Graduate Family Housing Instructions for 2010-2011

If you currently reside in Graduate Family Housing, we need to know if you are planning to stay on-campus for next academic year (2010-2011) by **April 2, 2010**. Current housing contracts end on July 31, 2010 unless you fall into the exceptions below.

**Exceptions/Contract Renewal:**
Housing Contracts for students who lose eligibility due to graduation will end on May 31, 2010 except for those students living with dependent children in the Piscataway school system who will be allowed to remain until June 30, 2010.

Students who will reach their five year maximum during the 2010-2011 contract period will lose eligibility five years from the time they moved into graduate housing or on May 31, 2011, whichever comes first.

**To Renew Your Housing Contract:**
Students interested in renewing their Housing Contract for 2010-2011 must complete an Application for Renewal of Assignment Form and a Housing Contract for 2010/2011 between March 22, 2010 and April 2, 2010 in person at the Graduate Housing Assignment Office at 55 Bevier Road in the Buell Apartments on the Busch Campus. Spouses that reside with the student must accompany the student to sign the housing contract. The student and spouse (if applicable) must bring a photo identification card. Current Housing Contracts end on July 31, 2010.

To apply for a renewal of your housing contract, you must continue to meet the housing eligibility requirements.

**Eligibility Requirements:**
- You must be enrolled in one of the Rutgers New Brunswick Graduate Schools.
- You must be a full-time matriculating graduate student as determined by the Director of the Graduate Program.
- Doctoral students with research credits as their student status must be working the equivalent of full-time on their degree requirements.
- PhD students must be registered for a minimum of one credit.
- If you are in a joint program and do not register for classes at Rutgers, you need to provide a letter from your academic department stating that you will continue to be a full-time graduate student in a joint program as of September 1, 2010.
- You must reside with your spouse, domestic partner and/or dependent child/children.
- You cannot exceed the five year limit per family for residing in family housing.
Please Note: If at anytime you become ineligible for graduate housing, you must immediately notify the Graduate Housing Assignment Office and you will be required to vacate your residence within 30 days of the loss of eligibility.

All residents must read and abide by the Graduate Family Guidelines for Living on Campus available on our website at: http://housing.rutgers.edu/family

We have highlighted a few of our policies here:

Housing Fees/Payments:
Housing fees will appear on the student term bill. All payments must be made to the Rutgers University Cashier’s Office. Payments will not be accepted at any Housing Office.

Guest Policy:
Graduate Family apartments are to be occupied only by the student, spouse and their minor child/children. No other person is permitted to live in the residence. Guests are allowed for short visits and must be registered with the Graduate Housing Assignment Office. Parents may be approved for extended visits with the approval of the Graduate Housing Assignment Office. An additional rental fee of $30.00 will be charged for each month for each guest. Guests found living in a resident’s apartments without approval from the Graduate Housing Assignment Office will cause the resident to lose their housing privileges. You will be required to vacate the apartment and will be held responsible for the payment for the remainder of the housing contract. In addition, you will be prohibited from applying for on-campus housing in the future.

Cancellation Policy:
Students may cancel their graduate housing contract without cause, provided they give a written notice at least 60 days in advance. The effective date of cancellation will be the earliest vacate date that occurs after the 60 day notice period has elapsed. Vacate dates occur on the last day of each month. Students must move out by the vacate date.

Maximum Residency:
Each eligible family may reside in family housing for a maximum of five years per family. Residents who reach their 5 year maximum residency during the 2010/2011 school year will lose eligibility upon reaching their five years or on May 31, 2010 whichever date is earlier.

Students Graduating/Loss of Eligibility:
Residents completing their academic programs, withdrawing from the university or otherwise losing their eligibility can no longer live in graduate family apartments and must notify the Graduate Housing Assignment Office.
**Students Not Renewing Their Housing Contracts/**

**Students Losing Their Eligibility including those Graduating:**

Students that are not planning on renewing their housing contract for 2010-2011 need to complete the *Intent to Vacate Form between March 22 and April 2, 2010* in person at the Graduate Housing Assignment Office at 55 Bevier Road in the Buell Apartments on the Busch Campus. Please take serious consideration when completing the Intent to Vacate Form. Once you inform us that you will not be residing in your apartment next year, you must move out on the approved vacate date. We cannot extend your stay because your apartment will be offered to another student on the waiting list. Graduating students and students who otherwise lose their eligibility must also complete the Intent to Vacate Form.

Please be sure to move out by the approved vacate date. **Students who do not move out on their vacate date will be billed an additional $100 per day fee.**

**Inspection:**

Please be sure to call the Busch Campus Housing Office at 732-445-0044 at least four days prior to your vacate date to set up your final inspection, if you wish to be present at the inspection. A Housing staff member will inspect the residence after you have moved out, if you do not schedule an appointment. Students are charged if the residence is not left in a broom clean condition or if there are damages not due to normal wear and tear.
APPLICATION FOR RENEWAL OF HOUSING ASSIGNMENT

STUDENT’S NAME: ___________________________ E-MAIL: ___________________________

APARTMENT #: ___________________________ TELEPHONE #: ___________________________

RUID#: ___________________________ SCHOOL/DEPARTMENT: ___________________________

SPOUSE’S NAME: ___________________________

RUID#: ___________________________ SCHOOL/DEPARTMENT: ___________________________

NAMES OF CHILDREN  SEX  BIRTH DATE  SCHOOL ATTENDING

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

OTHER MEMBERS OF THE FAMILY LIVING WITH RESIDENT

NAME  RELATIONSHIP  BIRTHDATE

________________________________________________________________________

________________________________________________________________________

RESIDENT CLASSIFICATION

GRADUATE_______ UNDERGRADUATE_______ CLASS OF_______

I hereby apply to renew my occupancy in Family Housing for a period of one year beginning August 1, 2010. (If for a period of less than one year, specify termination date _________________________.)

I certify that I will be eligible as defined below as of the FIRST DAY of the FALL TERM, and that if I become ineligible at any time during the coming academic year, I will promptly report this to the Graduate Housing Assignment Office and vacate my apartment within 30 days.

ELIGIBILITY FOR GRADUATE FAMILY HOUSING IS DEFINED AS FOLLOWS:

- Graduate students must be full-time, matriculating as defined by the Graduate Dean’s office. EOF must be full-time.
- University policy restricts the use of the apartments to full-time matriculating students and their spouses and children.
- Eligibility will be CANCELLED if the resident sublets the apartment, allows anyone other than those registered to reside in the apartment, or is found advertising a space in the apartment for rent.
- No lease will be renewed past the five year, per family limit.

Signed: ___________________________ Date: ___________________________
60 DAYS NOTICE OF INTENT TO VACATE GRADUATE HOUSING

I understand as stated in my contract that I am cancelling my housing Contract for the current contract period. A Graduate Housing agreement may be cancelled without cause, pursuant to the terms herein, provided the student gives the Graduate Housing office at least 60 days notice of such cancellation. The Effective Date of the cancellation shall be on the earliest available Vacate Date that occurs after the 60 days notice period has elapsed. Vacate Dates occur on the last day of each calendar month. Students understand and acknowledge that they are responsible for all payments under the contract through the approved Vacate Date. I may not reapply for family housing until after my approved vacate date below.

I have received a copy of the MOVE OUT PROCEDURES. I must return all keys prior to my leaving by 1:00pm on that date stated BELOW. Failure to vacate on the date given above will result in a charge of $100.00 for each additional day I remain. I also will be responsible for any additional cost to the Housing office or the new student caused by my failure to vacate.

By signing this notice, I understand that I am cancelling all contracts I have for my housing. I may not re-apply for on-campus housing until my vacate date stated below.

This is to inform the Graduate Housing Office of Rutgers University of my intent to vacate:

DATE:_________________________

CURRENT HOUSING ASSIGNMENT_______________________________________

PRINT
NAME_________________________SIGNATURE_____________________________

RUID#_________________________TELEPHONE:___________________________

HOUSING REP:_____________________________________

APPROVED VACATE DATE___________________________________

DATE STAMP
Move Out Procedures

On your vacate date, you must be moved out by 1:00 pm. All of your belongings must be out of the apartment by this time and the apartment must be left in broom clean condition. **Residents are responsible for cleaning the apartment and all appliances. This must be done prior to vacating the apartment.**

After moving out, return your key to the Graduate Housing Assignment Office. We will complete the final inspection.

If the apartment is not left in broom clean condition, University Housing will bill the student for cleaning the apartment and/or the appliances. The rates charged for University Housing staff to clean the apartment and/or appliances left in an unclean condition are as follows:

- Stove/Oven: $60 minimum
- Stove Hood: $50
- Refrigerator (clean): $50
- Refrigerator (defrost): $50
- Shower/tub: $50 each
- Sinks, toilet, counter tops, cabinets: $25 each
- Floors: $25 per room
- Furniture left in apartment: $50 per item
- Trash left in apartment: $25 per bag
- Damages not due to normal wear and tear: BASED ON CONDITION
- Failure to return all issued keys: $70
- Furniture/trash left outside dumpster: $200

**Do not park moving trucks or cars on the grass. University Police/Parking will issue fines to anyone parked on the grass.**

Be sure to tell the Post Office your new address to ensure the timely delivery of your mail.

We wish you the best of luck and ask that you address all of these issues well in advance. In order for us to have your unit ready for the next family, we must be strict in enforcing our policies. This procedure also applies to weekends as well.

If you have any questions concerning the above, please call the Graduate Housing Assignment Office at 732-445-2215 or 732-445-5717.