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 If we cannot contact you because of out-of-date information, we will be unable to assign you a unit, and your $100.00 application deposit will be forfeited.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 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 20th of the month.

8. A written notice is necessary to CANCEL this application and to receive a partial refund of your deposit. 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 deposit. 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 deposit 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 birthday (day-MONTH-yr): ____________________________

Spouse's birthday (day-MONTH-yr): ____________________________

Mailing address to send assignment: __________________________________________
Street ____________________________________________
City ____________________________________________
ST ____________________________________________
Zip Code ____________________________________________

Home phone: ____________________________ Work phone: ____________________________
E-mail address: ____________________________

Dependants: (please circle)
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 dependents ___Single parent with legal dependents ___Single with no legal dependents* (please complete V)

Please indicate your institutional status with MSU when you desire occupancy:
____ Graduate ___Second degree undergraduate ___Undergraduate (class standing) ___New Faculty ___Visiting Faculty ___Post Doc ___Research Asst. ___Staff
___Short term guest of MSU ___Other legal relationship (see paragraph 3 on back), please explain: ____________________________________________

Please indicate unit of preference:
___2bdrm ___3bdrm _________2bdrm townhouse ___3bdrm _________3bdrm
___2bdrm single occupancy ___3bdrm _________2bdrm
___large 2bdrm _________2bdrm with roommate

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

Branegan E Julia Martin W Julia Martin
____2bdrm flat ___2bdrm ___2bdrm
___2bdrm townhouse ___3bdrm _________3bdrm
Paisley McIntosh Grant-Chamberlain Westside Houses
___2bdrm ___3bdrm _________2bdrm _________2bdrm
___large 2bdrm _________2bdrm with roommate
___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

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 $100 refund.

V. Single Graduate / Single Second Degree / Single Junior or Senior Undergraduate Applicants complete this section.

Housing preference (in order or priority):
____ 2 bdrm Grant-Chamberlain - single occupancy
____ 1 bdrm Peter Koch/Nelson Story Tower - single occupancy
____ 2 bdrm 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: (Please respond to questions below.)
___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”
___yes ___no

3. I will live with an international student: ___regularly ___sometimes ___never

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 deposit to the: Cashier's Office, Hedges Complex, Montana State University, Bozeman, MT 59717.

Applications returned without a deposit 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: ____________________________