

FAMILY MEMBER REQUEST FORM

Please Select the Family member you wish to add to Your Apartment:

Spouse

Parent

Child

REQUIRED DOCUMENTATION:

SPOUSE: Marriage Certificate w/ English Translation (If Applicable) & Current Photo ID**

PARENT: Birth Certificate & Current Photo ID** (Resident's Name and Parent's Name **MUST** be listed)

CHILD: Birth Certificate & Photo ID ** (If 18 or Over) (Resident's Name and Child's Name **MUST** be listed)

Photo ID includes a State Issued Driver's License, State ID or Passport

FAMILY ADD REQUEST CONDITIONS:

- ✓ Family Add Requests **CANNOT** be processed if the prospective 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 two bedroom unit in Deroy. No more than 4 persons may occupy a two bedroom unit in Chatsworth and University Tower. No more than 6 persons may occupy a three bedroom unit.
- ✓ All Family Add Request Forms **MUST** be submitted with the required documentation in order for paperwork to be processed.
- ✓ Confirmation emails will be sent to the current resident(s) Wayne State email address, within 7-10 business days. Print the confirmation email and take it to the building front desk on your effective date.
- ✓ You **CANNOT** occupy the apartment until the effective date stated in your confirmation email.

BUILDING: _____

APARTMENT #: _____

By signing below, I/We agree to allow the Apartment Add Request/s to take place and I/We acknowledge that I have read and agree to the conditions of this agreement, the Community Living Guide at www.housing.wayne.edu and the terms of the Apartment Lease Agreement.

*****PLEASE WRITE LEGIBLY*****

Print Name

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Sign Name

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Date
