Housing Manual

STUDENT APARTMENTS

Building A
Building B
Building C
Building D

Northwest University
P.O. Box 579, Kirkland, WA 98083

Housing Office
(425) 889-5334

Updated August 2013
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Housing Manual - Student Apartments

Community Core values: wise stewardship, compassionate citizenship and integrity driven leadership undergird the policies developed for our housing communities to produce an intentional Christian environment. This section of the Community Handbook establishes individual community specific guidelines that govern how the members interact and conduct business with the University Housing Office. The Resident Halls Housing Manual is a component of the Community Handbook. The University reserves the right to update, change or correct any information provided in this manual without notice. The most current version will be maintained online.

HOUSING OFFICE

Under the leadership of the Student Development Division, the university Housing Office is staffed by the Director of University Housing and Housing Office Coordinator. In cooperation with the Residence Life team, they are authorized to manage the implementation of housing polices throughout the housing community.

The Housing Office is open daily Monday through Friday from 8:00 a.m. – 5:00 p.m. located in the basement of the Hurst Library. The office closes periodically for lunch hours, scheduled meetings and/or appointments. The Housing Office website is located at http://eagle.northwestu.edu/housing, where many forms and pertinent information is provided for our resident’s convenience. Residents may also reach a staff member by e-mailing housing@northwestu.edu or by calling (425) 889-5334. It is advisable that residents schedule an appointment with the Housing Coordinator or Director to insure that their needs/questions are handled as quickly as possible.

ACCESS

Northwest University reserves the right for university authorized personnel to enter the premises in case of an emergency (for example: fire) or for the purposes of inspection, repairs, alterations, improvements, the supplying of services, health/safety inspections and if there is probable cause to believe that a violation of university regulations or federal, state or local laws may be taking place, or has taken place in the unit or to exhibit or display the premises to prospective or actual purchasers, mortgagees, tenants, workmen, or contractors. An appropriate effort will be made by the University’s personnel to respect the rights of privacy of the residents at all times.

For unplanned service or maintenance that has not been requested by the resident, staff will attempt to notify students 24 hours in advance. However, depending on the severity of the issue and the staff's ability to reach the student and/or residents of a particular floor advanced notice cannot be guaranteed.

ALTERATIONS and DECORATING

Push pins, removable mounting strips may be used to hang pictures and other decorative items into drywall. Residents are not permitted to modify their apartment in any way, including but not limited to altering, defacing, hanging wallpaper, painting, attaching anything to or removing anything from the apartment. Nails, screws, molly screws, drywall anchors, hooks, hangers, duct tape, packaging tape, glue, double sided sticky tape, foam mountings or putty at not allowed on the walls, ceilings or cabinetry.
When decorating, the use of low quality twinkle Christmas lights on the walls or ceilings are prohibited. Encased tube style Christmas lights or cool to touch LED safety lights are permissible. **Candles, incense or any item with an open flame/smoldering tip is prohibited.** Small plants and flowers are allowed if contained in small potting containers. Live trees are not permitted. Posters, pictures, displays, clothing or artwork that contain images, words or sounds of suggestive or negatively portrayed Christian values are prohibited anywhere on campus. Items found in violation of this policy may be removed by university personnel.

The resident is responsible for any and all damages to the apartment caused by decorating or altering furnishings. A walk-through is conducted by the resident upon check-in and all prior damages need to be recorded on the inspection form at that time.

**APARTMENT CARE**

Students are expected to keep their residence clean and orderly to avoid potential health problems. Fines associated with an apartment found in poor condition may be found under the Damage/Cleaning & Fine Schedule.

The [Apartment Upkeep Guide](#) has been designed to help residents clean their apartment properly. Residents should purchase cleaning supplies including a broom, mop, cleaning clothes, dusting wands and cleaning solvents. It is expected that all cleaning solvents will be used properly as to not cause damage to the property.

**One vacuum per apartment has been supplied** within each apartment for resident use. Regular use and care of the vacuum is expected. Vacuum care includes emptying debris regularly, wiping the machine down and removing large items from the area prior to vacuuming. Residents should report maintenance and repair needs immediately through the maintenance request form.

**One plunger per apartment has been supplied** for bathroom care. Proper use and cleaning of the plunger is expected.

**Household garbage should be disposed of in a timely fashion** to avoid health and safety concerns. Storage of garbage on decks or porches is not permitted. Garbage should be placed in the dumpsters located near buildings B, C and D. Electrical items may not be disposed within the dumpsters. The recycling bin is available for approved items only. Please do not put household garbage in this bin. Normal garbage pick up days are Tuesday and Fridays.

**Furniture including closet doors should not be removed from the apartment** at any time. Upon checking out, furniture including closet doors is expected to be cleaned and returned to original configuration. Refer to the section on Original Configuration within this section for more information.

**Furniture should be cleaned regularly.** Couches should be vacuumed and debris removed from under the cushions. Mattress stains should be removed immediately. Spills on doors, desks, dressers, etc... should be wiped up immediately.

**Window screens should not be removed from windows** unless in the case of an emergency. Windows may not be used as an access point into the apartment. When leaving the apartment residents should close and secure their windows to protect the window sills and blinds from weather damage and to safeguard the building. Missing or damaged windows screens may be charged to the resident’s student account.
Window blinds should be used with care. Residents should open vertical blinds prior to sliding them to one side. Personal belongings placed near windows need to be placed away from the blinds to avoid damage. Broken blinds may be charged to the resident's student account.

Decks and front patios should be swept and cleaned regularly. Residents should pick up trash, debris, leaves and clean up spills to maintain the condition of these areas.

APARTMENT CHANGES

Apartment changes are permitted at the semester break. Residents should deliver or e-mail a signed Housing Modification form to the Housing Office before November 15th (for the upcoming spring semester). Notification by a roommate or a verbal request is not an acceptable form of communication. Residents granted approval for the apartment change need to be completely moved to their new location prior to leaving for the winter break. Exceptions are granted in extenuating circumstances approved by the Director of Housing. General Housing Placements for the fall semester are handled through our Priority Placement period and subsequent waiting list maintained in the housing office. Since the housing deposit is not released in cases of apartment changes, residents are charged the $100 building maintenance turnaround fee directly to their student account.

APARTMENT REPRESENTATIVES (AR)

Along with the Assistant Director of Residence Life (ADRL), the Apartment Rep’s role is to assist the residents through community programming, check-in and check-out walkthroughs. They also serve as a communicative link between the housing office and the resident when concerns or issues arise. Apartment Representatives are appointed once a year during the traditional school term. Residents interested in becoming an Apartment Representative should contact the ADRL.

APPEALS

Residents seeking to appeal a housing related damage charge, fine, placement or policy should submit their written appeal letter to the Housing Office. Appeals should highlight the policy and why the resident's circumstance or unavoidable event prohibited compliance to the policy. Evidence and other pertinent details to help garner an informed decision should be included. Address appeals to the Director of University Housing, PO Box 579, Kirkland, WA 98033. Some appeals meet standard exceptions and are handled directly in the Housing Office. If a resident has received a final answer from the Housing Office and would like to appeal the decision with the Dean of Community Life the resident should complete and submit the Student Petition Form located on the Student Development webpage to the Student Development Office.

Assistant Director of Residence Life or (ADRL)

The Assistant Director of Residence Life assists the student apartment residents and off-campus students through community programming. The ADRL oversees the Apartment Representatives and provides direction of the overall residence life program. Within the student apartments, the ADRL also serves as a communicative link between the housing department and the resident when concerns or issues arise. The ADRL is available all year long and conveniently lives within the apartment community.
BILLING CYCLES (SEMESTER)

The semester charge is published in the current Academic Catalog. It includes the use of one apartment, furnishings, utilities, media services, maintenance, community programming and use of lounges. The fall housing semester consists of the Friday before classes begin in August until the Saturday after the last day of finals in December. The spring housing semester consists of the Friday before classes begin in January until the Saturday after the last day of finals in May. Residents assigned to an apartment placement both fall and spring semesters may stay in their apartment between semesters (CIH) at no additional cost if they apply by the appropriate due date. The total number of days in either semester can change from year to year.

BBQ or GRILLS

Residents may use an electrical grill while cooking on their decks or patios within the apartment complex. Grills with an open flame (propane) may NOT be used within 15 feet of the building structure. The use of charcoal grills is prohibited. Open flame grills may be used in open common areas within the complex. Open flame grills may not be used on the sidewalks or in the parking area without prior approval. Residents should not use the grill where pedestrians may walk by it or children may have access to it. Grills are to be under direct adult supervision while in use. The best location to grill is at an area park in Kirkland.

BULLETIN BOARDS

The bulletin boards located around the campus are for posting items of mutual interest and concern. Bulletin boards located within specific housing locations such as laundry rooms, lounges and residence hall floors are maintained by the Residence Life staff. Residents wishing to post items within the halls should obtain permission by the appropriate Area Coordinator. Items posted outside of the halls should be cleared through the student development office located in the basement of the Hurst Library. Any form found posted without appropriate approval will be removed immediately. Please review the Posting Advertisement and Distribution of Materials Policy for more information.

CABLE SERVICE

Within the Student Apartments (Buildings A, B, C and D), basic cable service is provided by Comcast as part of the semester rate. To access this service, residents should connect their television the cable box located in the living room. Follow the instructions provided near the box. The cable box located in the living room and all accessories for that box need to remain in the student apartment. Depending on the unit size, the university may provide an additional 3 boxes per apartment for use in the bedrooms. These boxes should be connected to the provided wall mounted jacks in the bedrooms. Residents needing an additional box should contact the housing office. The resident requesting an extra box will need to complete a request form before receiving the box and accessories. The responsible resident will have to return the box to the housing office upon checking out. Additional jack installations by the resident are not permitted. Tampering with the cable box, filters, jack outlets or altering the service in anyway may result in a referral to the judicial committee.

If you would like HD service in your apartment, you should contact Comcast to request a HD box. There is an additional fee for this service and it is the resident’s responsibility to pay the bill.
• Call 1-800-COMCAST
• Follow the prompts to request service
• When you speak to a representative say “I need to create a personal account while basic services are covered under a bulk account.”
• You will be able to request a HD box, but you will NOT be able to request premium programming or pay per view.

If service is needed in regards to cable outages, please do not contact I.S. Please contact Comcast cable at 1-800-COMCAST. They will make an appointment with the resident making the service call.

CANCELLATION OF HOUSING PLACEMENT

The Housing Cancellation policy applies to all semester housing charges. The semester charge begins the Friday before the first day of classes. See the Academic Calendar for the applicable first day of classes.

Incoming Student

1. Cancellation received on or prior to July 1st (fall) December 1st (spring) – Semester charge and housing deposit refundable.

2. Cancellation received on or after July 2nd (fall) December 2nd (spring) until the first day of the semester charge – Semester charge refundable. Housing deposit forfeited.

Returning Student (Continuing from prior term)

1. Cancellation received on or prior to June 1st (fall) November 15th (spring) – Semester charge and housing deposit refundable

2. Cancellation received on or after June 2nd (fall) November 16th (spring) until the first day of the semester charge – Semester charge refundable less 30 day notice fulfillment. Housing deposit forfeited.

All Residential Students

Cancellation received after the first day of the semester charge – Resident is subject to the prorated semester charge according to the chart below based upon the following conditions:

• A written cancellation (Housing Modification Form) must have been received in the Housing Office.
• The student must have checked out of their room/apartment with housing personnel.
• Housing deposit is not refundable.
• Housing charges are billed from the Thursday to Wednesday on any given week.
  o 2.5% per day during the first week of the semester charge
  o 20.0% during second week of the semester charge
  o 32% during third week of the semester charge
  o 44% during fourth week of the semester charge
  o 56% during fifth week of the semester charge
68% during sixth week of the semester charge
80% during seventh week of the semester charge
92% during the eighth week of the semester charge
100.0% after the eighth week of the semester charge

**30 Day Notice Fulfillment:** The date assigned to a written cancellation is dependent on the date of the of the **30 day notice fulfillment.** (IE: notice received on August 15th will be dated for September 15th). Housing Modifications should be submitted to The Housing Office to insure prompt processing of the correct date.

**CHECKING IN**

Check in is scheduled on the **Friday before classes begin.** New incoming students attending orientation should move in on the Wednesday before classes begin. The check in schedule is as follows:

**Fall Semester (August):**
- Wednesday (New Students Only for Orientation) 9:00 am – 12:00 pm.
- Friday (Returning Students) 10:00 am to 5:00 pm
- Saturday & Sunday Check with your Primary Resident

**Spring Check-In (January):**
- Thursday (New Students Only for Orientation) 9:00 am – 12:00 pm.
- Friday (Returning Students) 10:00 am to 5:00 pm
- Saturday & Sunday Check with your Primary Resident

To expedite the check-in process it is advised that all residents read the community handbook completely. The housing manual pertaining the resident’s specific housing location should also be reviewed thoroughly to assist the resident in completing the housing contract.

During check-in each resident will receive/complete:
- Housing Contract
- Community Handbook Understanding Summary
- NU Lifestyle Policy acknowledgment
- One key to the residence.
- Upon request a USPS Mail Box key (not part of the university mail system or Pecota campus mail box) may be supplied.
- Security Information & Emergency Contact Card
- Apartment Condition Form (Check-in/Check-out disclosure)
- Other paperwork may also be reviewed to better clarify housing polices.

Failure to check-in properly prior to occupying the apartment may result in an improper check-in fine and/or referral to the judicial committee.

If a resident needs to check in earlier than what is expected please contact the Housing Office. Consideration is given to residents required to be on campus as leadership.
**Apartment Condition Forms:** Residents should walk through their apartment paying close attention to all areas noted on the Check-in side of the form. This form is how residents indicate the condition of their apartment prior to occupation. During their walkthrough, residents should inspect all areas of the apartment including bedrooms of other roommates to note location and type of damage found. Unclear notes, broad (non specific) statements on condition of the apartment may not be considered during a check-out. Therefore residents are encouraged to be detailed and to use the back of the form if needed. It is the primary resident’s responsibility to ensure that at least one form has been completed accurately and returned to the housing office *within 2 days of checking in*. One condition form will be maintained per apartment. All residents assigned to the apartment may sign this form. Housing Office staff may confirm information detailed on the Apartment condition form for accuracy. *Residents that move in after the form is submitted have 24 hours after checking in to make adjustments to the form.*

**Please note:** The University is not responsible for forms that are incomplete, not turned in or misplaced. Forms submitted improperly or past the due date may not be accepted. Verbal accounts of damage assumed prior to occupation are not acceptable forms of notification. If the damage is not communicated on the Apartment Condition form it may not be considered.

**CHECKING OUT**

Semester Students should vacate their apartment by 5:00 PM on the Saturday after the last day of finals week. Graduates may apply to vacate the Sunday after commencement by 12:00 Noon. Exceptions are granted for residents participating in Summer Interim Housing. Other exceptions due to extenuating circumstance must be approved by the Director of Housing.

Please follow the procedures noted below to check out of your apartment properly:

- Notify the housing office in writing to cancel your housing assignment. This includes completing the appropriate paperwork (Housing Modification Form) by November 15th the fall semester and by May 1st in the spring semester if you are NOT returning to an apartment in the fall.

- Schedule a checkout appointment with the housing office by e-mailing housing or by stopping by the housing office. If it is at the end of a semester, an appointment is not needed. An apartment walkthrough by management will be conducted the week after the last day of classes. Apartments should be completely ready by the time the representative arrives to the apartment.

- Prior to your check-out date/time: Remove your belongings, return furniture to its original configuration, thoroughly clean the apartment (following cleaning checklist). Return your key to the housing office *inside the check-out envelope* within 7 days of checking out. The check-out envelope includes demographic information about the student turning in the key and what apartment it is from. Keys returned without any identifying information may not be credited to a specific student.

- **Failure to meet your checkout appointment or leaving without following the checkout procedure may result in fines detailed in the Damage/Cleaning & Fines Schedule.**

- After the appointment or walkthrough the housing office will assess cleaning/damage charges, split them between residents and charge the appropriate accounts. The $100 BMT fee will be applied and refunds (if awarded) will be credited to the student account.
Residents have 30 days from the date of checkout to request a final damage report and appeal charges. E-mail the housing office with your name, apartment number and we will send you a list of items found. If you would like to contest any items, please detail why the charge does not apply and we will verify it against your apartment condition form and remove responsibility. If the charge is found to be valid and you do not agree, you may submit a Student Petition Form through the Student Development Office.

**Housing Deposit Note:** The deposit is refundable less the $100.00 BMT fee, if all checkout procedures are followed. Refunds are credited to your student account by *July 1st* after the spring checkout and by *February 1st* after the fall checkout. For more information on the housing deposit review the Housing Deposit section of this manual.

**COMMUNICATION**

The housing office will use university issued communicative avenues when contacting residents. All students are issued e-mails and all residential students have a phone extension which includes voicemail. Residents are required to check their Northwest University issued e-mail and voicemail regularly, **at least twice a week**. Important notifications will be issued through the e-mail system, room phone extensions/voicemail, door postings and the housing website. Residents are responsible for any communication that was sent through any of these channels. If a resident chooses to forward their e-mail or phone service to another source, please make sure those connections are reliable.

Residents are encouraged to send all university related questions or inquiries in writing from their NU e-mail address to the Housing Office e-mail address. When communicating cancellations or withdrawals, residents should submit a fully completed and signed Housing Modification Form to the Housing Office personally to communicate their intentions to vacate. Scanned copies of signed forms are acceptable if they are sent from a university issued e-mail address. Residents may also mail the form to P.O.Box 579, Kirkland, WA 98083. Verbal communication is not an acceptable form of notification.

**COMMUNITY ROOM**

**Facilities**

Beneath Building D in the Student Apartments is a spacious community room. It is furnished with a kitchen that offers full size appliances, a large screen cable television, some seating, end tables, wireless internet connectivity and a ping-pong table. This room may be rented out for parties, bible studies, or other gatherings.

**Purpose & Accessibility**

The Community Room exists as a social gathering space for residents of the Student Apartments. The room is accessible Sunday through Thursday from 8 to 10 PM while an Apartment Representative is present. Additionally, the Community Room may be reserved by current residents and faculty at other times throughout the semester. For more information on reserving the Community Room, please contact the Area Coordinator for Extended Community. Please note that the residents of the student apartments have priority when booking during peak usage periods.
Requirements

To reserve the Community Room, please contact the ADRL with a completed Community Room Reservation Application form. Upon approval for use of the community room, the tenant approved to use the room must submit a personal check for the amount of the appropriate deposit total (see Community Reservation Application form for details) at least 48 hours prior to the event. The deposit will be held in case of damages or lack of proper cleaning procedures.

Following an event, it is the responsibility of the tenant hosting an event to return the furniture to its original configuration, clean the kitchen completely (including any and all dishes) and remove all trash and personal belongings. Tables and chairs for events may be rented through the maintenance department on a first come first served basis. Following an event, if the Community Room is in acceptable condition the deposit will be returned in full.

COMPUTER/INTERNET ACCESS

Northwest University provides network access in all on-campus housing. Outlets are located in each room. Computers should have an Ethernet connection to use university outlets (this is not the normal phone cord). **Modem use on campus is prohibited.** To set up a personal computer on campus get more information please visit the NU Information Services website.

DAMAGE/CLEANING & FINES SCHEDULE

The following is a schedule of charges and fines that may be assessed for general and miscellaneous damage to university owned property. The cost of repairs including materials and labor time are minimums and are **ESTIMATED** below. Actual costs may be higher.

**Damages**

<table>
<thead>
<tr>
<th>Damage Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holes (minor, less than 1 inch)</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Holes (significant, less than 3 inches)</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>Holes (major, 3.1 inches or larger)</td>
<td>$100.00 each +</td>
</tr>
<tr>
<td>Stains</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Painting (room/apartment)</td>
<td>$150.00/$300.00</td>
</tr>
<tr>
<td>Painting (individual wall)</td>
<td>$35.00 per wall</td>
</tr>
<tr>
<td>Floors (Damage)</td>
<td>$25.00 per spot</td>
</tr>
<tr>
<td>Floors (replacement)</td>
<td>$200.00 per room</td>
</tr>
<tr>
<td>Carpet or Linoleum Replacement (whole unit)</td>
<td>$800.00 + depending on unit size</td>
</tr>
<tr>
<td>Fixtures</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fire Detectors</td>
<td>$100.00 each occurrence</td>
</tr>
<tr>
<td>Window Blinds (Verticals)</td>
<td>$10.00 each slat</td>
</tr>
<tr>
<td>Window Blinds (Horizontal)</td>
<td>$30.00 + for set</td>
</tr>
<tr>
<td>Electrical plates/cover/socket</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Heater covers</td>
<td>$100.00</td>
</tr>
<tr>
<td>Item</td>
<td>Cost</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Phones (not in all units)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Window</td>
<td>Retail Cost</td>
</tr>
<tr>
<td>Window/Door Screens</td>
<td>Retail Cost</td>
</tr>
<tr>
<td>Appliances (Damaged)</td>
<td>Retail Cost</td>
</tr>
<tr>
<td>Furniture (Damaged)</td>
<td>Retail Cost</td>
</tr>
<tr>
<td>Doors (Damaged)</td>
<td>Retail Cost</td>
</tr>
<tr>
<td>Mirrors (Damaged)</td>
<td>Retail Cost</td>
</tr>
</tbody>
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**General cleaning charges for ALL living areas**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>Walls</td>
<td>$25.00 each wall</td>
</tr>
<tr>
<td>Windows</td>
<td>$15.00 each</td>
</tr>
<tr>
<td>Window Sills</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Blinds</td>
<td>$50.00 set</td>
</tr>
<tr>
<td>Carpeted areas not vacuumed (each room)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Linoleum areas not mopped (each room)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Inside Closets (floors, walls not clean)</td>
<td>$20.00 each closet</td>
</tr>
<tr>
<td>Cleaning Company charge (dorm room)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Cleaning Company charge (apartment)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Cleaning Company charge (duplex/house)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$60.00 dorm per room</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$100.00 per apartment</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$150.00 per duplex/house</td>
</tr>
</tbody>
</table>

**Specific to Apartments/Homes**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stove (under drip pans, surfaces)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Drip pans (each)</td>
<td>$6.00</td>
</tr>
<tr>
<td>Oven</td>
<td>$50.00</td>
</tr>
<tr>
<td>Oven drawer</td>
<td>$5.00</td>
</tr>
<tr>
<td>Microwave</td>
<td>$15.00</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$20.00</td>
</tr>
<tr>
<td>Freezer</td>
<td>$20.00</td>
</tr>
<tr>
<td>Top of Refrigerator</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
Cabinets $15.00  
Counter tops $15.00  
Drawers $10.00  
Toilet $25.00  
Bathtub $25.00  
Sink $15.00  
Washing machine (under the lid included) $20.00  
Dryer (including lint trap) $20.00  
Couch debris (under and on cushions) $30.00  
Plunger (not cleaned) $20.00  
Vacuum (not emptied/wiped down) $20.00  
Decks/Patio (cleaning/Power washing) $25.00  
Garage floor (sweeping, mopping if needed) $50.00

**Fines, Replacement & Miscellaneous Costs**

- Building Maintenance Turnaround Fee (BMT) $50.00 dorms
- Building Maintenance Turnaround Fee (BMT) $100.00 apartments/duplex/houses
- Late Application Fee $25.00 per application
- Light bulb (replacement) $15.00 each
- Improper storage on decks & patios $10.00 each day
- Smoke Detector removed/damaged $100.00 each occurrence
- Furniture/Closets Removed or Dismantled $100.00
  (Noted as “Original Configuration” charge.)
- Hazardous Material Disposal (paint, motor oil, etc.) $100.00 each item
- Removal of personal belongings $10/$100.00
  (under 10 items charged per item, furniture not included)
- Improper Check-in
  (gaining access to an apartment or dorm room without approval or signing a contract prior to entrance.) $100.00 each occurrence
- Improper Check-out
  (left w/out checking out, not following procedures) $300.00
- Not ready for check-out Appointment
  (late for appointment and/or still moving at appt. time) $100.00 each occurrence
- Missing Keys or laundry card (each) $10.00
- Garbage in Res. Hall Bathrooms/laundry $25.00 each occurrence
- Excessive garbage in apartments $25.00 each resident
- Possession of Pet Fine $500.00
<table>
<thead>
<tr>
<th>Pet remediation</th>
<th>Supplies/Labor costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite Dish Removal</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mandatory Housing Meeting Absence</td>
<td>$50.00</td>
</tr>
<tr>
<td>(Meeting with approved Residence Life Staff within 2 weeks of the original meeting is required to reduce the charge)</td>
<td></td>
</tr>
</tbody>
</table>

This is not a comprehensive list. Damage to appliances, furniture, windows, blinds, doors will be estimated by the maintenance department for the current retail rate to replace the items. Missing furniture/university owned items will be charged the full retail cost to replace. All charges are split between all the residents in a unit except where noted. Fines may be collected until replacement is able to be made. In certain cases partial damage amount may be collected if complete replacement is not yet needed. **If cleaning or replacement is needed due to “playing”, “pranks”, or “accidents” the residents are responsible for these fines.**

**FIRE ALARMS**

Fire alarms are tested periodically. Smoke detectors are checked periodically for malfunctions and battery testing. **Do not disconnect the smoke detectors!** All fire alarms are battery operated. If a resident finds a smoke alarm that is malfunctioning or needs batteries, please report it immediately to the maintenance department by filling out a maintenance request form.

**FURNISHINGS**

Students living in the student apartments are provided basic furnishings. All pieces are required to remain in the apartment at all times. Damage to any university owned furniture/appliance should be charged to the residents of the apartment. Each student apartment is furnished with:

1. Living Room Items
   a. Couch and loveseat
   b. 2 end tables
   c. TV stand
2. Dining Room Items
   a. Table with 4 chairs
3. Kitchen Items
   a. Refrigerator/freezer
   b. Stove/Oven
   c. Microwave
   d. Dishwasher
   e. Disposal
4. Study Items (number dependent on the number of students in the apartment)
   a. 4-6 Desks
   b. 4-6 Chairs
c. 4-6 Hutches

5. Bedroom Items
   a. 4-6 Extra long twin beds
   b. 4-6 Dressers

6. Laundry Closet Items
   a. Washing machine
   b. Dryer
   c. Shelf

7. Miscellaneous Items
   a. Vacuum Cleaner
   b. Plunger
   c. Vertical and Horizontal mini blinds on all windows and doors.
   d. Whole house fan

Residents are required to provide their own:

1. Linens
2. Trash cans (individual and kitchen/household garbage can)
3. Shower rods and curtains
4. Cooking supplies (pots and pans)
5. Dishes and utensils
6. Cleaning supplies and solvents
7. Toiletries (toilet paper, laundry soap, etc...)
8. Television
9. Telephones (mandatory)
10. Light bulbs for fixtures

FURNITURE – ORIGINAL CONFIGURATION

When it is time for students to vacate their apartment all the furniture should be returned to its original configuration. Even if a resident’s arrival to an apartment is after a prior occupation and some items and furniture has been moved. Residents are still required to have all furnishings returned to original configuration upon check-out.

1. Living room – 1 Sofa, 1 Loveseat, 2 end tables, 1 TV stand
2. Dining room – 1 dining table (fully extended), 4 dining chairs
3. Study – 2 desks, 2 desk chairs, 2 shelves
4. Bedroom #1 – 2 fully assembled & bunked beds, 2 dressers, 1 desk, 1, desk chair, 1 shelf
5. Bedroom #2 - 2 fully assembled & bunked beds, 2 dressers, 1 desk, 1, desk chair, 1 shelf
6. Bedroom #3* - 2 fully bunked beds, 2 dressers, 1 desk, 1, desk chair, 1 shelf
7. Plunger needs to be visible in the hall bathroom
8. Vacuum cleaner needs to be visible in the entry closet.
9. Closet doors replaced on all closet openings properly
10. All appliances/cupboards/cabinets/closets free of personal items (nothing in outside storage closet, refrigerator, dishwasher, washer and dryer etc.)

GUESTS

Student Apartment students may host adult overnight guests of the same gender with roommate consent. Overnight guests may stay within university housing a maximum of 3-nights for the entire semester for each resident. Underage guests should complete the Underage Guest Registration Form and be approved by the Area Coordinator. Once three nights have been used, additional nights should be approved by the Area Coordinator. Residents in a specific apartment may host a specific guest overnight a maximum of 7 nights per semester. The same guest may not stay more than 7 nights per semester in all of the apartments as well.

For example: Sally Guest has stayed in Apartment A for 3 nights as a guest of Jenny Resident. Sally Guest then decided to stay an additional 3 nights a month later as a guest of Tina Resident. Sally Guest then stayed the night with Bertha Resident, but can not stay any longer because she has used up all 7 days allowance for Apartment A. She also can not stay in any other apartment in the complex because she has used up all 7 of her days as a guest.

Opposite Gender Visitation: Northwest University allows some residence housing visitation access to members of the opposite gender. Guests of the opposite gender are not permitted overnight at any time. At all times it is expected that repeated visits by an opposite gender guest be limited and in consideration of all the roommates living in the apartment. The visitation hours, as stated below, attempt to strike a balance between the two. The goal is to allow for healthy interaction in the area that students call home.

Open-house visitation hours are noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday. Visitors of the opposite gender are to confine their visits to the living/dining room areas after 10 p.m. Room doors must be completely open at all times when visitors of the opposite gender are present. Those found in violation may be held accountable through the university judicial system.

Guests should park in approved guest parking areas only. Overnight guests should communicate with campus security the length of their stay and receive a temporary parking permit. Apartment guest parking is located behind the gym or in the upper Barton Building parking lot.

Guests are the responsibility of the student hosting the visit and are expected to abide by housing regulations, policies and community handbook. It is the responsibility of the hosting student to convey guest expectations.

All residents are required to sign a contract with Northwest University prior to moving into the apartment. Guests remaining past the allotted days are considered non-contracted residents.
At no time is it permissible to have a guest move into the apartment to live, even for a brief time period. Residents assigned to the violating apartment may be referred to the university judicial committee.

**HEATING**

The apartments are heated by individual heaters located in each room. Each room can be controlled by the thermostat located on the wall near the entrance of each room. The filters for the furnaces are replaced or cleaned each year by the university maintenance department. Residents should maintain the cleaning of the vents by wiping down any spills or dust build-up. For proper heat distribution and maintenance, a space of at least 18 inches around the heaters should be clear of furniture, debris and storage. Heat should be **lowered to 60 degrees** during the winter months when leaving the room for an extended time.

**HOLIDAY DECORATIONS**

Christmas, Thanksgiving, Easter etc... are some of the times that residents like to decorate their rooms in honor of the season. We encourage residents to decorate and celebrate with the following guidelines:

- Residents should be considerate of roommates and neighbors. Displaying an excessive amount of lights for the duration of the night or playing loud holiday music past quiet hours is not permitted. Quiet hours are maintained during the holiday season and lights that stay on all night should be limited to 2 strands.

- Holiday decorations may be displayed for a total of 6 weeks. The only exception is for Christmas, where residents may display decorations between November 15\textsuperscript{th} – January 25\textsuperscript{th} if the resident is assigned to the same apartment in the Spring semester.

- Safety lights or encased tube style lighting may be hung around the walls or windows. All lights should be plugged into the resident’s personal apartment’s electrical outlets only.

- No more than 4 electrical items may be plugged into one outlet. This includes the use of an extension cord

- Decorations may be attached with tape, tacks or small nails that will not cause permanent damage to the window, walls or furnishings. Any damage caused will be the resident’s responsibility

- Outside decorations may not block the entrance into apartment in anyway.

- The use of permanent paint or markers on the windows is prohibited.

- Decorations should be in compliance with the Biblical beliefs and standards of Northwest University. Any offensive, derogatory, or hazardous decorations will be removed immediately.

- **NO LIVE TREES**

- Christmas Trees, including decorations on the tree, may not exceed 72 inches in height or 36 inches in width in the apartments. Trees placed in lounges under the supervision of the residence life staff, may not exceed 6 feet in height.
• Disposal of Christmas Trees should be in designated areas that maintenance will reserve especially for this purpose. Please do not put trees in the dumpsters.

• REAL BURNING CANDLES are not permitted in the windows. Please use the light bulb replicas only.

HOSPITALITY HOUSING

Hospitality Housing is Northwest University’s temporary guest housing option on campus. It offers accommodations akin to a youth hostel. It was created with our Graduate and Adult Evening students in mind due to their less frequent class schedule and distinct nature of some of their courses. Parents, friends, guests and alumni may also utilize hospitality housing while they are participating in university sponsored events or have specific university related business. The Housing Office may not grant requests if the visit is solely to visit an on-campus resident. All guests should be 18 years old or be accompanied by their parents. Please go to the housing website for more information on Hospitality Housing.

HOUSING DEPOSIT

A $300.00 housing deposit is required to secure a placement in housing. At the signing of the rental contract, the deposit becomes a composite cleaning/damage deposit. $100 of the housing deposit is non-refundable as a Building Maintenance Turnaround (BMT) fee. The BMT fee is associated with the upkeep and turnaround of the specific apartment noted on the housing contract. Once a resident leaves the apartment, the BMT fee will be assessed to their account. In most cases this is at the same time their housing deposit is released. However, there are instances where a student switches apartments. In these instances, the BMT fee will be charged to their student account when the switch is confirmed.

For example: If a resident leaves one apartment and moves into a different apartment, the BMT fee will be charged to their student account. This shows as a charge because their housing deposit remains credited under their name to cover the new on-campus location.

In order to terminate occupancy with the university, residents should follow all procedures and conditions for check-out. Exact procedures are noted in the Checking-Out section of this manual. Deposit refunds are credited to the student’s account by July 1st after the spring checkout and by February 1st after the fall checkout. If a credit balance remains on their student account, a refund check may be requested.

Please review the Cancellation Policy and Checking-Out procedures as it pertains to the forfeiture of the housing deposit.

HOUSING PLACEMENTS

For fall placement, returning residents have the opportunity to apply for an apartment during the Priority Placement Period. This priority time period is for 3 weeks each spring and allows current residents the best opportunity to receive their desired location. A complete group application is for one unit with all roommates disclosed on the application. One resident is designated the Primary Resident. The Primary Residents acts as the point person for communication between the housing office and the residents in the apartment. Points are awarded to each of the applicants on the group
application in line with certain requirements. The requirements are weighted to bolster the attributes of residents that the community is designed for. Group applications with the highest scores will be awarded a lottery placement. The highest lottery number will select their apartment first and so on. Group applications received after the priority placement period will be placed on the wait list. In the event that units are still available after the priority placement period, late group applications will be considered first and then individual spots will be filled with waiting list applicants.

**Lottery Placement:** Once lottery placements are awarded each resident on the application should complete the Student Apartment Application via MyHousing, verify that a $300 housing deposit is on file, and register for classes. Residents not registered for classes may not be included in the group’s lottery selection. The Primary Resident must remove them from the group prior to selecting an apartment.

**Apartment Waiting List:** Residents that do not want to secure an entire apartment may choose to be on the waiting list. Primary residents will choose to fill vacant spots for their apartment from the waiting list. To be placed on the waiting list a Student Apartment Application must be submitted via MyHousing. Demographic information will be recorded and shared with primary residents seeking to find a good fit for their apartment. The primary resident will contact the applicant to discuss the invitation. Once an applicant is chosen the primary resident should e-mail the housing office to notify us of the choice. We will verify that the placement is mutually agreed upon and confirm the placement.

**Apartment Charges:** All assigned residents are responsible for the cost of the **entire apartment.** Published semester charges are applied each billing cycle when full occupancy is met. Residents must fill all spots or choose to leave the spot vacant. The cost of the vacant spot will be split equally or one resident may choose to pay for a private room. Residents may fill vacancies at any time.

**HOUSING REJUVENATION CREW**

University graduates that would like to volunteer their time in exchange for housing after the conclusion of the spring semester may apply to be a part of the Housing Rejuvenation Crew. The purpose of the crew is to provide assistance to the housing office staff in general improvement jobs within university housing locations. This may include general office work, document distribution, cleaning, yard pick up, painting, project prep work, furniture inventory and other work-related duties as assigned. Crew members should not be on citizenship probation and be approved by the Director of University Housing.

**HOUSING REQUIREMENTS FOR THE STUDENT APARTMENTS**

Semester Student Apartment Residents are traditional program participants who meet the listed requirements before the first day of classes. At all times during a resident’s occupancy in housing, it is required that they have at least an academic load of 12 credits or more. Residents in their final semester of study and fulfills all other occupancy requirements, but has 6-12 units remaining he/she will be permitted to reside in housing for that final semester. To carry over occupancy over the semester breaks, the resident should be registered for classes in the upcoming semester.

The following requirements should be met by the first day of classes in order to apply, fill-in or remain in the student apartments.

1. **Residents should be 21 years old.**
a. **Exceptions** are made for students that attain their 19th birthday **AND** a junior (60 credits) status by the first day of classes.

2. Residents should past chapel every semester
   a. 1st failure – waning notice
   b. 2nd failure – warning notice and possible removal from the student apartments
   c. 3rd failure – removal from the student apartments

3. Residents should not carry a balance on their Student Accounts.
   a. Exceptions may be cleared by the Director of Housing and Director of Student Accounts.

4. Residents should not be on academic probation.
   a. Exceptions may be made by the Director of Housing and Director of Academic Success.

5. Resident should not be on citizenship probation.
   a. Exceptions may be made by the Director of Housing and Assistant Dean of Students

6. Resident should not have multiple parking violations
   a. 1-3 – warning notice
   b. 4-6 – warning notice and possible removal from the student apartments
   c. 7+ – removal from the student apartments

7. The Director of Housing retains the right to cancel or deny housing based on previous or current actions or violations that may or may not be listed within this manual.

**INTERIM HOUSING (Summer or Christmas housing)**

Residents may choose to stay in housing over the semester breaks in approved interim locations. Residents should apply for interim housing through the housing department and pay the interim housing charges in advance. Approval is not guaranteed and is dependent on student’s status.

**Christmas Interim Housing (CIH):**

Christmas Interim Housing is permitted between Fall and Spring Semester for residents in the student apartments. Residents occupying an assigned placement both fall and spring semesters are not charged an additional rate to use housing during the break. This is a benefit to full year occupant. Residents utilizing this service should submit their CIH application on time. Residents utilizing the space for one semester and would like to stay any time during the Christmas Interim period should pay the applicable interim rate. Residents that cancel their spring housing placement during or after the start of CIH may have the applicable interim rate charged to their student account. Please note that the housing office maintains an accurate count of who is utilizing space in the apartments. Residents not approved to stay in interim housing should not stay past Saturday after the last day in the semester at 5:00 p.m.

**How to Apply for CIH:** CIH applications are available at least 4 weeks before the end of the semester. They are due according to the published due date. Late applications (even non-charged residents) may incur a $15.00 late fee.
**Summer Interim Housing (SIH):**

Summer Interim Housing is offered to students that cannot return home for the months between Spring and Fall Semester. Residents registered for classes and assigned to an apartment in the Fall may be assigned to a summer location in any available housing on campus for the summer months. Since summertime is when the university maintains the buildings, host camps and do repairs, flexibility in regards to placement, roommates and moving schedules is required. The university alternates building closures every year. If residents would like housing during this time, a SIH Application should be completed and submitted to the housing office by the due date. The cost to stay for a complete month is discounted. However, prorated housing (any time less than a full month) is charged at a higher daily rate. Residents not approved to stay in interim housing should not stay past Saturday after the last day in the semester at 5:00 p.m.

**How to Apply:** SIH applications including available buildings, dates and prices are available at least 4 weeks before the end of the semester. They will be due according to the published due date. Late applications incur a $15.00 late fee.

**KEYS**

Residents are issued one door key upon check in. An optional USPS mail key may be issued at the request of the resident. This mail key is not part of the university mail system and campus boxes located in the Pecota Center. A $10.00 replacement fee is assessed to replace each lost key. Keys may not be duplicated by other key makers as they are cut to a master key system. All keys should be submitted inside the check-out envelope within 7 days of checking out of the apartment. The check-out envelope includes demographic information about the student turning in the key and what apartment it is from. Keys returned without any identifying information may not be credited to a specific student.

**LAUNDRY AREA**

Each student apartment is furnished with a full size washer and dryer located within a closeted area in the hallway. It is the resident’s responsibility to maintain the laundry area regularly to avoid the buildup of debris in the lint traps, along the lids, on the surface of the machines and around the floor. A shelf has been provided to store laundry items.

The use of the washer and dryers in the student apartments is intended for the contracted residents of the apartment. Utilities are included in the semester charge for the apartment and the expected life of the machine is measured by expected population use. Therefore the use of the machines by anyone not assigned to the apartment is not permissible. Misuse and violations may result in fines. The whole house fan controls are located within the laundry area. The timer has been set to rotate the opening and closing of the individual room fan openings. Please do not disturb the settings.

**LIABILITY/LOSS/THEFT**

The University or its agent shall no be liable for, and resident agrees to defend and hold Northwest University and its agents harmless from any claim, action and /or judgment for damages, including attorney's fees, to property or injury to persons suffered or alleged to be suffered at or about the Residence Halls, Student Apartments, Firs or any housing. Residents agree to maintain liability
insurance and/or renters insurance to protect against loss or damage caused by earthquake, fire, theft, water, other disasters, or from any other cause whatsoever.

**LIFE STYLE STANDARDS**

The university Life Style Standards detail specific expectations regarding Alcohol, tobacco, illegal drugs, weapons and firearms for our students. Northwest University places a great deal of importance on relationships and recognizing the need for responsible behavior. The covenant found within the Life Style Standards is a description of the environment the University seeks to maintain.

*All residents*, including those who are not university students, have a responsibility to maintain these Life Style Standards. These standards include a restriction on the use of tobacco and alcohol. The use of tobacco and alcohol products is not permitted in any campus housing unit or on the University Campus.

**MAIL SERVICE**

To receive regular U.S. Postal service at the apartments, please use the addresses listed below:

- **Building A:** 5304 114th Ave. NE # ___ Kirkland, WA 98033
- **Building B:** 5310 113th Pl. NE # ___ Kirkland, WA 98033
- **Building C:** 5330 114th Ave. NE # ___ Kirkland, WA 98033
- **Building D:** 5320 114th Ave. NE # ___ Kirkland, WA 98033
- **Firs Apts. 1-24:** 5325 113th Pl. NE # ___ Kirkland, WA 98033
- **Firs Apts. 25-48:** 5415 113th Pl. NE # ___ Kirkland, WA 98033
- **Firs Apts. 49-78:** 5517 113th Pl. NE # ___ Kirkland, WA 98033

Residents must maintain their campus mailbox located in the Pecota Student Center for all campus mail while they are a student at Northwest University. However, the use of the above noted addresses are needed for physical location deliveries such as shipments, pizza delivery and directions. Please note that the campus mail tech will receive all shipment of boxes in the Barton Building if residents utilize the campus mailbox system only.

**MAINTENANCE**

The maintenance department manages the upkeep and repairs of the university facilities. Housing Residents should report items immediately that need to be repaired or serviced through the Maintenance Request Form. Failure to report maintenance needs in a timely fashion may result in a damage charge to the resident. In order to maintain the room and buildings the following guidelines are in place:

**General Reminders**

Residents experiencing an emergency housing situation should contact security immediately.
Candles, incense or any item with an open flame/smoldering tip is prohibited.

No hair, paper products (other than T.P), cotton balls, tampons, sanitary napkins etc... are to be disposed of down the toilets. Please do not use chemicals in the tank of the toilets (i.e.: blue water chemicals, bleach tablets etc...)

Use of body soaps with moisturizers/ lotions and shampoos or conditioners with added moisturizers in the showers or baths increase the chance of slow drains. Please limit the amount of these types of products. Residents with long hair may also need to purchase hair catchers to cover their tub or shower drains. To avoid fines associated with repeated clogged drain clearances, Maintenance suggests that residents purchase their own hair clog removal solvents such as Drano or Liquid Plumber.

Residents should use great care when disposing food items down the garbage disposals. Do not place potato peels, egg shells, bones or any hard garbage down the drain. Turn on the disposal and run lots of cold water while putting your food waste down the disposal. Leave the water running for a minute or two after turning off the disposal.

Any breakdown of the appliances should be reported immediately through the maintenance request form found on the eagle server. Residents should not contact maintenance directly by phone or e-mail.

**Discarding furniture/Household Items**

Residents wishing to dispose of larger items, like storage containers or personal belongings are responsible for taking it to the main garbage disposal on campus located in front of the maintenance offices. Additional disposal fees may apply for large pieces like couches. Residents may also coordinate donation pick ups through a local organization. All pick ups need to occur prior to the resident leaving their apartment. Items are not to be left next to the dumpster. PLEASE DO NOT THROW AWAY REFRIGERATORS, TELEVISIONS, COMPUTERS, RADIOS OR ANY OTHER ELECTRICAL DEVICE IN THE DUMPSTERS.

**Apartment Access**

Northwest University will make every effort to communicate with residents prior to entry. In practice, personnel or contractors of the opposite gender may enter the apartment 9:00 am – 8:00 PM. If an emergency situation warrants a visit outside these hours, a member of the Residence Life staff will accompany them into the apartment. University maintenance personnel reserves the right to make periodic inspections, furniture adjustments and/or to make maintenance repairs contingent to fire safety, sanitation or general repairs in cooperation with the residence life staff members.

**Yard Maintenance**

The University will provide basic yard maintenance of the lawn, shrubbery and trees. Trash must be picked up by the residents. It is the resident's responsibility to keep the sidewalks, steps, grounds and general area around their residence clean and free of litter. This also applies to the area around the garbage collection containers. If repeated issues of excessive garbage are noted, fines may be imposed on all residents to cover the cost to hire a cleaning company.

**Lighting**

General light bulb replacement (including heat lamps in the bathroom and appliance bulbs) is the resident’s responsibility. Please use the proper light bulb for the type of fixture. Fluorescent tube style lighting may be submitted through the maintenance request system. Most fixtures located in the apartments are not wired for bulbs over 75 Watts. Bathroom fixtures should not have bulbs 60
watts or above. Energy efficient compact florescent light bulbs (CFLs) contain mercury and should NOT be disposed of in the garbage bins. Please dispose of these bulbs through approved recycling venues. More information on how to handle and dispose of these bulbs may be found on the Energy Star website. Halogen lighting is prohibited in university housing.

Personal Electrical Items:
Energy use is of great importance and will be monitored. It is important for residents to keep in mind that Northwest University is an institute of learning and the majority of residents are here to study. Items brought to enhance the study atmosphere are expected. Residents are permitted to bring items such as computers, radios, lamps, grooming devices and small personal size appliances. Gaming consoles and other electric toys are permissible, within reason, if personal electrical usage does not exceed more than 8 items in each room. Eight items include chargers, computers, speakers, printers, lamps and any other device that utilizes electricity. Coordination with roommates is expected to maintain the maximum device usage.

Electrical Outlets
At no time may more than 4 electrical items be plugged into one wall outlet. For example: Each wall outlet has 2 receptacles. If an extension cord is plugged into one of those receptacles, 3 items can be plugged into the extension cord and 1 additional item in the 2nd receptacle. The university retains the right to limit the amount of electrical devices used in one room if excessive use of electricity is found.

Electricity Use
Within each student apartment, the university has included the use of electricity as part of the semester rate. The amount allotted per student is based off an average daily use. Residents are encouraged to use wise stewardship when using the electricity. Be mindful of light usage, heating and laundry needs. Whenever a room is vacant, lights should be turned off. Heat should be lowered or turned off when the apartment is vacant or when it reaches a comfortable temperature. Use the washing machine and especially the dryer during non-peak hours (9 pm – 8 am). At no time may any resident allow anyone not living in the unit to use the washing machine or dryer. Please be aware: If excessive electric use is determined, an excessive usage charge may be applied to the resident’s student account.

Mandatory Housing Meeting
At the start of each year one mandatory housing meeting is conducted to help residents acclimate to the residence life program, housing expectations and community guidelines. Hosted by the Residence Life Staff, the meetings are informative and provide up to date information. Therefore all residents, whether new or returning, should attend the meeting. The meeting is specific to the housing location and is held in the community lounges. The meeting date and time is announced no later than a month prior to check-in. Residents unable to attend the meeting are charged the absence fee. To reduce the amount of the charge, residents should meet with an approved RLS member within 2 weeks of the original meeting date.

Off Campus Policy
Preparing students to Carry the Call, Northwest University is a Christian community of scholarship and learning. Northwest's commitment to provide a community where students live on campus is embedded in this vision. Developing competency and maturity as Christian learners, scholars and
leaders occurs partially as a result of the Holy Spirit’s work in students’ lives through their relationships with other students. The interaction between people is a guiding and fundamentally important component of Christian student development. We believe it is necessary for students to be immersed in community living for essential person to person encounters to be possible. Therefore, as a condition of attending Northwest University, undergraduate students are required to live in university owned residence halls or apartments.

All full-time undergraduate students (registered for 12 or more semester hours) are required to live in campus housing unless they meet the criteria for living off-campus and have applied and been approved for off-campus living by the Housing Office. Students who are granted off-campus residency are considered commuters. Commuters are students who are commuting from their parent’s home or an approved adult’s residence, students who are married and living off-campus, undergraduate students 21 years old and at least junior status (60 semester credits earned) on the first day of class each semester, students 23 years old or older on the first day of class each semester, or students working a job which provides room and board.

Students who meet these criteria may apply to the Director of Housing to live off-campus. Commuters on academic or citizenship probation may be required to live in campus housing during the semester(s) they are serving their probation.

**How to Apply**

Off-campus applications must be received **prior** to August 1st for the Fall semester and by November 15th for the Spring semester. Applications should be submitted online via MyHousing. Returning student applications received after these dates will be charged a $25 late fee.

Please note that students who have not been approved to live off campus may be charged the standard double residence hall housing charge.

**PET POLICY**

No pets or other animals are permitted to be housed, boarded, brought to, or kept in the Residence Halls, Student Apartments or Firs Apartments. This includes dogs, cats, birds, guinea pigs, gerbils, rabbits, chicken, snakes, turtles, frogs, or any other pets or other animals not specifically mentioned herein. The only exception to this rule is small, non-poisonous fish stored in a one (1) gallon bowl. Aquariums that require electricity/battery to operate are not allowed. It is the responsibility of the resident to inform visitors that no animals are allowed in the residence halls.

Violation of the pet policy may result in a referral to the judicial committee. The resident will be directed to remove the pet immediately. Sanctions may include removal from housing, and forfeiture of the housing deposit. If the resident is allowed to remain in campus housing, a $500 violation fine may be charged in addition to the cost of repair for any damage that the pet may have caused.

**PRIMARY RESIDENT**

Each apartment should designate a Primary Resident (PR) that will be the **communicative voice** of the apartment. This person must have a cell phone and be willing to check their e-mails regularly to stay on top of communication coming from The Housing Office. The PR is part of the apartment community **equally** and only distributes information. They are not responsible for their roommate’s compliance of policy or procedures. However, like all residents within a unit, they share in damage charges, fines and reporting of infractions to the Housing Office.
The PR does have the added benefit of exclusive use of the numbered parking spot in the Student Apartment Complex. They may choose to share the spot with their roommates or not. In the event a PR needs to vacate the unit, the remaining residents should select a new PR. This new PR should contact The Housing Office with their name and cell phone information.

**RESIDENT LED EVENTS**

In the Student Apartments our residents are all community builders. Residents are encouraged to plan gatherings that promote positive interaction, relationship building or enhancement projects. This may include parties, dinners, or small group outings. Residents that coordinate these events may be reimbursed for a portion of the funds they spent on supplies.

To qualify, events must be advertised to the entire Student Apartment Community in a public location. Exclusive events for gender specific gatherings may be considered. The coordinator must supply a guest list and at least one picture of the event in progress. Receipts must be submitted with the Resident Led Events Reimbursement Form.

**RESPECT/COURTESY/CONDUCT**

Respect for other residents is of great importance and should be maintained. Northwest University is an institute of learning and the majority of residents are here to study. Therefore, residents are asked to keep the noise level in their apartment very low during quiet hours 9:00 PM – 8:00 AM (including weekends). Residents occupying upper level apartments should be considerate of neighbors below. Loud music or conversations, singing, gaming, playing instruments, walking heavily, stomping or yelling is not permissible. Repeated violations to the noise policy may result in a referral to the judicial committee.

**Working out problems with neighbors**

From time to time residents may have issues with neighbors and roommates. Residents are encouraged to use Matthew 18:15 as a guideline in all disputes with neighbors. Confrontation may be uncomfortable and residents may seek the guidance or support of their Apartment Rep. Noise violations may be reported to security directly. If communication and dialogue are not successful, residents should contact their Area Coordinator.

**Apartment Success Plan (Roommate Contracts)**

Student Apartment residents are required to complete an Apartment Success Plan (ASP) at the start of the year and update it at the start of the spring semester. The plan should be discussed in a meeting with all residents present. Everyone should be given the opportunity to speak into the creation of the plan. The first step in any disagreement is usually revisiting the ASP with all roommates and making adjustments where needed. If issues persist, more in-depth roommate contracts may become mandatory as part of mediation.

**Roommate Consideration surrounding Cancellations**

It is expected that all residents in an apartment will communicate with each other about changes to their residency. Since it is understood that all residents are responsible for the entire cost of the apartment, advance notice is expected when possible. The minimum 30 day notice is in consideration of roommates left behind to provide time for them to find a replacement.

**Concerns or Complaints**
The Housing Office strives to ensure customer satisfaction. If a resident has a concern or complaint, he or she is encouraged to discuss these issues directly with Housing Office staff. The Housing Director or Office Coordinator are available to work toward a resolution from 8:00 a.m. to 5 p.m. Monday-Friday.

SAFETY & EMERGENCIES

The security department is here to assist the NU community. If you need an escort to your car, assistance with a dead battery, or help in general, please contact them at (425) 889-5000.

In case of emergency call campus security or 8-911 for Kirkland Police or Fire. When calling have your physical campus address ready. For maintenance or housing emergencies during non-office hours please contact security. When a fire alarm is activated, occupants should close all windows and doors, walk to the nearest exit, move to the designated evacuation area and remain outside until an all clear signal is given by the fire department or campus security. Campus emergencies, school closures and other important time sensitive notifications may be broadcast in several ways including the university telephone paging, text message alerts, email, bullhorn, runners, and post on the Eagle Website. All residents should sign up for the text message alerts through NU Campus Alerts. Residents are encouraged to become familiar with the university's Emergency and Crisis Management Plan.

Personal Emergency Supply Kit

It is strongly encouraged that all residents have at least one personal emergency supply kit located within their car and/or apartment. The kit should be able to sustain the resident in the case of emergency for up to 3 days. During the check-in process, residents will be required to disclose if they have this kit with them at the university. The supply kit should include the following:

- Water: 1 gallon per person per day for 3 days (3 gallons of water per person)
- Food: 3 day supply of non-perishable food
- Flashlight with extra batteries
- Battery-powered or hand crank radio with extra batteries
- Whistle
- First Aid kit
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Can opener for food (if kit contains canned food)
- Local maps
- Cell phone with charger or inverter

Additional Items to Consider Adding

- Prescription medications and glasses
- Important documents such as insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler’s checks and change
- Sleeping bag or warm blanket
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes
- Feminine supplies and personal hygiene items

Apartment Doors and Windows: For the safety of our residents, personal property and university property all apartment doors and windows are to remain locked any time the unit is vacant. It is advisable that while the unit is occupied to keep all doors and windows locked especially at night.
Residents are issued house keys to access their apartment. Periodic checks will be conducted for the safety of all our residents. Unsecured apartment doors/windows may be locked by security or housing personnel.

**Lockouts:** Residents locked out of their apartment should contact security. The first occurrence is free. The second occurrence is $25.00. The rate will increase for each additional lockout.

**SHARED RESPONSIBILITY – A note from the ADRL**

A shared apartment is like a small community where the rules are created jointly. Each tenant has equal responsibility for the shared apartment, which also means that other tenants’ negligence does not give you the right to neglect your responsibilities. **We encourage you to take the time to sit down and discuss group expectations** and come up with a workable plan for cleaning duties.

All tenants in a shared apartment must do their part in keeping the kitchen, hall, toilet, bathroom, laundry area and outside entrance clean. **In obvious cases of neglect the Housing Office can have the apartment professionally cleaned at the tenant's expense.** You must also have respect for all tenants’ belongings, and Northwest University appliances and furnishings. **Remember, each individual is responsible for any and all cleaning and damage which occurs in an apartment.**

If you decide to invite guests, you should keep your roommates and neighbors in mind. Honor the quiet hours and rules. Use the community room for impromptu gatherings, and reserve it for large parties. Consideration for others is a basic character issue. A responsible adult does not disturb his or her neighbors with the volume of music or TV. If you need to, use earphones. Remember to check the output of your equipment and the type of fuse required. Please do not overload the fuses.

Sharing a community with others means taking responsibility to do the right thing. Look out for each other. If you perceive someone to be in danger, check! During regular hours, call the AC immediately if you perceive a domestic safety or personal safety issue, either for yourself or others. After hours, call Security and 911 if necessary. Keep your eyes and ears open, and be a good neighbor. We all need each other.

**STORAGE**

Storage of personal belongings is permitted within storage closets located on the desks of each apartment. The closet is designed to store non-perishable items. Items left inside the closet at check-out may be discarded.

Storage on the decks, patios, around front doors and under the stairwells is not permitted. This includes boxes, plastic storage bins, furniture, recreational equipment, toys and shoes. Exceptions are made for patio furniture, grill storage and potted plants. Fines associated with improper storage may be found in the Damage/Cleaning & Fine Schedule. If residents need to store their personal belongings over the summer or throughout the year, rental storage units are available in the basement of Crowder Residence Hall on a space available basis for a minimum cost. Contact the Housing Office for more information and rates. Non-university affiliated storage companies also exist in the area. Residents should contact them individually for more information on this option. The university is not responsible for contracted services through an outside company.
TELEPHONE

Northwest University offers phone service as part of the on-campus phone system. Therefore, residents should not call the local phone company for local service or a long distance carrier for long distance service. Area codes 425 and 206 are local. However, some 425 and 206 numbers are considered long distance. Each residence hall room has a line with a permanent campus number. Residents are required to provide their own telephone that is to be connected in at least one port at all times.

**Campus Phone System:** Dial 8 to get an outside line. To reach another room, apartment or on campus office please use the last 4 digits of the number or their ext. number.

**Emergency Calls:** Dial 8-911. You must first dial an 8 to reach 9-1-1 services. Campus Security is reached by dialing 222.

**Long Distance:** Northwest University does not provide long distance service to students. Residents needing to make long distance calls should utilize a calling card or use their personal cell phone.

**Voicemail:** All campus phones have voicemail on them. To reset the voicemail go to the I.S. website and fill out a voicemail setup request form. Residents are responsible for setting up their voicemail so it reflects the current residents living in the room. Keep in mind that voicemails will be deleted at the end of the spring semester during the summer months throughout the entire building.

**Check Voicemail from off site:** Call (425) 889-5350. When the recording begins to play enter 9 + your extension (your personal ID) and you will be in your voicemail box.

VEHICLE POLICY FOR HOUSING RESIDENTS

The overall Motor-Vehicle Policy for the entire campus and Bicycle Policy are detailed within the community handbook via the Security Website. Parking permits for all housing residents may be obtained from Security.

**Car Repairs:** Car repairs are not permitted within the housing complex. Simple repairs to regain operation of the vehicle (that do not include fluids) may be performed to move the vehicle to an acceptable location for further repairs.

**Specific housing permit locations:** Use of the proper permit for the type of housing assigned is expected. Using the incorrect parking permit may result in a citation by security. If the resident’s housing placement is modified, a new parking permit may be obtained at the Security office. There is no charge to modify a previously issued parking permit. Resident vehicles should be registered in the name of the resident. If an outside party is the registered owner, this should be disclosed on the vehicle permit registration form. Please note the following:

- **Student Apartments:** One numbered parking space is assigned to each apartment. Residents should not park in an assigned parking space that belongs to another apartment. Unmarked parking spots are available on a first-come-first-serve basis. At no time may student apartment residents park in Firs parking stalls.

- **FIRs Apartments:** One numbered parking space is assigned to each apartment. One additional car is allowed to park in “FIRS” free parking spaces and is available on a first-come-first-serve basis. NO Firs apartment is allowed more than two vehicles in the complex. All vehicles must be registered to the residents assigned to the unit and on file with campus security.
• **Guest Parking:** Parking within the apartment complex is for permitted Northwest University Apartment residents ONLY.