



**NORTHERN MICHIGAN UNIVERSITY
HOUSING AND RESIDENCE LIFE**

Apartment Rental Application - Student Family
2024-2025 Academic Year

Thank you for your interest in applying for an on-campus apartment at Northern Michigan University for the 2024-2025 academic year. Please complete the following application with a \$125 advance payment. The advance payment will be applied to your student account shortly after move in.

1. **Advance Payment:** Your advance payment will be refunded in full if you submit a written request that your name be removed from the apartment pre-assignment list before an apartment is offered to you or if the Housing and Residence Life Office is unable to accommodate any of your apartment preferences or provide you with a satisfactory alternative. (See the University's Refund Policy.) If an apartment for which you have applied is offered and you refuse the apartment, your entire \$125 advance payment will be forfeited.
2. **Late Termination Fee:** If you cancel your assignment after July 16, it will be deemed a late cancellation with a fee of \$500.
3. **Eligibility Requirements:** The primary tenant must be an enrolled student at Northern Michigan University. The primary tenant and their spouse (if they are or have been a student) must be in good standing with the University. Undergraduate and graduate students must be enrolled in and complete at least four credit hours during both fall and winter semesters and must either be enrolled in one or more classes during the summer session(s) or be registered for fall classes. The primary tenant must either be married and have their spouse living with them or be a parent with legal custody of at least one child.
4. **Accommodations:** The Housing and Residence Life Office seeks to provide reasonable accommodations for students with certified disabilities. Information about the procedure for requesting an accommodation may be obtained by searching for the Accommodations Request Procedure on the University's website - <https://www.nmu.edu/disabilityservices/home-page> - or by contacting the Disability Services Office (Office address: 2001 C.B. Hedgcock, Marquette, MI 49855; Phone 906-227-1714, e-mail: disability@nmu.edu).
5. **Proof of Marriage:** Proof of marriage license is required for married couples leasing a University apartment.
6. **Proof of Child:** Proof of birth certificate or legal guardianship is required for children living in the apartment.
7. **Occupancy:** Apartment occupancy is permitted by the tenant, their spouse, and their dependents provided they are included on the lease. Requests for exceptions to this requirement should be made in writing to the Director of Housing and Residence Life.
8. **Permitted Uses:** Use of the apartment is as a residence only and must not involve any business or other activity conducted for profit, except noncommercial babysitting.
9. **Apartment Lease:** The lease is on-going provided the tenant continues to meet the eligibility requirements as stated above, meets their financial obligations, and their behavior is consistent with the standards set forth in the lease, the Student Code, and/or the University Ordinances. If the tenant fails to meet any of these expectations, the University may initiate eviction proceedings.
10. **Lease Termination/Termination Fees:** The tenant will be responsible for rent for thirty (30) days from the date they: 1) give written notice of their intent to leave; 2) vacates the apartment; 3) abandons the apartment, in which case rent will continue through 30 days from the date the University discovers the apartment has been abandoned; or 4) vacates the apartment as a result of being served with a "Notice to Quit Termination of Tenancy" or "Notice to Quit Health Hazard/Injury to the Premises," or "Demand for Possession Non-payment of Rent".

* Students who vacate their apartment at any time other than those stated below will be charged a \$150 termination fee:

- From the beginning of the fall semester final exam week through 5:00 p.m. on the Monday immediately following the fall semester,
- From the beginning of the winter semester final exam week through 5:00 PM, June 30, or
- Prior to 5:00 PM on the Monday immediately following their last day of Summer College enrollment.

Tenants who do not check out of their apartment on or before their specified lease termination date will be charged twice the approved daily rental rate until they properly check out of the apartment.

11. Rent: A tenant's first month's rent is due and payable when the tenant picks up their key. Subsequent rent is payable at the Student Services Center, 2201 C.B. Hedgcock, on the first of each month unless prior alternative arrangements are made. Rent not paid on or before the first day of the month will be considered delinquent. Any delinquent rent will be sufficient reason to ask the tenant to pay the rent in full or vacate the apartment within seven (7) days. The University may, after seven (7) days, start eviction proceedings to remove the tenant and the tenant's property from the premises. The tenant shall be liable for any costs incurred by the University in so doing, including but not limited to the costs of storing and/or shipping the tenant's property. Rental rates are reviewed annually and the tenant will be notified of any rental rate and/or fee or fine changes. A tenant's monthly rent includes a comprehensive fee for laundry, technology, refurbishments, etc.
12. Furnishings: All University student family apartments are furnished with a refrigerator, range and window blinds. Those apartments that are "furnished" also include a full-size bed, dresser, dinette set, a couch and chair. Second bedroom is furnished with dresser and twin XL bed.
13. Maintenance: It is expected that tenants will keep their assigned apartment (including fixtures and appliances) and the adjacent public areas and grounds clean and well maintained and will use them in a reasonable and safe manner. It is also expected that the tenant will perform minor maintenance in their apartment such as: replacing light bulbs (per guidelines provided by the Housing and Residence Life Office), plunging their toilet, performing routine floor care, and properly disposing of trash. Tenants may not alter the premises, appliances, or fixtures in any way. Painting is prohibited, except by University painters or University authorized contractors.
14. University Computer Network Services: All apartments are equipped with a wireless network system.
15. Utilities: All utilities, including local telephone and cable TV service, are included in the rent. The tenant is responsible for providing their own telephone and coax cable for TV.
16. Laundry Facilities: In the Norwood/Center complexes, washers and dryers are located in each building. In the Lincoln Avenue Complex, the laundry equipment is in a separate laundry building. There is no additional charge for use of these facilities. Laundry facilities are to be used by University apartment tenants only.
17. Air Conditioners: Window air conditioners are not permitted. Tenants may apply to install a portable (free-standing) room air conditioners under certain conditions to include additional charges for electricity. Contact the Housing and Residence Life Office for additional information.
18. Alcoholic Beverages: The possession and consumption of alcohol is permitted in University apartments for those students and their guests who are 21 years of age or older in accordance with applicable University policies. The University expects responsible behavior from all members of the University community and their guests.
19. Pets: Pets, except fish, are prohibited in University residence halls and apartment. Fish tanks, one per living unit, cannot exceed 10 gallons. For an exception to this regulation for service or assistance animals, please contact Disability Services.
20. Smoking: As of August 1, 2014, Northern Michigan University is a tobacco-free campus. The use of any tobacco product including but not limited to cigarettes, cigars, pipes, chewing tobacco, and e-cigarettes is prohibited in or on any property owned by NMU (with the exception of the NMU golf course and personal vehicles with the windows closed). The use of tobacco products is still prohibited in university buildings, including on-campus apartments. Please visit <https://www.nmu.edu/tobaccofree> for more information.
21. Weapons: Weapons are not permitted on campus except when stored at the University's Police Department, which is located in the Services Building. Weapons may be transported, but not stored, in

vehicles.

22. Dining Services: Food service for members of the University community is available in six locations: The Wildcat Den, on the first floor of the Northern Center; Fieras, located on the lower level of Harden Hall; Northern Lights Dining, located near The Woods residence halls; Temaki & Tea and Smoothie King, located at 1422 Presque Isle Ave; Melted, located on the top floor of the C.B. Hedgcock building; and CatTrax, a convenience store located near the Northern Lights Dining. For more information about food service options, go to <http://www.nmu.edu/dining>, email dining@nmu.edu, or contact NMU Dining Services at (906) 227-2520.
23. Past Behavior/Criminal Activity: Northern Michigan University reserves the right to determine at its discretion that past behavior and/or criminal activity on the part of an applicant for University housing is such that the interests of the University, students, and/or the applicant would be best served if the applicant was not permitted to live on campus.

There are three questions in this regard on the application. A student who answers "yes" to any of these questions must send a written statement of relevant facts with appropriate documentation from either the school or the court that adjudicated the charges to the Assistant Director of Housing Operations, 124 Quad I, Northern Michigan University, Marquette, MI 49855-5301 no later than 10 days after submitting their application and prior to moving into University housing. If any "no" answer changes to "yes" after the application is submitted, but prior to the applicant's moving into University housing, the student must submit the statement of relevant facts within three days of the event(s) which resulted in the change and prior to moving into University housing. A background check will be processed. The applicant's statement and documentation will be handled confidentially.

A student who answers "yes" to any of these questions will not be assigned to University housing until a determination of the applicant's eligibility is made following the recommendation from the background check, or a review of the provided statement and documentation by the Director of Housing and Residence Life or a committee consisting of one representative each from the Housing and Residence Life Office, the Admissions Office, the Dean of Students Office, and the Police Department. The student will be notified of the decision in writing. Any false statement in this regard may lead to a rejection of the student's apartment application or immediate termination of the student's apartment lease.

24. Questions: Please contact the Housing and Residence Life Office at (906)227-2874 or (906)227-2620 or via email: housing@nmu.edu and include "Apartments" on the subject line.
25. By signing this application, I declare that my responses are true and complete and authorize staff from the Housing and Residence Life Office to verify the information as necessary. I understand that any false statement on this application regarding my previous behavior or criminal history can lead to rejection of my application or immediate termination of my apartment lease.