

## **Family Housing**

This section of the Community Handbook establishes specific guidelines that govern how the members interact and conduct business with the Family Housing Office. The Family/Staff Housing Policies and Information are 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.

### **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 checks, and if there is probable cause to believe that a violation of university regulations or federal, state or local laws may be taking place. An appropriate effort will be made by the University's personnel to respect the rights of privacy of the residents at all times.

### **Decorating**

Residents are not permitted to modify their housing unit in any way, including but not limited to addition of towel bars, curtain rods, or mirrors; painting or wallpaper; changing any fixtures; and use of nails, screws, molly screws, or drywall anchors in walls.

The resident is responsible for any and all damages to the apartment. A walk-through is conducted by the resident upon check-in and all findings are to be recorded on the check-in/check-out form. Upon moving out, a housing representative will assess the condition of the apartment and compare it to the check-in inspection. Charges will be assessed for all damages caused by decorating or altering the unit.

### **Children & Supervision**

**Supervision:** Children 3 years of age or younger may not be outside without a physical adult present with them. Children between the ages of 4-10 should be supervised by an adult within visual/audio length. Children 11-18 years of age should be educated on proper play areas/biking policies on campus and be prepared to provide home location if asked by Northwest Security officers. Under no circumstances are children 10 years of age or younger to be left home alone for any length of time. Violators of this policy may be reported to the Washington State Child Protective Services.

**Play areas:** Children may play in the playground located to the north of the FIRs apartments. They may use the athletic fields, campus tennis courts, outside basketball courts if not in use by university students/departments. For the safety of all, children may not play in the parking lot at any time.

After use, toys and bikes should be removed from the play area, lawns, and sidewalks. Bikes may be left in the community bike racks. Larger toys may be stored on the back patio or balcony neatly. Toys and bikes are not to be left under the stairwells at any time.

Northwest University does not assume responsibility or liability for resident children –THE RESPONSIBILITY FOR THE SAFETY AND CONDUCT OF ALL CHILDREN LIES WITH THE PARENTS OR GUARDIANS.

## **Fire Alarms**

Smoke detectors must be in working condition at all times to be in compliance with the Fire Code. Do not disconnect or remove the smoke detectors!

All fire alarms are battery operated. Fire alarms and smoke detectors are inspected periodically for malfunctions and battery testing. If you find a smoke detector or fire alarm that are malfunctioning or needs batteries, please report it immediately to the Maintenance Department by filling out a maintenance request form.

## **Guests**

For monthly residents, no overnight guest of the opposite sex is permitted at any time in single student housing. Overnight guests are allowed a maximum of 2 weeks in family housing each year. Any visitation longer than that must be approved by the Family Housing Manager.

**All residents are required to sign a contract with Northwest University prior to moving into a housing unit.** Guests remaining past the allotted days are considered non-contracted residents. Residents assigned to the violating apartment may be removed from housing.

**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.

## **Housing Deposit**

A \$300.00 housing deposit is required to be placed in the Firs Apartments. Duplexes and Houses require a \$500.00 housing deposit. At checkout a \$100 building maintenance turnaround fee and any damage fines will be charged.

In order to terminate occupancy with the University, residents should follow all procedures and conditions for check-out. Deposit refunds are credited to the student/1010 account only. If a credit balance remains on the student/1010 account, a refund check may be requested.

The deposit will be forfeited if:

- (1) The housing placement is canceled 21 days or less before the scheduled move-in date.
- (2) The office is given less than 30 days written notice of intent to vacate before the end of the month.
- (3) The resident occupies the apartment less than 5 months.
- (4) The resident is required to vacate due to breach of the housing contract, community handbook, or lifestyle policy.

## **Keys**

At the time of check-in residents are issued two door keys, one mail box key and for the Firs - a laundry card. The mail key is associated with the United States Postal address of the apartment. All keys (including the laundry card) are to be returned to the housing office upon vacating the apartment. 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 surrendered when checking out of the apartment.

### **Legal Fees**

The resident agrees to pay all attorney fees and legal costs involved in the collection of rent, fines, fees, damages or the enforcement of any provision of the rental contract. Please refer to the contract for more information.

### **Liability/Loss/Theft**

The University shall not be liable for, and resident agrees to hold Northwest University 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 family housing units.

**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.**

### **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.

### **Pet Policy**

**Firs Apartments - No pets or other animals are permitted.** The only exception to this rule is small, non-poisonous fish stored in a one gallon bowl. Unauthorized pets will result in a \$500 fine and any remediation expense. It is the responsibility of the resident to inform visitors that no animals are allowed in campus housing.

**Duplexes & Houses -** One non-injurious small (50 pounds maximum) canine or feline is allowed in each duplex unit or house. A \$1000.00 pet deposit is required. At check-out a \$200 pet remediation fee will be charged and the resident agrees to pay for the repair of all damages caused by the pet. If at any time during this agreement the pet becomes a nuisance to neighbors, the resident will have 3 days to make other arrangements for the pet.

### **Rent**

Monthly rent for the family housing includes water, sewer, gas, garbage service. Residents are responsible for their electric/gas bills with the exception of Firs apartments 1-24. Rental rates are reviewed annually by the University board of directors. Notification of any rental increase will be sent out at least 2 months in advance.

Rent is payable on the first day of each month and must be kept current. There will be a late charge of five percent (5%) for payments received after the fifth day of the month.

### **Quiet Hours**

The noise level in family housing and the outside area surrounding these living areas should be kept low during quiet hours of 10:00 PM – 8:00 AM (including weekends). Loud music or conversations, singing, gaming, playing instruments, walking heavily, stomping or yelling is not permissible.

### **Termination of Rental Contract**

At least the primary resident in the family housing unit must be a registered student or an employee of the University. Students will be allowed to live in family housing until the end of

the month of their last class. Staff/Faculty housing contracts will automatically terminate when they are no longer employed.

Employees will be allowed to live in the Firs Apartments for up to two years from the start of the housing contract date.

To terminate the monthly rental agreement, the housing office must receive written notice of the resident's intention to vacate at least by the first of a full month. To have rent pro-rated for a partial month, notice must be given by the first of the full previous month.

Residents will receive check-out instructions with a cleaning checklist about 1-2 weeks prior to the move-out date. Management will do a walkthrough with the resident after all personal belongings are out of the unit at the scheduled check-out time. Any damages in excess of normal wear and tear will be charged to the student/1010 account. Normal wear and tear is at the discretion of the housing manager conducting the walkthrough.

### **Vehicle Policy for Housing Residents**

Parking permits for all housing residents must be obtained from Campus Security and are required to park anywhere on campus. They are good for one year starting in August of the fall semester.

Firs Apartments: One numbered parking space is assigned to each apartment. One additional car is allowed to park in "FIRS" open parking spaces on a first-come-first-serve basis. There is no guest parking in the complex.

Duplexes: Residents may park in their unit's driveway or nearby campus parking lots.

All vehicles must be registered to the residents assigned to the unit and display a current parking permit.

### **Community Handbook Compliance**

All family housing residents (including spouses, children and/or guests) are required to comply with the responsibilities and policies as outlined in the Community Handbook. Non university associated occupants who violate university policies are subject to forfeiture of rental privileges on campus. Any behavior that does not meet the guidelines as stated in the Community Handbook, Housing Manual, and Lifestyle Policy may result in possible cancellation of the tenant's contract as well.