

2017-2018 EMPLOYEE, FAMILY AND GRADUATE (EFG) HOUSING APPLICATION

UAF DEPARTMENT OF RESIDENCE LIFE • P. O. BOX 756860, FAIRBANKS, ALASKA 99775-6860
WWW.UAF.EDU/RESLIFE • TEL 907-474-7247 • FAX 907-474-6423 • EMAIL UAF-HOUSING@ALASKA.EDU

HOUSING POLICIES AND PROCESS

BASIC INFORMATION

When to use this form:

This housing application is for single graduate student, single undergraduate student over the age of 26, faculty or employee in the first year of employment, or undergraduate student with dependents.

IF YOU DO NOT FIT INTO ANY OF THE CATEGORIES ABOVE THEN YOU DO NOT QUALIFY FOR FAMILY, EMPLOYEE, GRADUATE, NON-TRADITIONAL STUDENT HOUSING AT THE UNIVERSITY OF ALASKA FAIRBANKS. Note: Exempt employees

do not qualify for Faculty/Employee housing. Persons who have maintained a residence in the North Star Borough for a period of one year or more immediately prior to their employment by the University are not eligible for faculty/staff housing. Single undergraduate students over 26 years of age are eligible for Harwood units only.

Application Processing Fee:

\$75.00 non-refundable application fee.

Application vs Agreement:

This application is a request to be placed on a waiting list for housing. This is not an agreement for housing.

Applicant Responsibility:

Incomplete applications are not processed. It is the responsibility of the applicant to ensure that their application is completed and ready for processing.

Short-term vs Long-term Housing Agreements:

Student housing agreements are for an academic calendar year (short-term). Employee housing agreements are for a calendar year (long term).

DETAILED APPLICATION INSTRUCTIONS

FIND RATES, FLOOR PLANS, & HOUSING FORMS AT WWW.UAF.EDU/RESLIFE

Residence Life will process **COMPLETED** applications in the order received. **HOUSING OFFERS WILL BE SENT VIA EMAIL** as units become available.

HOUSING DEPOSITS ARE \$600. An initial deposit of \$300 is due two (2) weeks after acceptance of a housing offer. The remaining balance of the housing deposit and prorated rent are due upon move in. Cancelling housing after acceptance of a housing offer will result in forfeiture of the initial \$300 deposit payment.

- **Un-married couples with and without children must complete and notarized Financial Interdependence Form.**
- Married couples must provide a copy of their marriage certificate.
- Birth certificates (copy, not original) are required for all children listed on the housing application.
- UAF Campus is smoke and tobacco free. BOR Policy P05.12.102
- Family, Graduate and Non-Traditional Students are not allowed to store weapons in Residence Life Facilities. Storage is available through the UAF Police Department.

- At the time of occupancy, the student applicant must be enrolled for at least six (6) undergraduate credits or six (6) graduate credits per semester at UAF. Online and year-long correspondence courses do not fulfill this requirement.
- Each student application will remain on file for two (2) years from the date received. Each employee application will remain on file for one (1) year from the date received. Please keep your contact information current with The Department of Residence Life Office.
- Residence Life will offer a maximum of two (2) housing assignments to each applicant. Applicants will be removed from the wait-list if they:
 - A. Fail to respond to the first housing offer within 2 weeks
 - B. Decline both housing offers
- UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

APPLICANT INFORMATION: KEEP APPLICATION INSTRUCTIONS AND PET POLICY (PAGES 1 AND 2) FOR YOUR RECORDS.

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PET POLICY

The Department reserves the right to end the policy at any time without notice. The continuance of the policy will require pet owners to comply with the policies provided below and to control their pets in a mature manner. The Department also reserves the right to limit the total number of pets on campus or the number of pets in a specific housing area. The Pet Fee and Pet Deposit that is due upon Occupant's entrance into the Premises is the same amount regardless of whether there are one or two pets.

SINGLE STUDENT HOUSING: The following facilities are included in this category for the purposes of this policy: Cutler Apartment Complex, Moore Hall, Bartlett Hall, Skarland Hall, Wickersham Hall, McIntosh Hall, Nerland Hall, Stevens Hall, Lathrop Hall, Garden Apartments and Harwood Hall). These policies apply to all units in these facilities.

Fish are the only type of pet permitted in single student housing. Aquariums may not exceed ten gallons. All residents of the unit must agree to the presence of an aquarium in the unit and all will be held financially responsible for damage and/or cleaning costs associated with aquarium use. If other (non-fish) pets are found in any single student residence facility the following actions will take place:

1. Animal(s) must be removed from the unit.
2. Residents of the unit are financially responsible for damage and/or cleaning costs associated with the pet(s); these costs are above and beyond initial room deposit or non-pet related damages.
3. Residents of the unit will be liable to judicial action and it may result in loss of campus housing privileges.

FAMILY AND FACULTY HOUSING: In addition to fish, residents of family, faculty, and staff housing may have: small caged animals (limit of two small caged animals per household); and dogs and cats; no other animal may be kept as a pet in campus housing. The following conditions apply:

REGISTRATION: All pets must be registered with the Department of Residence Life. Dogs and cats must wear an owner provided tag that identifies the animal, the owner and address; immunization tags must also be worn. In addition owners must:

- Pay a \$300 non-refundable fee, per household to register dogs and/or cats on campus (small caged animals require a \$100 refundable deposit; fish are exempt from this fee). This fee will cover the administrative costs of the pet program including staff time to conduct inspections, investigate complaints, verify health information, and implement the registration process.
- Pay a \$1000 refundable dog and/or cat deposit, per household, in addition to existing residence life deposits (small caged animals pay a \$100 refundable deposit, fish are exempt from this fee). This deposit will not be returned until an inspection of the apartment is completed. The return of deposit will occur only after an inspection that is conducted 3-5 days after the unit is vacated. Damages will be assessed and if applicable, additional charges applied to the account.
- Provide proof of a current rabies vaccination for their cat and/or dog.
- Provide proof that their cat and/or dog has been spayed or neutered.
- Submit to periodic short-notice inspections of their units to check for pet related damage.





FAILURE TO COMPLY: Owners who fail to register and/or pay the pet fee and deposit will have both added to their university account. In addition an immediate inspection will be conducted of the housing unit. Additional sanctions up to and including the possible loss of housing privileges, will be imposed.

LIMITATIONS BY FACILITY:

- Dogs are not permitted but cats are permitted in the following facilities: Stuart Hall, Walsh Hall.
- Hess Village units are limited to only one dog or one cat per unit.
- In all family/faculty facilities pets are limited to two pets total.

GENERAL POLICIES:

- No pet may exceed 50 pounds in weight.
- Dogs that bark or make any other noise and cannot be controlled will be removed from campus.
- Dog breeds noted for their aggressive behavior cannot be kept as pets without a waiver from the Director of Residence Life. These include Pit Bull, Rottweiler, Doberman Pinscher and German Shepherd. Owners of these breeds must provide proof of obedience training and demonstrate the dog is not aggressive.
- Dogs cannot be left unattended in a housing unit for more than six consecutive hours.
- Pets must be on a leash when not in the home or vehicle; voice only control is unacceptable.
- No outdoor kenneling is permitted.
- Owners must pick-up and properly dispose of droppings left by their animals. If droppings are found, then the Department of Residence Life may have them cleaned-up and may bill dog owners in the area of the clean-up.
- People staying on campus in a guest status may not have a pet of any sort in campus housing.
- Pets that present a threat or nuisance will be removed from campus.

	CAT 	DOG 	SMALL CAGED ANIMAL 	FISH 
HARWOOD	NA	NA	NA	✓
GARDEN	NA	NA	NA	✓
STUART	✓	NA	✓	✓
WALSH	✓	NA	✓	✓
TANANA*	✓	✓	✓	✓
CHANDALAR*	✓	✓	✓	✓
HESS VILLAGE**	✓	✓	✓	✓
CHATANIKA	✓	✓	✓	✓
WICKERSHAM 103	NA	NA	✓	NA

*Tanana, Chandalar, Stuart, Walsh and Copper are limited to two pets total

**Hess Village limited to 1 cat or 1 dog per unit

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HOLDER OF RENTAL AGREEMENT

NAME _____
 LAST NAME FIRST NAME MIDDLE NAME

DATE OF BIRTH _____ EMAIL _____ PHONE #: _____

SOCIAL SECURITY # _____ UNIVERSITY OF ALASKA ID # _____

CURRENT MAILING ADDRESS _____ STREET // CITY // STATE // ZIP CODE

PERMANENT MAILING ADDRESS _____ P.O. BOX // CITY // STATE // ZIP CODE

PREVIOUS MAILING ADDRESS (REQUIRED) _____ HAVE YOU LIVED ON CAMPUS BEFORE YES NO

LANDLORD NAME _____ PHONE# _____ DATES OF OCCUPANCY _____

I AM REQUESTING A MOVE-IN DATE OF... (PLEASE SELECT ONE AND WRITE IN YOUR PREFERRED MOVE-IN DATE)

SUMMER SEMESTER _____ FALL SEMESTER _____ SPRING SEMESTER _____

I AM REQUESTING HOUSING AS A...

UNDERGRADUATE STUDENT OVER 26 UNDERGRADUATE STUDENT W/DEPENDENTS FACULTY OR EMPLOYEE GRADUATE STUDENT

I AM REQUESTING HOUSING WITH...

DEPENDENTS  # _____ HOMEW/GARAGE  DOG  # _____ CAT  # _____ SMALL CAGE ANIMAL (NO BIRDS) 

2

LEGAL DEPENDENTS

NAMES OF SPOUSE OR FINANCIALLY INTER-DEPENDENT PARTNER AND DEPENDENTS WHO WILL BE LIVING WITH YOU

1. Copy of marriage certificate or financial interdependence form **must accompany application.**
2. Copy of birth certificate or proof of legal guardianship for each child **must accompany application.**
3. If a couple is engaged, the marriage must be legal within 45 days of application submission.

NOTE: THIS APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL THE ABOVE REQUESTED PAPERWORK HAS BEEN SUPPLIED BY THE APPLICANT.

PLEASE LIST ALL NAMES

NAME	DATE OF BIRTH	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LEGAL DISCLOSURE - MARK YES OR NO FOR THE FOLLOWING*

Yes* No Do you or anyone planning to live with you presently have felony charges pending against you or have you ever been convicted of a felony?

Yes* No Do you or anyone planning to live with you presently have misdemeanor charges pending against you, or have you been convicted of a misdemeanor in the past five years?

Yes* No Do you or anyone planning to live with you presently have sexual offense charges pending against you or have you ever been charged or convicted of a sexual offense crime or attempt to commit such a crime, as defined by Title 11 of Alaska Statutes? The Alaska Statutes are viewable online at www.legis.state.ak.us/basis/folio.asp.

Yes* No Have you ever filed for bankruptcy?

Yes* No Have you ever been evicted from any tenancy?

Yes* No Have you ever willfully or intentionally refused to pay rent when due?

* If you answered yes to any of these questions, please provide information about the crime(s) of which you have been convicted, date(s) of conviction(s), court(s) convicted in and sentence(s) received. Please attach a separate sheet for each crime if needed. (You may photocopy this form.)

I authorize the UAF Department of Residence Life to conduct a detailed criminal background check of my past. Non-disclosure and incomplete or inaccurate information are grounds for immediate termination of housing. Social Security¹ numbers are necessary for the background and credit check.

SIGNATURE _____ DATE _____

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EMERGENCY CONTACT INFORMATION

The Higher Education Opportunity Act allows you the opportunity to list contact information to be used in case of an emergency.



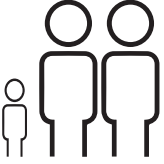
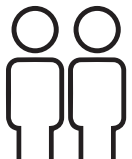
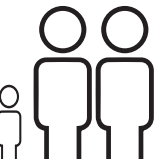
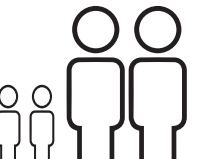
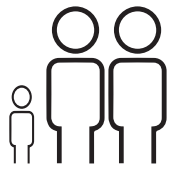


EMERGENCY CONTACT PERSON _____ TELEPHONE _____
 MAILING ADDRESS _____
 RELATIONSHIP TO APPLICANT _____ EMAIL _____

The majority of communication with Residence Life will be through email. Please make sure that your preferred email on this application, and on UAOnline, is accurate and up to date. If your email changes the responsibility to inform Residence Life of this fact is with the applicant not Residence Life. (Applicant Initial) _____ EMAIL _____

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HOUSING SELECTION

Please indicate by number your 1st, 2nd and 3rd choice for assignment. If all choices are equally acceptable, place a '1' in all boxes for which you are eligible. Residence Life assigns all housing on a first come, first serve basis. By checking the box below you as an applicant are agreeing to accept the first unit that Residence Life offers you that you are eligible for. In the case that you decline a unit that you have indicated on this application that you would accept Terms and Conditions (on page 1) 4 and 5 apply to you.

 EFFICIENCY APARTMENT LOCATIONS: HARWOOD REQUIREMENTS: NO CHILDREN \$865 per month 380 sq ft	 DOUBLE-SHARED APARTMENT LOCATIONS: GARDEN REQUIREMENTS: SINGLE OCCUPANCY \$745 per month 695 sq ft	 1-BEDROOM HOME WITH GARAGE LOCATIONS: TANANA, CHANDALAR REQUIREMENTS: MAX 1 CHILD UNDER THE AGE OF 3 \$1,175 per month 600 sq ft
 1-BEDROOM APARTMENT WITHOUT CHILDREN LOCATIONS: WALSH, STUART, HARWOOD, HESS VILLAGE REQUIREMENTS: NO CHILDREN \$985 per month 400 sq ft	 2-BEDROOM APARTMENT LOCATIONS: HESS VILLAGE REQUIREMENTS: MIN. OF 1 CHILDREN MAX OF 2 CHILDREN \$1,200 per month 720 sq ft	 2-BEDROOM HOME WITH GARAGE LOCATIONS: TANANA, CHANDALAR, CHATANIKA REQUIREMENTS: MIN. OF 1 CHILDREN MAX OF 2 CHILDREN \$1,430 per month 1,408 sq ft
 1-BEDROOM APARTMENT WITH CHILDREN LOCATIONS: HESS VILLAGE REQUIREMENTS: MAX 1 CHILD UNDER THE AGE OF 3 \$985 per month 425 sq ft	 3-BEDROOM APARTMENT LOCATIONS: HESS VILLAGE REQUIREMENTS: MIN. OF 2 CHILDREN MAX OF 4 CHILDREN \$1,385 per month 900 sq ft	 3-BEDROOM HOME WITH GARAGE LOCATIONS: CHANDALAR REQUIREMENTS: MIN. OF 2 CHILDREN MAX OF 4 CHILDREN \$1,640 per month 1,450 sq ft

PLEASE REMEMBER



IF YOU ACCEPT AN ASSIGNMENT FOR A UNIT THEN CHOOSE TO TRANSFER TO A DIFFERENT UNIT, YOU WILL BE PLACED ON THE 'WAITLIST WITHIN APARTMENT HOUSING'. MOVES WITHIN APARTMENT HOUSING ARE NOT GUARANTEED.



UAF CAMPUS IS SMOKE AND TOBACCO FREE.



IF YOU HAVE MORE THAN ONE (1) PET YOU ARE ONLY ELIGIBLE FOR A HOME RENTAL



NOTE: ALL UNITS ARE UNIQUE. REFER TO THE RESIDENCE LIFE WEBSITE FOR FLOOR PLANS AND PHOTOS. WWW.UAF.EDU/RESLIFE

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HOUSING APPLICATION CHECKLIST

I HAVE COMPLETED THE FOLLOWING STEPS TO ENSURE MY APPLICATION IS PROCESSED

- INCLUDED APPLICATION FEE** — CALL TO PAY WITH CREDIT CARD OR MAIL A CHECK OR MONEY ORDER MADE PAYABLE TO UAF DEPARTMENT OF RESIDENCE LIFE.
- REGISTERED FOR AT LEAST 6 UAF CLASS CREDITS** — ONLINE & YEAR-LONG CORRESPONDENCE COURSES DO NOT COUNT TOWARD THIS REQUIREMENT.
- IF YOU ARE UNMARRIED** — COMPLETED AND NOTARIZED FINANCIAL INTERDEPENDENCE FORM.
- IF YOU ARE MARRIED** — PROVIDED A COPY OF MARRIAGE CERTIFICATE.
- IF YOU HAVE CHILDREN** — PROVIDED COPY OF BIRTH CERTIFICATES FOR EACH CHILD
NOTE: SOME UNITS DO NOT ALLOW CHILDREN.
- IF YOU HAVE A PET** — A PHOTO OF YOUR PET(S) AND PROOF OF PET(S) CURRENT VACCINATIONS. OWNERS OF DOGS & CATS MUST PROVIDE PROOF THAT PET HAS BEEN SPAYED / NEUTERED.
NOTE: BIRDS ARE NOT PERMITTED IN UNIVERSITY HOUSING.
- IF YOU ANSWERED YES TO ANY QUESTION IN STEP 2** — ATTACH WRITTEN DOCUMENTATION OF ANY AND ALL CONVICTIONS YOU HAVE ON RECORD.
- IF YOU HAVE QUESTIONS ABOUT SPECIFIC APARTMENTS OR HOMES, VISIT THE RESIDENCE LIFE WEBSITE FOR FLOOR PLANS & PHOTOS WWW.UAF.EDU/RESLIFE.**
- IF YOU HAVE QUESTIONS ABOUT RESIDENCE LIFE POLICIES AND PROCEDURES, REFER TO THE RESIDENCE LIFE HOUSING HANDBOOK FOUND AT WWW.UAF.EDU/RESLIFE.**

INFORMATION RELEASE & ACCURACY AUTHORIZATION

In considering this application from you, The Department of Residence Life will rely heavily on the information which you have supplied. It is important the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize Residence Life to verify any information you have provided. In addition, you authorize Residence Life to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

By signing this document, I affirm that the information I have provided on this form is true and that I am in agreement with any additional charges that may be added to my account resulting from the above selection. I agree to reimburse the University of Alaska the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorneys' fees, the University of Alaska incur in such collection efforts. If I do not pay, University of Alaska may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods.

I authorize the release of application, agreement, and tenant history information to Credit Services, Inc., d/d/a Tenant Watch (TW), any subscriber of TW, any national credit repository or credit reporting agency or any other person or company in order to supply Residence Life with information requested concerning me. IN SUBMITTING THE PRECEDING APPLICATION, I UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS OF UAF RESIDENCE LIFE HOUSING POLICIES.

SIGNATURE

DATE

RETURN COMPLETED HOUSING APPLICATION (PAGES 1-3) TO THE DEPARTMENT OF RESIDENCE LIFE