
Application for Family Housing – Montana State University Northern

Applicant's Name (Mr., Mrs., Ms.): _____ SSN(#) _____
(Please Circle) (Last Name, First Name)

Spouse's Name (Mr., Mrs., Ms.): _____ SSN(#) _____
(Please Circle) (Last Name, First Name)

Applicant's Birthdate (day/month/year): _____ Spouse's Birthdate (day/month/year): _____

Current Address: _____
Street City State Zip Code

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Dependents:

Name: _____ (please circle) Male/Female Birthdate (day/month/year): _____

Name: _____ Male/Female Birthdate (day/month/year): _____

Name: _____ Male/Female Birthdate (day/month/year): _____

Name: _____ Male/Female Birthdate (day/month/year): _____

Emergency Contact: _____ Phone: _____

I will be a student and desire housing beginning: _____

Do you need 30 days notice in order to accept assignment?: _____

Name of Previous Landlord: _____ Phone: _____

If you are not assigned for the semester you are applying for, would you like to stay on our waiting list? Yes No
(If you marked no, your application will be cancelled if you cannot be placed and you will receive a \$50 refund)

Please indicate your institutional status with MSU-Northern when you desire occupancy:

New Student Transfer Graduate Second Degree Undergraduate

New Faculty Visiting Faculty Post Doc Staff

Eligibility:

* One bedroom units – maximum occupancy (4 people)

* Two bedroom units – minimum occupancy (2 people) maximum occupancy (5 people)

I am eligible and am applying for a bedroom unit.

I have read and understand the terms of the Family Housing Application, the Family Housing Contract, and the University Code of Conduct. I further accept the contract conditions listed on the back of this application.

Signature of Applicant _____ Date _____

Signature of Spouse _____ Date _____

Applicants are encouraged to apply well in advance of their desired date of occupancy. Please return your application and \$100 deposit to:

MSU-Northern Housing, PO Box 7751, Havre, MT 59501

*To request disability accommodations, inform us of special needs, or to ask questions, please contact
MSU-Northern Housing, 203 Student Union Building, Havre, MT 59501, (406) 265-4113*

Family Housing Contract Conditions Montana State University – Northern

1. It is important that accurate, up to date information is maintained on each application. Therefore, each applicant is required to notify the MSU-Northern Housing Office of changes in address and phone numbers. If we cannot contact you because of out-of-date information, we will be unable to assign you a unit, and your **\$100.00 application deposit** may be **forfeited**.
2. Assignments are offered within a week of application if apartments are available. If there are no apartments available at time of application, you will be contacted and given your position on the waiting list and an update on expected openings. **Housing applications are prioritized by application date.**
3. Family Housing is primarily intended to provide affordable housing for students with families. Students may reside in Family Housing only with individuals for whom the student has or shares a legal responsibility. Examples of such relationships include married students, students with dependent children, students with dependent parent(s), and students with disabilities who require a live-in personal care attendant. The Director of Housing may request documentation of the legal relationship of the student to those persons residing with the student. Such documentation could include a marriage license or declaration of marriage, children's birth certificates, and/or custody decree, letter of guardianship or other documentation sufficient to establish a legal responsibility. Single graduate, second-degree undergraduates, and undergraduates over the age of 25 are also eligible to reside in Family Housing.
4. Occupancy Limits as follows:
 - * One bedroom units – maximum occupancy (4 people)
 - * Two bedroom units – minimum occupancy (2 people) maximum occupancy (5 people)****Any exceptions to these requirements will be made by the Director of Family Housing.**
5. Students are required to carry a minimum of **6 undergraduate** or **5 graduate** credits per semester in a University approved program while residing in Family Housing. In addition, students must be making reasonable progress toward a degree in an approved University program.
6. The following items are necessary at contract signing and before keys are issued.
 - a. Documentation of Legal Relationship of Tenants (if requested by the Director of Housing).
 - b. **Payment of pro-rated portion of rent** for current month.
7. A **written notice** is necessary to **CANCEL** this application and receive a partial refund of your deposit. A \$25.00 processing fee will be retained by MSU-Northern Housing in the case that you cancel your application.
8. Applicants who 'No Show' or do not cancel with written notice prior to their requested date of occupancy will **FORFEIT** their \$100 deposit.
9. Every effort will be made to assign you to the unit of your choice. However, upon two refusals of a housing assignment, this application will be automatically cancelled and your \$100.00 deposit will be forfeited.
10. **ANIMALS OR PETS OF ANY KIND ARE NOT ALLOWED (excluding fish)! This includes visiting pets.**
11. **FIREARMS ARE NOT ALLOWED IN RESIDENT APARTMENTS (Locked Storage is Available).**
12. All Freshmen are required to live in the Residence Halls. Freshmen requesting housing in MSU-N Family Housing **MUST** file a "Request for Exemption" form with the Residence Life Office **PRIOR** to fee payment. Spouses who become Freshman must also complete a "Request for Exemption" form at the time they become accepted as a student.
13. MSU-Northern Housing **reserves the right to deny** an application from a former MSU-N Family Housing or Residence Hall student who was evicted, failed to make timely rent payments, caused damage to the unit, or violated other terms of the contract and/or University conduct guidelines during the term of their previous tenancy. MSU-Northern Housing will not accept or process applicants who still owe MSU-N money due to unpaid rent or other expenditures accrued at MSU-N. Further, MSU-Northern Housing **reserves the right to deny** any application from an individual or their legal dependant who may pose a threat to the health and safety of other residents and their property.