

UNIVERSITY HOUSING

WAITING LIST PROCEDURES

Responsibilities of applicant:

- Properly completed waiting list application.
- A **non-refundable** \$50.00 application fee for **each** waiting list that the applicant signs up on. *This is an administrative fee and will not be refunded should the applicant not be placed in an apartment during the specific calendar year in which the fee is paid.*

Waiting List Administration:

- 1) The function of the waiting list is to identify individuals who desire housing at specific times. An applicant's status on the list is a function of (a) order of signing up, (b) floor plan preference, and (c) the preferred move-in month indicated.
 - The term of the waiting list will be from March to December of the applicable calendar year.
 - The desired month of move-in is the earliest time the applicant might be able to move-in based on availability – **it is not a guarantee by University Housing of accommodation.**
- 2) Any inquiries regarding the waiting list must:
 - Be made by the applicant himself/herself and not another party on the applicant's behalf.
 - Be accompanied by the following information:
 - The applicant's name.
 - The Property applied for.
 - The floor plan(s) applied for--**preferences for a specific floor, direction, etc. will not be accepted.**
- 3) Any changes to the applicant's information must be made in writing by applicant.
- 4) The \$50.00 application fee entitles the applicant to have his/her name on a maximum of two (2) floor plan lists at either Phase 1, Phase 2, or Phase 3 (all tenants must be Full-Time UT Learners only).
- 5) Occupancy limits are:
 - a maximum of two (2) individuals in a one bedroom
 - a maximum of four (4) individuals in a two bedroom
 - a maximum of six (6) individuals in a three bedroom
- 6) University Housing will notify qualifying applicants via the e-mail address provided as soon as apartments matching their floor plan preference become available. **Note: There is no effective way for**

University Housing to assess if or when an applicant may attain accommodations until his/her name is reached on the waiting list.

- To claim the apartment, the applicant must respond to the e-mail message within (2) business days of the email time stamp.
- Should University Housing receive no response from applicant within two (2) business days, the applicant's name will be placed at the bottom of the specific waiting list for which they were contacted.

7) Once the applicant has responded and accepted the apartment within the specified time frame above, he/she must provide University Housing a security deposit within two (2) business days. If University Housing does not receive the deposit within such specified time, the applicant will be removed from the specified waiting list and University Housing will proceed to the next applicant on the list.

I HAVE READ AND UNDERSTAND ALL THE PROCEDURES ABOVE.

SIGNATURE

DATE