

## 2017 Summer Intern Housing Program COMPLETE HOUSING APPLICATION AND CONTRACT

Applications can be emailed to [lodging@unm.edu](mailto:lodging@unm.edu), Attn: Rebecca Colón Please note: A follow-up call or email is required to confirm receipt of applications mailed to UNM Residence Life & Student Housing.

### Applications can be mailed to:

Residence Life and Student Housing  
Attn: Rebecca Colón – Summer Intern Program  
2700 Campus Blvd. NE  
Albuquerque, NM 87106

Before signing agreement to the housing application and contract, make sure that you have read and understand the Summer Intern Housing Program Information Sheet and Terms and Conditions. Please retain them for your records. Questions can be directed to Rebecca Colón via email at [lodging@unm.edu](mailto:lodging@unm.edu) or by calling 505-277-2606. This publication may be made available in alternate format upon request.



## **UNM RLSH Summer Intern Housing Program 2017 Application and Contract**

All payments applicable to your stay with us are due upon approval of your application. Payments can be made via credit/debit card, check or money order. Please indicate your preferred payment method:  Credit/debit card  Check  Money Order

<b>Agency with which you have an Internship</b>	<b>Name of Administrative Contact at Agency</b>
<b>Administrative Contact Phone</b>	<b>Administrative Contact Email</b>

### **Guest Information**

Last Name	First Name	Middle Init	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> GN
Address					
City	State	Zip	Date of Birth: ____ / ____ / ____		
Home Phone Number	Mobile Number	Email Address			

### **Emergency Contact Information**

Per federal regulations, you are required to identify a confidential contact whom the University of New Mexico will notify in the event that you are missing. The contact person you designate may be your parent, guardian or someone else. The name of your contact person will be kept confidential and disclosed only to authorized campus officials and law enforcement. If you are reported missing, local law enforcement will be notified as will the contact person you designate. If you are under 18 years of age, the University will notify your parent(s) or guardian that you are missing as well as any other contact persons you designate.

Last Name	First Name	Middle Init	Relation to you
Address			
City	State	Zip	Country
Home Phone Number	Mobile Number	Email Address	

Please do not release my name or contact information to my prospective roommates.

Please list any special needs or disability pertaining to your room assignment:

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**Contract Information**

2017 Summer Intern Housing is from 5/20/17 to 8/4/2017. Short Term Housing is available before and after these dates and requires a Short Term Housing Contract. If you have been approved for STH before or after your Intern housing contract dates, select the STH option below as well as the dates you are requesting for intern housing. Intern housing contracts require a minimum of 4 weeks at \$160.00 a week. Weeks run Saturday through Friday, with check-ins and checkouts on Saturdays. You do not need to pay for the Saturday that you check out.

**Please select all weeks that you intend to lodge with us. You must select at least 4 weeks.**

- |  |                                       |                                       |  |
|--|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> STH contract through 5/19 | <input type="checkbox"/> 6/10 to 6/16 | <input type="checkbox"/> 7/8 to 7/14  | <input type="checkbox"/> STH contract begins on 8/12 |
| <input type="checkbox"/> 5/20 to 5/26              | <input type="checkbox"/> 6/17 to 6/23 | <input type="checkbox"/> 7/15 to 7/28 |  |
| <input type="checkbox"/> 5/27 to 6/2               | <input type="checkbox"/> 6/24 to 6/30 | <input type="checkbox"/> 7/29 to 8/4  |  |
| <input type="checkbox"/> 6/3 to 6/9                | <input type="checkbox"/> 7/1 to 7/7   | <input type="checkbox"/> 8/5 to 8/11  |  |

Check-in date: \_\_\_\_\_  Extra nights preceding your first week of intern housing: \_\_\_\_\_  
 Check-out date: \_\_\_\_\_  Extra nights following your last week of intern housing: \_\_\_\_\_

I have selected STH prior to or following my intern housing contract. I have submitted a STH application and have been approved for short term housing. \*Please note: If you have submitted a STH contract, you do not need to list extra nights that are already a part of your STH contract.

**Calculating your charges:**

Number of weeks selected: \_\_\_\_\_ X \$160.00 = \$ \_\_\_\_\_  
 Number of extra nights selected: \_\_\_\_\_ X \$30.00 = \$ \_\_\_\_\_

**Gym Membership**

Full Summer - \$40.00  Monthly - \$25.00 \$ \_\_\_\_\_

**Parking Passes**

Daily - \$8.00  Weekly - \$24.00  Monthly - \$61.00 X # of passes \_\_\_\_\_ \$ \_\_\_\_\_

**Payment Plan (Optional)**

Payment plans require a separate signed agreement and must be preapproved before submitting any payments.

Plan 1 -\$20.00  Plan 2 -\$20.00  Plan 3 -\$25.00 \$ \_\_\_\_\_

**Payment Plan Administrative Fee:** \$ \_\_\_\_\_

**Intern Housing Application Fee:** \$ 50.00

**Total charges:** \$ \_\_\_\_\_

**Requesting a Roommate**

RLSH can honor only mutual roommate requests. Requests will be granted based on dates of contract and space availability.

Name	Internship Program
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

**Contract Agreement**

I understand that when I sign this form it becomes a binding offer to contract for a residence hall for the Contract Term indicated. I also understand that, if and when I receive written notice of an assignment from UNM, it becomes a binding housing contract for the Contract Term indicated. I understand that UNM might not approve this application. The applicable rate will be as provided by UNM at the time of my assignment. I have read and accept that the UNM Summer Intern Housing Program Terms and Conditions are fully a part of this application and contract. If this application is accepted by UNM and therefore becomes a binding contract, the terms and conditions will be part of the contract. NOTE: If you are under the age of 18, guarantor, parent, or legal guardian signature is also required.

_____	_____	_____
Print Guest Name	Guest Signature	Date
_____	_____	_____
Print Parent/Guardian Name (If under 18 years of age)	Parent/Guardian Signature	Date

**Summer Intern Housing Program  
Terms and Conditions  
UNM RLSH Application and Contract**

**ELIGIBILITY:** All student interns must be registered for an internship that directly correlates to the pursuit of their educational degree. Exceptions to these eligibility requirements may be granted by the UNM RLSH Office in its sole and absolute discretion.

- 1. NON REFUNDABLE APPLICATION FEE:** The UNM residence hall application will not be considered without payment of the non-refundable application fee. The non-refundable application fee shall not be refunded to the student.
- 2. TERM:** The term of this agreement is one applicable summer session for room.
- 3. RATES:** Room rates are published by the UNM RLSH Office Summer Intern Housing Information Sheet which is made a part of the on-campus student housing Summer Intern Housing Program application and contract.
- 4. ROOM ASSIGNMENT:** Insofar as space and availability allows, consideration will be given to an applicant's choice of residence hall room. Student room assignments will be furnished upon arrival and check-in for the applicable summer session.
- 5. FAILURE TO OCCUPY ASSIGNED ROOM:** Occupancy begins and ends on the published residence hall operating dates. Residence hall reservations must be claimed by 10:00 pm on the start date of your contract. Failure to claim the space by such a time may constitute an automatic termination of the contract, and a \$200 No Show Fee to be applied per the Summer Intern Housing Information Sheet.
- 6. AMENITIES:** UNM RLSH provides housekeeping services for cleaning and sanitation of public areas only. Students are required to keep their living areas clean, safe and sanitary. Each resident must furnish his/her own pillow, blanket, personal towels and bed linens. UNM RLSH furnishes each resident with utilities, a bed, chest of drawers, desk, chair, night stand and closet space. In the residence hall apartments, furniture is also provided for the shared living area and kitchen/dining space.
- 7. PARKING:** Parking permits are required for on campus parking and must be purchased through UNM Parking and Transportation Services.
- 8. TERMINATION:** The following shall govern termination of this agreement.
  - A. By UNM:** UNM RLSH Office may terminate this agreement at any time and take possession of resident's room: if resident fails to make any payment when due; for breach of this agreement; if resident fails to take occupancy by 10:00 pm on the first day of their contract; as a consequence of any disciplinary action against the student; or, for violation of any law, ordinance, or regulation, located in the Residence Life and Student Housing Living Guide and/or in University policy.
  - B. By Student:** Resident may terminate this agreement at the beginning of the applicable summer session by delivering written notice of termination to UNM RLSH Office for the following: 1) If such notice is received prior to their first day of contract, any room and board payments received will be refunded to resident, less a cancellation charge as specified in the Summer Intern Housing Information Sheet. 2) If such notice is received after the first date of contract, resident shall be liable for contract release charges/forfeitures as specified in Summer Intern Housing Information Sheet.
- 9. CHECK-OUT PROCEDURES:** Upon the expiration of this contract, the resident must vacate his/her room no later 12:00 pm on their scheduled check-out date. Upon the expiration or early termination of this agreement, resident shall follow the check-out procedures as outlined in the UNM RLSH Community Living Guide or as otherwise instructed by. Failure to do so will result in an improper check-out fee of \$100.00. If resident fails to remove his/her personal property from the residence hall upon the expiration or termination of this agreement, UNM RLSH may remove the belongings and any such items will be disposed of by UNM RLSH Office.

10. **INFORMATION DISCLOSURE:** The UNM RLSH Office will make resident's telephone number and address available unless instructed otherwise in writing by student.
11. **REGULATIONS:** Resident shall observe all laws, regulations, ordinances and University polices. University policies governing residence hall living are contained in the UNM RLSH Community Living Guide, which shall be provided to resident upon check-in to the residence halls. Resident acknowledges and unconditionally agrees that: (a) the University shall have the right to inspect all rooms, without prior notice or consent, if necessary for inventory, fire protection, sanitation, health, safety, maintenance, or policy enforcement; (b) the University may control, by medical direction, the use of rooms in the event of an epidemic; (c) the University has the right to vacate a resident's living area and to require resident to move to other residence hall accommodations; (d) the University has the right to require non-disabled assignees of space adapted or designated for use by the disabled to move to other campus accommodations.
12. **LIMITATION OF UNIVERSITY LIABILITY:** In addition to any other right, limitation or provision available to the University, resident agrees that the University shall not be liable for any failure, delay, or interruption in performing its obligations due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at reasonable expense. Neither the University nor its regents, officers, agents, or employees shall be liable for the loss, theft, disappearance, damage, nor destruction of any property belonging to, used by, or in the possession of any resident, no matter where such property may normally be kept, used, or stored.
13. **DAMAGES:** Resident is responsible for any University property missing from his/her room or damaged beyond normal wear and use. Residents, individually or as a common group, may also be responsible for any University property damaged or missing from their residence hall community common spaces if no responsible individual is identified.