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**Application Instructions**
Rutgers University’s Graduate Family Housing offers one and two-bedroom apartments to eligible graduate students. There are several floor plans to choose from. The cost of rent includes heat, gas, electric, hot and cold water, cable television service and high speed Internet access. The apartments are equipped with a refrigerator and a stove but are unfurnished. The apartments are located on the Busch campus in Piscataway and residents have easy access to all of the Rutgers New Brunswick campus. The free bus system eliminates parking and transportation problems, which is another benefit to living in family housing.

Our staff will prepare your apartment prior to moving in and will expeditiously handle your maintenance problems. We even have staff to assist you with emergencies during evening and weekend hours.

The Graduate Housing Assignment Office located in the Buell Apartments on Busch Campus is open Monday through Friday from 8:30 a.m. to 5:00 p.m. to assist you. If you have any questions, you can reach us at 732/445-0750. You can also access more information on our web site at:

http://housing.rutgers.edu/ie

We look forward to serving you while you attend Rutgers!
Here are some facts you will need to know when considering graduate family housing as your new home.

Eligibility

Apartment units in Graduate Family Housing are open to students who are:

- Enrolled in one of the Rutgers New Brunswick Graduate Schools and are married or single and living with their minor children. Eligible students may apply for housing six months prior to their date of marriage.
- Full-time matriculating graduate students as determined by the Director of the Graduate Program. "Research credits" as student status is limited to doctoral candidates specifically working the equivalent of full-time on their degree requirements. PhD students must be registered for a minimum of 1 credit.

Students registering for matriculation continued or less than 1 research credit are ineligible.

Please Note: Graduate Students at Rutgers Newark campus that are interested in Family Housing should contact the Rutgers Housing Office in Newark.

Physically Limited Students
Physically limited students should describe the type and degree of disability and the special accommodations required on the application. The Graduate Housing Assignment Office will do its best to fulfill all such requests.
Johnson Apartments:
offer two-bedroom units with one floor plan and include the following features:
♦ Electricity, heat, hot and cold water included
♦ Kitchens equipped with electric stove and refrigerator
♦ Cable television service and Internet access
♦ Carpeting and linoleum
♦ Removable panel for air-conditioner (air conditioner not included)
♦ Parking space (for automobiles with proper housing and/or university decals)
♦ Laundry in each building

Window Measurements: (taken on the inside of the window)
Living Room: 53" high and 33 3/8" wide
Bedroom: 53" high and 33 1/4" wide
NICHOLS APARTMENTS: offer two-bedroom units and include the following features:

- Electricity, heat, hot and cold water included
- Air-cooled
- Kitchens equipped with electric stove and refrigerator
- Cable television service and Internet access
- Carpeting and linoleum
- Living/Dining Room Combination
- 2 laundry facilities in the complex
- Parking space (for automobiles with proper housing and/or university decals)

Window Measurements: (taken on the inside of the window)
Living Room: 46" high and 69 1/2" wide
Bedroom: 46" high and 51 1/2" wide
MARVIN APARTMENTS:

offer two-bedroom units in either a single story or duplex (two-story) floor plan and include the following features:

- Single story (1st floor) OR
- Duplex units (two-story units, 2nd and 3rd floors, kitchen and living/dining room combination on the 2nd floor and two bedrooms, a bathroom, and a linen closet on the 3rd floor)
- Electricity, gas, heat, hot and cold water included
- Air-cooled
- Cable television service and Internet access
- Carpeting and linoleum or all carpeting
- 2 laundry facilities
- Parking (for automobiles with proper housing and/or university decals)

Window Measurements: (taken on the inside of the window)
Living Room: 58 1/2” high and 70 1/2” wide
Bedroom: 46 1/2” high and 47” wide

MARVIN

2 BEDROOM SINGLE STORY (1ST FLOOR)
MARVIN 2 BEDROOM DUPLEX
2 STORY (2ND AND 3RD FLOORS)

Second Floor

Living/Dining Room
23' X 13'8"

Kitchen
5'8" X 10'4"

Third Floor

Bedroom
11'4" X 9'9"

Bedroom
11'4" X 13'4"

Bath
Hall
RUSSELL APARTMENTS:
offer both one and two-bedroom units and include the following features:
♦ Electricity, heat, gas, hot and cold water included
♦ Heat provided by individual gas furnaces
♦ Kitchens equipped with refrigerator and gas stove
♦ Carpeting and linoleum
♦ Cable television service and Internet access
♦ Removable panels for air-conditioner (air conditioner not included)
♦ Coin-operated laundry facility in complex
♦ Parking space (for automobiles with proper housing and/or university decals)

Window Measurements: (taken on inside of the window)
57" high and 40" wide

Russell One Bedroom

![Russell One Bedroom Floor Plan]
Once you’ve decided that graduate family housing is for you, complete the housing application process detailed in the following pages.
Housing Application Process:

- All students are strongly urged to submit an application before May 15th. Generally, all units are assigned by July 1st for the fall semester.
- To reserve housing, complete the enclosed 2010-11 Graduate Family Housing Application according to the instructions at the end of this booklet.
- If we have no vacancies in your preferred complex, we will offer you an available unit in another complex.
- If your housing application is received at a time when there are no apartment units available, your name will be put on the waiting list and contacted when an apartment becomes available.
- Your application will not be accepted if copies of documentation are not submitted along with the application.
- Submitting false information to the Graduate Housing Assignment Office will result in the cancellation of your application.
- Acceptance of your Housing application does not guarantee a housing assignment.

In addition to your completed application, you must provide copies of documentation (see below) concerning your admission status, marital status, number of minor dependents (under eighteen years of age), and/or pregnancy including:

- Marriage certificate
- Proof of student status: Incoming students must submit a copy of the Certificate of Admissions. Continuing students must submit a recent letter from the department indicating full-time matriculating graduate student status.
- Students who wish to be considered as a non-traditional family should obtain an Affidavit Of Domestic Partnership from the Graduate Housing Assignment Office to be submitted in lieu of a marriage certificate.
- If you have children, you must also submit copies of each child’s birth certificate.
- Continuing Students must also provide proof of residency (such as a current lease or utility bill in your name mailed to your current address.)

International students must submit an official English translation of documents. Applicants are responsible for submitting a copy of the marriage certificate with the application.
Contact Information
It is the student’s responsibility to keep his/her address current with the Graduate Housing Assignment Office. Those on the waiting list must submit their off-campus address to the Graduate Housing Assignment Office. A department address will not be accepted. If we are unable to reach you by mail, we will remove your name from our waiting list. Failure to respond to dated material will result in the cancellation of your application.

Housing Contract
After the Graduate Housing Assignment Office informs you that a unit is available, you must complete a Graduate Family Housing Contract. A $200 non-refundable deposit must be submitted with your contract. You must submit your application and deposit within 14 days or the offer will be rescinded and your name will be removed from the waiting list.

Important Information
♦ Tenants must vacate within 30 days after loss of eligibility
♦ Failure to accept an apartment will result in cancellation of your housing application
♦ Changes in marital status will warrant a review of eligibility
♦ Rule changes and any rule infractions may affect your application status

Housing Assignments: are made on a first-come, first served basis, determined by the receipt date of your completed application.

Cancellations: Please notify the Graduate Housing Assignment Office as promptly as possible if you decide not to live in Graduate Housing Assignment Office while attending Rutgers.

Parking: Parking spaces are provided near each complex. Students are required to register all vehicles with the University Department of Transportation Services Office. Parking regulations are strictly enforced.
Housing Assignments: are made on a first-come, first-served basis, determined by the receipt date of your completed application.

Cancellations: Please notify the graduate family housing office as promptly as possible if you decide not to live in family housing while attending Rutgers.

Parking: Parking spaces are provided near each complex. Students are required to register all vehicles with the graduate family housing office to receive a family parking lot decal in addition to the decal purchased from the University Parking and Transportation Services Office. Parking regulations are strictly enforced.

Campus Living Guidelines*: This document does not include all of the rules and regulations concerning occupancy in Graduate Family Housing. A complete list of rules and regulations and contract agreements may be reviewed at the Graduate Family Housing website at: http://housing.rutgers.edu/ie/

Transfers: Students may apply for a transfer to another apartment by submitting a transfer request form that can be obtained at the Graduate Housing Assignment Office. All transfers must be approved by the Graduate Housing Assignment Office.

Transfers are only processed between October and April 30th. No transfers are allowed over the summer months. Only two (2) transfers per family are allowed.

Contract Period/Renewal: The initial period of occupancy begins on August 15th for Incoming Students and on August 1st for Continuing Students. The contract terminates the following July 31st. If eligible, contracts are renewable in the Spring. Renewal information will be emailed to all residents.

Occupancy: Only the student, spouse, and their minor children are eligible to reside in University housing. Friends and relatives are not permitted to reside with residents. Parents of the student or spouse are allowed extended stays with the approval of the Graduate Housing Assignment Office. Sublets are strictly forbidden. Occupants that allow unauthorized residents to reside in University Housing facilities will be required to vacate their university apartment within 30 days.

Apartments are to be used as dwelling units only; business activities are prohibited.

*This booklet does not include all of the rules and regulations concerning occupancy in Graduate Family Housing. A complete list of rules and regulations and contract agreements may be reviewed at the Graduate Family Housing website at: http://housing.rutgers.edu/ie/
Duration of Tenancy: The maximum tenancy in university apartments for any family is five (5) contract periods. This is cumulative. Under no circumstances can University Housing authorize tenancy beyond that point. For example: if a family lives in student family housing for five years, and then the spouse enrolls in a graduate program, the family will not be allowed to reside in student family housing. This is to ensure that family housing is made available to the maximum number of students possible. Your 5th (last) contract will expire on May 31st of that contract year. Extensions until June 30th will be made for families who have children in the public school system.

Inspections: Inspections will be done when necessary to enforce the contract or housing, fire, and safety regulations. Fire inspections are done at least twice yearly with no advance notice to tenants. Inspections for unauthorized residents will be conducted randomly throughout the year. (See "Subleasing.")

Guest Policy: Guests are permitted to visit for a short period of time (up to 14 days.) You must notify the Graduate Housing Assignment Office and provide the name, address, and length of visit. Anyone not registered found staying in an apartment, will be considered an unauthorized resident and will cause the resident to lose their housing privileges.

Pet Policy: Pets and research animals of any kind are prohibited in University Housing facilities. This policy is strictly enforced. Violation of this policy may result in revoking your housing privilege and canceling your contract.

Personal Property: The university is not responsible for loss or damage to resident’s personal property. Residents are advised to carry personal property insurance.

Utilities: Rent includes utilities (gas, electricity, heat, and hot and cold water.) We ask that you conserve on energy in order to help us keep our fees low.

Telephones: Every apartment has a telephone jack on the wall in the kitchen area. However, telephone service is not provided but may be obtained through Verizon.

Sanitary Standards: Minimum sanitary standards have been established for all family residents. Failure to maintain a clean, neat unit encourages breeding of insects and rodents and will jeopardize the renewal of your lease.

Maintenance/Work Orders: Call 732/445-0044 Monday – Friday between 8:30 a.m. and 5:00 p.m. to initiate work orders. We will investigate the concern within 48 hours.
After Hours Maintenance Emergencies: For after hours maintenance emergencies only (lack of heat or electricity, flooding, etc.) call the Housing Dispatcher at 732/558-0734.

For Medical, Fire or Police Emergencies: Call 911.

Hallways, Corridors, and Stairwells: Please don't use these areas for personal storage. We will confiscate any item that poses a health or safety hazard, prohibits our staff from fully cleaning or maintaining that area, and/or becomes a nuisance to neighbors as well as the custodial/maintenance crew. This policy is strictly enforced on a daily basis.

Fire Alarms and/or Smoke Detectors/Sprinklers: These devices are in all units, and are checked regularly. Tampering with such devices will necessitate canceling your lease. We are serious about fire prevention. The fire department inspects all units at least twice a year. Tenants are not notified before inspections begin.

Prohibited Items in Apartments and Storage Areas:
- Washing machines, dryers and dishwashers
- Additional refrigerators
- Freezers
- Garbage disposal units of any kind
- Electric, gas, or kerosene heaters
- Water beds
- Candles
- Hot pots
- Halogen Lamps
- All types of barbeque grills
- Exterior clothes lines
- Firearms and other weapons
- Pianos and drums
- Chemicals, fireworks, and explosives
- Gasoline, benzene, alcohol, and other flammable liquids
- Electrical wiring that is "homemade" or otherwise modified or transformed
- Electrical extension cords over six feet long or multiple plugs into which more than two cords are attached
- Exterior radio or television masts, aerials and satellite dishes
- Light “dimmers,” ceiling fans, or any other device that replaces, adds to, or interferes with any room/apartment/building apparatus

Window air conditioners (One air conditioner will be permitted in the Russell and Johnson apartments. The air conditioner must be installed in the space provided. No window air conditioners are permitted.)
Visit our website at: http://housing.rutgers.edu/ie “Residents’ Guidelines for Living On Campus” for a more comprehensive list of prohibited items, apartment rules and regulations.

Rule changes may occur throughout the contract period. Residents will be notified and our web site will be updated. Residents are responsible to be informed of all regulations, policies and changes.

**Vacating Apartments**
Students must notify the Graduate Housing Assignment Office in writing 60 days prior to vacating apartments. Vacating dates are the last day of the month.

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**Student Services**

**Graduate Residence Life Program**
The Graduate Residence Life Program was created to provide graduate students with the same counseling, programs, and benefits as their undergraduate counterparts. The program was started in 1982 and has been nurtured and guided by the entire management and student staff within the University Housing. We act as a resource/referral agent, mediate conflicts, and offer counseling. For information regarding this program call 732/445-5717.

**For More Information:**
If you want more information about graduate family housing at Rutgers, visit our website at:

http://housing.rutgers.edu/ie/

or write to us at:

**Graduate Housing Assignment Office**
Rutgers, The State University of New Jersey
P.O. Box 880
Piscataway, New Jersey 08855-0880
INSTRUCTIONS FOR COMPLETING THE GRADUATE FAMILY HOUSING APPLICATION

Complete all requested information. The shaded area at the top is for use by the Graduate Housing Assignment Office. Please be sure to print clearly and answer all questions.

- Enter your last (family name), first, and middle name
- Enter your RUID number (if you have one as of this date)
- Enter your date of birth
- Enter your sex (male/female)
- Enter your email address
- Enter the name of the academic department that you are enrolled in and the campus (if known)
- Enter your current address
- Check the box in front of the information that pertains to your family status
- Check the box that applies to your student status and contract period
- Choose the type of apartment you prefer and put an “X” in the box(es) corresponding with the apartments you are willing to accept
- List the name(s) of your family member(s) (spouse and child(ren) who will be living with you); specify their relationship to you, their sex and age(s)
- Be sure to sign your form by the X, this signifies your understanding and fulfillment of the application and housing agreement
NECESSARY DOCUMENTATION

Submit the documents below with your completed application:

ALL students:
- proof of marital status. (If it is in a language other than English, attach an English translation of the document.)
- Copies of birth certifications (if you have children)

Incoming students:
- a copy of the Certificate of Admissions.

Continuing students:
- a letter from the department indicating full-time matriculating graduate student status;
- proof of residency (this can be a copy of a current lease or a bill in your name sent to your current address.)

After you have completed your application and attached the necessary documents above, mail it to the address below. Be sure sufficient US postage is affixed to the envelope before mailing.

Rutgers, The State University of New Jersey
Graduate Housing Assignment Office
55 Bevier Road
Piscataway, NJ 08854
732/445-0750

We’re on the web at:
http://ruoncampus.rutgers.edu/facilities/browse-by-campus/