



CENTRAL WASHINGTON UNIVERSITY

FOR OFFICE USE:

- FAMILY
- SINGLE STUDENT
- FACULTY/STAFF

APARTMENT APPLICATION

University Housing and New Student Programs

INSTRUCTIONS: To qualify for University-owned apartments, a completed application with a **\$100 application deposit** (applied to the deposit upon assignment) must be returned to: Cashiers, Central Washington University, 400 East University Way, Ellensburg WA 98926-7490. If pertinent sections are incomplete, the application will not be processed and will be returned to the applicant. **An additional \$100 is due at the time of placement in campus housing for a total of \$200 deposit per contract holder.** Campus housing is limited and if an apartment is not available for a requested date, the completed application will automatically be placed on an established wait list according to the date the deposit is received. Applicants must update their application every six months by telephone, mail or e-mail; failure to do so will automatically cancel an application and the deposit will be refunded to the student's account.

Central Washington University is an AA/EEO/Title IX Institution. CWU's policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, age, marital status, disability, or status as disabled or Vietnam era veterans. Central Washington University complies with all applicable federal, state, and local laws, regulations and executive orders. Direct related inquiries to the Office of Affirmative Action, Barge 211, Ellensburg, WA 98926-7497; Telephone (509) 963-2205; or TDD (509) 963-2207. Persons of disability may request this material in alternative format or make arrangements for reasonable accommodations by calling University Housing at (509) 963-1831 or by leaving a message on TDD (509) 963-2143.

GENERAL INFORMATION

Name _____ Student Identification Number _____
LAST FIRST M.I.

Permanent Address _____
STREET/ROUTE/BOX # CITY STATE ZIP CODE

Current Address _____
STREET/ROUTE/BOX # CITY STATE ZIP CODE

Birth Date _____ Male Female Telephone # (____) _____ E-mail Address _____
MONTH / DAY / YEAR

In an emergency, notify _____ Telephone # (____) _____

Requesting apartment accommodations beginning (month/day/year) _____

____ Number of Occupants Studio Large Studio One bedroom Two Bedroom Three Bedroom

It is the applicant's responsibility to make known any needs that pertain to accessibility.

Special ADA accommodations are required Ground Floor Apartment Only

Indicate status at time of application: Currently enrolled at CWU Not enrolled at CWU
 Freshman Sophomore Junior Senior Graduate Student
 ESL/AUAP Current full-time CWU Faculty/Staff

Have you ever been convicted of a crime? Yes No If yes, explain: _____

PLEASE INDICATE YOUR PREFERENCE (Number your first, second and third choice.)

____ Brooklane Village Apartments (Sophomore and over, single or family)

____ Getz-Short Apartments (Age 21 and over, single or family)

____ Student Village Apartments (Singles only)

**** PETS ARE NOT ALLOWED IN CWU APARTMENTS ** ALL UNITS ARE NON-SMOKING ****

FAMILY APARTMENTS — Family apartments are assigned by the date the deposit is received by University Housing. Only the following applicants are eligible to live in family housing and are given the following priority: 1) Students with families, 2) Married students with no children, 3) Single students over 21 years of age, and 4) New full-time faculty/staff from outside the immediate Ellensburg area. Assigned apartment size depends on the number of occupants and their needs. The maximum available apartment is a three-bedroom unit which accommodates up to six residents, depending upon the age and sex of the children. Additional information regarding those eligible to reside with the applicant, family size and available apartment sizes may be found in the Apartment Guide and Lease Agreement. Each leaseholder must be a CWU student or staff member and is required to complete a check-in/check-out form. The leaseholder is responsible and liable for the cost of replacement or repair incurred as a result of any loss or damage to the furnishings or structure leased from Central Washington University.

SINGLE-STUDENT APARTMENTS — Only the following applicants are eligible to live in single-student housing: Single students who have currently completed one academic year of college or are 20 years of age and enrolled as a CWU student with seven (7) or more credit hours. The standard occupancy in an apartment is: Studio - 1 person; one bedroom - 1 person; two bedroom - 2 persons; and three bedroom - 3 persons. One person may be added to each type of apartment listed above for an additional \$100 per month for utility consumption and normal wear and tear. Additional information regarding single-student apartments may be found in the Apartment Guide and Lease Agreement. Each leaseholder is required to complete a check-in/check-out form. The leaseholders are responsible and liable for the cost of replacement or repair incurred as a result of any loss or damage to the furnishings or structure leased from Central Washington University.

If an apartment is not available, and you are eligible and wish to reside in a residence hall, please submit the required residence hall application with a \$200 deposit.

Name of Spouse _____ Date of Birth _____ Student ID# _____
Last First Middle Initial
 (If applicable, a copy of your marriage certificate is required.)

Name, age and relationship of children, other dependents or roommates who will be living with you. If none, so indicate:

Name _____
Last First Middle Initial Relationship Date of Birth Student ID# Age

Name _____
Last First Middle Initial Relationship Date of Birth Student ID# Age

Name _____
Last First Middle Initial Relationship Date of Birth Student ID# Age

Name _____
Last First Middle Initial Relationship Date of Birth Student ID# Age

Please complete the pertinent information on the vehicles you will be bringing to Central Washington University. All vehicles are required to be registered and have a free parking permit displayed in the car window for the apartment complex in which you reside.

Make Model Year License Number

Make Model Year License Number

I am now enrolled in or will be enrolled in a minimum of seven (7) credit hours (five (5) for Graduate Student), at CWU or am or will be a permanent full-time employee of CWU. By my signature, I affirm that all statements made by me in this application are true and correct to the best of my knowledge. My signature further acknowledges that I agree to abide by the rules and regulations of CWU. I understand that no pets are allowed in university-owned housing and all units are non-smoking.

***I understand that assignment to an apartment is subject to availability and my eligibility.
 Submitting this application does not guarantee assignment to a University-owned apartment unit.***

Signature of applicant _____ Dated this _____ day of _____, 20_____.