

Guest Card #	Deposit Check #	Amount	Apartment/Room #	Approved
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Finger Lakes College Suites, c/o Management Office
 4316 College Suites Drive, Canandaigua, New York 14424
 Phone: 585-393-6420 • Fax: 585-393-6429

Apartment Application 2010 - 2011

Applicants must be in good academic and judicial standing with Finger Lakes Community College, with all accounts paid and no outstanding balances. Proof of this will be required upon the start of your term. Please submit an initial Security Deposit/Administrative Fee in the amount of \$275 with this application. Please refer to the Security Deposit/Administrative Fee Policy for details. Make check or money order payable in U.S. Currency to **Association Housing, LLC**. Please complete the following:

First Name _____ MI _____ Last Name _____

Current Address _____ City _____ State _____ Zip _____

County _____ Telephone # _____

E-mail Address _____

Cell # _____ Date of Birth _____ SSN _____

Alternative Contact: _____
 Name Daytime Phone Evening Phone

New Student _____ Returning Student _____

Check all that apply: 9-Month Academic Year Summer Term
 Spring Semester 2011 Other Term _____

Apartment Request: 4 bedroom/2 bathroom 2 bedroom/1 bathroom
 3 bedroom/1 bathroom 1 bedroom/1 bathroom

Male Female Smoker **Referred by/source** _____

Athlete? Yes No Requesting Disabled/Medical Accessibility Yes No

Have you ever been convicted of a felony? Yes No Are you currently on Parole? Yes No

Students residing at Finger Lakes College Suites are expected to conduct themselves in a manner appropriate to an academic community living environment. By signing your name to this application, you warrant that all statements above are true and correct to the best of knowledge. I understand that deliberately submitting false information or withholding information constitutes fraud and may be grounds for eviction. Federal law specifies fines up to \$10,000 and prison terms up to five years for fraud.

I also understand that this form is only an application for residency and that the submission of this application does not reserve nor in any way guarantee an apartment or bedroom.

I am under the age of 21, therefore, a parent or legal guardian must also sign this application.

 Applicant Signature Print Name Date

 Parent or Legal Guardian Signature Print Name Date



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Security Deposit/Administrative Fee Policy

1. A \$200 Security Deposit and non-refundable \$75 Administrative Fee are required in advance to become eligible for placement at Finger Lakes College Suites (FLCS) and will be held in accordance to the laws of the State. Please make a check or money order payable in U.S. dollars to **Association Housing, LLC** *. Please note that under no circumstances will cash be accepted.
2. The \$200 Security Deposit and non-refundable \$75 Administrative Fee assures compliance with the terms and conditions of Finger Lakes College Suites (FLCS) Student Housing License Occupancy Agreement. This form must be completed before residing at FLCS.
3. The Security Deposit will be returned to an applicant if their application is not accepted. In the event Finger Lakes College Suites (FLCS) is full, the applicant may elect to be placed on a waiting list or request that the Security Deposit will be returned. The Administrative Fee is non-refundable. Please note that all requests to Finger Lakes College Suites (FLCS) must be made in writing.
4. Should the applicant be placed on the waiting list, his or her acceptance for placement will be determined by the date that the \$200 Security Deposit and \$75 Administrative Fee were received.
5. Once the Applicant enters into a Student Housing License Agreement they become a "resident". If the resident must withdraw his or her Student Housing License Agreement due to circumstances beyond their control, a refund may be issued if the resident submits a written request for release 60 days prior to their scheduled move-in date describing the circumstances and providing a copy of official third party documentation substantiating the reason(s) beyond applicant's control.
6. If the Applicant is offered housing and declines they are no longer entitled to a refund.
7. Finger Lakes Community College, on behalf of FLCS, will bill residents on a semester basis. Bills will be sent for both the Fall and Spring semesters and are payable upon receipt.

