

# Frequently Asked Questions!

## Who is permitted to live in the FIRS Apartments?

The FIRS are first and foremost Family in Residence housing, meaning the living experience is designed for traditional undergraduate (TRAD) students and their immediate families (minor dependents or children), TRAD/CELE students 25 years of age or older, and TRAD married couples. We also accept applications from University employees and graduate students. We cannot accept applications from students in the CAPS program.

At all times during occupancy, at least one resident must be a full-time student of the university each semester. (Full-time status is dependent on your program; inquire with your advisor if you are unsure. Undergraduate students must have at least 12 credits per semester to be full-time.) Employees of the university must be continually employed by the university as full-time to be eligible for the FIRS.

In order to receive a placement in the FIRS as a student, you will need to be enrolled and registered for classes.

## What are the apartment options and sizes?

There are four different apartment layouts available, and 78 apartments total.

- One bedroom/one bathroom: 700 sq. feet-----\$770
  - Includes electricity in rent cost
- One bedroom/one bathroom: 700 sq. feet-----\$740
  - Does not include electricity in rent
- Two bedroom/one bathroom: 830 sq. feet-----\$850
- Two bedroom/two bathroom: 930 sq. feet-----\$950

\*One-bedroom units are designed for families without children; if you have a child, you are permitted to apply for a two-bedroom unit only.

## Can I tour an apartment?

Due to the quick turnaround of apartments, we generally cannot accommodate tours. You can contact the Housing office at 425-889-5334 with any specific questions you may have about the apartments.

## What amenities does a FIRS apartment include?

All apartments include:

- High-speed network hook-ups in each unit and wireless internet access
- Water, sewer, and garbage service included in rent

- Garbage disposals
- Mini blinds provided on all windows
- Patio or balcony off of each unit
- Small community playground
- Onsite laundry facilities
- Community room on the premises available for engagements
- Additional storage facilities (storage lockers on the premises and storage closets on the patio/deck in 2b/2b units)

\*2b/1b units include a dishwasher

\*2b/2b units include a dishwasher and washer/dryer in the unit

### How do I apply for the FIRS?

1. Complete the FIRS Student Housing Application found on the Family Housing page of Eagle: <http://eagle.northwestu.edu/departments/housing/the-firs/>
2. Submit the application to the Student Development office in the Pecota Student Center, or scan/email the application to [housing@northwestu.edu](mailto:housing@northwestu.edu).
3. Pay the \$25 application fee through your student account or through the Cashier's office.
4. After you are added to the waitlist, if you receive a placement, you will be notified by email.

### How do I pay the FIRS application fee?

Once we receive your application, the \$25 application fee will be charged to your student (or employee) account. You can pay this fee two ways:

1. Online: Log on to your student account (<http://eagle.northwestu.edu/my-account/>), view transaction and running balance page (at the bottom of the page once you log on), and make a credit card payment online.
2. Through the Cashier's Office, located on the first floor of the Davis Administration building (paying with cash, credit/debit card, or check). You can also pay with a credit/debit card over the phone at 425-889-5241.

### How does the FIRS waitlist work?

Due to the number of applications we receive, all applicants are added to a master waitlist when they apply. The waitlist works according to date applied and priority. There are seven Priority Groups in which applicants are placed according to the type of applicant they are. Traditional undergraduate students have priority.

When an apartment opens, the Housing office will assign the apartment by starting at the top of the waitlist and offering to the first person who requested that type of apartment. All assignment offers are sent via email to the email address provided on your application.

### **When will I know if I've received an apartment?**

Due to the nature of the waitlist, it is difficult to know when applicants will receive an apartment. All applicants remain on the waitlist until an apartment is available to offer them, or until they request to be taken off of the waitlist. All offers are communicated via email, and applicants must reply to offer emails within one week or they forfeit the apartment offer.

### **What if I can't accept the apartment?**

If you are unable to accept an apartment when it is offered, please reply to the offer email declining the apartment as soon as possible. Specify if you would like to be removed from the waitlist or when you will be available again to accept an apartment. Remember that only registered full-time TRAD (traditional undergraduate), full-time graduate students, and full-time employees of the University are eligible for housing at any time.

### **What else am I required to submit when I move in?**

All residents are required to submit proof of renter's insurance upon move in. A basic policy covering all major disasters, theft, or any other form of property damage will suffice. Married couples are required to submit a copy of their marriage licenses upon move in as well.

### **How much is the FIRS deposit?**

\$300. This deposit is charged to your student account upon acceptance of an apartment. Residents are expected to pay it before moving in, either online through Eagle using a debit/credit card or by visiting the Cashier's Office in the Davis Administration Building.

### **What is the Building Maintenance Turnaround Fee?**

The Building Maintenance Turnaround Fee is essentially the non-refundable portion of the FIRS deposit specified for wear-and-tear related upkeep to the unit. Upon move-out, residents will see the \$300 deposit refunded, followed by the \$100 BMTF charge. This fee is charged to every resident, regardless of the state of each apartment upon move out. Any damage or cleaning issues with the apartment will be charged in addition to the BMTF.

### Can I have a roommate in the FIRS?

Single residents can have a same-gender roommate. However, the roommate must also complete an application and be individually qualified to live in the FIRS (see “Who is permitted to live in the FIRS Apartments?” for more information). All roommates must sign a rental agreement with the University and pay separate deposits.

### Can I have a pet in the FIRS?

The University has a **No Pet Policy** campus-wide, and this includes the FIRS. No pets or other animals are permitted to be housed, boarded, brought to, or kept in the residence halls, student apartments, or FIRS apartments. The only exception to this rule is one small, non-poisonous fish stored in a one-gallon bowl. 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 include removal from housing, which includes the forfeiture of the housing deposit. If the resident is allowed to remain in housing, the \$500 violation fine and any damage the pet may have caused (or remediation costs) will be charged to the resident’s student account.

For those with a documented medical condition, we allow service animals or emotional support animals. Those who have such support animals go through the Academic Support offices to provide paperwork and report a documented medical condition, disorder, or illness requiring a support animal before they can receive approval for a housing accommodation. Reasonable and appropriate accommodations are determined on a case-by-case basis for qualified students who have demonstrated a need or have a qualifying disability for these services.

### Can I decorate my apartment?

Yes, with specified limits. Residents may not alter, deface, hang wallpaper, paint, or remove anything from the walls or the unit (i.e. heaters, plumbing, etc.). Residents can only use push pins, small picture nails, and removable mounting strips to hang decorative items. Small plants and flowers are permitted in small potting containers, but no live trees are allowed (i.e. Christmas trees). Burning candles or incense is not permitted. For more specific information, see the FIRS Living Area Manual.

### Can I get cable service?

FIRS residents living in apartments 1-48 may utilize a satellite cable service such as Direct TV or Disk Network to set up cable service. Residents in these locations do not have the capability to attain quality service through services similar to Comcast. Residents should contact Housing related to specific permissions for satellite dish installation.

FIRS residents living in apartments 49-78 may utilize Comcast or any other non-satellite service for their cable needs. Residents in these locations are not permitted to attach small satellite dishes to their dwellings due to adequate wiring capabilities within the home. The University’s

IT department has cable boxes and the capability to install them for these residents, who will then pay for their own service. Contact IT for more information.

### **Can I have visitors stay with me in my apartment?**

Yes, FIRS residents can have visitors temporarily stay at their apartments for up to two weeks of the year. Single residents cannot have overnight guests of the opposite sex. Residents cannot have someone come live with them for any length of time, and subletting is not allowed.

### **How does parking work?**

Each apartment is assigned one numbered spot corresponding with the apartment number. You can also use one additional parking spot labeled "FIRS." At no time should you park in another apartment's numbered spot. If you have noticed violations of this policy, please report them to Security. All residents must purchase parking permits for their vehicles each academic year. Permits can be purchased [here](#).

### **Where will I receive mail?**

The FIRS mailboxes are located in front of the laundry rooms between apartment buildings. Upon check in, you receive a key that opens the mailbox. All traditional undergraduates must also keep their student mailboxes in the Pecota Student Center for student-related communication. Packages mailed to the FIRS address will be left at the door. Packages mailed to the resident's student mailbox in Pecota will be delivered to Print and Mail Services to be picked up at the Barton Building.

Upon move out, all residents must forward their mail to their new addresses through the U.S. Postal Service.

### **Can I stay here over the summer and other school breaks?**

Yes, we do not require FIRS residents to move out over school breaks. Like a traditional apartment complex, residents are continually responsible for rent from check-in until move-out.

### **What do I do if I lose a key?**

Contact the Housing office by emailing [housing@northwestu.edu](mailto:housing@northwestu.edu). We often have a spare key, or we can contact Maintenance to make a new key. Replacement house keys cost \$25 and replacement mailbox keys cost \$10. We will charge your student account when you pick up your replacement key.

### **I would like to move out of the FIRS. How do I check out?**

Complete the 30 Day Vacate Notice found on the Housing page of Eagle, and submit it. Once we have received this notice, we will email you check-out information pertinent to cleaning and preparing your apartment for move out. You have the option of being present at your check out walk through with your Area Coordinator, however you are not required to be. Once you have cleaned and completely emptied your apartment, please leave your keys and a copy of your forwarding address on the kitchen counter if you have not scheduled to be present at the walk through. After the walk through, you will be sent a final check out email with information related to any damage or cleaning charges you have received.

Residents who give less than a 30-day notice or who have rented their apartment for less than five consecutive months forfeit their housing deposit.

**What is my responsibility regarding communication and obtaining vital information?**

All important information is communicated via NU email. Occasionally, you may see a notice placed on your door for important upcoming events, but residents should check their NU emails frequently.