



FAMILY MEMBER REQUEST FORM

Student Info			
First Name:		Last Name:	
Banner ID:		Access ID:	
Current Building:		Current Apt #:	
By signing, I understand and agree to allow the Family Member add to take place and acknowledge that I have read and agree to the terms of this agreement, the Community Living Guide and the Housing License Agreement .			
Student Signature:		Date:	

Type of Family Member Being Added:			
Spouse	<input type="checkbox"/>	Parent	<input type="checkbox"/>
		Child	<input type="checkbox"/>
Family Member Add Information:			
First Name:		Last Name:	
Date of Birth:	/ /	Gender:	
Email Address:			
Background Question #1:	Have you ever been convicted of, pled guilty to, or pled no contest to a criminal offense excluding alcohol? For Example: drugs, theft, assault, battery, criminal sexual conduct, stalking, arson, threats against people or property, etc.	Yes	No
Background Question #2:	Have you ever been expelled, dismissed, suspended or placed on disciplinary probation by any college, university or secondary school? *Do not check YES if you were put on Academic Probation.	Yes	No
Background Question #3:	Are there any criminal charges pending against you?	Yes	No
By signing, I verify the information above is correct and understand and agree to the terms of this agreement, the Community Living Guide and the Housing License Agreement .			
Family Member Signature:		Date:	

Required Documentation:	
Spouse:	<ul style="list-style-type: none"> • Marriage Certificate with English Translation (if applicable) • Current Photo ID
Parent:	<ul style="list-style-type: none"> • Birth Certificate with Resident & Parent's Name Must be Listed • Current Photo ID
Child:	<ul style="list-style-type: none"> • Birth Certificate with Resident & Parent's Name Must be Listed • Current Photo ID

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

Family Member Add Request Conditions:
<ul style="list-style-type: none"> • Family add requests CAN'T be processed if the prospective apartment is not on a current housing license agreement. • Apartments cannot exceed the Occupancy limits listed in the Housing License Agreement. • All family member add forms must be submitted with the required documentation in order for the paperwork to be processed. • Confirmation emails will be sent to the current students Wayne State email address within 7-10 business days. Additional instructions, information and an effective date for occupancy will be included in that email. • A family member is not approved to occupy the apartment until receipt of the confirmation email and the effective date listed.