

**NORTHERN ARIZONA UNIVERSITY HOUSING AND RESIDENCE LIFE**  
**YEAR-ROUND FAMILY COMMUNITY CONTRACTUAL CONDITIONS REVISED 2/19**

**1) CONDITIONS OF CONTRACT**

- a) This is a binding agreement between Northern Arizona University, Housing and Residence Life, and the student signing this agreement.
- b) The contracted resident agrees to pay the university those charges as prescribed by the Arizona Board of Regents for rent owed according to the terms of this contract. Traditionally, change in rent occurs August 1 of each year.
- c) Students living in residence halls must be registered for, and complete, a minimum of twelve credit hours of coursework per semester (nine credits hours for graduate students) and a minimum of three (3) credit hours for the entire summer or be pre-registered for that following fall semester and be pursuing a degree. Housing and Residence Life, provided space has been made available to all full-time students, will consider exceptions to this policy.
- d) Family housing is available only for registered students pursuing a degree, therefore, once the student is no longer registered or there is a change in academic status to part-time student, they agree to vacate their residence within 48 hours. Students withdrawing from the university are eligible for a pro-rated refund.
- e) This contract is not transferable to any other person, organization, or department of Northern Arizona University. SUBLETTING ARRANGEMENTS OF ANY KIND ARE NOT PERMITTED.
- f) If a member of the family other than the contracted resident is fulfilling the academic requirement, Housing and Residence Life must be informed of the changes in contracted residents.
- g) Only members of the immediate family (husband, wife, and dependent children under 18 years of age) may live in the family housing unit. There is a maximum occupancy of 5 persons to a two bedroom apartment.
- h) A student's spouse and/or children must reside with the student at all times in order for the student to be eligible for family housing.
- i) The university reserves the right to limit occupancy to a maximum of four calendar years to any family.
- j) Accounts with a past due balance are subject to applicable late fees per University guidelines. Detailed information related to late fees and collection costs can be found at [nau.edu/sdas/](http://nau.edu/sdas/).
- k) A student's residence hall contract may be terminated upon that student's failure to complete rent payments when due.

**2) APPLICATION FEE REQUIREMENTS**

- a) A \$100 non-refundable application fee will be charged to the student account at the time a family housing assignment is offered and accepted. This charge will be due within seven days of acceptance of family housing assignment. Failure to make the payment by the posted due date will result in the cancellation of the housing application.
- b) Students currently living in NAU traditional student housing who apply for family housing will not be charged the application fee.

**3) RENT PAYMENTS**

- a) Residence is rented on a month to month basis and rent is due on the first day of each month. After approval by the Arizona Board of Regents, rates for room rent will be available at [nau.edu/reslife](http://nau.edu/reslife).
- b) All housing charges are posted to the student LOUIE account at [nau.edu/louie](http://nau.edu/louie). Payment must be made through the Student and Departmental Account Services; information regarding all payment options is available at [nau.edu/sdas/](http://nau.edu/sdas/). The university reserves the right to terminate the contract if payments are not made when due.
- c) Students receiving sufficient financial aid to cover tuition and residence hall rent may delay full payment until financial aid is disbursed at the beginning of the semester. When possible, financial aid recipients' full semester rent will be deducted automatically upon disbursement. The availability of financial aid, however, does not relieve the student of financial responsibility for all sums due under the contract.

**4) CONDITIONS OF RESIDENCE**

- a) Specific apartment assignments will be made according to family size, date of application and space availability. This contract is for space only and the university reserves the right to make changes in assignment when the university deems necessary.
- b) Assignments may be denied, changed, or cancelled by the university in the interest of health, safety, discipline, or maximum use of space.
- c) Residence entry: The university reserves the right to enter student residences to inspect for health, maintenance, repair, or safety purposes.
- d) Health and safety:
  - i) For reasons of health and safety, pets, candles, incense, explosives, weapons, halogen lamps, water furnishings, and some appliances are not permitted in student living units. Cooking is not permitted in traditional residence hall rooms. Students are responsible for abiding by university fire and safety regulations. ii) Residence and other buildings at NAU have been assumed or documented to contain asbestos in a variety of building materials. These materials do not pose any health risk as long as they remain undisturbed and are maintained in good condition. Residents are prohibited from performing any activities that would disturb or damage existing building materials in resident buildings or rooms. For more information, contact Environmental Health and Safety at 928-523-7288. iii) Lead Warning Statement: Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead based paint hazards in the dwelling. Review the federally approved pamphlet on lead poisoning prevention at [epa.gov/lead](http://epa.gov/lead). Lessor's Disclosure: The University has no knowledge and no records or reports pertaining to lead-based paint and/or lead-based paint hazards in University Housing.
- e) Personal damage: Each resident is responsible for keeping their residence clean and for preventing damage beyond reasonable wear to university property. Damage charges will be billed to the resident when damage occurs or after the resident checks out of their residence.
- f) Rules and regulations: The resident agrees to be bound by the rules and regulations as printed in the Standards of Residence, the University Code of Conduct, the Student Disciplinary Procedures and Family Housing policies found at [nau.edu/reslife/policies-and-expectations/](http://nau.edu/reslife/policies-and-expectations/) and [nau.edu/reslife/family-housing-handbook/](http://nau.edu/reslife/family-housing-handbook/). Any information printed herein supersedes other printed publications.
- g) Personal property: The university will not assume responsibility for the loss or damage of personal property of residents. Students are encouraged to obtain renter insurance.
- h) Parents are directly responsible for the supervision of their children in or around university premises.

**5) INTENT TO VACATE**

- a) The contracted resident must give a thirty day notice to terminate their contract by submitting an intent to vacate through the housing portal. Failure to submit a thirty day notice will result in the resident being charged a full thirty days rent.

**6) CANCELLATION**

- a) This contract is in effect upon receipt in Housing and Residence Life. If a student has been notified of an available apartment and cannot take it, they will be given the option of transferring their application to a different semester. Cancellation of the application will occur after two transfers.

**7) BREACH OF CONTRACT**

- a) Violation of any contractual agreement with Housing and Residence Life may result in eviction, one month's rent, or all of the above. Notice to vacate will be given in accordance with Arizona State Statutes.
- b) An appeal procedure exists to hear requests for exceptions to terms of this agreement. Specific information may be obtained from Housing and Residence Life.