

Faculty/Staff Apartment Application



Instructions

1. Read the information given below regarding the assignment process.
2. Provide all the requested information.
3. Return the application with a \$35.00 (U.S. funds) non-refundable application fee to:

Housing Office
University of North Dakota
P.O. Box 9029
Grand Forks, ND 58202-9029

Make checks payable to the University of North Dakota.

If you or members of your household have a disability that requires accommodations, please submit a description of your specific housing needs with your application.

Assignment Process

To qualify for faculty/staff housing, employees must have the written approval of their Dean, Vice President and the Director of Resident Services. Assignments will be made for one year and all leases will terminate July 15. Should you enter a lease agreement with UND, you may terminate it only December 15, or between May 15 and July 15 with proper written 60 day notice. Forty apartments are available each year for faculty/staff assignments. This is only an application and not a guarantee that housing will be available or provided. This application is non-transferable.

(Please Print)

Applicant's Legal Name _____
Last First Middle

Last 4 digits of SSN# _____ **UND EMPLID #** _____

Spouse/Fiancé (e) (if applicable) _____

CURRENT ADDRESS

Street Address _____ Apt# _____

City _____ State _____ Zip _____

Country _____ Postal Code _____

Phone # (_____) _____ Birth date _____ Email _____

Cell Phone # (_____) _____

PERMANENT ADDRESS

Street Address _____ Apt# _____

City _____ State _____ Zip _____

Country _____ Postal Code _____

Phone # (_____) _____ Birth date _____ Email _____

Cell Phone # (_____) _____

NOTE: You are responsible for notifying the Registrar's Office of any address changes.

Applicant's Faculty/Staff Status



Professor _____ Associate _____ Assistant _____ Instructor _____ Other _____

Applicant's Department _____

I am requesting an apartment for _____ / _____ / _____

Please indicate your Gallery Apartment preferences. Place a "1" in the blank indicating your first choice, a "2" for your second choice, and a "3" for your third choice. **You may select 1, 2, or 3 choices.**

One bedroom apartment Two bedroom apartment Three bedroom apartment

I am willing to accept the first available apartment in Gallery Apartments, regardless of my preferences? Yes No

_____ **Number of children who will reside with you. (If none, please write in zero.)**

Please list name, sex, and age of all occupants (must provide marriage certificates and/or birth certificates for all children at check in)

Name	Gender	Age	Relationship to leaseholder (i.e. Spouse, child, roommate, etc.)

Yes, I would like to receive information regarding the University Children's Center (child care center).

Non-Smoking Policy

All UND Apartments are smoke free. No smoking will be allowed in any area of any building. Residents will be able to smoke outdoors if they are a minimum of 20 feet away from any building. The public areas of all buildings are non-smoking. The religious use of sage, sweet grass and cedar in accordance with their well-established manner of use within American Indian ceremonial traditions for the purpose of purification and prayer will continue to be permitted in UND Apartments.

Have you or any member of your household been convicted of any criminal offense other than a minor traffic violation? Yes No

If yes, please provide a statement with a thorough explanation including the date of the occurrence and penalties imposed.

COMMENTS OR OTHER INFORMATION _____

PLEASE NOTE:

- ❖ Pets are NOT permitted in Faculty/Staff Housing.
- ❖ A limited number of garages are available for an additional monthly rental fee. A garage application is available upon request.

I understand that falsifying any information on this application and/or on any verification submitted in support of this application will result in the cancellation of this application from any waiting list and may also result in referral to the appropriate campus and/or legal authorities. I have read the listed information and am willing to accept an assignment in accordance with such policies as printed in the University Apartment Policy Book.

Signed _____ **Date** _____

For more information please visit www.housing.und.edu/apts