

FACULTY/STAFF TEMPORARY HOUSING - APPLICATION/RENTAL AGREEMENT

Application may be faxed to
580-559-5868.

Family and Adult Housing
East Central University
1100 E. 14th Street
Ada, OK 74820
580-559-5602

Application does not
guarantee assignment.

I. APPLICANT INFORMATION FAMILY HOUSING NON-TRADITIONAL

(Please print or type)

Male Female

Name: _____ ID# _____
Last First Middle

Home Address: _____
Street City State Zip

Home Phone: (_____) _____ Age: _____ Date of Birth: _____

Campus Email Address: _____ Secondary Email Address: _____

Current Position: _____ Current Department: _____

II. CO-RENTER INFORMATION (Only applicable for Family Housing. Must be a spouse only)

(Please print or type)

Male Female

Relationship to applicant: _____

Name: _____ ID# _____
Last First Middle

Home Address: _____
Street City State Zip

Home Phone: (_____) _____ Age: _____ Date of Birth: _____

Is co-renter an ECU employee? Yes ___ No ___ If so, in what position/department? _____

III. CHILD/CHILDREN INFORMATION (Only applicable for Family Housing) Maximum of four (4) people total in the residence.

Total Number of Child/Children Who Will Be Living With You: _____

Child Number 1	Child Number 2	Child Number 3
Name: _____	Name: _____	Name: _____
Birthday: ____ Age: ____	Birthday: ____ Age: ____	Birthday: ____ Age: ____

IV. DATE OF EXPECTED OCCUPANCY - (Must provide month, day and year)

MONTH: _____ DAY: _____ YEAR: _____

V. SIGNATURE AND ACKNOWLEDGMENT

I hereby acknowledge that I have read the ECU Code of Conduct, the ECU Family Housing Notes - and the rental Agreement located on the back of this application. Furthermore, I agree to abide by all terms and conditions listed in these documents. Specifically, I acknowledge that I understand the policies regarding apartment assignments, proper cancellation notices, other deadlines, and the forfeiture and refund of housing deposits. I also understand that ECU will communicate information to me such as spraying dates, program information, notice of meeting, etc., via hard copy and or via campus email and I am responsible for that information. I understand if I choose to have my campus email forwarded to an outside account, there is a risk that it may not be forwarded accurately and I am still responsible for that information.

Family and Adult Housing Faculty/Staff Policy

The primary mission of Family and Adult Housing is to meet the housing needs of students who are married and/or have children. As a result, priority will be given to students who are progressing toward degree completion. However, a part of the process of offering a quality education to our students is recruiting and maintaining a quality faculty and staff. At times these faculty and staff members may be in need of temporary housing as they transition into the ECU and Ada communities. To assist in this transition the Office of Housing, Residence Life and Dining Services may provide temporary housing in the Family and Adult Housing Complex for a transition period of no longer than six (6) months.

Faculty and staff applying to live in the Family and Adult Housing Complex must complete an application, pay all application fees and housing charges at the student rate and are subject to all of the policies and guidelines listed in the Family Housing Notes. Faculty and staff should understand that their application will be considered within the context of the current student need as they are our priority.

Applicant' and Co-Applciant Signature Date

Applicant's Vice President Signature Date

Student Development Vice President Signature Date

Director of Housing, Residence Life and Dining Services Signature Date

East Central University
Family and Adult Housing
Faculty/Staff Temporary Housing Application/Rental Agreement

This rental agreement is made and entered into this _____ day of _____, 20__ by and between East Central University, and _____.

1. USE OF DWELLING: Resident agrees to use the dwelling as a residence for self, and (in case of married or single parent), dependent children. The resident agrees to abide by all laws, rules, and regulations of the State of Oklahoma and any rules and regulations of its political subdivisions, federal rules, regulations and laws, authorized state agencies, and East Central University (refer to ECU Code of Conduct, ECU Family Housing Notes and all other University publications), which rules and regulations are also incorporated herein by reference.

2. TERMINATION OF RENTAL AGREEMENT:

- a. **BY THE RESIDENT:** A request for the termination of this rental Agreement must be made in writing not less than seven (7) days prior to the intended date of vacating. Failure to give a seven (7) day notice will result in forfeiture of deposit. The rental contract is not transferable. Move-out dates are not pro-rated. Residents are expected to pay the remainder of the month in which they move out.
- b. **BY THE UNIVERSITY:** The University may terminate this Agreement at any time effective on or after check-in by giving written notice to the resident at least 30 days prior to the date when such termination becomes effective.
Termination for cause: The University may in its sole discretion terminate this Agreement at any time if the resident violates any of the terms of this Agreement, including the Family Housing Notes which is incorporated into this Agreement by reference, or the resident loses status as an employee for any reason. Except as otherwise provided in this Agreement, the resident will be given a twenty-four (24) hour notice to vacate the premises. If the resident fails to vacate the premises in a timely manner, all legal costs associated with the eviction will be charged to the resident.
- c. **Destruction:** If the resided premises are totally destroyed by fire or other casualty, or are otherwise deemed by the University to be unsuitable for occupancy, this Agreement shall terminate.
- d. **Abandonment:** The resident must notify the University in advance of any planned absence from the premises in excess of (30) consecutive days. If the resident is absent from the premises in excess of (30) consecutive days without notifying the University, the University may treat the premises as abandoned and shall have the right to immediately terminate the Agreement and re-enter and take the premises. In addition, the University shall have the right to take possession of any contents located in the premises at the time of termination. The University shall hold said contents for the benefit of the resident for an additional (90) days. If resident has not claimed said contents within (90) days of termination, the University may sell said contents and apply the proceeds of the sale to any amounts due and owing to the University by resident.

3. PAYMENT OF RENT:

Payment of rent is due and payable on the first of each month at the Business Office. Faculty and Staff residents must pay the full rent amount listed on the housing website at <http://www.ecok.edu/housing/Costs.asp>. Rent must be paid even if no bill is received. Rent shall begin when the keys are issued or when personal belongings are moved into the apartment, whichever date is first. Residents must pay the first month's rent on the day of check-in before they will be issued a key. Before checking in a resident must have paid the \$25 non-refundable application fee, \$240 refundable deposit and first month's rent.

LATE RENT: All charges must be paid in full by 5:00 p.m. on the last day of finals each semester. All residents not paid in full by that date will be evicted immediately.

4. DEPOSIT

A \$240 damage deposit is refundable when the resident vacates, providing there is a seven (7) day written notice of intent to vacate; all keys are returned; and the apartment is left in clean condition and in good state of repair.

5. RESIDENT'S MISCELLANEOUS RIGHTS AND RESPONSIBILITIES:

- a. Each apartment will be equipped with a stove, a refrigerator, basic restricted cable service, water service and electricity. Equipment may not be moved at any time. Resident shall be responsible for payment of all other utilities not mentioned in this provision.
- b. The Resident will exercise reasonable care for and maintain acceptable standards of cleanliness in the assigned apartment. The resident will not make any structural, electrical, or plumbing changes in or about the apartment. Use of nails, screws, paint, wallpaper, or other materials need prior approval from the Office of Housing and Residence Life.
- c. The resident is responsible for the assigned apartment and its contents, and will be charged for any damage occurring during the term of occupancy. The resident who damages University property through negligence or willful actions will be financially liable and subject to disciplinary action.
- d. The resident shall not have pets, other than fish, in the apartments. Any aquarium must not have more than a twenty (20) gallon capacity.
- e. The resident is responsible for keeping apartment and breezeway areas clean and for properly disposing of trash in the outside dumpsters. Trash and/or personal property may not be stored in the electrical meter/breaker alcoves.
- f. The resident is responsible for obtaining and complying with all information and updates of information released from the Office of Housing and Residence Life or any other University office.
- g. The resident may not assign or sublet all or any part of the premises, unless given written consent by the University.
- h. The resident should acquire renter's insurance, as the University will not be liable for any damages to property.

6. THE UNIVERSITY'S MISCELLANEOUS RIGHTS AND RESPONSIBILITIES:

- a. The University reserves all rights pertaining to assignment or reassignment of apartment space.
- b. The University, or its agent, shall make all repairs and renewals necessary or advisable to keep said premises, both inside and outside, from deteriorating in condition.
- c. The University reserves the right to enter and inspect the premises, and to render services and make any necessary repairs to the premises.
- d. The University will not be liable for any disruptions of service which are beyond its control, and which are restored within a reasonable period of time. This includes, but is not limited to: Natural disasters (earthquake, tornado, flood, etc.), broken water mains, electrical service, disruptions from storms, gas line problems.

7. LIABILITY:

The resident covenants and agrees that s/he will indemnify, protect, and save harmless the University against and from all claims, demands, damages, suits or causes of action whatsoever asserted by any person, firm or corporation arising out of or in any way connected with the use and occupancy of the premises by resident, and s/he will reimburse the University for all costs and expenses, including attorney's fees, which may be incurred by the University in connection with any such claims, demands, causes of action or suits.

8. NOTICES:

All notices herein provided to be given on this page from items #1 through #10, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and hand delivered to the following addresses, or when deposited in the United States mail, certified and postage prepaid, and addressed as follows: (This does not include notices such as safety check announcements, bug spraying notices, employment notifications, program advertisements, maintenance issues/updates, etc., which may be delivered to residents via campus email.)

To the University at:

Department of Housing and Residence Life
1100 E. 14th Street, Ada, OK 74820

To the resident at:

424 S. Stadium Dr. APT____, Ada, OK 74820

9. This Agreement shall be governed by the laws of the State of Oklahoma.

10. If any part of this Agreement shall be voided by a court of competent jurisdiction, the remainder of the Agreement shall be of full force and effect.

11. ASSIGNMENT PROCESS:

Applicants are assigned based on date of application received. Once a resident is contacted and offered an apartment, they have one week (7 days) to pay the refundable deposit, pay the first months rent and move in. If a resident does not move in during this time or wishes to defer their move-in time, they can choose to keep their application in the file, but will move to the end of the line. Once an apartment becomes available, prospective residents are notified via the contact information listed on the application. The university will attempt to notify the prospective resident for a period of 1 week (3 attempts), if the prospective resident still does not answer, then the application will be discarded.

