

University of Rochester  
Apartments and Off-Campus Living



# Graduate Housing Contract

2022–2023

# Contents

<b>From the Executive Director</b>	<b>3</b>
<b>Contact Us</b>	<b>4</b>
<b>Graduate and Family Housing</b>	<b>5</b>
<b>Locations</b>	<b>6</b>
<b>Accommodations and Floor Plans</b>	<b>7</b>
University Park Apartments	8
Whipple Park Apartments	9
Goler House	10
<b>Application Process</b>	<b>11</b>
Who Can Apply?	
How to Apply	
<b>Housing Assignment Process</b>	<b>13</b>
<b>Eligibility Conditions</b>	<b>15</b>
Full-Time Enrollment	
Six-Year Eligibility Limit	
Occupancy Verification	
Register Family and Roommates	
Subletting	
Security Deposits	
<b>Policies</b>	<b>16</b>
Smoking Policy	
Guest Policy	
Extended Family Stay Policy	
Pet Policy	
Service/Emotional Support Animals	
Air Conditioners	
<b>Lease Information</b>	<b>17</b>
Lease	
Lease Term	
Automatic Lease Renewal	
Binding	
Giving Notice	
Lease Termination Date	
Minimum Lease Period	
Lease Termination Scenarios	
Rental Insurance	
False Information	
Illegal Subletting	
Roommate Determination	
<b>Apartment Transfer</b>	<b>19</b>
<b>Off-Campus Private Housing</b>	<b>19</b>
<b>International Graduate Students</b>	<b>20</b>
<b>Terms, Definitions, and Abbreviations</b>	<b>21</b>
<b>Graduate Housing Application</b>	<b>23</b>

# From the Executive Director

**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 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 Housing Eligibility Conditions). 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.

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.

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



**Please Note**

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

# Contact Us

## University Apartments Office

020 Gates Wing  
Susan B. Anthony Halls  
Box 270468  
Rochester, New York 14627-0468

(585) 275-5824  
Fax: (585) 276-1886  
[uapts@reslife.rochester.edu](mailto:uapts@reslife.rochester.edu)  
[www.rochester.edu/reslife](http://www.rochester.edu/reslife)

## Graduate and Family Services Office Off-Campus Living Program Office

122 Morgan Wing  
Susan B. Anthony Halls  
CMC 270464  
Rochester, New York 14627-0464

585-275-1081  
[gradhousing@rochester.edu](mailto:gradhousing@rochester.edu)  
[offcampus@reslife.rochester.edu](mailto:offcampus@reslife.rochester.edu)

# Graduate Community Assistants

Graduate Community Assistants (GCAs) are employed by the Office of Graduate and Family Housing at the University of Rochester. They work to support both a healthy and inclusive residential community. GCAs serve our residents by promoting the integration of social, recreational, cultural, and intellectual activities into the community.

A few ways residents can get connected to their community are by attending New Resident Welcome, signing up to be added to the mailing list, or participating in one of the community events hosted by the GCAs. GCAs will communicate to residents through the mailing lists, the Weekly Scoop newsletter, and our social media pages, as well as through fliers to promote activities and keep residents up to speed with what is going on.

Contact information for graduate housing staff will be distributed to tenants individually, but more information is available through the Weekly Scoop and our social media pages.



Connect with us at  
[urgraduatehousing@gmail.com](mailto:urgraduatehousing@gmail.com)

# Graduate and Family Housing

Email [gradhousing@rochester.edu](mailto:gradhousing@rochester.edu) to sign-up for **The Weekly Scoop**

Visit us on **Facebook** at [@urgradhousing](https://www.facebook.com/urgradhousing) and **Instagram** at [@ur\\_gradhousing](https://www.instagram.com/ur_gradhousing)

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 area coordinator for graduate and family housing 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

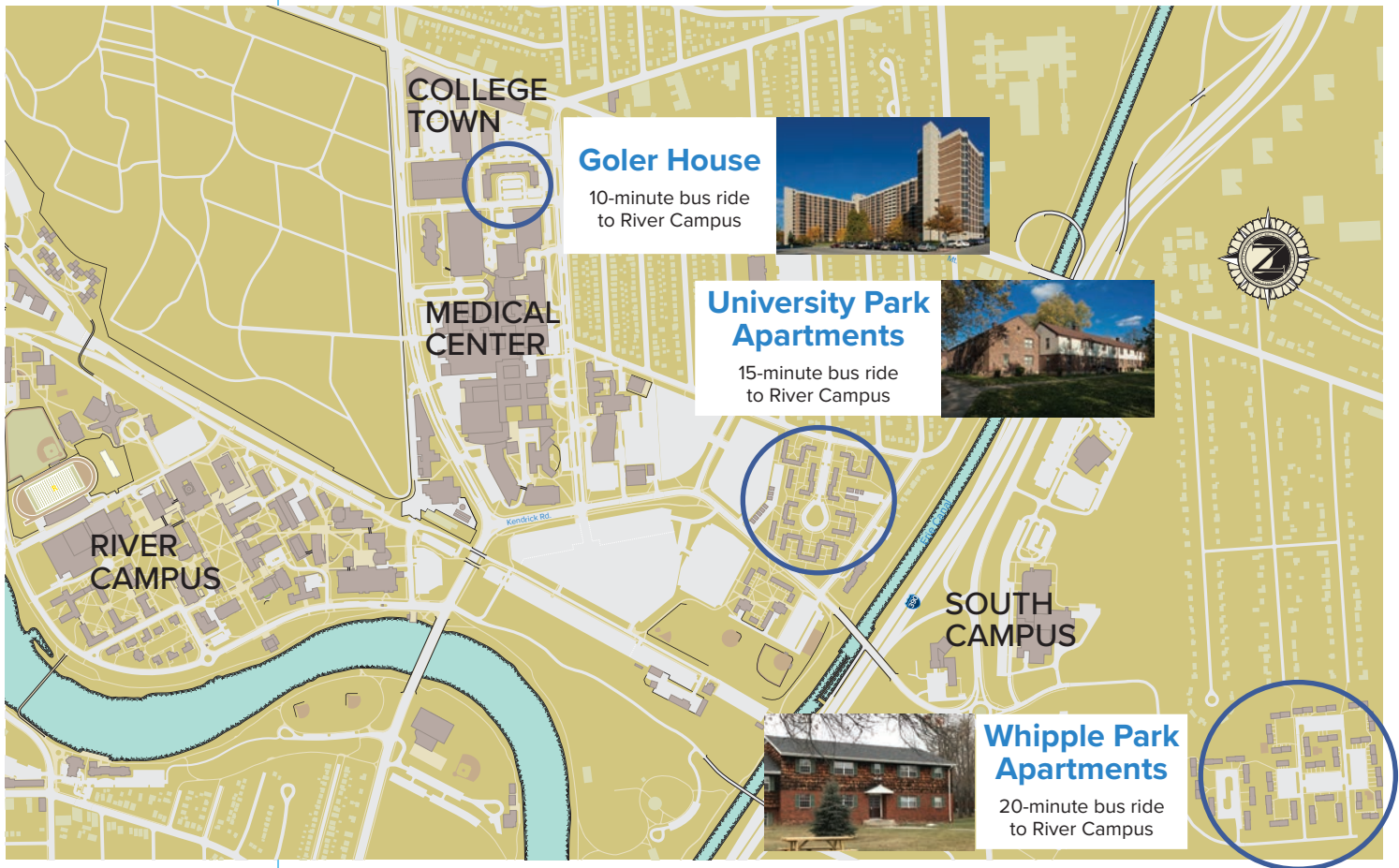
At the University of Rochester, graduate and family housing residents expect their housing communities to be places where they

- 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.

# Locations

Graduate housing is 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.



Campus maps available at [rochester.edu/maps](https://rochester.edu/maps)

Info on bus and shuttle service at [rochester.edu/parking/students/shuttle.html](https://rochester.edu/parking/students/shuttle.html)

# Accommodations and Floor Plans

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 trainees and fellows, hospital house staff, and fellows of the School of Medicine and Dentistry).

- Each of these complexes has laundry facilities. These facilities are coin operated as well as connected to a downloadable smartphone app that allows users to pay via credit card.
- Free University bus service serves all complexes.
- People with children will find safe playgrounds at Whipple Park. Both University Park and Whipple Park apartments have broad lawn areas nearby for ball playing, volleyball, picnicking, and other activities.
- 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.



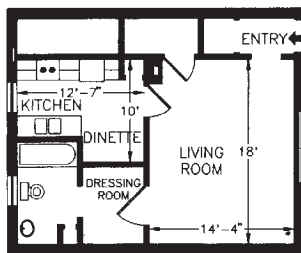
# University Park Apartments



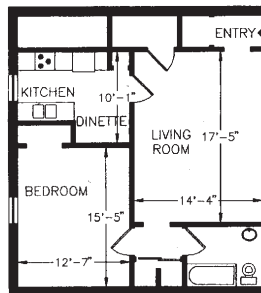
The University Park (UPK) apartment complex is a 15-minute walk to the River Campus and a five-minute walk from the Medical Center. The lawn-bordered, two-story buildings include 40 studio, 86 one-bedroom, and 80 two-bedroom unfurnished apartments. All apartments have hardwood floors. There is a community room available for University Park complex activities, and tenants can sign up to use the space for personal use. There are picnic tables and a volleyball court. There is ample parking within the complex. University Park is located within the Rochester City School District, and buses pick up schoolchildren in the complex. University bus service is accessible immediately adjacent to University Park on Kendrick Road. 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.

## Samples of Typical Floor Plans

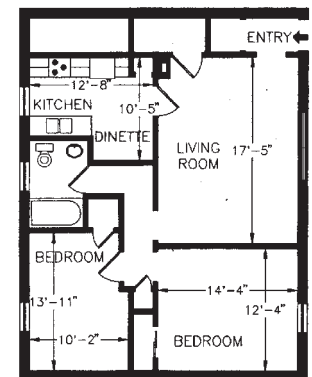
**Studio Apartment**  
587 sq. ft.



**One-Bedroom Apartment**  
736 sq. ft.



**Two-Bedroom Apartment**  
904 sq. ft.





# Whipple Park Apartments



Faculty and staff are eligible to apply for housing in Whipple Park if there is availability.

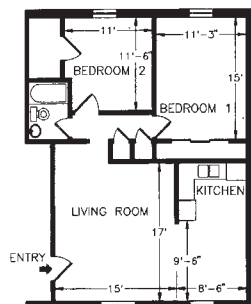
This complex of cedar-shingled, two-story buildings has a combination of two-bedroom garden apartments and two- and three-bedroom town houses totaling 250 units, all unfurnished. Whipple Park (WPK) is in a park-like setting bordered by wooded areas. It is approximately one mile from the Medical Center and a mile and a half from the River Campus. While certainly walkable and bikeable, University bus service is available to the Medical Center and to the River Campus. Whipple Park has landscaped grounds, a community garden, and low street noise. There are adequate parking facilities.

Town houses have laundry connections (washers and dryers must be provided by the tenant) and are individually metered for electrical service. Each town house has a small basement (they vary in size) suitable for storage only—no one may be housed in the basement. In the buildings with garden apartments, there are small storage spaces in the lower level of each building. Several garden apartments have been modified to accommodate students with disabilities.

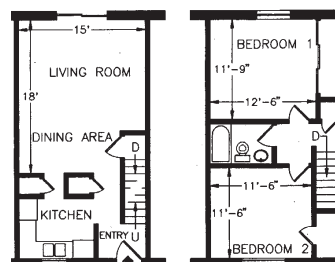
Applicants with children are given priority for Whipple Park town houses. Whipple Park is in the Rush-Henrietta School District. School buses come to the Whipple Park parking lot.

## Samples of Typical Floor Plans

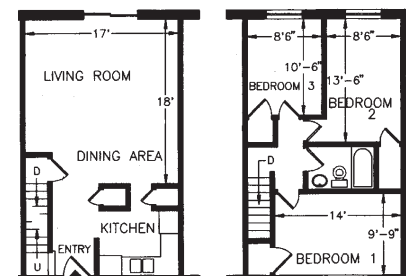
**Two-Bedroom Garden Apartment**  
782 sq. ft.



**Two-Bedroom Town House**  
780 sq. ft.



**Three-Bedroom Town House**  
832 sq. ft.



# 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. There is a community room for GHS complex activities, and individual tenants may sign up to use the room for personal use. University bus service to the River Campus 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 (\$1,732 per year). There are short-term drop-off spaces in front of Goler House to facilitate unloading of passengers, groceries, and other packages.



**Furnishings** in one- and two-bedroom furnished apartments:

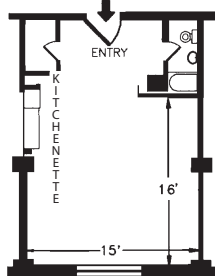
- Dining table with four chairs
- Sofa and side chair
- Coffee and end tables
- Bookcase

Each furnished bedroom contains:

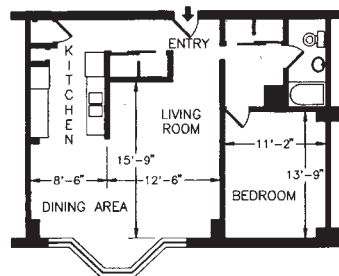
- Twin bed
- Desk with chair
- Dresser
- Night table
- Lamps
- Window blinds

## Samples of Typical Floor Plans

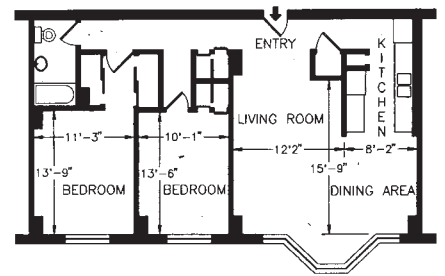
**Studio Apartment**  
399 sq. ft.



**One-Bedroom Apartment**  
672 sq. ft.



**Two-Bedroom Apartment**  
903 sq. ft.



# 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, 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), or faculty and staff (Whipple Park only) 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 of Rochester.

Applicant qualifications are verified each semester to confirm residents remain eligible. Residents found to be ineligible will be given 90 days' notification of need to vacate.

## How to Apply

If you are interested in applying for living accommodations in University housing, you must submit an application for University housing. Interested applicants may submit the applications by mail or in person or apply online at [rochester.edu/reslife/graduate/index.html](https://rochester.edu/reslife/graduate/index.html). Applicants should only submit one application. Current leaseholders looking for apartment transfers must submit paperwork directly to their complex office. It is not necessary to have been accepted into a graduate program at the time the housing application is submitted. Your eligibility will be verified when your status data is entered in the University's registration/human resources database.



Apply online at  
[rochester.edu/  
reslife/graduate/  
index.html](https://rochester.edu/reslife/graduate/index.html)



#### Abbreviations

- **GHS**  
Goler House
- **UPK**  
University Park
- **WPK**  
Whipple Park

## Step 1

Carefully review the Graduate Housing Policies and Guidelines (pages 15–19). Determine your “resident status” and the “apartment styles” for which you qualify using the information and chart to follow.

Eligibility for graduate housing accommodations is based on marital status and/or family size, although it is possible to apply for a style outside the listed eligibility. To see which housing styles you are eligible to apply for, determine your resident status code and see the following apartment style eligibility list:

Code	Resident Status	Apartment Eligibility
<b>S</b>	Single occupant	<ul style="list-style-type: none"><li>• UPK studio and one-bedroom</li><li>• GHS studio</li><li>• GHS one-bedroom</li></ul>
<b>SR</b>	Single with an identified roommate (IRM)	<ul style="list-style-type: none"><li>• UPK two-bedroom</li><li>• WPK two-bedroom walk-up and walk-down apartments</li><li>• WPK two-bedroom town house</li><li>• GHS two-bedroom (one and two baths)</li></ul>
<b>C</b>	Couple	<ul style="list-style-type: none"><li>• UPK studios and one-bedrooms</li><li>• GHS one-bedrooms</li></ul>
<b>FA</b>	Family (1–2 children)	<ul style="list-style-type: none"><li>• UPK two-bedroom apartments</li><li>• WPK two-bedroom town houses</li><li>• WPK two-bedroom walk-up and walk-down apartments</li></ul>
<b>FB</b>	Family (3–4 children or 2 children of opposite gender, one or both older than 8)	<ul style="list-style-type: none"><li>• WPK three-bedroom town houses</li></ul>

## Step 2

Complete the attached Application for University Housing (incomplete applications will not be accepted).

- Include current mailing address, a phone number (preferably a cell phone) where we can reach you, a fax number, and an email address. If your contact information changes after you apply for housing, immediately advise the University Apartments Office. It is your responsibility as an applicant to keep your contact information up to date.
- Indicate with an X those apartments which you would be interested in being considered for. If you are flexible about housing type and you would like to have the broadest consideration, please mark the “interested in anything available” option on the application.
- Include the names of family members (spouse or partner and children) who will be living with you (also include the birthdates of children).
- Indicate the earliest and latest desired occupancy dates you are prepared to accept. Please state your preferred dates as broadly as possible, as this will increase the chances for assignment.
- Sign and date the application form.

## Step 3

Mail the completed application to the address at the top of the application or submit the online completed application via the website at [rochester.edu/reslife/graduate/index.html](http://rochester.edu/reslife/graduate/index.html).

# Housing Assignment Process

## Step 1

Applications received on or before the annual lottery deadline (May 4, 2022) 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 on May 4, 2022. The results of the lottery will not be available for five working days after the lottery (the University Apartment Office will be closed those days to allow for processing). Applicants are only notified when a housing assignment is offered. It is the applicant's responsibility to contact the University Apartments Office for lottery results. Assignments are made on a rolling basis as vacancies become available throughout the summer—those seeking housing for July, August, and September will receive notification closer to their desired occupancy date. Assignments are based on vacancies occurring in our complexes. Current residents must give 30 days' notice; thus we will not know about availability for July, August, and September in May.

## Step 2

As openings occur that correspond to one of your apartment style choices, the office will contact you with a lease offer. Whenever possible, the office will telephone, email, or fax a preliminary offer to lease. Offers to lease are made based on wait list order, housing availability, and your desired occupancy dates. Housing offers and assignments are not transferable to other students. Because of the critical time needed to get all assignments confirmed and the wide geographic distribution of our graduate applicants, we are not able to delay the acceptance process to allow for viewing apartments.

## Assignments

When making an offer to lease, each apartment style waiting list is sampled in the following manner:

- The available date of an apartment is compared to the desired occupancy dates of waiting list applicants.
- Offers to lease are made, in waiting list order, to applicants whose desired dates of occupancy most closely match the date the apartment is available.
- 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 rule, 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 have been offered housing).

If an applicant declines any offer to lease, their name will be moved to the bottom of all waiting lists. 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 to return to the bottom of the current waiting lists for assignment consideration.

### Step 3

To accept an offer to lease, written acceptance and a deposit equal to one-half of one month's rent must be mailed 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 occupy the University apartment assigned.

### Step 4

Once you are offered and accept a University apartment, you will need to contact the specific apartment complex office to make an appointment for your move in and to sign your lease (before you can move in).

Upon checking in, you will be required to provide the following two separate checks or money orders (no cash is accepted):

- a security deposit equal to one month's rent
- the balance of the first month's rent (a half month's rent has been previously submitted with the acceptance letter).

**Please Note:** The University Apartment Office has established 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 payment card. This is designed to assist international students without easy access to checks or money orders in USD. Details on how to use this option will be included in the offer letter.

All security deposits are refunded in four to six weeks, with interest, after you terminate your occupancy, providing you meet the conditions set forth in your lease and in this guide.

### Step 5

Once a lease is signed, keys will be issued to the leaseholder. No keys can be issued to anyone other than the leaseholder. We are not able to loan a key to a friend or faculty member in advance of your arrival. Please plan your travel schedule accordingly so that the lease can be executed during regular business hours (Monday–Friday, 8:30 a.m. to 4 p.m.; closed noon–1 p.m. for lunch). Complex offices are closed on the following US holiday dates: January 17; February 21; April 15; May 30; July 4; September 5; October 10; November 24 and 25; and December 26. If a new leaseholder would like to view the apartment prior to signing the lease, they should leave some additional time to do this.

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 still wish to be considered for housing in the next lottery will need to submit a new application and fee by the deadline.

**Please note:** 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 19](#)). You are welcome to contact the University Apartments Office at (585) 275-5824 or email [uapts@reslife.rochester.edu](mailto: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.

# Eligibility Conditions

## Full-Time Enrollment

You must remain enrolled as a full-time University post-baccalaureate student or have a University appointment as an eligible full-time resident or fellow (determined by eligible benefit code).

All changes affecting student status (changes to part-time, degree completion, disenrollment, full-time employee status via benefit codes, etc.) must be reported immediately to the University Apartments Office. Resident qualifications are verified each semester to ensure residents are eligible.

## Six-Year Eligibility Limit

In order to provide access to University housing to graduate students equitably, graduate housing eligibility is limited to a maximum of six (6) cumulative years in residence. Time spent as an IRM is considered a part of the six-year term.

Those residents who complete their sixth anniversary in University housing between October 1 and June 30 will be permitted to stay only through June 30. Those who complete their sixth anniversary in University housing between July 1 and September 30 will be permitted to stay only through August 26. (We are attempting to avoid forced relocations during the academic year.)

This six-year limit may be waived in unusual circumstances when it may cause extreme hardship. An appeal of a waiver of the rule must be made in writing to the University Dean for Graduate Studies at least three months in advance of the expiration of the six-year lease term.

## Occupancy Verification

An official required occupancy verification is conducted once each year to determine who is officially living in each apartment. Each leaseholder must complete a survey detailing who is living in the apartment.

## Register Family and Roommates

Leaseholders in two- and three-bedroom apartments must identify and register family members or roommates. An identified roommate (IRM) must be a qualified graduate housing applicant. Leaseholders must identify, register, and confirm the eligibility of an IRM before the IRM takes occupancy of an apartment.

In the event a registered IRM leaves, the leaseholder, although not required to have a roommate, may choose to find one. Leaseholders must register new qualified roommates as soon as possible with the appropriate complex office.

## Subletting

Subletting is allowed only with written approval of the University Apartments Office and is limited to June, July, and August. Only full-time graduate 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, approximately four weeks after vacating the apartment minus any damages or extra cleaning charges.

# Policies

## Smoking Policy

Smoking is prohibited in all graduate housing facilities. The University of Rochester is a smoke-free/tobacco-free campus. This includes but is not limited to the use of hookahs and e-cigarettes. A resident who violates the smoking policy could be subject to lease termination.

## Guest Policy

A guest is limited to a two-week stay once every six-month period.

**Please note:** While the University is under COVID restrictions, extended overnight visitation is not permitted.

## Extended Family Stay Policy

Full-time graduate students with children have the option of bringing their parents to stay with them for extended periods (up to six months) to care for their children. This is reserved for the parents of the leaseholder only in two- or three-bedroom apartments (due to occupancy restriction and fire code). Two- or three-bedroom apartments may have no more than four adults at one time (1 leaseholder + 1 spouse or partner + 2 visitors). Registration is required for all visits greater than two weeks up to six months.

## Pet Policy

Only small animals, confined to a cage or aquarium, are permitted. Any animal that poses a sanitation issue or safety hazard is not permitted. Dogs and cats are expressly prohibited. Residents in violation of this policy will be given one month to correct the violation. The University will perform an unannounced inspection. If the resident is still in violation or there are subsequent violations, the resident will be served notice of forfeiture of security deposit and termination of the lease.

## Service Animals and Emotional Support 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 require approval from the University. Please contact [rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html](https://rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html).

## Air Conditioners

Air conditioners will be assessed an annual fee of \$100–\$150 while installed in any University apartment regardless of the level of usage. This does not apply to Whipple 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.

## 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 on 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 tenant is eligible to receive the security deposit back, provided the apartment is returned to the University in appropriate condition.

## Binding

Leases are binding, and tenants may be excused from them prior to the lease expiration/renewal date only in the event a leaseholder leaves the University and has complied with all lease terms or in cases where the tenant transfers to another University apartment requiring a new lease to be signed (six-year cumulative eligibility rule remains in effect).

## Giving Notice

In all circumstances, tenants are required to give the complex office a minimum of thirty (30) days' written notice of intent to vacate (required forms available at complex offices). Tenants should think carefully prior to submitting official notice as once written notice has been submitted, the date of departure cannot be changed.

## Lease Termination Date

When tenants request to end a lease, the leases terminate on either the 11th or 26th of each month (or the next business day). This allows RMI time for apartment preparation prior to the arrival of a new tenant. Exceptions are made in 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.

## 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, the leaseholder may submit the 30-day notice.

## Lease Termination Scenarios

### 1. University terminates lease

When tenants lose eligibility for housing (no longer a student, six-year maximum reached, appointment 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 still give 30 days' written notice to their complex office (specific form must be signed). The security deposit is returned provided 30 days' notice 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 to the complex office, and the apartment is surrendered to the University in appropriate condition.

### 3. Tenant decides to terminate lease—not at end of lease term

The tenant must give 30 days' notice in writing at the complex office (specific form must be signed). The security deposit is not returned, and the tenant is responsible for paying for any damages in the apartment.

### 4. 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.

## 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. Leaseholders must locate, identify, and register identified roommates (IRM) with the complex office.

# Apartment Transfer

**University  
Apartments Office:**

(585) 275-5824

[uapts@reslife.  
rochester.edu](mailto:uapts@reslife.rochester.edu)

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. 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 offer is accepted, the \$225 is due at time of transfer. Transfers from apartment to apartment, room to room, or leaseholders 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).

Leaseholders 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 are subject to a \$225 transfer fee.

For detailed information about transferring, please contact the University Apartments Office.

# Off-Campus Private Housing

The Off-Campus Living Program is committed to improving the quality of life for off-campus and commuter students. The Off-Campus Living Program provides assistance, education, community building, and leadership opportunities to member of the University of Rochester community who are considering moving off campus and to those that currently live off campus. The staff can provide helpful hints about community services, local neighborhoods, local bus and University shuttle schedules, lease agreements, and other matters of concern to renters. Visit the Facebook page, University of Rochester Off-Campus Housing, for news about upcoming events, programming, and information about tenants' rights and responsibilities.

The program provides a housing listing service 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 surrounding neighborhoods use this as their exclusive means of advertising; as a result, our listing service contains many listings that cannot be found elsewhere. Visit [places4students.com](http://places4students.com) to view current property listings, sublets, and roommate profiles.

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.

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.

**Off-Campus Living  
Program office:**  
Located at  
122 Morgan Wing,  
Susan B. Anthony Halls  
(on 1st floor)

It is not advisable nor often possible to select a private accommodation 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, we suggest you arrange to come to Rochester one to two weeks prior to the start of your academic program. A wider range of private housing options is available if you commute to and from the University by car or city bus, although we have many apartments within walking distance of the University. A few nearby neighborhoods are serviced by University buses. 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](http://www.rochester.edu/parking)).

# International Graduate Students



## Other Resources

Rochester Global  
Connections  
[rocglobal.org](http://rocglobal.org)

Graduate Student  
Association  
[www.rochester.edu/gsa/graduate-groups](http://www.rochester.edu/gsa/graduate-groups)

## A Special Note

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 presume you 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.



# Terms, Definitions, and Abbreviations

## 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 4, 2022.

## 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 4, 2022) to change application choices from one apartment style to another will be added to the bottom of the waiting list in order of receipt.

## 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.

## 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.

## 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.

## 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 18](#).

## 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. There 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.

### **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).

### **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 17](#) for details.

### **Leaseholder**

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

### **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, partner, and children). Faculty and staff are eligible to apply for housing in Whipple Park only if there is housing availability. 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.*

### **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](mailto:uapts@reslife.rochester.edu).

### **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.

# Graduate Housing Application

## 2022–23



### Apply online at

[rochester.edu/reslife/graduate/index.html](https://rochester.edu/reslife/graduate/index.html)

### Or Mail this Application to

**University Apartments Office,**  
University of Rochester,  
020 Gates Wing (SBA),  
Box 270468, Rochester,  
NY 14627-0468

**Name** \_\_\_\_\_

University ID (if known) \_\_\_\_\_

Gender  M  F  Other      Marital Status  Married  Single

Have you previously lived in University Housing?  Yes  No

If yes, where? \_\_\_\_\_

### Desired Occupancy

Earliest Desired Occupancy Date \_\_\_\_\_ Latest Desired Occupancy Date \_\_\_\_\_

### Occupants

List the family members or the roommate who will live with you in University Housing:

Name	Birthdate	Gender
Spouse or Partner		
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Children		
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Identified Roommate (IRM) (if known)		
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other

### Current Mailing Address

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### Citizenship Information: Home Address

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### University Affiliation

The College (Arts, Sciences & Engineering)

Medical Center

Eastman Institute for Oral Health

Eastman School of Music

Simon School

Warner School

Department \_\_\_\_\_

### Status

Graduate Student:

MA  MBA  MS  PhD

Medical Student  SMH Resident

Accelerated Nursing Student

Postdoctoral, Prof. Trainee, or Fellow\*

Title \_\_\_\_\_

Appointment \_\_\_\_\_

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

# Graduate Housing Application

## 2022–23

### Abbreviations

- **BH**  
Bath(s)
- **F**  
Furnished
- **UF**  
Unfurnished
- **GHS**  
Goler House
- **UPK**  
University Park
- **WPK**  
Whipple Park

See [page 12](#) for more information about resident status and apartment eligibility.

## Preferences

Please mark all of your preferences below.

Code	Resident Status	Apartment Eligibility
<input type="checkbox"/> <b>S</b>	<b>Single occupant</b>	<input type="checkbox"/> UPK Studio (UF) <input type="checkbox"/> UPK 1 BR (UF) <input type="checkbox"/> GHS Studio (F) <input type="checkbox"/> GHS 1 BR (F) <input type="checkbox"/> GHS 1 BR (UF)
<input type="checkbox"/> <b>SR</b>	<b>Single with an identified roommate (IRM)</b>	<input type="checkbox"/> UPK 2 BR (UF) <input type="checkbox"/> WPK 2 BR Walk-up (UF) <input type="checkbox"/> WPK 2 BR Walk-down (UF) <input type="checkbox"/> WPK 2 BR Town House (UF) <input type="checkbox"/> GHS 2 BR-1 BH (F) <input type="checkbox"/> GHS 2 BR-2 BH (F) <input type="checkbox"/> GHS 2 BR-1 BH (UF) <input type="checkbox"/> GHS 2 BR-2 BH (UF)
<input type="checkbox"/> <b>C</b>	<b>Couple</b>	<input type="checkbox"/> GHS 1 BR (F) <input type="checkbox"/> GHS 1 BR (UF) <input type="checkbox"/> UPK Studio (UF) <input type="checkbox"/> UPK 1 BR (UF)
<input type="checkbox"/> <b>FA</b>	<b>Family A</b> <i>(1–2 children)</i>	<input type="checkbox"/> UPK 2 BR (UF) <input type="checkbox"/> WPK 2 BR Town house (UF) <input type="checkbox"/> WPK 2 BR Walk-up (UF) <input type="checkbox"/> WPK 2 BR Walk-down (UF)
<input type="checkbox"/> <b>FB</b>	<b>Family B</b> <i>(3–4 children or 2 children of opposite gender, one or both older than 8)</i>	<input type="checkbox"/> WPK 3 BR Town house (UF)
<input type="checkbox"/>	<b>I am interested in any available housing</b>	

## Special Considerations

Are there any special considerations for your housing placement?

## Signature

I have reviewed and understand the policies in this Graduate Housing Guide.

I am also responsible for the policies listed in the lease and complex-specific handbooks.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use

Appl. Rec.  
 Date Input  
 Assigned  
 Effective  
 Rent Dep. Rec.

