

**UNIVERSITY OF PENNSYLVANIA DEPARTMENT OF HOUSING SERVICES
APPLICATION/OCCUPANCY AGREEMENT 2009-2010
FOR UNDERGRADUATE STUDENTS**

LPS

Return to:

Housing Assignments Office
Stouffer Commons
3702 Spruce Street
Philadelphia, PA 19104-6027
fax 215-573-2061

- Refer to the application information available at www.upenn.edu/housing.
- Enclose required essays, if applicable – Do not attach
- House and Program names, along with Room Codes may be found on the Rent Schedule
- Print clearly and remember to **sign** the form or it will not be processed

I. PERSONAL DATA (Please Print): Freshman Transfer Upperclass

(Last Name, First, MI) _____ Age _____ Gender _____
 PennCard ID Number _____ Social Security Number (only required if PennCard ID unavailable) _____
 Street Address _____
 City _____ State _____ Zip _____ Country _____
 Phone (_____) _____ E-mail _____
 School At Penn _____ Year Graduating From Penn _____ Check if you are returning from a leave of absence

When you sign this form you are agreeing to pay all rental and related fees as indicated on the rent schedule by the date established by the Office of Student Financial Services. You also agree to accept the terms and conditions for residential occupancy set forth on the reverse side of this form as well as all other University policies and regulations governing the use and occupancy of the University residences. The University cannot guarantee that you will be assigned to one of your preferred rooms but will attempt to honor such requests to the extent possible.

Signature _____ Date _____

Check those that describe you

This information will be considered in our auto-assign processes. However, we do not guarantee roommate matching.

- follow kosher dining practices
- Harnwell, Harrison, Rodin, Sansom Place applicants- check here if you require a low floor (below 10 for medical or religious reasons (submit documentation for consideration)).

Special Circumstances

Please advise us if you have a disability, medical need, or other circumstance requiring special housing arrangements. You must complete and submit the "Request for Housing Accommodation" form found at www.upenn.edu/housing/medforms.pdf.

- Check here if you require assistance evacuating the building in an emergency.

Preferred Roommate

Last Name, First, MI _____ PennCard ID Number _____

Last Name, First, MI _____ PennCard ID Number _____

- Upperclass students should check here if you are interested in gender neutral housing and a staff member will contact you. Refer to www.upenn.edu/housing/genderneutral.html for more information.

II. ROOM SELECTION:

Refer to the Rent Schedule for House and Program names and Room Codes. You may list up to eight choices.

Choice #	House Name	Program Name, if applicable	Room Code
1			
2			
3			
4			
5			
6			
7			
8			

Upperclass: If none of my choices are available, please assign me to any space on campus: Yes No
 Freshman will be assigned to any available space on campus.

Office Use Only:

Input Date _____ Assign Date _____
 Room ID _____ Reason: _____

2009-2010 OCCUPANCY AGREEMENT

1. TERMS OF OCCUPANCY

This agreement is for a space in residence (not a particular room or bed) and common telephone service. It remains in effect in the event of official room change, and covers some of the more serious issues. It is not meant to be all-inclusive. Residents are expected to conduct themselves in a manner that demonstrates due regard for other residents and guests. All rules of the University and Department, including those published in all University and Housing communications and websites are incorporated in this agreement.

2. OCCUPANCY PERIODS

This agreement shall be for a period beginning on the move-in date in effect for the student resident and ending at noon on the move-out date in effect for such student resident. The move-in and move-out dates for student residents are set forth in detail in the Department of Housing Services / Office of College Houses and Academic Services communications and websites, and such dates shall be deemed incorporated in this agreement. Failure to move out within the prescribed period will result in a \$100 per day fine, plus daily rental fees and possible eviction, in which case the University will not be responsible for resident belongings and reserves the right to confiscate and dispose of such belongings. Only Harnwell, Harrison, Rodin, Sansom Place East, and Sansom Place West are open over winter break.

3. CANCELLATION/TERMINATION OF AGREEMENT

a. **Prior to picking up keys or occupying a residence**, this agreement may be cancelled by written notification to the Assignments Office by the student. The student will be subject to charges (as indicated below), the amount of which is determined by the date on which written notice is received by the Assignments Office (postmarks are not considered). These charges apply to all students including those who cancel due to leave of absence or withdrawal:

For students currently enrolled (prior to Fall 2009), if **written cancellation** is received:

FOR FALL SEMESTER:	Charge
Prior to April 1	\$250.00
April 1 to May 15	\$350.00
May 16 to June 30	\$450.00
July 1 to August 31*	25% of semester rent**
September 1 to September 9	\$100.00 + 25% of semester rent**
No shows cancelled on September 9 and charged	\$100.00 + 25% of semester rent**

*Residents of Sansom Place East and others remaining in continuous residence may not cancel this agreement after July 31, 2009.

For students anticipating enrollment (Fall 2009 or after), if **written cancellation** is received:

FOR FALL SEMESTER:	Charge
Prior to July 1	\$250.00
July 1 to August 31	\$350.00
September 1 to September 9	\$100 + 25% semester rent**
No Shows cancelled on September 9 and charged	\$100 + 25% semester rent**

FOR SPRING/SUMMER SESSION:

Charge	
Prior to first day of classes	\$125.00
No shows cancelled on first day of classes	\$300.00

**100% of one month's rent in Sansom Place East and West

b. **After a resident has either taken occupancy or picked up keys (or activated door access)**, the agreement and financial obligation cannot be cancelled by the resident. A resident may request and be given an Early Termination of the agreement but only for the following reasons and under the circumstances stated:

1. Graduation from this University (course work completion is not necessarily grounds for Early Termination). A resident who requests Early Termination for this reason:
 - i) must provide the Assignments Office with official school notice of graduation.
 - ii) must vacate the room, return keys and follow official checkout procedures by 12 noon the last day of the semester (December 31 and May 31 for residents of Sansom Place East and Sansom Place West). August graduates must apply for Early Termination by the official graduation date and vacate the room within 48 hours of that date.
 - iii) is responsible for rent until the end of the semester (December 31 and May 31 for Sansom Place East and Sansom Place West). If official notification of graduation is received after the end of the semester, termination is effective as of the date on which such notice is received by the Assignments Office, keys have been received and the resident has officially checked out at the Information Center.
2. Leave of absence/withdrawal: A resident who leaves the University must terminate the occupancy agreement by providing the Assignments Office with official notification from the school. The resident must vacate 48 hours after the day of leave/withdrawal or by the semester's end occupancy date, whichever is sooner. Termination is not effective until all of these conditions are met. Residents will be charged \$100 for termination plus prorated rent. However, no refunds will be made after the tenth week of classes of each semester.

c. The University reserves the right to terminate this agreement and repossess the room(s) for failure to pay University fees or for violation of University, College House, or Housing policy, or when a resident is no longer a registered Penn student.

4. ELIGIBILITY FOR RESIDENCE

Only full-time registered students regularly enrolled at the University may occupy a room(s). Unrelated undergraduates of the opposite sex will not be permitted to occupy the same apartment or room except as allowed by the Gender Neutral Policy. If space is available, part-time students, faculty and staff may be eligible at the discretion of the Director. Graduate students residing in Sansom Place East and Sansom Place West may share their living space with another adult (18 or older), provided that the total number of occupants does not exceed the designated capacity of the assigned space. The policy and guidelines are set forth in the Residential Handbook. Families with children cannot be accommodated.

The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or status as a Vietnam-era Veteran or disabled veteran, in the administration of housing.

5. ASSIGNMENTS

This agreement may not be assigned or transferred. The room(s) shall be occupied by not fewer nor more than the number of people assigned by the University. If during this term of occupancy an agreement is terminated with respect to a resident in a multiple-occupancy unit, the remaining students shall accept such roommate as assigned by the University. If the roommates discourage or fail to accept the occupancy of an assigned roommate, they will be subject to disciplinary action that may include relocation, fines, being charged additional rent, and/or termination of their agreements. If the residents fail to make room for new occupants, staff may consolidate or pack possessions and assess charges. No change in room(s) occupancy shall be made without the prior consent of the Director. The University reserves the right to change the capacity of the room(s) permanently or temporarily.

Reassignment to another room is subject to availability, schedule, and authorization by the Assignments Office. Residents of multiple-occupancy units, where bedroom size and single bedroom spaces are unequal, are required to switch unit rooms between semesters. Changes must be made by the end of the first week of classes.

The University reserves the right to assign students to different rooms in the residence system or to terminate this agreement if such reassignment or termination is necessary or advisable in the interest of health, safety, consolidation of resources, or the administration of its residence program.

6. MOVE-IN/MOVE-OUT

A resident is required to check in and check out formally at the Information Center. Before moving out, a resident is required to remove all refuse and discarded materials, leaving the rooms clean and furnished with original furnishings. Where provided, refrigerators and stoves must be emptied and cleaned. All charges for additional cleaning required, for removal of personal property, and for any loss or damage caused by the resident(s), will be billed equally to the residents. Belongings left behind upon move-out or expiration of occupancy agreements will be considered abandoned and will be disposed of by the University with no liability. When one roommate (or user of a semi-private bathroom) moves out, while others remain, each is equally responsible for cleaning all space. If the space is not found to be in acceptable condition after the University inspection, cleaning service will be provided and the resident(s) will be held jointly and severally liable for the entire cost.

7. CHARGES

All charges are due according to the date set by the Office of Student Financial Services. Approved early arrival and late check-outs may result in additional per diem charges. All charges unpaid after the due date will automatically be subject to a late penalty charge established by the University. The University may cancel a signed agreement for the current or forthcoming year for any unpaid charges owed to the University for the current or previous year on a resident's account.

8. ROOM ENTRY / RESIDENCE ACCESS / GUEST PRIVILEGES

The University reserves the right of entry to the room(s) by authorized representatives for the purpose of inspection, establishment of order, repairs, maintenance, inventory correction, extermination, cleaning, or in case of emergency or other reasonable purposes. Students may not deny access to University personnel attempting to exercise the University's rights or perform the University's obligations. Access to residences is limited to University students, non-student residents, faculty, staff, and authorized contractors. A resident's privilege to have guests is subject to the following limitations: a) a resident may not pressure or force roommates to tolerate the presence of a guest; b) the presence of guests must not restrict the free access of legitimate occupants to all common spaces and to any private space they may have or create any situation that infringes on the right of roommates to remain undisturbed; c) the presence of a guest may not be constant or continuous; d) a guest may not occupy a student's room when the student is not present (A resident may not give the guest a room key or University ID to enter residences. The resident must accompany the guest inside the building.) e) the actions of the guest are the responsibility of the resident. Any violation of this agreement or University policy by a guest of a resident is the joint and several responsibility of the guest and resident.

9. LOSS/THEFT/DAMAGE

The University shall not be liable for any damages to or loss of personal property in the common areas, outdoor areas, room(s), storage facilities, or mailboxes assigned. Students are strongly advised to arrange for insurance coverage of property brought on campus. Any alterations to the room including its walls, floor, ceiling, doors, wiring and furnishings are prohibited. Students are jointly and severally liable for all damage that is caused to the room(s) or any furniture/furnishings/fixture therein. Students are liable for the cost of repairing damage to the room(s) and building in case of fire, smoke, etc., if caused in violation of this agreement.

10. SOLICITATION/PEDDLING

The room(s) shall be used only for study and living purposes. Soliciting and peddling in the residences are prohibited.

11. PETS

The presence of pets in residence is prohibited except for fish if they can be kept in an aquarium not larger than twenty gallons.

12. ALCOHOL/DRUGS/SMOKING

In Pennsylvania, the possession and/or use of alcohol by persons under 21 years of age is prohibited. Distribution of alcohol by sale or gift to persons under 21 years of age is forbidden. Alcohol may not be consumed in the public areas of residences. Kegs, regardless of contents or amount, are prohibited in all residences. Anyone observed entering a residence with alcohol may be required to register at the Information Centers and provide proof of age. Smoking and smoking paraphernalia is prohibited in all residential buildings.

The possession or use of illegal drugs or drug paraphernalia is prohibited.

13. FIREARMS/DANGEROUS WEAPONS

Possession, storage or use of firearms or dangerous weapons are prohibited and subject to immediate termination of the Occupancy Agreement, removal from the residence, as well as disciplinary or judicial action and criminal prosecution.

The University reserves the right to amend this agreement and may from time to time issue regulations concerning Housing. The University may take disciplinary action against a resident and/or terminate this agreement for failure by any person occupying the residential unit to comply with the terms of this agreement.

14. RENTAL SUITABILITY

Under Title 4 of the Philadelphia City Code, PM-102.6.4, the University is required to obtain a Certificate of Rental Suitability for its dormitory properties. The Certificate for your dormitory is available at www.upenn.edu/housing/suitability.html. At this Web site there is also a link to "Partners for Good Housing", a brochure prepared by the City Department of Licenses and Inspections describing the responsibilities of tenants, landlords and the City with regard to rental housing. As part of the certification requirement, the University has attested to the City that all fire protection and smoke detection equipment for the premises is present and in proper operating order in accordance with all applicable requirements of the Philadelphia Code and regulations and standards adopted hereunder; the operating systems and the property are free from defects which affect the health and safety of the occupants or the habitability of the property; and that it will continue to maintain the operating systems and the property free from defects which affect the health and safety of the occupants and the habitability of the property through the tenancy.

This document is available on our website: <http://www.upenn.edu/housing/occ.html>