

OFFICE USE ONLY

Security deposit: \$660

Room key deposit: \$40

Mailbox key deposit: \$10

TOTAL DEPOSIT: _____

Date signed lease received: _____

ID #: _____

Move-in Date: _____

Room Number: _____



**Catholic
Theological
Union**

STUDENT RESIDENCE ROOM LEASE

5401 S. CORNELL AVE.

2013-2014 ACADEMIC YEAR

Name of Resident: _____

Current Mailing Address: _____

Daytime Phone Number: _____

Cell Phone Number: _____

E-Mail Address: _____

LEASE FEES

CTU offers CTU students rooms at the Residence Hall and Student Center located at 5401 S. Cornell Ave, Chicago, IL 60615; such rooms are billable by semester or term. CTU does not offer daily or monthly rental rates to students during the academic school year, however monthly rentals are available to students wishing to remain on campus during the summer months. Please see the Student Services Coordinator for more information.

If you would like to rent a room during the 2013-2014 academic year please mark the appropriate box below:

Fall 2013 Semester (\$2640)

J-Term 2014 (\$660)

Spring 2014 Semester (\$2640)

Rental and meal plan fees noted above are due before the commencement of a Semester or J Term (see Fees section 2 below).

Move-in/out Guidelines

Fall 2013 Semester begins September 3, 2013. The move-in grace period is August 27, 2013 – September 2, 2013.

J-term 2014 term begins January 6, 2014. The move-in grace period is December 30, 2013 – January 5, 2014.

Spring 2014 Semester begins February 10, 2014. The move-in grace period is February 3, 2014 – February 9, 2014

Residents will be charged \$20.00 per day for an early arrival date beyond the grace period listed above (Early arrival is permitted only if space is available).

CTU's move-out deadline is May 19, 2014. The move-out grace period is May 20 – 27, 2014. **Residents will be charged \$30.00 per day for a late departure date beyond the grace period listed above. (Late departure is permitted only if space is available).**

MEAL OPTIONS

If you would like to participate in a meal plan please mark the appropriate box below:

Meal plans may only be downgraded prior to the 2nd Friday of a term, but may be upgraded at any time of a term.

3 meals per day:

Fall 2013 Semester (\$2000)

J-Term 2014 (\$500)

Spring 2014 Semester (\$2000)

2 meals per day:

Fall 2013 Semester (\$1600)

J-Term 2014 (\$400)

Spring 2014 Semester (\$1600)

1 meal per day:

Fall 2013 Semester (\$800)

J-Term 2014 (\$200)

Spring 2014 Semester (\$800)

The meal plan is in effect for the following dates for each term:

Fall 2013 Semester: September 3, 2013 – December 12, 2013 *(closed beginning 11/27/13, reopen 12/2/13)*

J-Term 2014: January 6, 2014 – February 9, 2014

Spring 2014 Semester: February 10, 2014 – May 19, 2014 *(closed beginning 4/18/14, reopen 4/22/14)*

No meals will be provided during the Thanksgiving and Easter holiday breaks.

Occupant (Resident) hereby accepts the lease of a single room in the Residence Building of Catholic Theological Union (the "premises") CTU agrees to lease said premises to the eligible Resident, according to the terms and conditions hereinafter set forth. As a school of ministry, Catholic Theological Union embraces a particular ethos which is reflected in expectations of staff, students and residents for behaviors appropriate to single, married, vowed or ordained individuals in a school of ministry. Respecting the rights of individuals, CTU deems it important that residents, whether associated with CTU or with its associated schools or programs, balance a concern for individual choices with the rights of the community at large and with the common good. Disregard of this ethos may lead to review of an individual's resident status.

CTU appreciates your contribution to our community by respecting this spirit and in following the terms of this lease.

1. **STUDENT STATUS:** All incoming residents must be a full or part-time student of CTU or an affiliate to be eligible for CTU housing. All Residents living in the residential facilities must be making progress in a degree or other CTU programs and be in good standing (as defined by Academic Dean) at CTU. All who have completed their academic programs are required to move-out of CTU Residential Facilities within 7 days of CTU's graduation ceremony.
2. **FEES:** Rental and meal plan fees and other charges under this lease agreement (the "lease") are to be paid to the Business Office of CTU before the commencement of a semester or term: by mail to: Catholic Theological Union – Business Office – 5401 S. Cornell Avenue, Chicago, IL 60615 or delivered to Room 315 at 5416 S. Cornell Ave.
3. **AS A RESIDENT:** Residents are responsible for maintaining their premises and furnishings in an uncluttered and sanitary matter. Conditions due to negligence that provides habitats for mold, mildew, insects, and vermin or result in smelly and/or unusually dirty rooms will be grounds for terminating this contract. Normally, residents will be given 2 warnings. On the 3rd occasion, residents can be asked to leave housing within normal time limits of Illinois State laws.
4. **REDELIVERY TO CTU:** The Resident has examined and knows the condition of the premises and furnishings therein and has received the same in good order and repair, and acknowledges that no representations as to their condition or repair and no agreements to or promises to decorate, alter or improve the premises have been made by CTU or any of its agents prior to or at the execution of the Lease, other than are herein expressed. Upon termination of the Lease, by lapse of time or otherwise, the Resident will immediately yield up the premises and furnishings to CTU in as good condition as when the same were entered up by the Resident, ordinary wear and tear expected. Arrangements must be made with the Director of Facilities for a check-out walk through of the premises and review of the Room Condition Report signed upon delivery of the room to the Resident. Upon completion of a walk through with the Director of Facilities all keys must be returned to the Student Services Office Room 311. After those steps are completed, the Resident's security and key deposits will be credited to their CTU Account so long as repairs to the room are not necessary.
5. **TERMINATION OF LEASE:**
 - a. **By the SCHOOL:** These premises are available to those currently pursuing studies at CTU or an affiliate. The school reserves the right, within two weeks of a student's change of status, to terminate this lease.
 - b. **By the RESIDENT:** Students who have reserved housing at CTU, but do not actually enroll at CTU or associated schools, may terminate this lease upon two weeks written notice to Student Services by the Resident. **A cancellation fee of \$100 will be assessed.** In all other circumstances, CTU will consider a written petition for release from this Lease on a case by case basis provided the petition is submitted to the Student Services Office at least three weeks before the proposed date of termination. If the petition is approved by CTU, the Resident will be released from this Lease and a cancellation fee equal to the security deposit will be assessed. In addition, a prorated amount will be charged for the actual period of occupancy. Failure to obtain approval of CTU for release from this Lease will result in the Resident's being responsible for payment of the balance of rental fees.
6. **KEYS:** CTU shall furnish to the Resident, concurrently with the delivery of possession of the premises, the necessary key to the premises for an additional \$40.00 key deposit. The Resident agrees not to make, or cause to be made or make available to a third party, a duplicate set or sets of said keys. **In the event keys are lost or misplaced, CTU shall upon request, furnish a duplicate, upon payment of \$40.00 per lost key. Additionally, the Resident must pay \$10.00 for a key deposit for the mailbox key.**
7. **COOKING/Appliances:** Due to the fire code issued by the City of Chicago, **"Cooking" in the room is absolutely prohibited. The only exception is by use of a Microfridge unit rented to the Resident by CTU.** Residents will be given 2 warnings and on the 3rd occasion, residents will be asked to leave the room and the lease will be terminated. "Cooking" will also apply to the use of hotplates, coffee pots, crock pots, rice cookers or any other heating device. **Use of any of these devices is absolutely prohibited.** CTU reserves the right to confiscate any heating device discovered being used in a residential room. All cooking devices are to be used in the common area kitchens. Such confiscated devices will be returned to the Resident upon departure. **In addition, with the exception of the Microfridge, refrigerators are prohibited in residential rooms.**
8. **FIREARMS PROHIBITED:** The City of Chicago prohibits the possessions of firearms of any kind, explosives or other dangerous materials in the room or on the premises and in any other part of CTU.
9. **FAMILY HOUSING:** Due to CTU space constraints, housing is not available to residents with children. See CTU's Student Services Coordinator for a listing of family housing properties in the area.

10. **PETS:** Keeping pets of any kind on the premises is prohibited and if the Resident is found to have possession of a pet or pets of any kind is subject to eviction.
11. **RADIO/T.V.'S, ETC:** The Resident shall not use radios, television sets, record players, stereo equipment, musical instruments or other similar items in such fashion as to disturb other Residents. After 10 PM and before 7 AM, residents are asked to be particularly mindful of the need for the quiet requisite for study and rest.
12. **CLEANING:** Cleaning of individual rooms is the responsibility of the Resident. Residents that use the common Kitchens, Dining Rooms and Lounges on each floor are asked to clean areas after use. Upon ROOM CHECK OUT your room will be inspected for cleanliness. Guidelines for proper cleaning will be sent to each resident prior to their move-out date.
13. **NO SMOKING: CTU is a non-smoking environment. Smoking is therefore prohibited in any part of the premises including within 15 feet of the outside of the premises.**
14. **RECYCLING:** CTU recycles paper, glass, plastic containers, and cans. Recycling bins are provided in the premises common areas. Residents must recycle the accepted items. Detailed information about our recycling program is included in the Housing Handbook provided to you.
15. **CHANGE OF ROOM ASSIGNMENT:** CTU reserves the right to change the assignment of a room under Lease to a comparable room, if available, after due consultation with the Resident. **Under no circumstances can residents change their own room assignments with another resident. Room changes may occur only at the end of a lease term and will not be accommodated at any other time and must be approved by the Housing department.** Room change requests must be made in writing and submitted to Housing.
16. **RESIDENT'S APPLICATION:** The Resident's application for this Lease is hereby incorporated herein and made a part thereof, and the Resident represents and warrants that the information given in said application is true and correct. In the event that any of such information is false, CTU may, at CTU's option, terminate this Lease.
17. **USE OF PREMISES, SUBLET, AND ASSIGNMENT:** The premises shall be used solely by the Resident listed in the application for this Lease. The premises are to be used solely to provide housing and may be used for no other purpose. The Resident cannot sublet assign this Lease.
18. **ALTERATIONS/ADDITIONS/REPAIRS:** No alterations, substitutions, additions or improvements to the premises and furnishings therein shall be made by the Resident without the written consent of CTU. All requests for repairs or changes in furnishings shall be made to the CTU Director of Facilities. No furnishings may be removed from the premises without the written permission from the CTU Director of Facilities. When a Resident moves out of their room all furniture is to be left in the same condition as at the beginning of the term, ordinary wear and tear accepted. Adhesives, tacks, and nails are not to be used on any walls, woodwork or furniture. Painting and decorating are to be done only by or under the direction of authorized personnel. ***Unauthorized removal, exchange, or swapping of furnishings from any room will result in the immediate forfeiture of the security deposit. This policy is strictly enforced.***
19. **STORAGE FEE:** CTU will assist those residents who would like their possessions stored for the summer months. No more than 10 average size boxes will be stored. A \$50 storage fee will be charged. See the Student Services Coordinator for details.
20. **DEPARTURE DATE: Residents are granted a seven (7) day move-out grace period after the end of the semester/term. Residents who extend occupancy past this date will be charged \$30 per day.**
21. **SUMMER HOUSING:** Any current student, not yet graduated staying as a resident for the summer will be charged \$60 for May 31, 3 plus \$660 per month for the months of June, July, and August.
22. **INSURANCE:** CTU is not responsible, financially or otherwise, for the loss or damage to any personal belongings of any Resident. We strongly recommend that Residents purchase renter's insurance.
23. **ACCESS:** The right of free access to the premises is reserved to CTU for its agents to inspect, repair, exterminate vermin, and alter said premises all without interference of any kind by the Resident or others. When it is possible, 24-hour advance notice will be given to the Resident, except in cases of inspections, which may be carried without notice.
24. **SURRENDER OF PREMISES:** At the termination of the Lease, by lapse of time or otherwise, the Resident shall yield up immediate possession of the premises to CTU, and deliver all keys to CTU or its agents. Failing to do so, Resident shall pay as liquidated damages a sum equal to twice the amount of the rent herein due for the whole time such possession is withheld. CTU reserves the right to put the Resident's possessions into storage if they have not responded to CTU.
25. **WAIVER OF NOTICES:** The Resident waives all notices of any election by CTU hereunder, demand for rent, notice to quit, demand for possession and any and all notices and demands which may or shall be required by any statute of this State relating to forcible entry and detainer, or to landlord and Resident, or by any other statute or law.
26. **PAYMENT OF COSTS:** The Resident will pay and discharge all reasonable costs, attorney's fees and expenses that shall be made and incurred by CTU in enforcing the covenants and agreements of the Lease.
27. **RIGHT TO RE-LET:** If the Resident shall abandon or vacate the premises, CTU may re-let same for such rent and upon such terms as CTU may see fit; and if a sufficient sum shall not be realized after paying the expenses of such re-letting and collecting, including the cost of repairs, if any, to satisfy the rental due hereunder, the Residents agrees to satisfy and pay any deficiency.

28. **RIGHTS CUMULATIVE:** The rights and remedies of CTU under this Lease are cumulative. The exercise or use of any or more thereof shall not bar CTU from exercise or use of any other right or remedy provided herein or otherwise provided by law, nor shall exercise nor use of any right and remedy by CTU waive any right and remedy.
29. **PERMISSION FOR EXCEPTION:** In cases under this Lease where permission for an exception must be obtained from officials of CTU, CTU agrees such permission will not be unreasonably withheld.
30. **RIGHTS AND REMEDIES:** If the Resident breaches any covenant or other provision of this Lease or fails to pay any part of the rent or other indebtedness owed to CTU when due, or fails to vacate the premises at the end of the term of the Lease, CTU may, at CTU's option, at once and without demand or notice, terminate this Lease; and CTU may, with or without terminating this Lease, re-enter and take possession of the premises without being guilty of trespass or forcible entry or detainer, or liability for any loss or damage caused thereby. Such entry shall not cause a forfeiture of rents due, or a waiver of any covenant in the Lease to be performed by the Resident. CTU reserves the right to refuse to register the Resident for further classes until the Resident has satisfied his/her obligations hereunder.

RESIDENT: PLEASE COMPLETE

Please provide CTU Student Services with at least one emergency contact person who we could contact in the event of an emergency:

Name: _____
 Relation to you: _____
 Phone number: _____

I affirm that I have read and meet the qualifications of this rental agreement, both as to my student status and in my intent to live up to the terms of this lease. **I agree to read the Student Handbook provided to me via www.ctu.edu for complete details regarding the CTU living space and all rules, regulations and policies contained herein.**

Resident's signature: _____ Date: _____

Housing Office signature: _____ Date: _____

- Return completed and signed lease to:

Catholic Theological Union
 Student Services Office
 5401 S. Cornell Ave.
 Chicago, IL 60615
 773.371.5402
Studentservices@ctu.edu

- Enclose a check or money order with the signed lease for \$710.00 (\$660 housing security deposit, \$40 key deposit, \$10 mailbox key deposit) plus any early arrival fees. These deposits and fees are required before room keys are distributed and are refundable as noted above.