Dear prospective members of the University of Rochester graduate community,

Thank you for your interest in graduate housing at the University of Rochester. It is not necessary to wait for final graduate acceptance to submit a housing application. The following information about housing on and near the University campus should prove to be helpful.

Please read the enclosed housing material carefully.

The University of Rochester does provide University housing for more of its post-baccalaureate students than do most comparable institutions. However, University housing is not guaranteed for all who are eligible and wish to live in University facilities. There is an adequate supply of affordable private housing in the Rochester area for those who cannot be accommodated in University facilities and must (or elect to) seek private housing. We are prepared to assist you with locating University housing through the University Apartments Office or off-campus housing through the Off-Campus Living Program.

The University maintains the University Apartments Office to help you locate housing within the University. The University Apartments Office accepts applications for University graduate and family housing, and offers and assigns University housing in accordance with established guidelines (see Graduate Housing Assignment Policies and Guidelines later in this booklet). The Off Campus Living Program can assist you in locating housing off campus. Both offices are located in the Office for Residential Life, 020 Gates Wing of Susan B. Anthony Halls. Assistance is available from 8 a.m. to 4 p.m. Monday through Friday.

We encourage you to read this guide to University apartments and off-campus living opportunities for more information about University and private housing options and the services available at the University Apartments Office and the Off-Campus Living Program.

Please Note: All of University graduate housing and all campuses are smoke free.

We look forward to welcoming you to the University and the City of Rochester. Please do not hesitate to call upon us at any time.

Sincerely,

Laurel F. Contomanolis
Executive Director, Office for Residential Life and Housing Services
Consider becoming a part of the University of Rochester graduate and family housing communities. These communities include graduate students and their families from across the University (the College, School of Medicine and Dentistry, Eastman Institute for Oral Health, School of Nursing, Simon Business School, Warner School of Education, and Eastman School of Music).

Students and their families come from around the United States and from around the world, reflecting the diverse enrollment at the University of Rochester. Our vibrant communities encourage students and their families to become involved and celebrate the unique contributions that each person can bring to this living and learning environment.

Dedicated staff work with our graduate communities. The assistant director for graduate and family housing, the resident director, and the staff of graduate community assistants (GCAs) encourage involvement in our communities. There are many ways to participate—from potluck dinners to picnics to outings (such as apple picking) to biking to art classes and community gardens—something for everyone at the level they wish to participate.

OUR MISSION
At the University of Rochester, graduate and family housing residents expect their housing communities to be places where they
• can pursue their academic goals in an environment conducive to learning;
• have buildings that are physically clean and well cared for;
• are encouraged to become active members of their community through events and programs regularly planned by the residential life staff;
• are respected for who they are—where differences are not only tolerated but also celebrated;
• take responsibility for their actions;
• respect the rights of others;
• are entitled to their own opinions but understand the importance of compromise;
• uphold the standards of the community for the good of the entire community.

GRADUATE and family housing

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Follow us on FACEBOOK
www.facebook.com/urgradhousing

For more information, check out our blogs at
http://blogs.rochester.edu/urgraduatehousing
Close to the University’s main River Campus, the Medical Center, Southside Living Center, and South Campus. The Eastman School of Music and the Memorial Art Gallery are about two miles away. Free shuttle bus service is provided to persons with University ID among the campuses and many other locations throughout the area.
Members of the University of Rochester community can choose from a wide range of living accommodations. We attempt to match your rent budget, space needs, wishes with respect to privacy or a more social setting, as well as your need to be close to a particular campus area with one of the pleasant University apartment facilities. The most attractive features of all University apartment housing are convenient locations and reasonable rents. Each complex is staffed with Graduate Community Assistants (GCAs) to assist new residents, to provide activities, and to help foster a community atmosphere.

The University maintains three apartment complexes that serve graduate students, medical students, and postgraduate trainees (including postdoctoral fellows, hospital house staff, and fellows of the School of Medicine and Dentistry). Each of these complexes has coin-operated laundry facilities and University bus service. People with children will find safe playgrounds at Whipple Park. Both University Park and Whipple Park have broad lawn areas nearby for ball playing, volleyball, picnicking, and other activities. On the other hand, Goler House (high-rise apartment building) is closer to the College Town stores, restaurants, and public transportation and has a somewhat more urban atmosphere.

The Zipcar program is available at the University of Rochester, and there are Zipcars located near each of the three graduate housing areas.

ACCOMMODATIONS and floor plans

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The Zipcar program is available at the University of Rochester, and there are Zipcars located near each of the three graduate housing areas.

UNIVERSITY PARK

The University Park (UPK) apartment complex is a 15-minute walk or a 12-minute bus ride from the River Campus and a five-minute walk from the Medical Center. The low-rise, two-story buildings include 40 studio, 86 one-bedroom, and 82 two-bedroom unfurnished apartments. University Park is located within the Rochester City School District. It has University bus service. Single applicants with identified roommates (IRMs) and applicants with children are given first priority in two-bedroom apartments. Priority for studios and one-bedroom apartments is given to couples and single applicants.

For more information:  
http://blogs.rochester.edu/urgraduatehousing

typical studio apartment  
587 sq. ft.

typical one-bedroom apartment  
736 sq. ft.

typical two-bedroom apartment  
904 sq. ft.
WHIPPLE PARK

This complex of cedar-shingled, two-story buildings has a combination of two-bedroom garden apartments and two- and three-bedroom town houses totaling 250 units, all unfurnished. Whipple Park (WPK) is in a park-like setting bordered by wooded areas. It is approximately one mile from the Medical Center and a mile and a half from the River Campus. While certainly walkable, it is a short (15-minute) bus ride to the River Campus and just 12 minutes by bus to the Medical School.

Whipple Park has landscaped grounds, a community garden, and low street noise. There are adequate parking facilities. Town houses have laundry connections and are individually metered for electric service. Each town house has a small basement (they vary in size) suitable for storage only—no one may be housed in the basement. Several garden apartments have been modified to accommodate students with disabilities. Applicants with children are given priority for Whipple Park town houses. Whipple Park is in the Rush-Henrietta School District. School buses come to the Whipple Park parking lot.

Basic furnishings in one- and two-bedroom furnished apartments:
• Dining table with four chairs
• Sofa with side chair
• Coffee and end tables
• Bookcase

Each bedroom contains:
• Twin bed
• Desk with chair
• Dresser
• Night table
• Lamps
• Window blinds

For more information: http://blogs.rochester.edu/urgraduatehousing

GOLER HOUSE

George Washington Goler House (GHS) is a 13-story high-rise building immediately adjacent to the Medical Center and a 10- or 15-minute walk or an 8-minute bus ride from the River Campus. The main entrance security system is controlled by residents’ telephones. The 321 apartments (including several short-term units) are among the University’s most spacious and include studio, one-, and two-bedroom apartments. Some two-bedroom units have two baths. Some of the Goler House apartments are furnished. A University bus stop is nearby. Goler House is located near College Town, giving residents access to public transportation, shopping, and restaurants.

Free parking for Goler House residents is located at our Whipple Park complex. Residents use the Blue Line shuttle to access their cars. If residents are interested in closer parking, new residents may contact the Parking Management Office to enter their names on a waiting list for spaces around the base of Goler House (approximately $500/year) or purchase space in the College Town Garage ($1,698 per year). There are short-term drop-off spaces in front of Goler House to facilitate unloading of passengers, groceries, and other packages.

For more information: http://blogs.rochester.edu/urgraduatehousing
Qualified Housing Applicants: Full-time matriculated and currently registered University graduate students, medical students, accelerated nursing students, postgraduate trainees (including postdoctoral research associates, hospital house staff, and fellows of the School of Medicine and Dentistry and the Eastman Institute for Oral Health), and their immediate families (spouse, partners, and children). Visiting Scholars are not eligible. Final eligibility for professional trainees is determined by benefit status. These qualifications apply to both the Leaseholder and the Identified Roommate. Occupancy by any other person(s) must be approved in writing by the University Apartments Office/Office for Residential Life and Housing Services.

Married undergraduates and undergraduates with children are also qualified applicants. Other undergraduate students are not eligible for graduate housing unless approved by the Office for Residential Life and Housing Services. Parents, grandparents, siblings, or other non-immediate family are not eligible to live permanently with students in graduate housing.

Lease: Legally binding contract that obligates a person to the full term of the lease. If the lease is terminated prior to the end of the lease term, the security deposit is forfeited. See page 19 for full details.

Early Lease Termination: Ending a lease prior to the end of a lease term. In most cases, the security deposit is forfeited. For exceptions, see page 19.

Short-Term Housing: Housing one to six months, limited options. For information about short-term housing, please contact the Graduate Housing Manager at uapts@reslife.rochester.edu.

Leaseholder: The person solely responsible for the rental payments and terms of the lease.

Effective Assignment Date: Date the lease officially begins and the leaseholder begins paying rent (regardless of actual date of occupancy).

Identified Roommate (IRM): A qualified graduate housing applicant who agrees to share accommodations with an eligible leaseholder. An IRM must meet the same eligibility requirements as all applicants (see above). When an IRM is no longer eligible (completes their program, disenrolls, becomes employed full time, etc.) to be an IRM, they must vacate within 30 days. IRMs have no legal standing regarding the lease and are not protected by the resident’s lease with the University. All arrangements are strictly between the resident (leaseholder) and the IRM. An IRM does not need to be identified prior to the applicant submitting an application but should be registered with the complex office at the time they move into their apartment.
In the event that a leaseholder terminates the lease, an IRM who has been registered for at least six months may be eligible to lease the apartment under limited circumstances. Due to apartment maintenance and upkeep concerns, apartments may be transferred to an IRM only once. These cannot be a series of consecutive IRM takeovers. If an IRM lives in an apartment without takeover privileges, they will be given priority for a transfer option. This is dependent on apartment availability and is not guaranteed.

Complex Office: Offices located at each University apartment complex where leaseholders pay rent, submit maintenance requests, and register roommates (IRM). Each complex is managed by Rochester Management, Inc., a private housing management corporation.

Annual Lottery: A lottery conducted each spring to determine all on-time applicants’ assignment list order for each of the housing types they have specified on their applications and for which they are eligible. This year, the lottery will be run on May 1, 2019.

Assignment Waiting Lists: All applicants are placed on waiting lists for all housing types they have preferenced based on the results of the lottery. Applicants are offered housing in lottery order as space becomes available; late applicants are added by date of application receipt. Applications remain valid until May 1 of the following year. Those students who still wish to be considered for graduate housing must submit a new application and fee.

Application Change: All requests for changes in apartment style will be considered and treated as new applications. Requests received prior to the annual lottery (the first Wednesday in May—May 1, 2019) to change application choices from one apartment style to another will be added to the bottom of the waiting list in order of receipt.

Earliest Desired Occupancy Date: The first day applicant is willing to start paying rent on a unit, not necessarily when they wish to take occupancy.

Latest Desired Occupancy Date: Ideal date by which applicant wishes to be settled into an apartment (reflects how long you are willing to wait for an assignment).

Walk-Up Garden Apartment: a one-level apartment completely above ground but not necessarily on the second floor.

Walk-Down Garden Apartment: a one-level apartment constructed partially below ground level.
application process

WHO CAN APPLY?
Your eligibility to lease a University apartment is contingent upon your status as a University of Rochester full-time graduate student, medical student, or postgraduate trainee (including eligible postdoctoral trainees and fellows, hospital house staff, and fellows of the School of Medicine and Dentistry and the Eastman Institute for Oral Health as determined by University benefits code) and is further subject to a maximum term of six years. You must promptly notify us of any changes in your University status.

University housing is limited and cannot be guaranteed for all those admitted into graduate programs at the University at Rochester. Applicant qualifications are verified each semester to confirm residents remain eligible. Applicant qualifications are verified each semester to confirm residents remain eligible.

HOW TO APPLY
Residents found to be ineligible will be given 90 days' notification of need to vacate.

You must promptly advise the University Apartments Office. It is your responsibility as an applicant to keep your contact information up to date.

Residents Status Code

S = Single occupant
SR = Single with an identified roommate
IRM = Identified roommate
FA = Family (1–2 children)
FB = Family (3–4 children or 2 children of opposite gender, one or both older than 8)

Apartment Style Eligibility

GHS = Goler House
UPK = University Park
WPK = White Plains

UPK two-bedroom apartments

UPK two-bedroom town houses

UPK two-bedroom walk-up and walk-down apartments

FA = UPY, two-bedroom apartments
FA = UPY two-bedroom town houses
FA = UPY two-bedroom walk-up and walk-down apartments

Sign and date the application form.

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State your preferred dates as broadly as possible, as this will increase the chances for assignment.

FA = UPY, two-bedroom apartments
FA = UPY two-bedroom town houses
FA = UPY two-bedroom walk-up and walk-down apartments

HOW THE HOUSING ASSIGNMENT PROCESS WORKS

Applications received on or before the annual lottery deadline (May 1, 2019) are entered into the lottery, and your position on the housing assignment waiting list is determined by lottery draw. The lottery for each apartment style will be run as vacancies become available throughout the summer—those seeking housing for July, August, and September will receive notification closer to their desired occupancy dates. Assignments are based on vacancies occurring in complex order. Current residents are given up to 30 days’ notice. Residents who do not accept an offer to lease must submit a $50 application fee (the online application will not submit unless a $50 payment fee is received). Applicants submitting a hard-copy application must submit a check or money order in U.S. dollars (USD). Those submitting an online application must use a valid payment card to submit the $50 application fee. The online application will not submit unless a $50 payment is submitted.

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If an applicant declines any offer to lease, their current waiting lists have been offered housing.

We do not accommodate a family if all eligible families on requests are satisfied (e.g., a single person may be offered an apartment that is intended to assist international students without easy access to cash or money orders in USD. Details on how to use the option will be included in the offer letter once the protocol has been finalized.

Other assignments, not consistent with the manner:

When making an offer to lease, each apartment may be offered to applicants on other lists.

In the event all applicants on a specific waiting list have been offered housing, a vacant apartment may be offered to applicants on other lists.

Other assignments, not consistent with the assignment priority rules, may be made to any apartment remaining available after all preference requests are satisfied (e.g., a single person may be offered an apartment that is intended to accommodate a family if all eligible families on current waiting lists for assignment consideration.

Please Note: The University Apartments Office is currently working on a protocol and option to pay the acceptance fee (equivalent to 1/2 month’s rent), remainder of the first month’s rent, and the security deposit at the time of acceptance via a credit card. This is a 30-day notice.

If you do not receive an offer to lease an apartment at least three weeks prior to the occupancy date you specified, it is relatively certain that we will not be able to offer you a University apartment for that time. Therefore, you should arrange to come to Rochester to find private housing one to two weeks before your academic program is scheduled to begin (see off-campus living on page 20). You are welcome to contact the University Apartments Office at (585) 275-5824 or email uapts@reslife.rochester.edu for information concerning the status of your application any time following waiting list compilation (five working days following the lottery). The University Apartments Office will contact applicants only when an apartment is available.

If an applicant declines three lease offers, they will be removed from all waiting lists. Applicants removed from the waiting lists may submit a new application and fee to return to the bottom of the current waiting lists for assignment consideration.

Step III. To accept an offer to lease, either write a letter to the University Apartments Office within ten (10) business days of the date of the offer. We do anticipate delays with international mailings. You may indicate initial acceptance of the housing offer by telephone, email, or fax, followed by your written acceptance and deposit. The deposit is nonrefundable, but it will be applied to your first month’s rent when you accept University apartments assigned.

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Applicants not placed in University housing by September 15 will be asked to reconfirm their interest in University housing and to select a new occupancy date. Applications remain active for one year (ending the day prior to the running of the next year’s lottery). Those applicants who wish to be considered for housing in the next lottery will need to submit a new application and fee by the deadlines.

Please Note: You do not receive an offer to lease an apartment at least three weeks prior to the occupancy date you specified, it is relatively certain that we will not be able to offer you a University apartment for that time. Therefore, you should arrange to come to Rochester to find private housing one to two weeks before your academic program is scheduled to begin (see off-campus living on page 20). You are welcome to contact the University Apartments Office at (585) 275-5824 or email uapts@reslife.rochester.edu for information concerning the status of your application any time following waiting list compilation (five working days following the lottery). The University Apartments Office will contact applicants only when an apartment is available.

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Subletting: Subletting is allowed only with written approval of the University Apartments Office and is limited to June, July, and August only. Only currently enrolled students are eligible to sublet apartments from current leaseholders. Undergraduate students are not eligible to sublet graduate apartments at any time.

Security Deposits: Security deposit refunds will be made only to the leaseholder(s) at the end of occupancy—provided the apartment is returned to the University in appropriate condition.

Lease Information

Lease Terminations.
1. University terminates lease. When tenants lose eligibility due to leaving (no longer a student, six-year cumulative eligibility rule remains in effect).

2. Tenant terminates lease due to internship or graduation. The tenant must submit an official letter from his or her department (on departmental letterhead) stating that the degree is complete or the student is going out on an approved departmental internship. The letter must be received by the lease termination date to be eligible for a refund. The tenant must also give 30 days’ written notice (specific form must be signed). The security deposit is returned, provided 30 days’ notice of intent to vacate is given and the apartment is returned to the University in appropriate condition.

3. Tenant chooses not to renew lease. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. When these conditions are met, the tenant is eligible to receive the security deposit back, provided the apartment is returned to the University in appropriate condition.

4. Tenant terminates lease due to landlord’s choice. The landlord may terminate the lease at the end of any yearlong lease term provided that the tenant transfers apartments at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. When these conditions are met, the tenant is eligible to receive the security deposit back, provided the apartment is returned to the University in appropriate condition.

Rent

Lease Term.
The initial term of the University lease begins with the assignment date and runs through June 30; thereafter, the leases are for a full twelve (12) months running through June 30 of each year.

Automatic Lease Renewal. Leases are automatically renewed June 30 of each year for up to five (5) one-year periods. Residents may choose to terminate their lease at the end of any yearlong lease term, provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. When these conditions are met, the resident is eligible to receive the security deposit back, provided the apartment is returned to the University in appropriate condition.

Minimum Lease Period. The lease must remain in effect for at least four (4) months before a tenant can give the 30-day notice of intent to vacate, or before a transfer can be processed. Once the four-month minimum stay requirement is complete, then leaseholder may submit the 30-day notice to the University Apartments Office. The lease is terminated 90 days from notification. Tenants must give 30 days’ written notice to their complex office (required forms available at complex offices). The security deposit is returned, provided 30 days’ notice of intent to vacate is given and the apartment is returned to the University in appropriate condition.

Prorating Rent

26th, and last day of the month). A tenant's rent is prorated for this time.

Rent Abatement

No rent is due during June, July, and August to accommodate graduation dates (11th, 15th, 26th, and last day of the month). A tenant's rent is prorated for this time.

Rent Abatement

The University has a smoke-free policy that applies to University-owned graduate housing facilities. Rochester is a smoke-free/tobacco-free campus. Smoking is prohibited in all graduate apartments at any time.

Smoking Policy: Smoking is prohibited in all graduate housing facilities. The University of Rochester is a smoke-free/tobacco-free campus. Smoking is prohibited in all graduate apartments at any time.

Animals.
Specially trained service animals for individuals with disabilities are permitted. Please note on your application that you are bringing a trained animal. Emotional support animals must receive approval from the University. Please contact rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html.

Service Animals and Emotional Support Animals.
Service animals are permitted for individuals with disabilities are permitted. Please note on your application that you are bringing a trained animal. Emotional support animals must receive approval from the University. Please contact rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html.

Air Conditioners.
Air conditioners will be installed and in all University apartments regardless of the level of usage. (This does not apply to Whisper Park town houses, where residents pay for their own electric charges.) All installations must be inspected and approved by the maintenance superintendent.

Lease Information

Lease. All tenants are required to sign leases for University apartments. Occupancy will not be allowed until the lease is officially signed (executed) at the complex office.

Tenants may choose to terminate their lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. When these conditions are met, the tenant is eligible to receive the security deposit back, provided the apartment is returned to the University in appropriate condition.

Lease Terminations.
1. University terminates lease. When tenants lose eligibility due to leaving (no longer a student, six-year maximum reached, apartment changes/ends, etc.), the University will terminate the lease. If a tenant is no longer eligible, they will receive a termination letter from the University Apartments Office. The lease is terminated 90 days from notification. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). The security deposit is returned, provided 30 days’ notice of intent to vacate is given and the apartment is returned to the University in appropriate condition.

2. Tenant terminates lease due to internship or graduation. The tenant must submit an official letter from his or her department (on departmental letterhead) stating that the degree is complete or the student is going out on an approved departmental internship. The letter must be received by the lease termination date to be eligible for a refund. The tenant must also give 30 days’ written notice (specific form must be signed). The security deposit is returned, provided 30 days’ notice of intent to vacate is given and the apartment is returned to the University, the apartment is surrendered to the University in appropriate condition.

3. Tenant chooses not to renew lease. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date and official notice is given (specific form must be signed). Failure to give written notice results in automatic renewal of the lease. The security deposit is returned provided the apartment is returned to the University in appropriate condition.

4. Tenant terminates lease due to landlord’s choice. The landlord may terminate the lease at the end of any yearlong lease term provided that the tenant transfers the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). The security deposit is returned, provided 30 days’ notice of intent to vacate is given and the apartment is returned to the University in appropriate condition.

5. Tenant chooses not to renew lease and the lease is not in automatic renewal of the lease. The security deposit is returned, provided the tenant can give the 30-day notice of intent to vacate, or before a transfer can be processed. Once the four-month minimum stay requirement is complete, then leaseholder may submit the 30-day notice to the University Apartments Office. The lease is terminated 90 days from notification. Tenants must give 30 days’ written notice to their complex office (required forms available at complex offices). The security deposit is returned, provided 30 days’ notice of intent to vacate is given and the apartment is returned to the University in appropriate condition.

6. Tenant terminates lease due to landlord’s choice. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). Failure to give written notice results in automatic renewal of the lease. The security deposit is returned provided the apartment is returned to the University in appropriate condition.

7. Tenant terminates lease due to landlord’s choice. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). Failure to give written notice results in automatic renewal of the lease. The security deposit is returned provided the apartment is returned to the University in appropriate condition.

8. Tenant terminates lease due to landlord’s choice. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). Failure to give written notice results in automatic renewal of the lease. The security deposit is returned provided the apartment is returned to the University in appropriate condition.

9. Tenant terminates lease due to landlord’s choice. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). Failure to give written notice results in automatic renewal of the lease. The security deposit is returned provided the apartment is returned to the University in appropriate condition.

10. Tenant terminates lease due to landlord’s choice. A tenant may choose to terminate the lease at the end of any yearlong lease term provided that the tenant notifies the University at least thirty (30) days prior to the June 30 lease renewal date. Tenants must give 30 days’ written notice to their complex office (specific form must be signed). Failure to give written notice results in automatic renewal of the lease. The security deposit is returned provided the apartment is returned to the University in appropriate condition.
Rental Insurance. The University is not responsible for tenants’ personal property. Tenants are strongly advised to obtain renter’s insurance to cover any damage or loss to their furniture or personal effects.

False Information. Applicants who falsify information will be subject to termination of the lease, loss of application fee and security deposit, and a loss of future University graduate housing privileges.

Illegal subletting. Tenants who illegally sublet their apartments and those students who accept an illegal sublet will be subject to termination of lease, loss of security deposit, and/or loss of future University graduate housing privileges. Housing will be terminated.

Roommate Determination. Roommates are not assigned. Leasholders must locate, identify, and register identified roommates (IRMs) with the complex office.

APARTMENT TRANSFER INFORMATION

A minimum occupancy period of four months is required before residents are eligible to transfer to another University apartment. A resident may apply for transfer prior to the end of the four-month occupancy period, but the University Apartments Office will take no action until the four-month requirement is met. The total transfer fee is $225. At the time of application, a $50 nonrefundable application fee is due. Transfer requests received after the lottery deadline are added to the bottom of the waiting list by date of receipt after lottery participants. If a transfer request is accepted, the remaining $175 is due at time of transfer. Transferring from apartment to apartment, room to room, or leasemates to IRM situations are all subject to the $225 transfer fee. A new lease must be signed whenever a transfer occurs (six-year cumulative eligibility rule continues).

Leasholders requesting to transfer to an identified roommate (IRM) status in another University housing unit are required to submit a 30-day official written notice (specific form must be signed) to the appropriate complex office and a signed lease. Transfers from apartment to apartment, room to room, or leasemates to IRM situations are all subject to the $225 transfer fee. A new lease must be signed whenever a transfer occurs (six-year cumulative eligibility rule continues).

Leasholders requesting to transfer to an identified roommate (IRM) status in another University housing unit are required to submit a 30-day official written notice (specific form must be signed) to the appropriate complex office and a signed lease. Transfers from apartment to apartment, room to room, or leasemates to IRM situations are all subject to the $225 transfer fee. A new lease must be signed whenever a transfer occurs (six-year cumulative eligibility rule continues).

Tenants who illegally sublet their apartments and those students who accept an illegal sublet will be subject to termination of lease, loss of security deposit, and/or loss of future University graduate housing privileges. Housing will be terminated.

The Off-Campus Living Program has a searchable comprehensive computerized listing of apartments, rooms, and homes for rent. It also includes both advertised offerings and listings placed with the office particularly for University people. Within the listing service, it is possible to search for other students looking for roommates. The office has locator maps, local bus schedules, and telephones for inquiring about apartments and houses for rent. The staff can often provide helpful hints about community services and neighborhoods and has information about lease agreements and other matters of concern to renters.

The program office is in the Office for Residential Life and Housing Services, 202 Gates, Susan B. Anthony Halls. The program provides a variety of referral and assistance services for members of the University who cannot be accommodated in University housing or who prefer to live elsewhere in the community. Many landlords in the Rochester community use this as their exclusive means of advertising; as a result, our directory contains many listings that cannot be found elsewhere. The Web address is www.rochester.edu/reslife/offcamp.

The Off-Campus Living Program has been developed to support students, faculty, and staff as they seek housing in the Rochester community. It is not advisable nor often possible to select private accommodations and agree on lease terms without an in-person visit. Also, the most desirable accommodations are often rented by mid-August. Therefore, if you elect to seek private housing or if you have not received a University apartment offer to lease three weeks prior to your desired date of occupancy, you may want to arrange to come to Rochester two or three weeks prior to the start of your academic program. A resident age of 18 and are required to submit a $225 transfer fee. If you own a private vehicle and wish to use University parking facilities, you must obtain a parking permit and pay the required parking fees (www.rochester.edu/parking).

SPECIAL NOTE TO INTERNATIONAL STUDENTS

It is very important that you obtain all the necessary visas and other travel documents that would allow you to arrive in Rochester at least two weeks before your desired date of occupancy or the date your regular academic program is scheduled to begin. This is especially important if you have not received a written confirmation that you have been assigned a University apartment at least three weeks before your desired date of occupancy. In this event, you should probably have not been assigned to University housing and you should plan to arrive in Rochester one to two weeks prior to the start of your academic program to find private housing. Check with the International Students Office for any special international student rates in local hotels. Be sure to bring enough money to pay for temporary housing and meals from the time of your arrival until you obtain permanent housing. In addition, you must bring money for the first month’s rent and security deposit for permanent housing.

Tenants who illegally sublet their apartments and those students who accept an illegal sublet will be subject to termination of lease, loss of security deposit, and/or loss of future University graduate housing privileges. Housing will be terminated.

The Off-Campus Living Program has been developed to support students, faculty, and staff as they seek housing in the Rochester community. The program serves as a source of information and referral, but it does not function as a real estate agent or rental agent. The individual renter must make the choice of quarters and business arrangements independently.

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With respect to these non-University facilities, the program serves as a source of information and referral, but it does not function as a real estate agent or rental agent. The individual renter must make the choice of quarters and business arrangements independently.

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apartment application

(To: University Apartments Office, University of Rochester, 020 Gates Wing (GWA), Box 270468, Rochester, NY 14627-0468)

Name ________________________________

Univ. ID (if known) ______________________

Gender: M ☐ F ☐ Other ☐

Martial Status: Married ☐ Single ☐

CURRENT MAILING ADDRESS

Street __________________________________________________________

City ___________________________________________________________

State ____________________________ Zip ______________

Country _______________________________________________________

Cell phone ____________________________ Fax _______________________

E-mail __________________________________________________________

CITIZENSHIP INFORMATION – HOME ADDRESS

Street __________________________________________________________

City ___________________________________________________________

State ____________________________ Zip ______________

Country _______________________________________________________

Cell phone ____________________________ Fax _______________________

E-mail __________________________________________________________

A. University Affiliation

☒ The College (Arts, Sciences & Engineering)
☒ Medical Center
☒ Eastman Institute for Oral Health
☒ Eastman School of Music
☒ Simon School
☒ Warner School

Department: ______________________________

B. Status

☒ Graduate Student
☒ MA ☐ MBA ☐ MS ☐ PhD
☒ Medical Student ☐ M.D. ☐ S.M. Residency
☒ Accelerated Nursing Student
☒ Postdoctoral, Prof. Trainee, or Fellow*

Title: _________________________________

Appointment: _________________________

*Please attach a copy of the appointment letter so we may confirm your eligibility.

C. Have you previously lived in University Housing?

☒ Yes ☐ No

If yes, where? ____________________________

D. Earliest Desired Occupancy Date: _____________

Latest Desired Occupancy Date: _____________

2019–2020 apartment application

E. List the names of family members or the roommate who will live with you in University Housing:

Spouse or Partner’s Name ____________________________ Birthdate __________________

Children’s Names, Ages & Gender

Birthdate Mt. F

Birthdate Mt. F

Birthdate Mt. F

Identified Roommate (RM) (If known) ______________________

(22x15)
**Apartment Application 2019–2020**

F. Indicate all preferences by marking with an X.

<table>
<thead>
<tr>
<th>CODE KEY</th>
<th>BH = Bath(s)</th>
<th>F = Furnished</th>
<th>UF = Unfurnished</th>
<th>GH5 = Goler House</th>
<th>UPK = University Park</th>
<th>WPK = Whipple Park</th>
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<tbody>
<tr>
<td>S = Single Occupancy</td>
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<td>C = Couples</td>
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**Eligible for:**
- _______ UPK Studio (UF)
- _______ UPK 1 BR (UF)
- _______ GHS Studio (F)
- _______ GHS 1 BR (F)
- _______ GHS 1 BR (UF)

**SR = Single with Identified Roommate Eligible for:**
- _______ UPK 2 BR (UF)
- _______ UPK 2 BR Walk-up (UF)
- _______ UPK 2 BR Walk-down (UF)
- _______ GHS 2 BR 1 BH (F)
- _______ GHS 2 BR 1 BH (UF)
- _______ GHS 2 BR 2 BH (F)
- _______ GHS 2 BR 2 BH (UF)

**C = Couples Eligible for:**
- _______ GHS 1 BR (F)
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