



Rutgers Housing, A Division of Facilities and University Capital Planning
 Rutgers, The State University of New Jersey
 66 Joyce Kilmer Avenue
 Piscataway, NJ 08854
 Tel: (848) 445-6722 Fax: (732) 445-0253
 april.leavy@rutgers.edu

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

Building Assignment	Room No.

1. Guest Information:

Name: _____ Professional Title: _____

Country Visiting From: _____ Name of Institution: _____

Permanent Mailing Address: _____

Date of Birth: _____ Cell No: _____ Email: _____

Additional Occupants (if any) Name / Gender / Date of Birth:

1. _____	2. _____
3. _____	4. _____

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 |

Name and address for return deposit

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

Department Chair/Director Signature	Date	Guest Signature	Date
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Department Chair/Director Signature is required only if the department will be responsible for housing payments.

FACULTY AND STAFF SHORT-TERM HOUSING PROGRAM

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 lease agreement that will contain program specific information. As always, please let me know if you have further questions, April Leavy 848-445-6722, april.leavy@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.

Upon receipt of your confirmation letter, please remit one month's rent as a security deposit: (check payable to Rutgers University; or department may make payment through RIAS). This 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 liase with the guest and our program to ensure a smooth transition. Lease term begins either the 1st or the 15th of the month regardless of move-in.

Minimum duration is 1 month and maximum duration is 1 year.

All rent must be paid on the 1st working day of each month or no later than the 5th of each month. Rent paid more than five (5) days after the first day of a month shall be considered late. If Tenant pays Rent late, Tenant shall be assessed a late charge equal to 5% of the monthly rental amount which shall be due with the monthly Rent payment.

Please coordinate with Stella Cavallo, 848-445-6724, prior to arrival to arrange pick up of keys, rent cards and welcome folder. Move-in is Monday – Friday, 8am – 3pm. If move-in is outside of working hours, items can be picked up 1 weekday in advance. 66 Joyce Kilmer Road, Facilitilies and Capital Planning on the Livingston Campus (next to the Livingston Student Center).

Keys must be returned on the approved vacate date to the key drop box as indicated in your welcome folder. 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, \$20 per access card, \$50 per mailbox key, \$25 per fob. The cost for the lock change and additional rent may be deducted from the security deposit.

Keys are not to be duplicated.

Occupancy cannot exceed the number of those listed on the application and may vary by location.

Monthly Rental Rates 2013/2014

Rates subject to change on August 1st of each year

Johnson Apartments, Piscataway (2 bedrooms on campus):	\$1,697
Highland Montgomery, Highland Park (1 bedroom off campus):	\$1,806-\$1,850
Plaza Square, New Brunswick (2 bedrooms off campus):	\$2,440-\$2,489
The Vue, New Brunswick (1 and 2 bedrooms off campus):	\$2,327-\$3,200

Occupants choosing to reside at Highland Montgomery are subject to background check. Please coordinate with Lora Sanderson, at 732-828-7993, at least two weeks prior to your arrival.

The above is a representation of useful information. Please refer to the lease for binding terms.