

**CAMPUS HOUSING**

Return To:  
Student Development



**Office Use Only**

Re: \_\_\_\_\_  
Ap: \_\_\_\_\_  
De: \_\_\_\_\_  
Ac: \_\_\_\_\_

## Campus Apartment Application

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt. \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact Number: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Children: \_\_\_\_\_  
Single: \_\_\_\_\_ Married: \_\_\_\_\_ Age(s): \_\_\_\_\_  
Engaged: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

Number of Bedrooms Desired: \_\_\_\_\_ Class Status: \_\_\_\_\_  
1 \_\_\_\_\_ 2 \_\_\_\_\_ Fr: \_\_\_\_\_ So: \_\_\_\_\_ Jr: \_\_\_\_\_ Sr: \_\_\_\_\_

Apartment Building Desired\*  
Clements: \_\_\_\_\_ Mason: \_\_\_\_\_ Phillips: \_\_\_\_\_

\*Based on apartment availability

Anticipated Arrival to Campus Apartment: \_\_\_\_\_

Anticipated Departure from Campus Apartment: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Indicate if you will be bringing your own:

Washer: \_\_\_\_\_ Dryer: \_\_\_\_\_ Freezer: \_\_\_\_\_ Air Conditioner: \_\_\_\_\_

\*Phillips Hall residents' coin laundry only and air conditioner provided.

Submission of this application and security deposit does not guarantee apartment reservation. The Office of Student Development reserves the right to approve or deny this application at any time. I accept the terms outlined in this application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Each apartment requires a \$400 security deposit. The security deposit must be paid before a key can be handed out. Submission of the security deposit does not guarantee apartment rental. The security deposit is refundable. Occupants failing to leave the apartment in satisfactory condition will automatically forfeit their security deposit.

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Initial

Rent is due on the first day of each month. Please make checks payable to Davis College. Rent is to be paid at the Business Office in the Student Services Building. Apartment residents must stay current with rental payments. A \$20 finance charge will be added to rent payments not made by day 16 of each month. Failure to pay rent may result in termination of apartment occupancy. Apartment applicants may not move into the apartment prior to July 1. The residents must vacate the apartment by May 31 for May graduation or December 31 for December graduation of same year from Davis College.

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Initial

Apartment residents must maintain a minimum of 6 credit hour course load per semester at Davis College. Failure to comply with this requirement will result in termination of apartment residency. Resident must vacate apartment by December 31 or May 31 of same year if not registered for classes the following semester. Any student withdrawing from all classes at Davis College during the semester must vacate the apartment within 30 days.

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Initial

Most apartments have a storage room. Please inquire if/what unit is yours. No items are allowed to be stored in the halls or under stairs. Any maintenance requests should be submitted by e-mail to Shelly Wilcox at swilcox@davisny.edu. Maintenance requests will be prioritized by the Chief Financial Officer. Any major repairs, alterations or paint color changes must be submitted in writing and are subject to the approval of the Chief Officer of Student Development and the Chief Financial Officer. Residents must report each time the police or fire department come to the apartment to the Chief Officer of Student Development's office on the next business day. Any problems with other tenants must be submitted in writing to the Chief Officer of Student Development's office.

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Initial

One key per adult will be issued. Keys will be obtained through the Business Office. All keys must be returned at the time of vacancy to the Business Office. No pets allowed in the apartment. Subleasing of the apartment is prohibited. Any personal possessions left on premises at time of vacancy will become the property of Davis College.

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Initial

Parking is limited for all apartments. Any disabled vehicle must be removed from campus property after 30 days. Please direct any vehicle questions or concerns to the Chief Officer Student Development. Phillips Hall residents must abide by the Village of Johnson City's policy for alternate street parking from November 1 to April 1. A limited number of garages are available in Phillips Hall.

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Initial

Utilities are not included in the rent at Phillips Hall. Residents must contact NYSEG directly to switch the electric to current name and address.

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Initial