**

PLEASE NOTE: **Residents must not bring** extra furniture or large items that require storage space. **In furnished apartments, the only furnishings we remove are beds.** (See EXTRA CHARGES.) **Residents are not** to remove from the apartment any of the furniture supplied by University Apartments.

Window Coverings

All apartments are provided with blinds.

Standard Furnishings

All beds are supplied with mattress covers for sanitation and protection.

NOTE: The number of beds in an apartment may vary according to family size. No rent rate adjustment is made for any variation in the number of beds supplied.

Studio Apartment

Living Room:

1 Sofa Set, 1 Desk and chair, 1 Bookcase, 1 End table and 2 lamps.

Kitchen:

Refrigerator and Electric Stove

Dinette:

1 Table and 4 Chairs

Dressing Room Area:

1 Double dresser, and 1 Twin bed

Two-bedroom Apartment

Living Room:

1 Sofa Set, (or Sofa and Armchair), 1 Desk and chair, 1 Bookcase.

1 End table and 2 lamps

Kitchen:

Refrigerator and Electric stove

Dinette:

1 Table and Chairs

Master Bedroom:

1 dresser or chest of drawers, 1 End table, and 1 bed.

Second Bedroom:

dresser or chest of drawers, Beds according to family size

One-bedroom and Three-bedroom Apartments

One-bedroom apartments generally have one bedroom's allocation of furniture less than a two-bedroom apartment.

Three-bedroom apartments generally have one bedroom's allocation of furniture more than a two-bedroom apartment.

Beechwood Four-bedroom Apartments

Four-bedroom apartments are unfurnished except for the Refrigerator and Stove.

MOVING FURNITURE AND EQUIPMENT

Absolutely no exchange of furniture or equipment between apartments is permitted. (See EXTRA CHARGES).

All apartments, both furnished and unfurnished, are equipped with an electric stove and refrigerator. Houses also include a refrigerator and stove. **Occupants may not** remove university-owned furniture or equipment from any apartment or house. **Missing furniture** will be charged at replacement cost.

PERSONAL APPLIANCES AND FURNITURE

Appliances

Personal washers, dryers, or dishwashers, etc., are not permitted in the apartments (See EXTRA CHARGES). A freezer or extra refrigerator may be kept in apartments for an additional monthly fee of \$10.00.

Personal Furniture

In furnished apartments, personal furniture **may not replace** apartment furniture. If you have personal furniture and you lease a furnished apartment, YOUR furniture must be stored at YOUR expense. Please plan well for your stay at University Apartments.

Air Conditioners

Personal air conditioners may be used. **An extra monthly charge of \$20.00** for electricity will be added to apartment rent during the months of **June, July, and August**. **The charges will be incurred whether the air conditioner is used or not**. **If you are not going to be using it** and do not want to pay the extra cost then you **must remove** the air conditioner from your window. Installation and removal are the responsibility of the resident. Put the window you remove in a safe place so that it may be installed when you remove your air conditioner. **Damages incurred are the resident's responsibility**. **Do not remove** any glass from the window. Units requiring 220 volt circuits may be used in Garland apartments only. Beechwood, and Maplewood Courts will handle 115 volt units only.

Pianos or Organs

Pianos must be moved with great care. Damages to the apartment or building during moving become the resident's responsibility. **To have a piano in any apartment, other than a ground floor apartment**, you must hire a professional moving company that carries **liability insurance** to move the piano into the apartment and out of the apartment. A copy of the receipt from the moving company must be placed on file at the University Apartments Office. **If you do not present us with a receipt** you will be fined \$150.00 for moving the piano into the apartment and/or moving it out of the apartment.

HOUSE FURNISHINGS AND MAINTENANCE

All houses are unfurnished. The following items are to be furnished by house residents, including any installation costs (or as specified in the Lease Agreement):

1. Dishwashers
2. Washers, dryers, and freezers
3. All draperies
4. Air conditioners
5. Water purifying equipment (Some houses have water softeners installed.)
6. Lawn mowers

Routine maintenance to be done by the house resident:

1. Putting up or taking down of storm windows or screens
2. Keeping salt in the water softener
3. Shampooing carpets
4. Snow removal from walkways and driveways
5. Lawns mowed (If this is not done, University Apartments has the right to mow the lawn. The cost of this service will be charged to the resident.) Tree branches and/or trees will be removed at the expense and discretion of University Apartments.

Any damage or breakage of rental property for which the resident or the resident's guests are responsible will be charged to the resident at actual cost.

INTERIOR DECORATION OF HOUSES

All interior decorating requested to be done by the resident must be in writing and begun only when approval is given by the University Apartments Director in writing. Carpets to be paid for by University Apartments must be approved by University Apartments, both for quality and installation. **Damage done to floors** by installation of carpet **without approval** will be the resident's expense.

MISCELLANEOUS POLICIES FOR HOUSES

Basements

Houses are rented with **basements as is**. **Unless the house meets the egress code**, no one is to sleep in the basement.

Fire Safety

For fire safety reasons, PLEASE DO NOT install any type of wood burning stove in any house. The resident must maintain operative batteries in all smoke detectors and inform the University Apartments Office if the fire extinguisher is discharged. **Call the University Apartments Office (269-471-6979)** if you need to be shown how to change the smoke detector batteries.

PLEASE NOTE: All requests for improvements and authorizations to proceed must be in writing before the work begins. Also, **any item permanently placed or built into the house must remain** in the house **without reimbursement** from the university. PLEASE PLAN CAREFULLY!

TERMINATION OF OCCUPANCY

Graduation, failing to maintain full-time employee or student status; violation of the Lease Agreement; or separation from the university for any reason terminates a resident's right to occupy University Apartments. Rent is charged for the entire 12 months of your lease agreement even if you vacate the apartment prior to the end of that year. A 30-Day Advanced Moving Notice is required. **The notice must be turned in** thirty days prior to your anticipated move-out date, even if you are moving because you are graduating, or your lease is expiring. The occupant is responsible for leaving the apartment/house in good condition and all personal items and rubbish removed before check-out. (See CHECK-OUT PROCEDURES in this Handbook.)

CHECK-OUT PROCEDURES

REMEMBER: Monthly rent is charged from the day the keys are issued until the day the keys are returned.

1. Let the University Apartments Office know, in writing, at least 30 days in advance of your moving date. PLAN CAREFULLY. (See also, TERMINATION OF OCCUPANCY.)
2. Pick up a Moving Preparation Guide from the University Apartments Office. (If your Deposit with the Housing Office included a non-refundable cleaning fee, residents must remove all personal items and rubbish. If University Apartments has to remove rubbish and/or vacuum the floors, there will be a \$25.00 per hour charge.)
3. **Contact the University Apartments Office in advance** to set up a check-out appointment. **Check-out must be done during office hours.** If you cannot meet this appointment, call the office, and reschedule another time. If you must vacate on a weekend, you must leave your forwarding address with the University Apartments Office.
4. Be at your apartment or house at check-out time. **After check-out**, bring all keys to the University Apartments Office
5. **Sign the check-out sheet and submit it to the University Apartments Office, within four (4) days of check-out, your new phone number where you can be reached and a forwarding address for your mail.** Your Security Deposit, minus any charges, will be refunded generally on the day of check-out but no later than within forty-five (45) days.
6. **If these check-out procedures are not followed**, an Improper Check-out Procedure charge of \$50.00 will be added to your account and deemed additional rent.

EXTRA CHARGES:

Safety Items:

- (1) Failure to maintain smoke detector batteries
(Phone the University Apartments Office (269-471-6979) to be shown how to change the battery or to report a non-working detector.)

\$20.00

- (2) Storage of flammable or volatile substances (including any type of gasoline motor) in unauthorized areas \$50.00
- (3) Obstructing hallways, stairways, balconies, or walkways with personal items \$10.00 per occasion

Service Items:

- (1) Freezers or extra refrigerators \$10.00 per month per unit
- (2) Each additional **approved** person \$20.00 per month
(This includes anyone staying in your house or apartment for more than three weeks other than your spouse or children.)
- (3) Bed removal \$15.00 one time/bed
(This is the only item of furniture allowed to be removed from an apartment.)
- (4) Personal air conditioner \$20.00 per month
(June through August only.)
- (5) Lost keys \$10.00 each
- (6) Opening the apartment for resident through Building Assistant \$5.00
- (7) Emergency lock-out assistance \$20.00

Unapproved Items:

- (1) Personal washers, dryers, dishwashers, or waterbeds **ARE NOT ALLOWED IN THE APARTMENTS**. If these items are determined to be in your apartment, \$50.00 will be charged to your account. **If these items are not removed within seven (7) days**, you will be subject to termination of tenancy.
- (2) Unauthorized occupant(s) \$200.00
- (3) Unauthorized moving of furniture \$20.00 per item
- (4) Personal items and/or trash left in unauthorized areas \$10.00 each occasion
- (5) Pet in or around the premises \$100.00
If the pet is not removed in seven (7) days, you will be subject to termination of tenancy.
- (6) Parking/Driving on grass at apartments or houses \$100.00

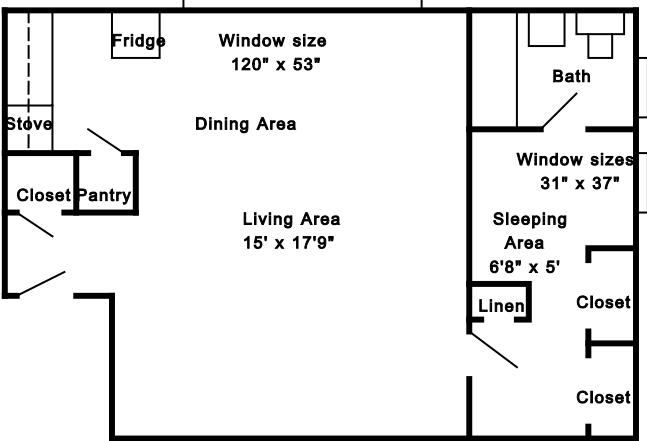
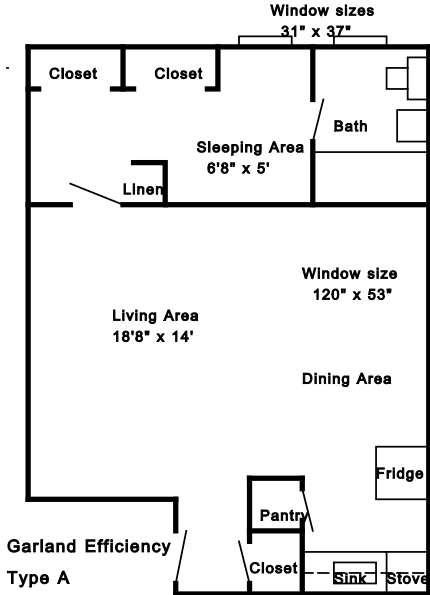
Damage Items:

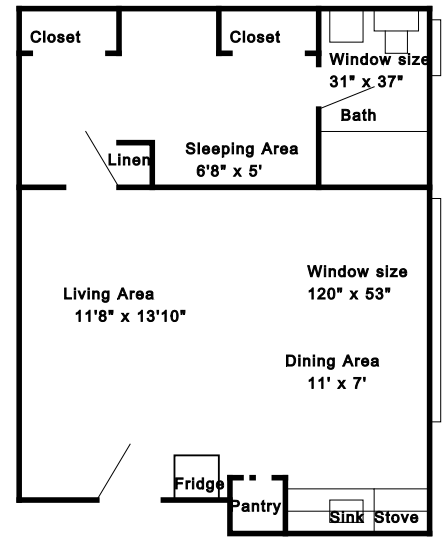
- (1) Damage to walls \$50.00 per wall (Includes such things as holes, nail holes, tape, taped plastic, wallpaper or wallpaper borders, picture hooks, or anything found attached to the walls)
- (2) Tape, stickers, or gum etc. on doors, floors, or furniture \$10.00 each spot

(3) **Damage to carpets or furnishings** will be charged at the cost of replacement prorated to expected wear.

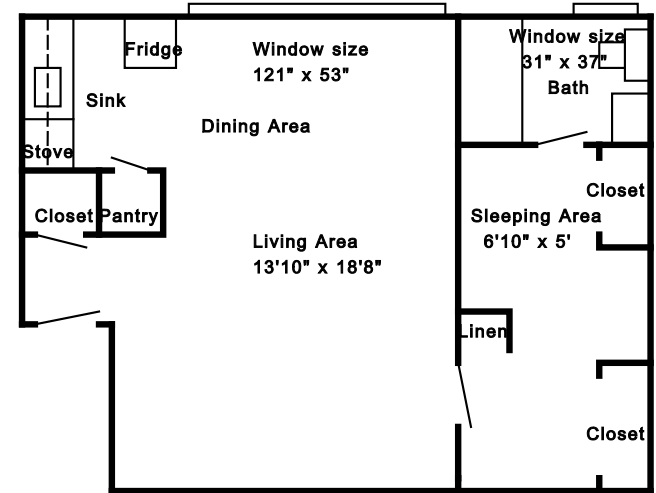
FLOOR PLANS

Studio Apartments



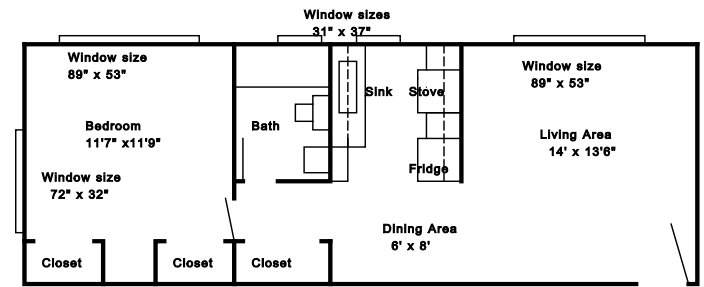
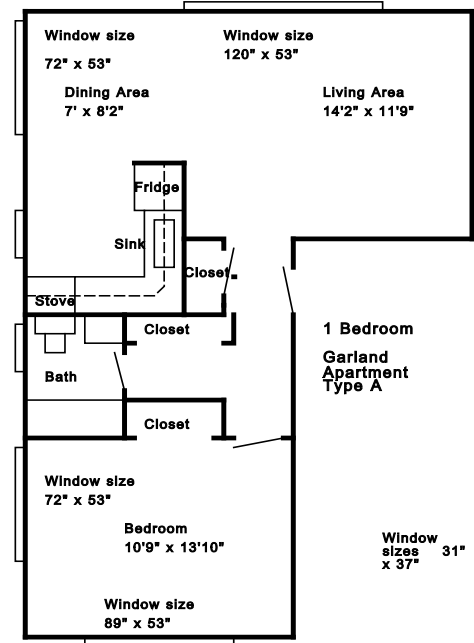


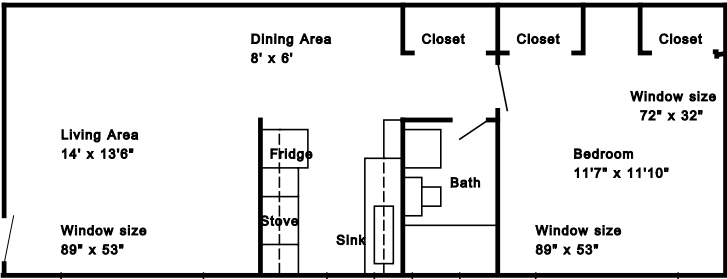
Garland Efficiency type C



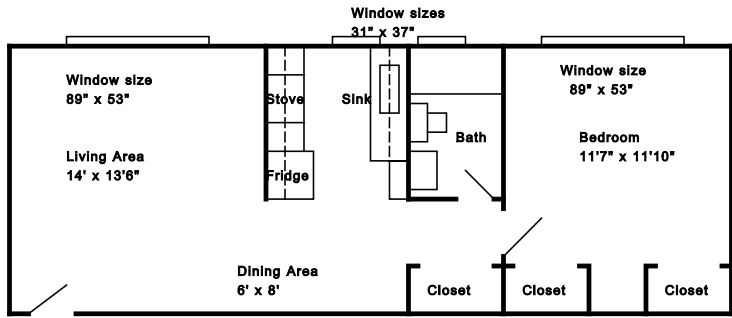
Garland Efficiency type D

One-bedroom Apartments

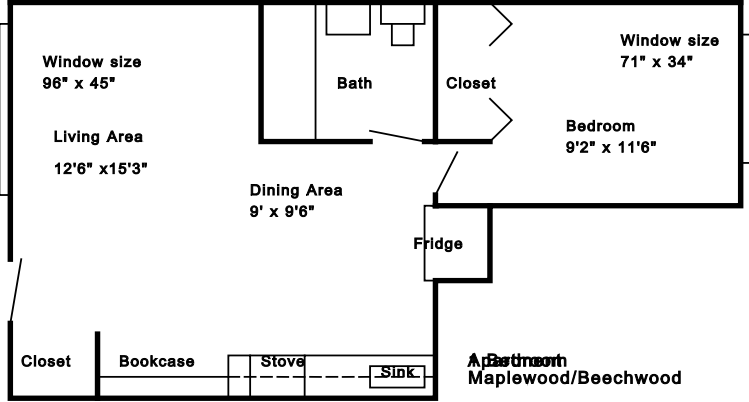




1 Bedroom Garland B - Apartment Type B

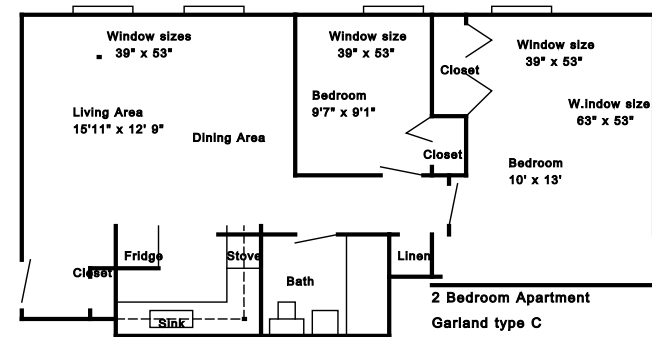
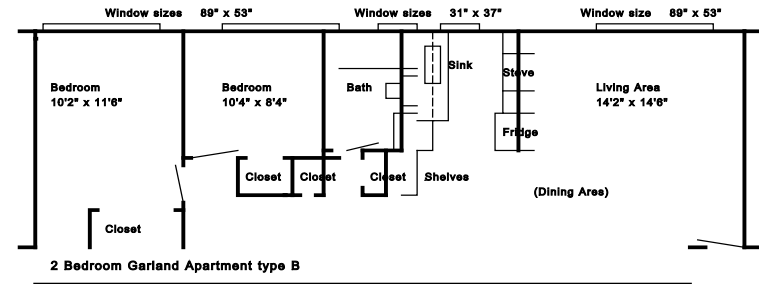
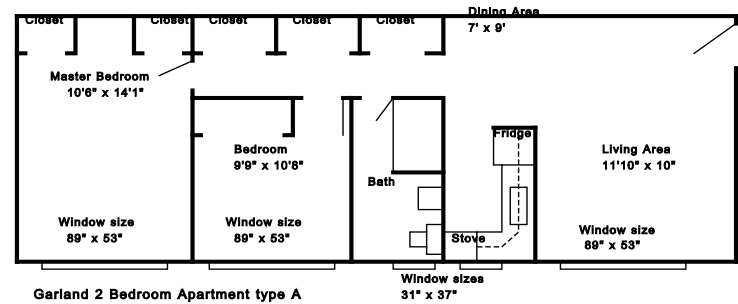


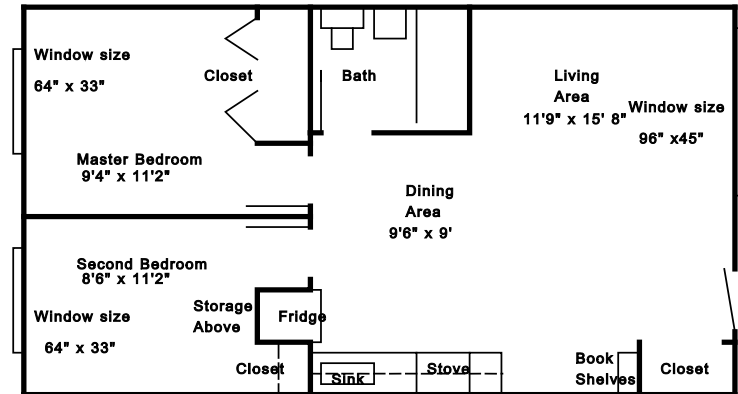
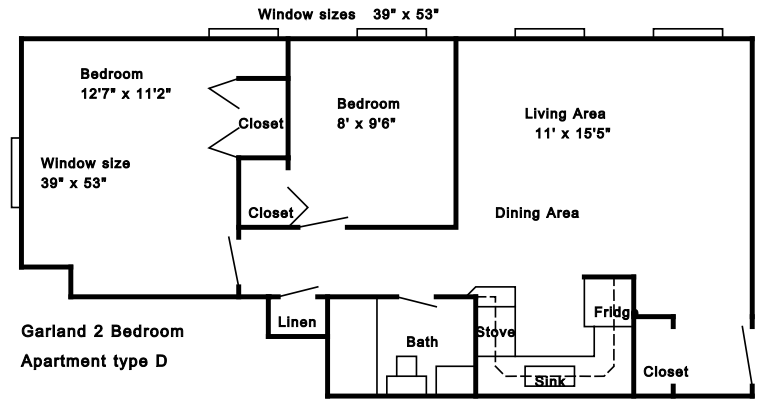
1 Bedroom Garland B - Apartment type C



Apartment Maplewood/Beechwood

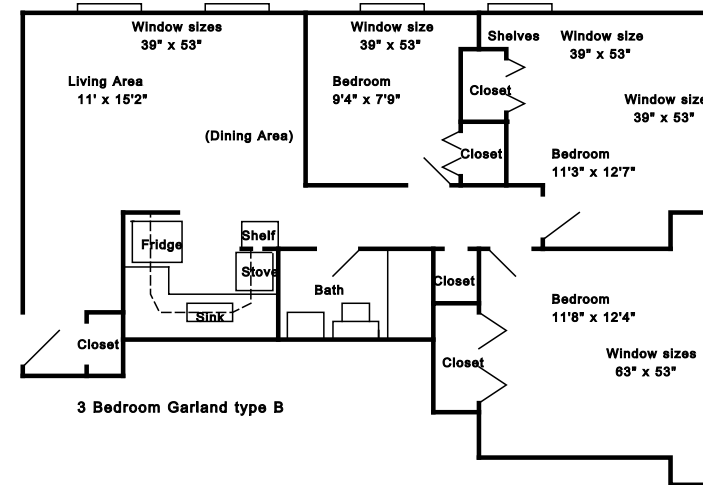
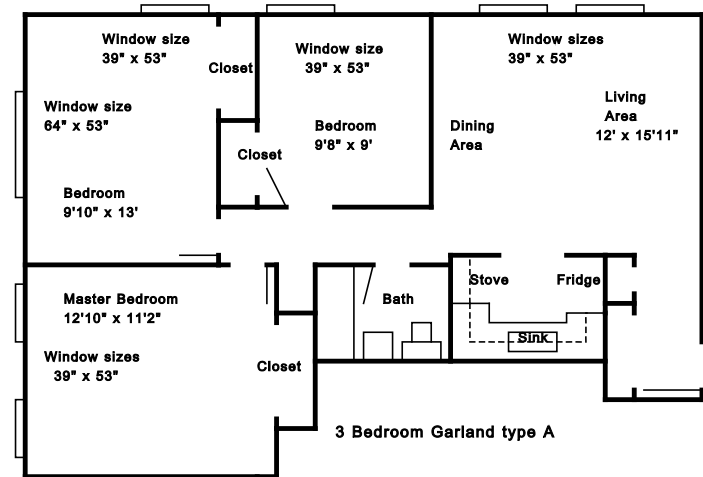
Two-bedroom Apartments

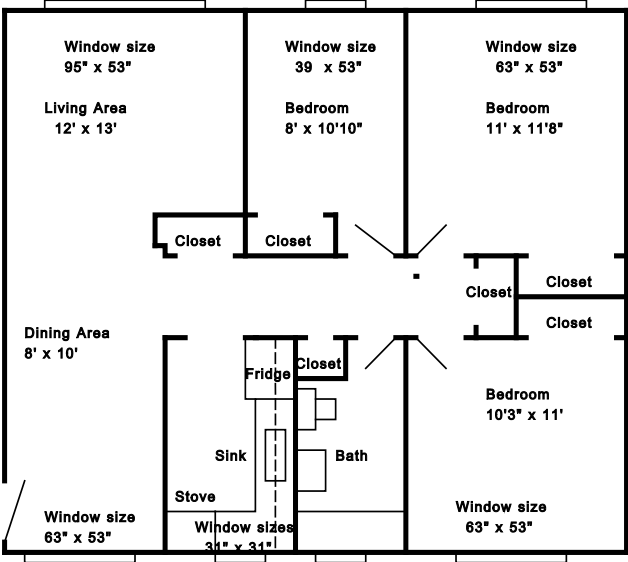




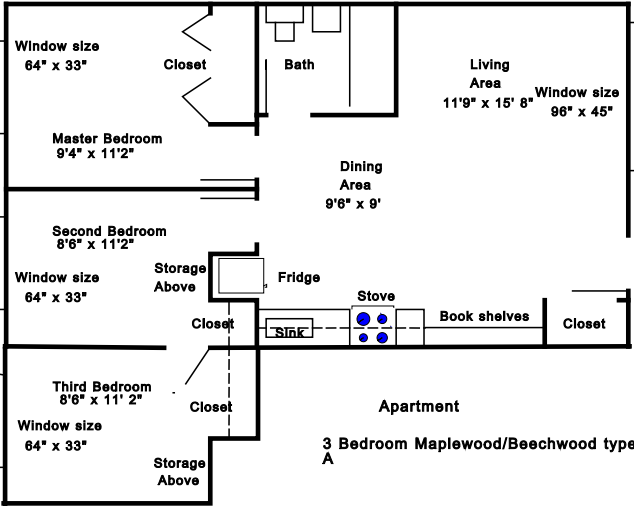
2 Bedroom Apartment (typical) Maplewood and Beechwood

Three-bedroom Apartments



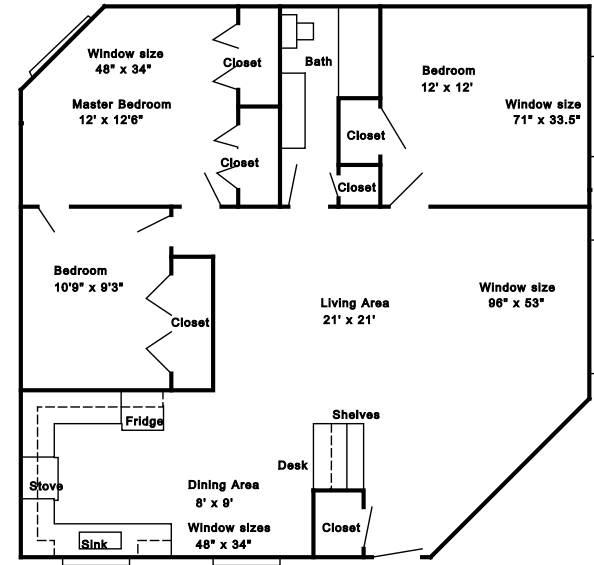


3 Bedroom Garland type C



3 Bedroom Maplewood/Beechwood type A

Maplewood
3 Bedroom
Type B



Four-bedroom Apartments

