

APPLICATION FOR FAMILY HOUSING AT WESTERN OREGON UNIVERSITY

For your information: the individual applying for Family Housing must be an admitted student to WOU prior to occupying apartment.

Name: _____ WOU ID#: _____
Last First MI

Mailing Address: _____
Street City State Zip

Telephone Phone #: _____ E-mail Address (if applicable): _____

Telephone number where messages can be left (other than the number listed above): _____

Birthdate ___/___/___ Entering Status: FR___ SO ___ JR ___ SR ___ GRAD ___ FACULTY/STAFF _____

Names, relationship to you, and date of birth of **dependents** (i.e., spouse, domestic partner, child):

First Name	MI	Last Name	Relationship (ie. Spouse/domestic partner, child, etc):	Date of Birth:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

No more than four individuals per apartment unless approval for exception to this policy is granted. Contact the Office of University Residences for a petition form if you would like to request an exception to this policy.

Facility you wish to apply for: _____ Knox St. Family Housing Fourplex Unit
 _____ Alder View Townhouse Unit

Please prioritize based on which type of unit you prefer to live in on campus

Rates for all Family Housing units can be reviewed at <http://www.wou.edu/student/residences/costs.php>

Please indicate the date you plan to arrive to campus: _____
Month Year

Due to demand of Family Housing units, you should expect to be placed on a waiting list for Family Housing. Although you have indicated your preferred date of occupancy, we may not be able to offer you a space at that time. Once a space is available, and you are next on the list, you will be offered the space. If you are still interested in a space in our Family Housing you will be asked to submit a non refundable \$40.00 application fee at that time.

SIGN AND DATE PRIOR TO SUBMITTING THIS APPLICATION

I understand that if a space becomes available for me, I will be notified at the above address and/or phone number.

Signature

Date

Please return completed application to: **Office of University Residences
 Western Oregon University
 Monmouth, OR 97361**

OFFICE USE ONLY

Date Offered Space _____ Paid \$ _____ Date Received _____ Receipt # _____

CBORD Student Info _____ Term Info _____ Move In to Building/Unit _____ SPAIDEN _____

FAMILY HOUSING

WESTERN OREGON UNIVERSITY

This information packet has been compiled to address some of the questions you might have about Family Housing at Western Oregon University. If you have additional questions, please contact the Office of University Residences, Western Oregon University, Monmouth, OR 97361. You can also call us at 503-838-8311 (V/TTY) or e-mail us at housing@wou.edu (remember to write Family Housing in the subject line on your e-mail to our office).

GENERAL INFORMATION

Knox Street-Family Housing

The Knox Street-Family Housing complex is located on the northeast corner of campus on Knox Street. The 16 two-bedroom apartments are situated in four groups of four apartments (fourplexes). An on-site laundry facility completes the complex.

The apartments come unfurnished, are fully carpeted (with the exception of the kitchen and bathroom) and include two bedrooms, one bathroom, a living room complete with fireplace, dining area and kitchen. Kitchen appliances* include a stove top/oven, refrigerator and dishwasher. All of the apartments have been refurbished (new carpet, paint, vinyl, and where necessary, new appliances).

Alder View Park Townhouses

The Alder View townhouses are located on the northwest corner of campus, just off of Stadium Drive. The townhouses are situated in four buildings of four townhouses.

The townhouses come unfurnished, are a combination of carpet and vinyl floor covering and include two bedrooms, one and one half bathrooms, a living room, dining area and kitchen. Appliances* include stove top/oven, refrigerator, dishwasher and a washer and a dryer.

*All appliances must remain in the unit while you are renting the unit. In other words, you may not remove an appliance and bring your own appliance in during your occupancy of that unit.

Definition of Family

For the purposes of this program at Western Oregon University, "family" is defined as a WOU student/faculty/staff member and spouse/domestic partner with or without child/children, or a WOU student/faculty/staff member with legal custody of dependent child/children. Relevant documents may be requested as proof of relationship (ie. letter of admission, birth certificates, marriage license, proof of domestic partnership such as shared bank accounts or other proof of domestic living arrangement, etc.). All components of the family must reside together. Please note that no more than four individuals may occupy an apartment.

Residents come from a variety of backgrounds with different lifestyles, interests, concerns and beliefs. There is a sense of individuality, but it is also important for you to think of yourself as being part of a community. This requires a certain degree of flexibility and openness towards communicating, listening, and in some cases, compromising.

Eligibility

Any person who is a full time student at Western Oregon University (12 credits undergraduate / 9 credits graduate) and has a spouse/domestic partner and/or dependent ** children/child living with him/her is eligible to apply for an apartment. Less than full time students with family may be eligible if given special consideration by the Director of University Residences.

**Dependent(s) is defined as anyone meeting the dependent definitions as outlined in the Internal Revenue Code.

Only persons listed on your application may reside in the apartment. It is the University's intent to rent only to you, your spouse, and your dependents. All persons listed on the application must be physically present and residing in the unit. **Sub leasing is not permitted.**

HOW TO APPLY

An application is attached as a part of this information. Complete the form and return it to the Office of University Residences. Once the application is received and accepted, you will be placed on a waiting list. As soon as a unit is available you will be notified at the most current address / phone number you have provided to the Office of University Residences. You will have 7 calendar days to respond to the notice of availability. If you have not responded within 7 calendar days, the apartment may be offered to someone else. Upon acceptance of an apartment, you will be required to pay a non refundable \$40.00 application fee.

The applicants on the waiting list will be contacted biannually to update their information. Failure to respond to the update request will result in the removal of your name from the waiting list.

TERMINATING YOUR CONTRACT

A Family Housing contract may be terminated by the University for several reasons. In almost any case, a written notice will be sent 30 days in advance. Some reasons may include:

- Being delinquent in rental payments.
- Failure to maintain WOU student status.
- Failure to sign or comply with Family Housing contract.

Tenants can also terminate their contract. Oregon law requires 30 days written notice of intent to vacate. Be sure to make an appointment 48 hours in advance with the staff of the Family Housing complex for the day and time you wish to check out. At the appointed time a staff member will go through the checkout information with you and note the condition of the apartment. You will be asked to turn in your keys at that time. You will be charged through your date of check out.

MANAGEMENT SERVICES

The Office of University Residences is responsible for the overall management of both the Knox Street-Family Housing and Alder View Townhouses. You will come in contact with office staff, student staff, and various other employees of Western Oregon University.

A student staff member serves as the Apartment Manager for both the Knox St. Family housing complex, and the Alder View Townhouses. Other University Residences staff members are available to assist when necessary. Feel free to call upon the Apartment Manager when assistance is needed.

The Apartment Manager is an employee of the Office of University Residences and Campus Dining, and as such, is responsible for:

- 1) Check-in and check-out of tenants (including management of keys).
- 2) Orienting new tenants with how the on-campus residential system works.
- 3) Collecting maintenance requests from tenants. The Apartment Manager will, in turn, relay the information to the proper resources (University Residences and/or Physical Plant) so that repairs may be made.
- 4) Updating tenants on current information when necessary.
- 5) Keeping an eye out for problems and/or concerns of the tenants.

Please remember that the Apartment Manager is also a student. He/she may not always be available because of classes, family commitments, and approved time away, especially on holidays. The staff is generally available during the week, especially between or after classes. Early evenings are fine for calling on staff, but please make late evening calls for emergencies only. Ideas and concerns regarding Family Housing may be communicated either through your Apartment Manager, or directly to the Office of University Residences and Campus Dining.

YOUR RESPONSIBILITIES

Once you have moved in you will probably want to make your apartment as comfortable as possible. We offer the following suggestions for the care and cleaning of your apartment.

Kitchen Drains (and others) will occasionally clog from soap, hair, grease and food particle build-up. Grease should not be poured down drains, but placed in an old can and dumped in the garbage. Do not use Dran-o® or other drain unclogging products on your drains. Contact your apartment manager when a drain is clogged.

Refrigerators should be cleaned occasionally inside and out with soap and water. The freezer portion of the refrigerator is "frost-free," but sometimes frost does build up. When defrosting the freezer compartment, do not use metal objects to dislodge the ice build-up. Invariably this causes small holes in a refrigerant tube and then the freezer no longer freezes. An open box of baking soda placed on a shelf in the refrigerator will help absorb food odors and helps keep foods from acquiring new tastes.

The range also needs occasional cleaning. Wash the outside to keep it free from grease build-up. Oven cleaning with a commercial oven cleaner needs to be done occasionally. Before leaving the premises or retiring for the night, be sure the oven and burners are turned off.

General apartment cleanliness is important for you and your family. A clean apartment is a healthier apartment, and you have fewer problems with insects. Cleaning and rinsing the bathroom at least weekly, and preventing grease build-up on stoves, refrigerators, cabinets, and counter tops is a good preventative approach.

Occasionally, even Monmouth gets cold in the winter time, and pipes have been known to freeze. A few precautionary measures during cold weather will guard against a major plumbing bill. Do not turn your heat off when you are away for a few days. Leave cupboard doors open under sinks so heat can circulate. As temperatures go below freezing, it may even be necessary to let your hot and cold water taps drip a little.

Patios and sidewalks are not for personal storage. Not only does it make the complex look cluttered, it is also not the safest or driest place for storage.

Finally, with energy costs increasing significantly, it is important to conserve when possible. Please remember to turn off lights, appliances and other electronic equipment when not in use.

SERVICES for the Knox St. Family Housing

- Utilities: Water, sewage, garbage, and electricity is included in your monthly rent.
- Telephone: Your apartment does not come provided with a telephone line. You may order one, however, through Qwest Communications. The telephone number for home service is 800-244-1111.
- TV/Internet: Basic Cable TV (63 channels) and high-speed internet (5m) through MInet is included in your monthly rent.
- Washer/Dryer: Card-operated washers and dryers are available in adjacent to the Knox St. complex. There is a fee of .75 to wash and .75 to dry. A value added station is available in the Residential Service Center (RSC) to add money to your laundry card.

SERVICES for the Alder View Townhouses

- Utilities: Water, sewage, garbage, and electricity is included in your monthly rent.
- Telephone/Voice Mail/Internet: Your telephone line, voice mail and high speed internet is included in your rent. You must provide your own telephone instrument in order to access the telephone line and you are responsible for your own long distance charges.
- TV: Expanded Basic Cable TV through Charter Communications is included in your monthly rent. No premium channels are included in the expanded basic TV.
- Washer/Dryer: Each unit is furnished with a washer and dryer unit as a part of the rental fee of the townhouses. You may not replace existing washers and dryers with your own personal appliances.

POLICIES AND PROCEDURES

Application Fee

1. A \$40.00 non refundable application fee will be required if you have applied and a unit becomes available for rent. The application fee must be submitted at the time an apartment is offered.
2. When a vacancy occurs you will be notified of an available apartment in the complex you desire (fourplexes or townhouses). You will have 7 calendar days to respond to the Office of University Residences with an acceptance or rejection.
3. If for some reason a unit becomes unavailable through the fault of the University, the \$40.00 application fee will be returned.

Rent

Payment is due and payable on the first of each month*. Payments are to be paid at the cashier's office, main floor of the Administration Building.

*Students who are receiving Financial Aid should expect that rent for the **full term** will be taken out of the Financial Aid check at the beginning of each term. This procedure is required by the Federal government.

For those who pay on a monthly basis, payments are to be paid, on or before, the first of each month. Regular Western Oregon University penalties will be assessed for late payments. In the event of an unpaid debt, the University and State of Oregon collection procedures will prevail and collection charges will be assessed. You will be responsible for attorney fees and any other costs and charges incurred in the enforcement of collection. The debt may be assigned to a commercial collection agency and/or the Department of Revenue, and will be assessed a 15% - 25% referral charge. In addition, the collection agency will add the cost of their service to your account. The collection fees could range from 20% - 33% of the amount referred.

Upon leaving campus housing, the outstanding balance of this contract becomes due. You are responsible for keeping the University Business Office informed of any name or address change until all liabilities and claims, if any, have been met satisfactorily. Unpaid debts to the University will preclude subsequent enrollment in the University, and will result in termination of your Family Housing contract.

Quiet Hours

Because of the concentration of living units, residents should keep noise to a minimum from mid evening to mid morning.

Garbage Collection

The garbage is picked up at least weekly from the dumpsters located adjacent to the complex.

Electrical / Furnishings

Refrigerators, stoves, dishwashers, washers/dryers, water heaters, and heating units are supplied and cannot be substituted. Blinds are also provided on all windows. Auxiliary electrical heating devices, wood stoves, freezers, pianos, and organs are not allowed. In addition, for students living in the Knox St. Family Housing units, washers and dryers in individual units are not allowed.

Personal Belongings

It is your responsibility to carry insurance on your own belongings. The state does not insure private property such as your furniture or belongings.

Care of Apartment

All electrical, plumbing, and permanent carpentry work will be done by University employees. It is your responsibility to insure that your apartment is properly cared for. Any damages other than normal wear and tear will be charged to you.

Apartment Access by Authorized Personnel

The University reserves the right to enter apartments for maintenance and safety reasons. Reasonable notice will be given when possible.

Grounds

The University grounds crew does the mowing and grounds maintenance. You are responsible for keeping outside areas around your apartment clean of debris and litter. Parents are expected to keep children's toys picked up so as not to be a safety hazard.

Behavior

At all times you are responsible for your apartment and the behavior of your family and friends. Tolerance and consideration for other tenants and children is appreciated. If problems occur, speak with the tenant in question first and work out a mutual agreement. Further problems should be referred to the University Residences Staff personnel.

Pets/Harboring or Feeding of Stray Animals

Except for aquarium fish, no pets are allowed. Aquarium size is limited to 10 gallons. One aquarium limit per unit. Tenants will be held responsible for any damages that occur because of aquariums. Tenants must not harbor or feed stray animals.

Waterbeds

Waterbeds are not permitted.

Utilities

Rent in Knox Street Family Housing includes water, sewer, garbage collection, electricity, high-speed internet and cable tv. Rent in the Alder View Townhouses includes water, sewer, garbage collection, electricity, cable tv and telephone/internet access.

Laundry

In Knox St. Family Housing there are coin operated washers and dryers located in a laundry room adjacent to the complex. Laundry facilities are for tenant use only. One laundry key is issued to each apartment. Loss of a laundry key will result in a \$100.00 fee.

In the Alder View Townhouses there are individual washers and dryers in each unit.

Keys/Fobs and Security

Responsibility for basic security for apartments rests with the tenant. Keys/Fobs to door locks are issued at check in. Should a key/fob be lost, report it immediately to your Apartment Manager or the Office of University Residences. The door lock will be re-keyed or the fob replaced at the tenant's expense (\$25.00 - \$50.00).

Parking

A limited number of off street parking spaces are available on a space available basis. There is one space designated for each apartment. Parking permits are required for any vehicle parked on the campus. Contact University Public Safety for parking permits.

Check out

Written notice must be given 30 days in advance of vacating your apartment to the Office of University Residences. Failure to give sufficient notice will result in a charge of one month's rent being placed on your account. You will be charged through the date of check out.

Please make an appointment with the Apartment Manager at least 48 hours in advance to checking out.

Violations of the above policies, the Code of Student Responsibility, federal, state and local laws may subject the violator to disciplinary action as outlined in the Code of Student Responsibility.

Lead Based Paint Notification

In compliance with House Bill 2971 (1995), tenants in facilities constructed prior to 1978 are to be notified of any known lead paint hazards within the facilities. The Knox Street-Family Housing Apartments were constructed prior to that date, and as a result, lead based paint may have been used at a time prior to 1978. However, we are currently unaware of any "known" lead paint hazards within the Family Housing facilities.