Application for Campus Apartment

Instructions for completing this application are printed on the reverse of this sheet. Application materials are due no later than March 15, 2013 in the Office of Campus Living. Late applications, regardless of point total, will only be considered after all other applications are processed. If you are applying alone, you must complete a Roommate Preference Sheet.

LEASE OPTIONS:

9-month lease dates:	Sept. 1, 2013 – May 9, 2014 (May 18 for '14 grad)
Fall-only lease dates:	Sept. 1, 2013 – December 19, 2013
Spring-only lease dates:	Jan. 19, 2014 – May 9, 2014 (May 18 for '14 grad)

UNIT PREFERENCES: RENT = $3,677/SEMESTER – PENDING TRUSTEE APPROVAL 2/24/13

ADA Unit Required_____ Squatters, indicate unit here:_____

If occupancy is not awarded, please indicate your preference in order of acceptability below. If an option is not acceptable, please leave it blank:

4-Bedroom Applicants

- ☐ Place us on a waiting list as a group.
- ☐ Split us up and enter the waiting list for 2-bdr.
  Unit #1 (2 names)_____
  Unit #2 (2 names)_____
- ☐ We prefer not to be placed on a waiting list.
  (Your application will be canceled if you mark this box.)

2-Bedroom Applicants

- ☐ Place us on a waiting list together.
- ☐ Split us up to enter wait list individually.
- ☐ We prefer not to be placed on a waiting list.
  (Your application will be canceled if you mark this box.)

Contact Information	Lottery #	Semesters Completed
1. Print Name:_____	_____	4 5 6
Email/Phone #_____/_____	Lease: 9 or Fall Only	
2. Print Name:_____	_____	4 5 6
Email/Phone #_____/_____	Lease: 9 or Fall Only	
3. Print Name:_____	_____	4 5 6
Email/Phone #_____/_____	Lease: 9 or Fall Only	
4. Print Name:_____	_____	4 5 6
Email/Phone #_____/_____	Lease: 9 or Fall Only	
Spring Only Participants		
5. Print Name:_____		
Email/Phone #_____/_____	Lease: Spring Only	4 5 6
6. Print Name:_____		
Email/Phone #_____/_____	Lease: Spring Only	4 5 6

Application # _____ **Lottery # Average** _____ **Total Points** _____

*By submitting this document we/I state that the information provided herein is current and accurate. We/I acknowledge that any misrepresentations will result in the cancellation of this application.

Apartment Application Instructions

Continuing students who have completed the residency requirement (four consecutive semesters) by the end of Spring 2013 are eligible to apply for occupancy in the apartments. Students must apply in groups—2 people for a 2-bedroom unit and 4 people for a 4-bedroom unit. Once you have decided on the roommates for a unit (units may be mixed gender), complete this Application. Only one Application form is necessary for each group. Each individual included on the Application must submit a signed Lease Agreement and a receipt for the $200 deposit to complete the application process. Deposits submitted during early sign-up (November 2012 – February 4, 2013 are non-refundable. ***In order to be eligible to submit your housing deposit, please be aware that your student account may not have an "Outstanding Balance" hold from the Student Accounts Office. Questions or concerns about such holds may be directed to the Student Accounts Office at accountservices@lclark.edu.*** Please be sure to read everything carefully; you will be held responsible to the terms of the Lease Agreement.

Lease Options

The standard length of a lease is the entire academic year (9 months). The only exception to a 9-month lease is if one (or more) of the roommates in a group has been accepted for participation in an L&C sponsored overseas or domestic program or is graduating from the institution. You MUST have a replacement lessee for each partial year applicant. Incomplete applications will **NOT** be accepted.

Unit Preferences

If you are a resident of the apartments, you may "squat" your current apartment (some exceptions apply) for the subsequent year if 1) at least half of the current occupants are planning to return to that apartment and 2) all parties (2 or 4) are current apartment residents (any unit). In addition, you must submit to the Office of Campus Living a completed Application, signed Leases, and proof of deposit for each of the parties named in the Application by the published deadline. You may elect to live with eligible students who currently reside outside the apartments, but you will not be allowed to "squat" your current apartment. Keep in mind that all of your selected roommates must have completed the two-year residency requirement to be eligible. A move within the apartments by current residents will be based on the total group points and the lottery numbers you draw. Individual lottery numbers for each student listed on the Application will be tallied and divided by the number of applicants.

Students who apply for occupancy and have *no selected roommate* will only be considered for a 2-bedroom unit. You are required to submit a Roommate Preference Sheet with your Application, Lease and proof of deposit by the published deadline.

If lack of availability prohibits your assignment to the apartments, you may be placed on a waiting list or you may cancel your Application and Lease with no penalty when written cancellation is received by the Office of Campus Living prior to July 1, 2013 for a Lease beginning Fall 2013. Notification of assignments will be made in time for you to participate in the April 10, 2013 housing lottery and subsequent residence hall room selection if you wish. Students remaining on the waiting list for the apartments will be contacted by email should space become available over the summer. Historically, when spaces have opened they have been limited to single bedrooms; not entire apartments.

Points

You get one point for each semester successfully completed at Lewis & Clark (includes Lewis & Clark sponsored overseas or domestic program). If you took a Leave of Absence, participated in an overseas study program through another university, you may NOT count that semester toward your eligibility. Summer school terms do not count toward eligibility. Groups with the highest number of points will be given priority in the assignment process. You may only accumulate points for those who will occupy the apartment during fall semester. Transfer students entering the College with 28 credits or more may count one point for every 16 transferable credits and must have junior standing or be 21 years of age at the beginning of the semester for which you are applying.

Process

- December 1 – March 15: Completed application materials accepted in the Office of Campus Living (9-5, M-F). Each applicant must draw a lottery number when the application is submitted. (It is acceptable for one student to represent the entire applicant group provided all completed materials are presented at the time of submission.) Applicants who submit required paperwork between December 1 and February 4 to Campus Living (individual Lease Agreements and proof of deposit) will be entered into a drawing for great prizes. Prizes will be awarded in September, 2013 post occupancy. If you cancel your Lease, you will not be eligible to win.
- **Process for participation in the Residential Language Communities differs slightly. Application Deadline: February 28, 2013** Applicants for the RLC should rely on the packet developed specifically for the language community. (https://college.lclark.edu/student_life/campus_living/residence_halls/theme_housing/)
- April 1: Apartment acceptance decisions emailed to individual students.
- April 11: Housing Lottery for traditional residence halls. If you do not get into the apartments and want to live on campus, you must participate in the lottery, held in Stamm East from 9am – 4pm.
- April 22: Unit and room selection will take place in Stamm Dining Room. You will be notified by email of your selection time, Campus Living staff will make unit assignments for those who miss the appointed time or fail to send a representative.

Spring Applicants

If you are applying for spring occupancy with a group (all spring only applicants) or on your own, you are encouraged to submit your application and participate in the lottery between February 4 and March 15. Your assignment to the apartments for spring will be based on these criteria: 1) the date your application and deposit were received by the College, 2) the lottery number you draw and 3) the roommate matching options that are available for the spring. The only way to guarantee a spring semester assignment is to be designated as a spring replacement for a fall only lessee. ***Otherwise, your placement for Spring semester in the campus apartments is not guaranteed.*** Notification of assignments for spring applicants will occur by email circa December 1, 2013.