

Underwood Apartments

Information and Waiting List Application

**Mills College
Housing Management and Dining Services**

*Thank you for your interest in the Underwood Apartments.
For more information, please read the
Terms and Conditions of the Residence Agreement
or call HMDS at 510.430.2127.*

Eligibility:

The Underwood Apartments are provided as family housing at Mills College. Students must be currently registered and may not be in absentia to be eligible for an Underwood Apartment.

If a student's children change their occupancy status (i.e. move off-campus to live with a different parent or guardian), the student will forfeit her/his eligibility for the UND apartments. Students will lose their priority status if they do not opt to stay through the summer months, and must reapply to be placed on the waiting list.

Parenting students expecting babies who will be born during the Fall semester are eligible to move into the Underwood Apartments, provided that they submit medical documentation confirming the expected date of delivery. If a child does not end up living in the apartment, the student will lose her/his Underwood eligibility.

Approved College faculty or staff may also live in an Underwood Apartment.

Occupancy:

There may be no fewer than two people and no greater than four people living in each Underwood Apartment.

Contract Occupancy Periods:

First-year residents at Underwood sign a Residence Agreement for a ten-month lease, beginning in mid-August and ending in mid-June (specific occupancy dates are provided on each academic year's Residence Application/Agreement).

The period from mid-June to mid-August will be included in a supplemental "roll-over contract," and rent will be due on June 15th and July 15th. The roll-over period is not covered by Financial Aid. Students who do not stay through the summer months, or who do not make their summer payments on time, will not be eligible to renew their nine-month leases when the new occupancy period begins in August.

Assignment Priority:

The College uses a priority system for the Underwood Apartments' residential applicants. This system is as follows:

- Undergraduate Single Parents
- Graduate Single Parents
- Partnered Undergraduates with Children
- Partnered Graduate Students with Children
- Partnered Undergraduates without Children
- Partnered Graduates without Children

Assignments are made according to above priorities combined with the date that waiting list applications are received at HMDS. Therefore, the waiting list changes when HMDS receives new waiting list applications.

Renewal Agreement:

Renewals for Underwood Apartments are contingent on the order of priority among all applicants, and students cannot count on continuing occupation in Underwood Apartments from year to year if their priority is lower than that of new applicants for such housing.

Residence Charges:

The residence charge for an Underwood Apartment is in the *Terms and Conditions of the Residence Agreement*. This charge is added to the student bill, along with other College charges. Payment plans vary and are determined by the M Center (510.430.2000). Financial Aid does not cover the June and July roll-over period.

Security Deposit:

A security/reservation deposit in the amount of \$500.00 will be required when the apartment is offered. This deposit must be on file with the Housing Management and Dining Services office before a resident may occupy the apartment.

Pets:

Student residents of the Underwood Apartments may keep aquatic pets, in tanks under 10 gallons in size. Dogs and cats are not allowed in campus student housing. Violation of this policy will result in a fine of \$250, plus the costs of any necessary repairs and/or extermination required for fleas.

Utilities:

The College provides water service, trash/recycling pickup, gas and electricity, internet service, cable TV, and a phone with an active land line (a long-distance plan is not provided; residents must have a phone card to make long-distance calls). There are shared, coin-operated laundry machines on the premises.

Apartment Layout:

All apartments are unfurnished and have two bedrooms (approximately 12' X 15'), one bathroom, a living room (approx. 15' X 17') and an eat-in kitchen. There is adequate closet space but no outside storage.

Policies and procedures for living in an Underwood Apartment are outlined in the *Terms and Conditions of the Residence Agreement*. Please carefully read this document in its entirety before applying for an apartment. In the event of discrepancy between this *Waiting List Application* and the *Terms and Conditions of the Residence Agreement*, information in the *Terms and Conditions of the Residence Agreement* will prevail.

Instructions to Waiting List Applicants:

Return this application to HMDS. The Residence Agreement and a security/reservation deposit of \$500.00 will be required if an apartment is offered to you. Please note that you will be contacted if an apartment becomes available. The time when you can expect to be contacted is April through June for fall assignments, and early December for spring assignments.

If you are NOT offered an apartment you may remain on the waiting list. HMDS will request verification from you periodically, so we know you would like to remain on the list. It is essential that you stay in touch, so we may maintain your file. If you move, please contact the office to update your contact information.

If you are offered apartments for three separate semesters, and do not accept an apartment, you will be removed from the waiting list.

Waiting list applications and inquiries should be directed to:

Mills College
HMDS
5000 MacArthur Boulevard
Oakland, California 94613
Phone: 510.430.2127
Fax: 510.430.2155

Applicant signature

I certify that the information on the reverse is accurate and true. I understand that I must notify HMDS if I wish to withdraw this application.

Signature

Date

Underwood Apartments Waiting List Application

Name _____ Mills ID#/SSN _____

Address _____ Email _____
Street City State Zip

STUDENT PROFILE: Check the appropriate space for each section

A. Mills College Application Status

- Mills application contingent upon housing availability
- Mills applicant – anticipated date of matriculation: _____
- Newly admitted Mills student – expected date of matriculation: _____
- Continuing (Active) Mills student

B. Degree Status

- Undergraduate
 Freshwoman Sophomore Junior Senior
- Graduate

C. Expected Graduation date: _____

D. Housing application for: _____ Semester

PERSONAL PROFILE: Please check the appropriate descriptions:

A. Family Status

- Single, w/child(ren) Married/Partnered, w/child(ren) Married/Partnered

B. Family Information

- Is Spouse/Partner a Mills Student? Yes No (please circle one)
- # of children sharing apartment with you Name of spouse/partner _____

<u>Child's Name</u> (student applicant must be custodial parent)	<u>Birthdate</u>	<u>Sex</u>

C. Students with Disabilities

Please indicate any physical and/or disability needs for your residency on campus:
 (Please register with Services for Students with Disabilities.)

FOR OFFICE USE ONLY	<u>TIME RECEIVED</u>	<u>DATE STAMP</u>
Priority 1 2 3 4 5 6		
Accepted Mills Student <input type="checkbox"/>		
Date Offered:	Letter Sent:	
Date Accepted / Denied:		
Remain on Waiting List:	Letter Sent:	

Notes:
