

**FACULTY AND STAFF SHORT-TERM HOUSING PROGRAM**  
**APPLICATION**



1. Guest Information:

Name: \_\_\_\_\_ Professional Title: \_\_\_\_\_  
Country Visiting From: \_\_\_\_\_ Name of Institution: \_\_\_\_\_  
Permanent Mailing Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ (required for background check)

Additional Occupants: Name/Gender/Date of Birth <small>(occupancy restrictions may apply)</small>	Will enroll in public school?			Will enroll in public school?	
	Yes	No		Yes	No
1. _____	<input type="radio"/>	<input type="radio"/>	2. _____	<input type="radio"/>	<input type="radio"/>
3. _____	<input type="radio"/>	<input type="radio"/>	4. _____	<input type="radio"/>	<input type="radio"/>

2. Rutgers Department Information:

Department Name \_\_\_\_\_ Department Chair/Director: \_\_\_\_\_  
Appointment Type: Faculty  Staff  Other   
Department Contact Person: \_\_\_\_\_ Campus: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

3. Requested: Dates- From \_\_\_\_\_ to \_\_\_\_\_ Location- \_\_\_\_\_

4. Security deposit will be paid by: Department  Guest   
5. Rent will be paid by: Department  Guest   
6. Security deposit returned to: Department  Guest

Third Party



7. Do you require a handicap accessible unit? Yes  No

Name and address for return deposit

\_\_\_\_\_  
Department Chair/Director Signature Date Guest Signature Date

### **FACULTY AND STAFF SHORT-TERM HOUSING PROGRAM APPLICATION**

Thank you for your interest in the Short -Term Housing Program. Please see a summary of the program below. After you are confirmed you will receive a confirmation letter followed by a lease agreement that will contain program specific information. As always, please let me know if you have further questions, Donna Bishop, 848-445-5900 or [donna.bishop@rutgers.edu](mailto:donna.bishop@rutgers.edu).

All apartments are completely furnished with appliances, bedding, dishes, towels, etc. and include utilities, cable and wireless internet; phone service is not included. An inventory of all items in the apartment is included in the lease. Any missing or broken items or an apartment that is not left in broom clean condition at the end of the guest's occupancy can be billed to the guest and/or sponsoring department and may include a \$100 administrative fee. Please note the program does not permit pets.

Your refundable security deposit of \$500.00 is due within 30 days or immediately if occupancy is in less than 30 days. You may pay by electronic check from a US bank account or with a credit/debit card by using our secure payment portal

<https://rutgers-reslisting.securecafe.com/residentservices/apartmentsforrent/userlogin.aspx>

or by mail (check payable to Rutgers University) to 33 Knightsbridge Road, attn.: Donna Bishop, 3<sup>rd</sup> Floor West, Piscataway, NJ 08854. Departments may make payment through MARKETPLACE ACCT # 2687. Your deposit will be returned in accordance with New Jersey law as outlined in the Truth in Renting Act.

A department coordinator must be identified on the application to liaise with the guest and our program to ensure a smooth transition.

Leases run from a minimum of 1 month up to 12 months. Rent term begins either the 1st or the 15th of the month regardless of occupancy date. Move-out is billed through the 15th or last day of the month regardless of when unit is vacated.

All rent must be paid by the 1st of each month and is considered late if received after the 5th. Rent paid more than five (5) days after the first day of a month shall be considered late. If the 5th is a weekend or holiday rent must be received the Friday prior. Late charge equals 5% of the monthly base rent and will continue at 5% the base rent per month until paid. If initial term begins on the 15th, rent is due no later than the 20th. Next month's rent is due on the 1st.

Please coordinate with your department at least one week prior to your arrival and arrange pick up of your apartment key.

Keys must be returned on the approved vacate date to the key drop box as indicated in your welcome email. If tenant or department coordinator fails to return all keys and/or access cards provided by Landlord for the Premises, Tenant will be assessed \$100.00 per key, \$25 per access card, \$50 per mailbox key, \$50 per fob. The cost for the lock change and additional rent may be deducted from the security deposit.

#### **Occupancy Restrictions:**

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 twin.

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

We do not provide cribs or playpens.

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

#### **Monthly Rental Rates 2018/2019**

\*\*\*Rates subject to change on August 1st of each year\*\*\*

Johnson Apartments, Piscataway (2 bedrooms on campus):	\$1,980
Highland Montgomery, Highland Park (studio, 1 & 2 bedrooms off campus):	\$1,665 - \$2,210
The Vue, New Brunswick (1 and 2 bedrooms off campus):	\$2,570 - \$3,310

**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.**

The above is a representation of useful information. Please refer to the lease for binding terms. No shows and early cancellations can result in security deposit forfeiture.