

## APARTMENT APPLICATION

Applicants must be in good academic and judicial standing with one of the UHCS participating colleges in order to be considered for placement. **Please submit an initial Application Fee in the amount of \$200.00 with this application** and make check or money order payable in U.S. Currency to Renaissance Corporation of Albany\* ("RCA"). Please refer to the Application Fee Policy for details on Application Fee refunds. Please complete the following:

1. **First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_
2. **Permanent Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_
3. **Telephone #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_
4. **Cell Phone #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_
5. **Emergency Contact:** \_\_\_\_\_  
 Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_
6. **I will be attending (Name of College):** \_\_\_\_\_ **Year of Study:** \_\_\_\_\_  
 (Albany College of Pharmacy & Health Sciences students must be in at least their 3<sup>rd</sup> year, P1 to live at UH College Suites)
7. **Term Begins:** \_\_\_\_\_ **Ends:** \_\_\_\_\_  
 (Residents may move into UH College Suites the weekend immediately prior to the start of their academic term.)
8. **Check all that apply:**  9 Month Academic Term (Mid/Late August to Mid-May)  Spring Term ONLY (January to Mid-May)  
 3 Month Summer Term (Mid-May to Mid-August)  Rotation:  
 12 Month Term (Mid-May to Mid-May ONLY) Schedule: \_\_\_\_\_
- Building Request (Rental Rates Vary):**  A- Building – UHCS Main Building  B-Building – UHCS New Addition  
 Please refer to our website for all current rental rates at [www.uhcollegesuites.com](http://www.uhcollegesuites.com)
- Apartment Request\*\*:**  4-Bedroom/2-Bathroom  2-Bedroom/1-Bathroom  
 1-Bedroom/1-Bathroom (Extremely Limited)  Studio/1-Bathroom (Extremely Limited)  
 If my apartment request is not available, I would accept ANY space available.
9.  Male  Female **Referred by/source:** \_\_\_\_\_
10. **Requesting Disabled/Medical Accessibility:**  Yes  No
11. **Parking Space Needed:**  Yes  No  
**Parking Preference:**  Lot (\$300.00 Academic/Free Summer)  Garage (\$495.00 Academic/\$165.00 Summer) *Waitlist*
12. **Requested Apartment Roommates (optional) – Please Note: All requests are considered but not guaranteed.**  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ **Listed Roommates must request and agree to assignment.**

Students residing at University Heights College Suites are expected to conduct themselves in a manner appropriate to an academic community living environment. I warrant that all statements above set forth are true and correct to the best of my knowledge. I understand that deliberately submitting false information or withholding information constitutes fraud. Federal law specifies fines up to \$10,000 and prison terms up to five years for fraud and may be grounds for eviction.

I also understand that this form is only an application for residency and that the submission of this application does not reserve or in any way guarantee an apartment or bedroom.

\_\_\_\_\_  
 Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

I have received, reviewed, understand and agree to the Application Fee Policy on back. \_\_\_\_\_ (initials)

\*Renaissance Corporation of Albany ("RCA") is a non-profit organization doing business as University Heights College Suites.  
 \*\*Please be advised that all students are initially placed on our waiting list.

## APPLICATION FEE POLICY

1. A **\$200.00 Application Fee** is required in advance to become eligible for placement at UH College Suites. When your completed application is received you will initially be placed on the waiting list, your acceptance for placement will be determined by the date that your \$200.00 Application Fee was received. Your check or money order should be made payable in U.S. Currency to RCA\*. You may also log on to [www.uhcollegesuites.com](http://www.uhcollegesuites.com) and click on the "Pay Your Rent Online" icon. The RentPayment service has a *percentage-based transaction fee when you make online payments*. Cash will only be accepted under extreme circumstances.
2. Your \$200.00 Application Fee assures that you comply with the terms and conditions outlined in the UH College Suites Student License and the Rules and Regulations Agreements. Each resident will receive a copy of both before moving in and will be required to sign an acknowledgement of receipt before being given room keys.
3. If you find alternative living arrangements, you must **IMMEDIATELY** notify UH College Suites Management in writing.
4. If you have received confirmation or notification that a room has been reserved for you at UH College Suites and you then decide to withdraw your application, your \$200.00 Application Fee will be **forfeited**.

This does not apply if your application withdrawal is due to a change or withdrawal from college **30 days or more prior** to the beginning of your scheduled move-in date. If this is the case, you must **immediately** provide a letter indicating your intentions and why you are withdrawing your application for residency at UH College Suites. You must also include a letter from the college stating that you will no longer be attending. Once we receive this information, your \$200.00 Application Fee will be returned to you within 90 days.

I fully understand the terms and conditions of the Application Fee Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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