



Mary Mabry Savage Apartments

Residence Life Department, Southwestern Oklahoma State University
100 Campus Drive, Weatherford, OK 73096

BUSINESS OFFICE USE ONLY	
Received \$	_____
Receipt #	_____
Date	_____

PERSONAL INFORMATION

Request Campus Housing for: Fall 20__ & Spring 20__ Summer 20__

Applicant's Last Name: _____ First Name: _____ Middle Name: _____ Student ID #: _____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____ E-Mail: _____ Gender: _____

Classification: Freshman Sophomore Junior Senior Graduate Other: _____

Spouse's Last Name: _____ First Name: _____ Middle Name: _____ Student ID #: _____

Home Phone #: _____ Cell Phone #: _____ E-Mail: _____ Gender: _____

Name of child who will live in apartment: _____ Age: _____ Gender: _____

EMERGENCY CONTACT

Name of Contact Person (not living with you): _____ Relationship: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

ELIGIBILITY REQUIREMENTS

RESIDENCE LIFE OFFICE USE ONLY	
Number of Keys Issued: _____ Mailbox _____ Apartment _____	Tenant Initials: _____ Date: _____

Due to the limited size of the apartments, fire code restricts residency to only married couples, married couples with one dependent, or a single parent with custody of one dependent. Dependent must be less than 18 years of age. Preference is given to couples in which both are SWOSU students. All changes in marital status and/or dependent child status must be reported to the Residence Life Office.

- Married Couple** *(Copy of the marriage license is required for documentation)*
- Married Couple with Dependent** *(Copy of the marriage license is required for documentation)*
- Single Parent with Custody of Dependent** *(Copy of Divorce Decree showing custody or prior years Federal Taxes is required)*
- SWOSU Faculty or Staff Member** – Temporary housing, not to exceed one semester, may be available as space permits. *(Full-time employment confirmed by Human Resources)*

One or both of the occupants must be enrolled at SWOSU in a minimum of 6 credit hours for the fall and spring semesters. If not enrolled for the summer semester, at least one tenant must be pre-enrolled for the fall semester. Individuals found enrolled in less than the minimum number of hours will be subject to removal from University housing.

Special accommodations requested: _____

NOTE: Individuals requesting special needs through the American with Disabilities Act must do so through the Dean of Students.

We have two different pricing structures available: \$2,400 per semester for standard units, and \$3,000 per semester for renovated units. The rental rate includes internet service, electricity, gas and all city services. All apartments are one-bedroom/one-bathroom units with heat/air and a cook stove/oven, but are otherwise unfurnished. Renovated units have additional appliances that include a microwave and refrigerator. Rates listed are subject to change without prior notice.

It is the responsibility of the applicants to keep their contact information current. Failure to keep phone number current is cause for removal from the waiting list. The applicant must also notify the Housing Office to renew the application following each term.

RESERVATION AGREEMENT INFORMATION

This application is a binding agreement between SWOSU and the individual resident for University housing. A reservation/damage deposit is required in the amount of \$200, and must accompany this application for reservation completion. After carefully reading the terms and conditions of this agreement, sign below and forward along with appropriate eligibility documentation and a check or money order for \$200 to the address on the front of the application. To pay deposit by credit card, please fax your application to the SWOSU Business Affairs Office at 580.774.3211 and then call 580.774.3019 to give your credit card information by phone.

For a refund of the reservation deposit, request for cancellation must be received in writing at the Residence Life Office by June 1st for the 9-month academic term and May 1st for the summer term. Once a resident officially checks into his/her residence, he/she is bound to fulfill the full term of this agreement and cancellation would require an opt-out fee of \$500 for the 9-month academic term and \$250 for the summer term. Special conditions apply to cancellations due to military service call up, fall graduation, or medical reasons for which reasonable accommodations are not possible and may be eligible for a full waiver of the opt-out fee after review and approval of appropriate documentation. Residents are responsible for the pro-rated portion of the apartment rent, as well as any assessed fees. A refund of the remaining funds will be issued once all rent, penalty fees, and other outstanding debt owed to the University have been collected. Residents will receive a full refund of the damage deposit assuming any of the following have not occurred: violation of checkout procedures, improper checkout, damage to facilities, or need for additional cleaning upon checkout.

University housing is only available for current SWOSU students, faculty, and staff. *Note: Oklahoma state law requires incoming residents to be vaccinated for the meningococcal disease (meningitis), or to have signed a waiver stating that information has been reviewed on the risks associated with the disease and the effectiveness of the vaccine.* The University reserves the right to place all residents and make all assignments. Assignment of an apartment does not guarantee University admittance. Assignments are based on availability and determined in part by the dated receipt of application and deposit. Should we be unable to assign due to facility capacity, residents will be placed on a waiting list in the order that they are received. Students not occupying their assigned spaces by the first day of classes will still be bound by this agreement, but may lose their assigned space and reassigned other accommodations.

Students must pay all fees in accordance with the University schedule. Rent is due on the first of each month and will be assessed a \$50 late fee for each payment that is more than 5 days overdue. Students who are habitually late or become more than one payment behind are subject to removal from University housing and all cancellation fees. The Residence Life Department reserves the right to: inspect apartments for damages, health and safety issues, and infractions of Residence Life, University, State and Federal regulations; consolidate or close entire or partial buildings and apartments due to safety considerations, renovation, energy conservation or economic purposes; refuse admission or readmission to University housing; or to terminate this housing agreement and take possession of the apartment during the term based on the student's failure to meet University requirements, policies, or regulations.

Below are rules and regulations, specific to the apartments, which may not be covered in the Residence Life Handbook.

- Apartment and mailbox keys will be issued at the time of check-in. Notice: There is a \$50 key replacement charge per key.
- Occupants should notify the Residence Life office (774-3024), of any repairs that need to be made in the apartment.
- Construction to or alteration of the apartment is not allowed; nor should the walls or ceilings be papered or painted. Because the walls are made of concrete; nails, tacks, and screws should not be used. All appliances, equipment, fixtures, or furnishing should not be disconnected, altered, or removed from the apartment without consent of the Director.
- No dishwashers, washers, or dryers are permitted in the apartments.
- TV antennas / satellite dishes are not to be installed on state property. Additionally, only University provided internet service is allowed.
- In accordance with Regional University System of Oklahoma and Oklahoma State Law, alcohol is not allowed in the apartments.
- The University has implemented a "Tobacco Free" campus. Absolutely, NO SMOKING allowed in or around the apartments.
- Objects are not permitted to be chained to or stored under the stairs, on railings, or in pathways that would obstruct pedestrian egress.
- Personal belongings, furniture, carpet, or other items may not be left outside overnight.
- No fences or objects (including playground equipment) that obstruct keeping the grounds clean and attractive are permitted.
- Parking and driving on the lawn in front of the apartments is not allowed.
- Absolutely NO PETS, except fish in a 5 gallon tank or smaller, will be permitted.
- Extension cords must be at least 14 gauge with circuit protection. The use of surge protectors is highly recommended.
- Only the two University-owned 110-volt air conditioners are permitted per apartment.
- Routine maintenance checks will be made to maintain the vents for stoves, carbon monoxide detectors, and smoke detectors.

By virtue of my signature, I hereby understand and accept the conditions and obligations set forth on the front and back of this application. I am further aware that I am expected to read and abide by the policies and regulations found in the SWOSU Student Handbook as well as the Residence Life Handbook, both of which are available on the internet at www.swosu.edu.

Applicants Signature: _____ **Date:** _____