

Apartment Roommate Request Form

APARTMENT ROOMMATE REQUEST TERMS AND CONDITIONS:

- All adds will be processed and effective (if approved) within 5 business days.
- If rent has already been charged for the month, the person adding will not be responsible for that month's rent. Billing will start for the person adding on the 1st of the following month. Residents currently in the apartment will be responsible for the current month's rent.
- By completing your online agreement, you agree to be responsible for the rent for the entire contract period. All roommates shall be jointly and individually liable and responsible for the rental period for their apartment. Changes in occupancy will result in a change in charges for the remaining residents.
- Apartment add requests CANNOT be processed if the perspective apartment is not on a current license agreement.
- Apartments CANNOT exceed the Occupancy Rate Policy: No more than 2 persons may occupy an efficiency or 1 Bedroom unit. No more than 3 persons may occupy a 2 Bedroom unit in DeRoy. No more than 4 persons may occupy a 2 Bedroom unit in Chatsworth or University Tower. No more than 6 persons may occupy a 3 Bedroom unit.
- Anyone wishing to add MUST complete the online license agreement and pay the \$125.00 non-refundable application fee.
- All current apartment residents and the person(s) adding must sign the Apartment Roommate Request Form, agreeing to allow the requested add(s) to take place.
- Anyone, that has prematurely terminated a license agreement with WSU Housing, been banned from WSU and/or WSU Housing, OR does not meet the minimum eligibility requirements to live in a particular building, will not be permitted to add.
- Anyone who has an outstanding balance with WSU and/or WSU Housing will not be permitted to add until the balance is paid in full.
- You CANNOT occupy the apartment until the effective date stated in your confirmation email.
- Please remember that the Office of Housing and Residential Life does not clean portions of currently occupied apartments where new residents are adding. It is the responsibility of the resident moving out and the current roommates to clean the space for the new person moving in.
- Confirmation emails will be sent to the requestor(s) Wayne State email address within 5 business days. Print or bring an electronic copy of the confirmation email to the building front desk on your effective date to receive your key.
- This form is NOT a request to change rooms within WSU Housing. If you currently reside in campus housing and wish to change rooms, you must make your request during the designated Room Change Periods.

Please complete all THREE sections on the back of this form to request to add additional roommates.

Section One:

Building Name: _____ **Apartment #:** _____

By signing below, I/we agree to allow the stated request to take place and I/we acknowledge that I have read and agree to the terms and conditions of this agreement, the Community Living Guide at www.housing.wayne.edu and the terms and conditions of the Unfurnished Apartment License Agreement.

Section Two:

To be completed by person(s) requesting to add to the apartment listed above

	Print Name	Banner ID Number	Sign Name	Date
1.	_____	00_____	_____	_____
2.	_____	00_____	_____	_____
3.	_____	00_____	_____	_____
4.	_____	00_____	_____	_____
5.	_____	00_____	_____	_____

Section Three:

To be completed by person(s) currently residing in the apartment listed above

	Print Name	Banner ID Number	Sign Name	Date
1.	_____	00_____	_____	_____
2.	_____	00_____	_____	_____
3.	_____	00_____	_____	_____
4.	_____	00_____	_____	_____
5.	_____	00_____	_____	_____