

FACUTLY AND STAFF SHORT TERM HOUSING PROGRAM APPLICATION

Please return completed and signed application to: Donna Bishop donna.bishop@rutgers.edu

1. Applicant(s) Status/Appointment Type - Faculty ☐ Staff ☐ Visiting Scholar/Postdoc ☐

All person's residing in the unit that are being sponsored by a Rutgers University department and/or affiliated with Rutgers must be listed as an applicant.

First Name _____ Last Name _____ Professional Title _____

Country/State of Origin _____ Name of Institution _____

Permanent Mailing Address _____

Date of Birth _____ Male ☐ Female ☐

Cell Phone Number _____ Email _____

First Name _____ Last Name _____ Professional Title _____

Country/State of Origin _____ Name of Institution _____

Permanent Mailing Address _____

Date of Birth _____ Male ☐ Female ☐

Cell Phone Number _____ Email _____

First Name _____ Last Name _____ Professional Title _____

Country/State of Origin _____ Name of Institution _____

Permanent Mailing Address _____

Date of Birth _____ Male ☐ Female ☐

Cell Phone Number _____ Email _____

First Name _____ Last Name _____ Professional Title _____

Country/State of Origin _____ Name of Institution _____

Permanent Mailing Address _____

Date of Birth _____ Male ☐ Female ☐

Cell Phone Number _____ Email _____

2. Additional occupants sharing apartment that are not affiliated with Rutgers University

				Gender	Attending public School
Name _____	Date of Birth _____	Relationship _____	M ☐	F ☐	Yes ☐ No ☐
Name _____	Date of Birth _____	Relationship _____	M ☐	F ☐	Yes ☐ No ☐
Name _____	Date of Birth _____	Relationship _____	M ☐	F ☐	Yes ☐ No ☐

3. Rutgers University Department Information

Sponsoring Department Name _____ Department Chair/Director _____

Department Contact Person _____ Email Address _____

Phone _____

4. Apartment Complex Requested _____ **Date: From** _____ **To** _____

5. Security Deposit of \$500 will be paid by: Department ☐ Guest ☐

6. Rent will be paid by: Department ☐ Guest ☐

7. Do you require special accommodations? Yes ☐ No ☐

I have read the information provided in this application and hereby request University rental housing. I understand housing is on a first come first serve basis and no guarantee of placement is made. By submitting this application, you are authorizing Rutgers University and/or its representatives to conduct a background check and verify credit history. If adverse conditions are discovered, applicant will be notified and application for housing will be denied.

Applicant Signature _____ **Date** _____

Applicant Signature _____ **Date** _____

Applicant Signature _____ **Date** _____

Applicant Signature _____ **Date** _____

A department coordinator must be identified on the application for visiting faculty/scholars. Sponsors accept full responsibility for their visitor and are responsible for obtaining NetID's for their guest and NetID's for all apartment occupants residing with the guest at Johnson or Marvin Apartments. Dept Coordinator is responsible for coordinating apartment key distribution with their guest.

Department Chair/Director Signature _____ **Date** _____

Occupancy Restrictions: All occupants must be listed on the application and included within the lease agreement.

Highland Montgomery: Studio - 1 occupants. 1 Bedroom - 2 occupants. 2 Bedrooms - up to 4 occupants.

Johnson Apts: 2 Bedroom apartments – 4 occupants - apt. configuration varies, either 1 full bed in each room or 1 full and 2 twins.

The Vue: 1 Bedroom - 2 occupants. 2 Bedrooms - up to 4 occupants.

The above is a representation of useful information. Please refer to our website <https://ipo.rutgers.edu/bs/faculty-staff-housing> for additional information and the lease for binding terms. No shows and early cancellations can result in security deposit forfeiture.