



**NORTHERN MICHIGAN UNIVERSITY
HOUSING AND RESIDENCE LIFE**

Apartment Rental Application - Single Student
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 in early September if you receive an apartment.

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 (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. **Eligibility Requirements:** In order to rent a University apartment, you must be an enrolled student and meet at least one of the following requirements: be 21 years of age or older, have achieved upperclassman status (earned 56 credits or more), have lived in a college or university residence hall for at least four semesters, be a graduate student, or be a veteran with one year active duty military service. Undergraduate or 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 pre-registered for fall classes. Single students may request to live in the same apartment as long as each person has requested the other regardless of gender identity. If one individual vacates the apartment during the rental period, the remaining tenant may request a specific roommate who meets the eligibility requirements to reside in the on-campus apartments. If no specific roommate request is made, the Housing and Residence Life Office, at its discretion, may assign a person of the same gender identity as the remaining tenant to the apartment.
3. **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).
4. **On-Campus Apartment Assignment Priorities:** Eligible single students, students with families, and faculty and staff members can apply for on-campus apartment housing at any time. New assignments will be based on the requested move-in month indicated on the application, and the date the application is received in the Housing and Residence Life Office (first-come, first-served). An applicant's position on the pre-assignment list may change as assignments are made, applications are received, and applicant requests to remove themselves from the list. Unless a specific roommate is requested, the Housing and Residence Life Office will consider: 1) move-in month, 2) date of application, 3) lifestyle preferences from the application, and 4) class standing when making single student roommate assignments. Any changes to your application after April 1st must be submitted in writing to housing@nmu.edu and must be approved by the Associate Director of Housing Operations.
5. **Occupancy:** Apartment occupancy is permitted by the assigned tenant(s) only.
6. **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.
7. **Single Student Apartment Contract:** The single student apartment contract term is for the entire academic year or from the time of arrival until the end of the winter semester. If the student leaves the University, their Single Student Apartment Contract will be terminated, however, they must

follow departmental check-out procedures. A student who wishes to terminate their Single Student Apartment Contract in order to accomplish one or more academic program requirements out of the area or due to extenuating circumstances, must apply to have his or her contract terminated. Single student tenants who are pre-enrolled for classes in the fall and who have reserved their apartment for the fall may remain in their apartment, and pay rent, during the summer. If the tenant's housing plans for the fall subsequently change (e.g., they will no longer be living in the apartment in the fall), they must move out of their apartment by following departmental check-out procedures (generally move out within 48 hours).

8. Rent: A comprehensive fee for laundry, technology, refurbishment, etc. is included with the rent. Single student apartment rent may be paid for the entire academic year or by the semester. Northern Michigan University also offers two options for the payment of tuition, fees, housing, and dining services charges - the Easy Pay Plan or the Deferral Payment Plan. To read more about those payment options go to <https://www.nmu.edu/paymentplans> . Financial aid in excess of tuition, fees, room and board, and other financial obligations will be returned to the student.
9. Early/Late Arrival Charges: Daily rent will be charged to any student who chooses to move in prior to the official contract start date. If a student moves in within the first official week of classes, but after the contract start date, no credit will be assessed. If a student moves in after the first week of classes, they will be prorated accordingly. Any cancellation after July 16 will be deemed a late cancellation with a fee of \$500.
10. Furnishings: All University apartments are furnished with a refrigerator, range and window treatments.
 - One-bedroom apartments: One-bedroom furnished apartments in Lincoln singles include: a full-size bed, dresser, dinette set, a couch and chair.
 - One-bedroom apartments: One-bedroom furnished apartments in Woodland Park include: an XL twin-size bed, dresser, dinette set, a couch and chair.
 - Two-bedroom apartments: Two-bedroom furnished apartments include: an XL twin-size bed and dresser in each bedroom, dinette set, a couch and chair.
11. 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.
12. University Computer Network Services: All the apartments are equipped with a wireless network system. In addition, the Woodland Park Apartments have high speed data ports in each living room and bedroom.
13. Utilities: All utilities, including local telephone and cable TV service, are included in the rent. The tenant is responsible for providing their telephone and coax cable for TV.
14. Laundry Facilities: All apartments have access to washers and dryers, and in most cases, they are located in each building. There is no additional usage charge. Laundry facilities are to be used by University apartment tenants only.
15. Air Conditioners: Window air conditioners are not permitted. Tenants may, however, request certain 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.
16. 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.
17. 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.
18. Smoking: 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 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.

19. 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.
20. 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 <https://www.nmu.edu/dining>, email dining@nmu.edu, or contact NMU Dining Services at (906) 227-2520.

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, Quad I 124, Northern Michigan University, Marquette, MI 49855-5301 no later than 10 days after submitting the 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 single student apartment application or immediate termination of the student's single student apartment contract.

1. 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.
2. 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 contract.