2014 Summer Intern Housing Program
COMPLETE HOUSING APPLICATION
AND CONTRACT

Applications can be submitted in the following ways:

- Submitted with payment in person at the SRC Commons front desk
- Faxed to 505-277-4712 (follow-up call is needed; 505-925-9555)
- Emailed to rcolon@unm.edu (follow-up call is needed; 505-925-9555)
- Mailed to: (follow-up call is needed; 505-925-9555)

Before signing agreement to the housing application and contract, make sure that you have read and that you understand the Summer Intern Housing Program Information sheet and Terms and Conditions. Please detach and retain them for your records. Questions can be directed to 505-925-9555. This publication may be made available in alternate format upon request.

Residence Life and Student Housing
MSC02 1530
1 University of New Mexico
Albuquerque, NM 87131-0001

Revised 03/18/2013
Summer Intern Housing Program
2014 APPLICATION AND CONTRACT

(Please print in ink)

A $50.00 non-refundable Summer Application Fee and full payment for the entire selected session is due with this application. Make payment via check or money order, only.

Please check the box that applies:
☐ I have included the $50.00 non-refundable Application Fee with my application
☐ I have included payment for the full amount of charges due with my application

Institution with which you have an Internship ___________________________ Contact Administrator name ___________________________
Contact Administrator Phone ___________________________

ADDRESS

Last Name (Use legal name) ———— First Name ———— Middle Initial

Mailing/Billing Address

City ———— State ———— Zip ———— Country

Home Phone Number ———— Cell Phone Number

DEPARTMENT OF STATE

OFFICE USE ONLY

Date: __________________
$50 App. Fee: _____________
Prepayment: $ _____________
Check/MO#: __________________
By: _______________________

EMERGENCY CONTACT INFORMATION

Per federal regulations, you have the option to identify a confidential contact person whom the University of New Mexico will notify in the event that you are missing. The contact person you designate may be your parent(s), 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 must notify your parent(s) or guardian that you are missing as well as any other contact person who you designate.

Name (Parent, Guardian, Other)

Street Address (must indicate a physical address – no PO Boxes)

City ———— State ———— Zip ———— Country

Home Phone Number ———— Cell Phone Number

☐ Do not release my name/contact information to my prospective roommates.
☐ I have been charged with or convicted of a felony.

List any special need/disability pertinent to your assignment: ____________________________________________________________

_________________________________________________________________

_________________________________________________________________
CONTRACT INFORMATION

All 2014 summer housing will be in the Student Residence Center Apartments. Residents must check out by the end date of their summer contract as indicated below. All contracts are a minimum of 4 weeks at $150.00 per week. As there are no partial weeks, residents who check out mid-week will still be responsible for the full weekly charge. Check-ins are on Sundays and Check-outs are on Saturdays. Three-day end date extensions are available on a case-by-case basis only.

☐ **Contract start date:** (Select one)
  - ☐ May 19
  - ☐ May 25
  - ☐ June 1
  - ☐ June 8
  - ☐ June 15
  - ☐ June 22
  - ☐ June 29
  - ☐ July 6

☐ **Contract End Date:** (Select one)
  - ☐ June 14
  - ☐ June 21
  - ☐ June 28
  - ☐ July 5
  - ☐ July 12
  - ☐ July 19
  - ☐ July 26
  - ☐ August 2

________ Total number of weeks selected

ROOMMATES

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

1. NAME ___________________________ INTERNSHIP PROGRAM ___________________________
2. NAME ___________________________ INTERNSHIP PROGRAM ___________________________
3. NAME ___________________________ INTERNSHIP PROGRAM ___________________________
4. NAME ___________________________ INTERNSHIP PROGRAM ___________________________
5. NAME ___________________________ INTERNSHIP PROGRAM ___________________________

CONTRACT AGREEMENT

I understand that when I sign this form it becomes a binding offer to contract for 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 that as provided by UNM at the time of my assignment. If there is an increase in excess of 10 percent over the previous year, I will have the right to reject the contract within ten (10) days of receipt of the assignment notice. 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.

<table>
<thead>
<tr>
<th>Print Resident Name</th>
<th>Resident Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Parent/Guardian Name (If under 18 years of age)</td>
<td>Parent/Guardian Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
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 resident.

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 allows, consideration will be given to an applicant’s choice of residence halls. Residence hall space is first reserved for students returning to the hall from the previous spring semester. The remaining space is reserved for new residents in the order of receipt of application fee, as further described in the Rates & Payments Schedule. Resident 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 5:00pm on the start date of your contract. Failure to claim the space by such a time shall constitute an automatic termination of the contract, and a $200 No Show Fee will 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 a bed, chest of drawers, nightstand, desk, chair and closet space. In the residence hall apartments, furniture is also provided for the shared living area and kitchen/dining space. An optional Linens Exchange Program is available at an additional charge.

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 5:00pm 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 a contract release charge 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 than 5:00 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. 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 policies. 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.

**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 missing or damaged from his/her residence hall community common spaces if no responsible individual is identified.

Rev. 10/31/13