

**WAYNE STATE UNIVERSITY
OFFICE OF HOUSING AND RESIDENTIAL LIFE**

ADD POLICY

*Adds may only occur **September 1-15, January 1-15 and May 1-15.**

*Original lessees and persons adding must remain on the lease until the conclusion of the lease.

***Persons adding to the lease are not required to pay a security deposit. The security deposit belongs to the original lessee and will be refunded to the original lessee only. By signing this form persons adding acknowledge that they have no right to the security deposit.**

*Original lessee and persons adding are responsible for the monthly rent payment.

*Anyone that has prematurely terminated a lease with Wayne State Housing, banned from Wayne State University and/or Wayne State University Housing, will not be permitted to add.

*Anyone with an outstanding balance with Wayne State University or the Office of Housing and Residential Life will not be permitted to add until the balance is paid in full.

*Persons adding must submit a Housing application along with a non-refundable **\$50 application fee.**

*Persons adding must also provide current course schedule and OneCard.

Exceptions to the Add Policy must be requested in writing to the Apartment Coordinator. Any exceptions that are approved will be assessed a \$150 administrative processing fee.

The Housing Authority reserves the right to approve or deny this request.