

UNIVERSITY APARTMENTS

STUDENT APPLICATION *page 1 of 2*



Name: LAST FIRST M.I.

Permanent Address (# and Street) Email Address:

City State Zip Country (if not USA)

Current Address (# and Street)

City State Zip Country (if not USA)

Student Number: Birthdate:
mm/dd/yyyy

Male Female Home Phone: Cell Phone:

Requested Move-in Date: Undergrad Grad
mm/dd/yyyy

Office Use Only

Resident RMS #

File #

APARTMENT PREFERENCES *(These preferences are based on availability and are not guaranteed.)*

Please select one:

- One-bedroom
 Two-bedroom

Please select one:

- Standard Furnished
 Standard Unfurnished

- Renovated Partially Furnished
(bed, dresser, desk & chair)
 Renovated Unfurnished

Smoking

- Yes
 No
 No Pref

Office Use Only

Apt #

Rate Code

Rate

Phone #

NOTES:

Comments:

ROOMMATE REQUEST

Will you have a roommate?: Name: LAST FIRST

- Yes
 No

Male Female PID or NetID: Email:

FAMILY INFORMATION

Other Occupant: LAST FIRST RELATIONSHIP TO LEASEHOLDER

Spouse: LAST FIRST

Children living with you:

LAST FIRST BIRTHDATE MALE FEMALE
mm/dd/yyyy

LAST FIRST BIRTHDATE MALE FEMALE
mm/dd/yyyy

LAST FIRST BIRTHDATE MALE FEMALE
mm/dd/yyyy

LAST FIRST BIRTHDATE MALE FEMALE
mm/dd/yyyy

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STUDENT APPLICATION *page 2 of 2*



APARTMENT INFORMATION

Apartments are available for students, their spouses and children. Each student must complete this application and pay the \$40 **non-refundable** application fee. Applications for current academic year not honored by the end of spring semester will be cancelled. All assignments are made by date this office receives applications. **No pets are permitted** in University Apartments except for fish (excluding carnivorous or poisonous varieties). Leases expire May 15 every year unless approved by manager or contract release team for another date.

To pay by credit card, please visit the following web page and follow the directions to submit your \$40 application fee.

https://commerce.cashnet.com/msu_3460_CLS_UNIVAPTS?&itemcode=3460-SVAPPF

To pay by check or money order, in U.S. FUNDS, payable to Michigan State University, return application and fee to:

University Apartments Leasing Office
Michigan State University
1460 Middlevale Rd., Suite 180
East Lansing, MI 48823

Applicant Signature:

Date:
mm/dd/yyyy

Phone: 800-678-4679 or 517-355-9550

Fax: 517-432-2093

Email: UAinfo@rhs.msu.edu

Website: www.liveon.msu.edu

Save this file and email it as an attachment to: UAinfo@rhs.msu.edu

Adobe Acrobat version 8.0 required to save and email.

OFFICE USE ONLY

Apartment Leasing Checklist

Initial and Date

Check student account, enrollment, eligibility and hall contract

Application fee of \$40 accepted and processed

Process application in RMS, RMS ID entered on application and in RMS

Offer sent

Offer Sent Date: (mm/dd/yyyy) Return by: (mm/dd/yyyy) Move-in Date: (mm/dd/yyyy)

First month's rent received and processed: Cash Check CashNet Credit (in office) Other:

Lease completed with signatures and initials

Grade in RMS changed to (1)