

**FAMILY & GRADUATE HOUSING CONTRACT CONDITIONS**  
**Montana State University - Bozeman**

1. It is important that accurate, up-to-date information is maintained on each applicant. Therefore, each applicant is required to notify the Family & Graduate Housing Office of changes in address, email, and phone. If we cannot contact you because of out-of-date information, we will be unable to assign you a unit, and your **\$100.00 application fee** will be **forfeited**.
2. Assignments are offered approximately one month prior to the beginning of each semester. Housing assignments are prioritized by **application date** and **availability** of unit. Three bedroom Paisley and McIntosh apartments and Branegan townhouses are **very** limited. It would be to your advantage to expand your choices in order to be placed in a timely manner.
3. Family & Graduate Housing is primarily intended to provide affordable housing for students with families. Students may reside in Family & Graduate 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. Student applicants must provide documentation of their legal relationship 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 upper classmen (Juniors & Seniors) are also eligible to reside in Family & Graduate Housing, either alone or with a same gender roommate.
4. Occupancy Limits are as follows:
  - One-bedroom -one occupant only
  - Two-bedroom -no less than one and no more than four, and
  - Three-bedroom -no less than three and no more than six occupants.

**\*\*Any exceptions to these requirements will be made by the Director of Family & Graduate Housing.**
5. **Applications are accepted from new faculty or staff for a period of six months from the beginning date of their contract. Applications are also accepted from visiting faculty, research assistants, and post-doctoral fellows for a period of twelve months also from the date their contract begins. Guests of the University may also apply for short-term suite housing.**
6. Students are required to carry a minimum of **nine undergraduate** or **five graduate** credits per semester in a University approved program while residing in Family & Graduate Housing. In addition, students must be making reasonable progress toward a degree in an approved University program.
7. The following items are necessary at contract signing and before keys are issued:
  - a. Couples must provide an original or certified copy of marriage certificate and/or declaration of common law marriage form, and a copy of child(ren's) birth certificates where applicable;
  - b. single parents must provide legal proof of custody for child(ren), no less than four months per year;
  - c. faculty **must** provide their personnel appointment form stating the date of hire to verify status;
  - d. documentation of other legal relationship (see 3);
  - e. graduate students and single undergraduate students (Juniors & Seniors) must be eligible by academic status and credit accumulation;
  - f. **payment of prorated portion of rent** collected for first month's rent plus the next month's rent if occupancy begins after the 20<sup>th</sup> of the month.
8. A **written notice** is necessary to **CANCEL** this application and to receive a partial refund of your fee. A \$50.00 processing fee will be charged.
9. Applicants who cancel after accepting an assignment, or fail to occupy after accepting an assignment, will **FORFEIT** their \$100.00 application fee. They also will be responsible for any days of lost rent due to their negligence.
10. 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 automatically be cancelled and your \$100.00 application fee will be forfeited.
11. Units (with the exception of guest suites) are rented for a minimum of one month. Therefore, if applicants occupy units for less than 30 days, they are charged for a minimum of 30 days rent.
12. **ANIMALS OR PETS OF ANY KIND ARE NOT ALLOWED (excluding fish)! This includes visiting pets.**
13. All **Freshmen** are required to live in the Residence Halls. Freshmen living in MSU Family & Graduate Housing **MUST** file a "Request for Exemption" form with the Residence Life Office **PRIOR** to fee payment. Spouses who become Freshmen must also complete a "Request for Exemption" form at the time they become accepted as a student.
14. Family & Graduate Housing **reserves the right to deny** an application from a former MSU Family & Graduate Housing tenant or their legal dependant 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 the previous tenancy. Family & Graduate Housing will not accept or process applicants who still owe MSU money due to unpaid rent or other expenditures accrued at MSU. Further, Family & Graduate 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.

# Application for Family & Graduate Housing - Montana State University - Bozeman

**I. Please print clearly and complete ENTIRE application.**

Applicant's Name (Mr., Mrs., Ms.): \_\_\_\_\_ Male/Female MSU ID# or SSN #: \_\_\_\_\_  
(Please circle) (Last name, First name)

Spouse's Name (Mr., Mrs., Ms.): \_\_\_\_\_ Male/Female MSU ID# or SSN #: \_\_\_\_\_  
(Please circle) (Last name, First name)

Applicant's birthdate (day-MONTH-yr): \_\_\_\_\_ Spouse's birthdate (day-MONTH-yr): \_\_\_\_\_

Mailing address to send assignment: \_\_\_\_\_  
Street City ST Zip Code

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Dependents: \_\_\_\_\_  
(please circle)  
 Name: \_\_\_\_\_ Male/Female Birthdate (day-MONTH-yr): \_\_\_\_\_  
 Name: \_\_\_\_\_ Male/Female Birthdate (day-MONTH-yr): \_\_\_\_\_  
 Name: \_\_\_\_\_ Male/Female Birthdate (day-MONTH-yr): \_\_\_\_\_  
 Name: \_\_\_\_\_ Male/Female Birthdate (day-MONTH-yr): \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Please indicate your status to determine eligibility for Family & Graduate Housing when you desire occupancy:**

Married  Married with legal dependants  Single parent with legal dependants  
 Single with no legal dependants\* \*(please complete V)

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

Graduate  Second Degree Undergraduate  Undergraduate (class standing \_\_\_\_\_)  
(Limited Availability)  
 New Faculty  Visiting Faculty  Post Doc  Research Asst.  Staff  
 Short term guest of MSU  
 Other legal relationship (see paragraph 3 on back), please explain: \_\_\_\_\_

**III. Please number your preferences in order of priority (rank 1 to 4 units of your choice):**

<b>Branegan</b>	<b>E Julia Martin</b>	<b>W Julia Martin</b>	
<input type="checkbox"/> 2bdrm flat	<input type="checkbox"/> 2bdrm	<input type="checkbox"/> 2bdrm	
<input type="checkbox"/> 2bdrm townhouse	<input type="checkbox"/> 3bdrm	<input type="checkbox"/> 3bdrm	
<b>Paisley</b>	<b>McIntosh</b>	<b>Grant-Chamberlain</b>	<b>Westside Houses</b>
<input type="checkbox"/> 2bdrm	<input type="checkbox"/> 3bdrm	<input type="checkbox"/> 2bdrm	<input type="checkbox"/> 2bdrm
<input type="checkbox"/> large 2bdrm		<input type="checkbox"/> with roommate	
<input type="checkbox"/> 3bdrm			

**I will accept any unit: YES/NO**  
**Please indicate unit of preference:**  
 Furnished  Unfurnished  Either  
**Smoking Preference:**  
 Smoking  Non-smoking  No Preference

**IV. I will be a student and desire housing beginning: \_\_\_\_\_ Do you need 30 days notice in order to accept assignment?  Yes  No**  
**Are you attending for the summer only?  Yes  No**

If you are not assigned for the semester you applied for, do you want to be kept on a 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.)

**V. Single Graduate / Single Second Degree / Single Junior or Senior Undergraduate Applicants complete this section. Housing preference (in order or priority):**

2 bdrn Grant- Chamberlain - single occupancy  1 bdrn Peter Koch/Nelson Story Tower-single occupancy  
 2 bdrn Grant-Chamberlain -roommate situation (Please respond to questions below. Responses will aid in the assignment of a compatible same-gender roommate.)

1. **I go to bed:** \_\_\_\_\_ early (before 11 p.m.) \_\_\_\_\_ late (after 11 p.m.)
2. **I prefer a room that:** \_\_\_\_\_ is neat & tidy \_\_\_\_\_ is moderately neat \_\_\_\_\_ has a "lived in look"
3. **I will live with an international student:** \_\_\_\_\_ yes \_\_\_\_\_ no
4. **I like social interaction:** \_\_\_\_\_ regularly \_\_\_\_\_ sometimes \_\_\_\_\_ never
5. **I partake in alcoholic beverages:** \_\_\_\_\_ regularly \_\_\_\_\_ sometimes \_\_\_\_\_ never \_\_\_\_\_ no preference

Roommate Requests (same gender): \_\_\_\_\_

I have read and do understand the terms of the Family & Graduate Housing Application, the Family & Graduate 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 with a \$100 application fee to the:

**Cashier's Office, Hedges Complex, Montana State University, Bozeman, MT 59717.**

**Applications returned without an application fee included will not be processed.**

**Applications can be made at any time as long as the applicant is eligible for Family & Graduate Housing at the time of occupancy.**

*To request disability accommodations, inform us of special needs, or to ask questions please contact  
 Family & Graduate Housing, 1502 W. Garfield, Bozeman, MT 59715, (406) 994-3730.*

The University is an equal opportunity institution and offers its living accommodations without regard to race, color, national origin or handicaps (as provided for in Title VI and Title IX, and Sections 503 and 504 of the Rehabilitation Act of 1973).

VALIDATION BY CASHIER: \_\_\_\_\_

RECEIVED BY OFFICE: \_\_\_\_\_