

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 2009 - 2010

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 **CHF-Finger Lakes, LLC**. Please complete the following:

First Name _____ MI _____ Last Name _____

Current Address _____ City _____ State _____ Zip _____

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 2010 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** _____

Parking space needed Yes No Requesting Disabled/Medical Accessibility Yes No

Have you ever been dishonorably dismissed from another college? Yes No

Have you ever been convicted of a felony? Yes No

Requested Apartment Roommates (optional): Name: _____ Name: _____
 Name: _____ **Listed roommates must agree.**

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 your 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 **CHF-Finger Lakes, LLC ***. Please note that under no circumstances will cash be accepted.
2. 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.
3. 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.
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. If the applicant must withdraw his or her application due to circumstances beyond their control, a refund may be issued if the applicant 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. Finger Lakes Community College, on behalf of FLCS, will bill residents on a semester basis. A bill will be sent on July 1st for the Fall semester and December 1st for the Spring semester and are payable upon receipt.

A payment plan is offered which is described below. Note: a minimum payment of 40% will be required On August 1st for the Fall semester and January 1st for the Spring semester, **regardless of anticipated financial aid**. The remaining balance for each semester is due 60 days after the start of the semester. The following charts outline payment schedules and amounts for the various suite types.

Fall Semester 2009

Suite Type	Academic Year	Fall Semester Portion	40% Billed July 2009, payable upon receipt and due by August 1	60% Due 60 days from semester start, payable upon receipt
4 bedroom	\$6,421.00	\$3,211.00	\$1,284.00	\$1,926.00
3 bedroom	\$6,531.00	\$3,266.00	\$1,306.00	\$1,960.00
2 bedroom	\$6,934.00	\$3,467.00	\$1,387.00	\$2,080.00
1 bedroom	\$7,638.00	\$3,819.00	\$1,528.00	\$2,291.00

Spring Semester 2010

Suite Type	Academic Year	Spring Semester Portion	40% Billed December 2009, payable upon receipt and due by January 1	60% Due 60 days from semester start, payable upon receipt
4 bedroom	\$6,421.00	\$3,211.00	\$1,284.00	\$1,926.00
3 bedroom	\$6,531.00	\$3,266.00	\$1,306.00	\$1,960.00
2 bedroom	\$6,934.00	\$3,467.00	\$1,387.00	\$2,080.00
1 bedroom	\$7,638.00	\$3,819.00	\$1,528.00	\$2,291.00

I fully understand the terms and conditions of the Security Deposit/Administrative Fee Policy.

Applicant Name

Signature

Date

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

Parent/Legal Guardian Name

Signature

Date