

Office Use Only:

Lottery Average: _____

Apartment: _____

_____Approved _____Denied

University of Valley Forge

Apartment Housing Application & Contract

Instructions: Please read each step carefully. If there are any questions, please ask your Director of Housing.

Step 1:

Please rank the apartments for which you would like to apply in order of importance (up to three choices). Building 33 applicants should be age 24 or older. Older students, seniors, and juniors in good standing will be given preference in that order.

Step 2:

Clearly print the name of each person who would like to live in that apartment. In your list, please list names and corresponding lottery number by seniority. (i.e.: if your first choice apt. holds six (6) persons and your second choice holds four (4), upon being granted the second choice, person five (5) and six (6) will be removed from the application).

Apartment Choice

First Choice:

Bldg. _____ Apt. _____

Second Choice:

Bldg. _____ Apt. _____

Third Choice:

Bldg. _____ Apt. _____

Any available apartment

Name / Lottery Number/ Birthdate

1) Name:

Lottery Number:

Birthdate:

2) Name:

Lottery Number:

Birthdate:

3) Name:

Lottery Number:

Birthdate:

4) Name:

Lottery Number:

Birthdate:

5) Name:

Lottery Number:

Birthdate:

6) Name:

Lottery Number:

Birthdate:

7) Name:

Lottery Number:

Birthdate:

8) Name:

Lottery Number:

Birthdate:

9) Name:

Lottery Number:

Birthdate:

Step 3:

Read the following agreement and sign below.

We, future apartment residents:

- Agree to live in the apartment selected above for the 2019-2020 academic school year.
- Understand that if we desire to change our housing, we may do so up until two weeks after the beginning of the Fall 2019 semester. We understand that this does not guarantee we will be placed in another apartment housing assignment.
- Agree that by signing below all persons involved consent to the above arrangements and understand that any attempt to falsify or misrepresent this application will result in denial of the application and will lead to disciplinary action.
- Agree to abide by the fire safety principles and policies of the University and understand the consequences for failure to do so.
- Understand that attendance at the annual apartment housing informational meeting is mandatory to be considered for apartment housing.
- Agree that if we are in need of an air conditioning unit, we will fill out the Air Conditioning Unit Order Form located on myValleyForge under the housing tab. We will then submit the order form to the Director of Housing.

Print and sign (**Place an “R” in front of the person that will serve as the apartment representative during the housing process**)

Print

Sign

Phone Number

Step 4:

Please submit this completed form to your Director of Housing **prior to 4 p.m., Thursday, April 4th, 2019.** Please note that early submission of this form is strongly encouraged. Once the application has been approved or denied, communication will be sent to the apartment representative by 4:30 p.m., Friday April 12th.