WAITING LIST PROCEDURES

Responsibilities of applicant:

All of the following must be provided to the University Housing leasing office before the applicant’s name will be placed on a waiting list:

- Properly completed rental application and a signed copy of this form.
- An acceptance letter for incoming students and a valid I.D. badge for all others.
- A non-refundable $50.00 application fee for each waiting list that the applicant signs up on. This is an administrative fee and will not be refunded should the applicant not be placed in an apartment during the specific calendar year in which the fee is paid.

Waiting List Administration:

1) The function of the waiting list is to identify individuals who desire housing at specific times. An applicant’s status on the list is a function of (a) order of signing up, (b) floor plan preference, and (c) the preferred move-in month indicated.
   - The term of the waiting list will be from January to December of the applicable calendar year.
   - The desired month of move-in is the earliest time the applicant might be able to move-in based on availability – it is not a guarantee by University Housing of accommodation.

2) Any inquiries regarding the waiting list must:
   - Be made by the applicant himself/herself and not another party on the applicant’s behalf.
   - Be accompanied by the following information:
     - The applicant’s name.
     - The Property applied for.
     - The floor plan(s) applied for (preferences for a specific floor will not be accepted).

3) Any changes to the applicant’s information must be made in writing by applicant.

4) The $50.00 application fee entitles the applicant to have his/her name on a maximum of two (2) floor plan lists at either the 1885 El Paseo Property or the 7900 Cambridge Property, but not both. Note: Occupancy limits are: a maximum of two individuals in a one bedroom; a maximum of 4 individuals in a two bedroom; and a maximum of 6 individuals in a three bedroom.

5) University Housing will notify qualifying applicants as soon as apartments matching their floor plan preference become available. Note: There is no effective way for University Housing to assess if or when an applicant may attain accommodations until his/her name is reached on the waiting list.
   - If an applicant is not available by phone and does not have operative voice-mail, contact by e-mail will be attempted if an e-mail address has been provided. The applicant should respond to the voice mail or e-mail message with the specific apartment number referenced in the message.
   - It is imperative that the applicant remember the apartment number referenced in the message. The applicant’s name will not be in University Housing’s computer system until after a security deposit is paid.
   - Should University Housing receive no response from applicant within two (2) business days of attempting contact, the applicant’s name will be placed at the bottom of the specific waiting list for which they were contacted.

6) Once the applicant has responded and accepted the apartment within the specified time frame above, he/she must provide University Housing a $200.00 security deposit within two (2) business days. If University Housing does not receive the deposit within such specified time, the applicant will drop to the bottom of the specified waiting list and University Housing will proceed to the next applicant on the list.

I HAVE READ AND UNDERSTAND ALL THE PROCEDURES ABOVE.

____________________________________  ____________________
SIGNATURE                          DATE