

## Apartment FAQs

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## Apartment FAQs answers

### **1. What are the requirements to be able to live in an on-campus apartment?**

A lessee must be a student maintaining at least seven credit hours of course work (five credits for graduate students) unless an exception is approved in writing by the Director of University Housing and New Student Programs, or be a contracted faculty/staff member of Central Washington University.

Applications for apartment housing will be accepted from students who plan to attend classes during the dates indicated on their application but who have not yet been officially accepted for admission. Students must provide proof of academic acceptance to CWU prior to taking occupancy.

Single-student apartment are rented to single students who have completed one academic year of college or are 20 years of age or older and enrolled as a CWU student.

Family apartments are rented to students with families, married students, and new faculty or staff. Priority for family housing is given to students with children, and eligibility for an apartment may depend on family size.

## **2. How do I get on the waitlist?**

Complete the apartment application form and submit the \$100 application deposit to the Cashier's Office in Barge Hall. Apartment applications are available in Button Hall, or may be printed online at <http://www.cwu.edu/~housing/apts/>.

Placement of applicants into apartments is based on the application date, move-in date, and availability of apartment size, type, and location:

**Application date** – The date your \$100 application deposit is made. This date is given to University Housing by the Cashier's Office. For example, a student who submitted their deposit on May 1<sup>st</sup> will be placed on the waitlist before the student who submitted their deposit on May 2<sup>nd</sup>. If more than one application is submitted on a particular day, they are added to the list in random order.

**Move-in date** – The date you wish to take occupancy of the apartment. This can make a significant difference in the apartment assignment process. For example, if two students submit an application on the same date requesting the same type of apartment and one requests August 1<sup>st</sup> and the other requests September 15<sup>th</sup>, the person requesting the August date will have a better chance of getting an apartment than the person requesting the September date.

**Availability of apartment size, type, and location** – University Housing may have a wait list for all apartments; however, occasionally we have no requests for a specific type of apartment in a specific location. For example, we may have three bedroom apartments available in Brooklane but have no wait list requests for Brooklane three bedroom apartments. In a situation like this, a student walking into the office may be assigned immediately.

## **3. When should I get on the waitlist?**

As soon as you know you are interested in an on-campus apartment. Frequently there are more requests than apartments available. Students are put on the waitlist and assigned according to the application date, move-in date, and availability of apartment size, type, and location.

## **4. When will I know if I am assigned an apartment?**

University Housing staff makes every effort to notify waitlist applicants of an opening within 30 days of apartment availability. This period of time may be more or less, depending on circumstances. You are welcome to contact University Housing at (509) 963-1831 or [Housing@cwu.edu](mailto:Housing@cwu.edu) for an update on your application status.

## **5. How do I take my name off of the waitlist?**

Contact University Housing in Button Hall or at [Housing@cwu.edu](mailto:Housing@cwu.edu), and submit your request in writing. Your \$100 waitlist deposit is refundable at any time, as long as you have not accepted assignment into an apartment.

If a student cancels after accepting an apartment assignment, there is a \$100 cancellation fee (the \$100 waitlist deposit).

## **6. How do I move from a residence hall to an apartment?**

To be eligible to move from a residence hall to an apartment, you need to have completed one academic year of college or be 20 years of age or older, follow the waitlist procedures or move into an already

occupied apartment, and meet all other eligibility requirements. The term of the contract remains that specified in the residence hall contract.

When transferring from the CWU residence halls to the CWU apartments, students must follow all the steps of checking out. Charges will continue to be billed to the student account until the student has checked out of the residence hall properly.

Three hundred dollars per each quarter will not be refunded from the dining debit dollars. This money will remain on the student's Connection Card and can be used in the dining halls at anytime before the end of the spring quarter

**7. Do I have to sign up for a meal plan if I live in an apartment?**

No. However, if you are transferring from a residence hall to an on-campus apartment, you are required to pay a \$300 per quarter fee, which will be applied to your Connection Card for use at any CWU dining location.

For information on optional dining plans for on-campus apartment students, please see <http://www.cwu.edu/~card/>.

**8. Do you assign roommates?**

No, all apartment residents are responsible for finding their own roommates and University Housing assumes no responsibility in one's roommate selection process. However, University Housing maintains a roommate binder in Button Hall, which has a list of students seeking roommates. You may also view the housing board on the student intranet.

**9. What size are the apartments?**

University Housing maintains studios and 1-, 2-, and 3- bedroom apartments. Floor plans and square footage information can be found by following the "Details" links at <http://www.cwu.edu/~housing/apts/>.

**10. Can I see an apartment prior to moving in?**

You may contact the apartment manager of each apartment complex to inquire about setting up an appointment to see an apartment, but availability is not guaranteed. The apartment managers are students who may or may not have time in their schedule to accommodate apartment viewings.

**11. Do I need a parking permit?**

Yes. When you move into an apartment, your apartment manager will issue you a free parking decal to park in designated Apartment Parking Zones near the apartment complex.

Those tenants who wish to park in any other campus parking lot must pay to obtain a permit from the Parking Office.

**12. Can faculty/staff rent an apartment?**

Faculty and staff must submit a request in writing to be considered for eligibility to rent a University apartment for a maximum of 12 months. The monthly rental rate is an additional \$100 higher than the student rate.

**13. Is co-ed housing an option?**

No. Single student apartments are only available to same-gender roommates. Family apartments are available for married students (a copy of the marriage certificate is required) or students with families. Only members of the immediate family unit may reside in the apartment, unless an exception is granted by the Senior Director of University Housing and New Student Programs.

**14. When is rent due?**

Rent is due on the 1<sup>st</sup> of every month. Rent that is not paid by the 10<sup>th</sup> of the month is subject to a \$50 late fee.

**15. Where do I make rent payments?**

All payments must be submitted to the Cashier's Office in Barge Hall. You may also pay over the phone with a debit or credit card by calling (509) 963-2224, or online at <http://www.cwu.edu/~sfs/webpayments.html>.

**16. Will financial aid cover my rent?**

As long as you have enough financial aid to cover costs, you may request that financial aid automatically be applied to your rent. See University Housing in Button hall to fill out the appropriate paperwork. This paperwork needs to be submitted each quarter.

**17. What are the rental rates?**

Rates can be found at [http://www.cwu.edu/~housing/apts/apt\\_rate2.html](http://www.cwu.edu/~housing/apts/apt_rate2.html).

**18. What utilities are included in my rent?**

The following utilities are included in the rent for these apartment complexes:

Brooklane Village: water/sewer/refuse service, electricity, heat, and cable television

Getz-Short: water/sewer/refuse service, electricity, heat, cable television, local telephone service

Student Village: water/sewer/refuse service, electricity, heat, cable television, local telephone service, and high-speed internet

If you have a telephone line, you may connect to the school's free dial-up internet. You may also contact an internet service provider of your choice to set up a high-speed internet connection.

**19. What is the deposit amount?**

A \$100 deposit is required to be put on the waitlist. Upon assignment into an apartment, each leaseholder is required to have a \$200 deposit on file.

**20. What is the lease/contract term?**

The term of the contract is indefinite, month-to-month for as long as the student wishes to remain, fulfills the terms of the contract, and remains eligible for University Housing. However, you must have lived in your apartment for a minimum of six months to be eligible to receive your \$200 deposit back. Tenants are required to submit a 30-day vacating notice in writing to University Housing when they intend to move out.

**21. I would like a roommate to move in with me (or I would like to move in with a roommate who already has an apartment). What do I need to do?**

New roommates must meet all eligibility requirements, but do not have to go through the waitlist process. The new roommate must submit an apartment application and \$200 deposit, sign the lease agreement, and go through the check-in process with the apartment manager. The new roommate should contact University Housing to make these arrangements. The current resident must also submit written notice to University Housing giving approval for the new resident to move in.

**22. What happens to my rent if my roommate(s) move out?**

When one person moves out of an apartment, the remaining roommate(s) will be responsible for the entire rent payment. The rent will be divided equally among the remaining tenants. If only one person is remaining, he/she will be responsible for the entire amount of the rent payment.

**23. I plan on moving out soon. What do I need to do?**

Contact University Housing in Button Hall or at [Housing@cwu.edu](mailto:Housing@cwu.edu) and submit your 30-day vacating notice in writing. You will be responsible for rent 30 days from the day your notice is submitted, or until you do an official check-out (whichever is **later**).

Notify your roommate(s) (if applicable) that you plan on moving out.

Contact your apartment manager at least 3 days in advance of your actual move-out date, and schedule a check-out appointment. At the time of your check-out, all of your belongings must be out of the apartment, the apartment should be cleaned, and you should have your keys with you. Cleaning guidelines can be found at [www.cwu.edu/~housing/](http://www.cwu.edu/~housing/)

File a change of address form with the US Postal Service and update your address on SAFARI.

**24. Can I move from one apartment to another?**

Moving to another apartment will not be allowed under normal circumstances because of additional administration, maintenance, and cleaning costs. To be eligible to be on the waitlist to move to another apartment, you are required to live in your current apartment for six consecutive months. An additional \$100 is required to be put on the waitlist.

If your status changes, your family size increases, or you feel you have a special reason to request a transfer, submit a written request to the Senior Director of University Housing and New Student Programs at Button Hall.

**25. How do I connect to the internet?**

High-speed Ethernet access is only provided in Student Village. If you have a telephone line, you may connect to the school's free dial-up internet. You may also contact an internet service provider of your choice to set up a high-speed internet connection.

**26. Can I keep my apartment over the summer?**

You may keep your apartment over the summer given that you are either enrolled in summer session, or enrolled full-time for fall quarter classes. All applicable lease and rental conditions apply. Sub-leasing is not an option.

**27. Can I stay in my apartment for quarter breaks?**

Yes, you may stay in your apartment for quarter breaks. To be eligible to remain in your apartment over the summer, you must be registered for either summer quarter or full-time for fall quarter classes.

**28. Am I allowed to have guests stay with me? Where should they park?**

Guests are allowed to stay with you up to five days per month, with the approval of all roommates (if applicable). If you would like a guest to stay longer, you must gain approval from University Housing. Residents are responsible for the conduct and behavior of their guests.

Guests parked in Apartment Parking Zones without a permit are subject to receiving a ticket. Contact your apartment manager to find out suitable places for guests to park.

**29. Are pets allowed?**

The only pets allowed are fish in tanks of 25 gallons or less. Other aquarium-bound pets are not allowed. This also applies to pets that may be visiting for only a short period of time.

**30. What should I do if I am having a roommate/neighbor conflict?**

Make an attempt to resolve the situation yourself first. If you are unable to resolve the conflict, contact your apartment manager or the Apartment Complex Coordinator to discuss the situation.

**31. Who should I contact if I have a maintenance problem?**

Contact Facilities Management at (509) 963-3000 for all maintenance concerns. This number is in operation 24-hours a day. Please call during normal business hours (Monday–Friday, 8am-5pm) for routine problems. Call anytime for emergencies (i.e. something that could or will cause physical harm to tenants or that could or will cause physical damage to property or structures).

**32. Who do I contact if I lock myself out of my apartment?**

First, attempt to contact your roommate(s) or family members. If they are not available, try to contact your apartment manager. If you get locked out during regular business hours (Monday-Friday, 8am-5pm), you may also contact University Housing at (509) 963-1323. If you get locked out after business hours, contact the on-call manager at (509) 201-6112. The on-call manager is available anytime that University Housing is not open.