

Applications must be returned  
with a \$100 prepayment to:  
Office of Residential Life, Box 5016  
Cookeville, TN 38505-0001

# Tech Village Housing Application/Agreement

Office of Residential Life  
Tennessee Technological University



## I) APPLICANT INFORMATION *Please print or type*

Full Legal Name: \_\_\_\_\_ TTU Identification Number: T \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

TTU Email Address: \_\_\_\_\_ Gender: Male Female Marital Status: Single Married

(IF CURRENT STUDENT) Cell Phone No: (\_\_\_\_) - \_\_\_\_\_

Campus Box Number: \_\_\_\_\_ Current Residential Assignment: \_\_\_\_\_ Current Phone No: (\_\_\_\_) - \_\_\_\_\_

Current University Classification at time of Application: Freshman Sophomore Junior Senior Graduate

## II) CO-RENTER INFORMATION (IF APPLICABLE) *Please print or type*

Full Legal Name: \_\_\_\_\_ TTU Identification Number (If Applicable): T \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Gender: Male Female Marital Status: Single Married

(IF CURRENT STUDENT) Cell Phone No: (\_\_\_\_) - \_\_\_\_\_

Campus Box Number: \_\_\_\_\_ Current Residential Assignment: \_\_\_\_\_ Current Phone No: (\_\_\_\_) - \_\_\_\_\_

Current University Classification at time of Application: Freshman Sophomore Junior Senior Graduate

## III) APARTMENT PREFERENCE (Current rates can be found at <http://www.tntech.edu/reslife/rao/> and are updated each July 1<sup>st</sup> for the next fiscal year)

Traditional 1 Bedroom \_\_\_\_\_ Traditional 2 Bedroom \_\_\_\_\_ Renovated 1 Bedroom \_\_\_\_\_ Renovated 2 Bedroom \_\_\_\_\_ Renovated 2 Bedroom Suite \_\_\_\_\_

Date of Expected Occupancy: \_\_\_\_\_ Month/Day/Year

## IV) CHILD/CHILDREN INFORMATION Total Children Living With You \_\_\_\_\_

Child #1 - Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child #2 - Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child #3 - Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

## V) UNIQUE HOUSING REQUEST

Do you have any unique housing requests? Please list: \_\_\_\_\_

## VI) DISABILITY HOUSING REQUEST

Do you have a physical disability or condition warranting special consideration in making your assignment? If **yes**, students requesting disability housing accommodations **must** register with the Office of Disability Services. Students must provide the required documentation to the Office of Disability Services before housing accommodations can be provided. Please find Disability Housing Request information at the link provided: <http://www.tntech.edu/disability/housing> or by contacting the Disability Services Office at: (931) 372-6119. **Failure to follow this procedure may result in delayed accommodations.**

## VII) EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship To You: \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) - \_\_\_\_\_  
Phone Number: (\_\_\_\_) - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Email Address: \_\_\_\_\_

## VIII) SIGNATURE & ACKNOWLEDGEMENT OF AGREEMENT

I hereby acknowledge that I have read both the official handbook for University on-campus housing (Guide to Apartment Living, located at <http://www.tntech.edu/reslife/tvhandbook>) and the agreement located on the back of this application. Furthermore, I agree to abide by all terms and conditions listed in both of these documents. Specifically, I acknowledge that I understand the policies regarding deadlines for charges, cancellations, apartment change periods, forfeiture and refund of housing prepayment, and policies and procedures for living on campus.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Renter (Tech Village applications): \_\_\_\_\_ Date: \_\_\_\_\_

# TECH VILLAGE ON-CAMPUS HOUSING AGREEMENT

## ELIGIBILITY

Unless otherwise designated, University policy requires that all student residence facilities shall be limited to occupancy by Tennessee Tech students and Office of Residential Life staff; provided that apartments may be occupied by a spouse and/or child(ren) of Tennessee Tech students if so designated. In addition, student residence facilities may be leased to other persons in connection with programs and activities on campus when such facilities are not occupied or needed by students. All students shall have an equal opportunity to reside in student residence facilities regardless of race, gender, sexual orientation, marital status, creed, color, national origin or disability provided that separate housing may be provided on the basis of gender and marital status. Tech Village apartments have been designated as student residence facilities for married students, single student with child (ren), graduate student, student with disabilities, single junior or senior student, student 21 or older, faculty, and staff.

No student who is registered as a sex offender pursuant to the Tennessee Sexual Offender Registration, Verification, and Tracking Act of 2004 and whose victim was a minor shall be eligible to reside in any on-campus student residence facility – TBR Policy No. : 3:03:01:00#2.

## CONDUCT AND DISCIPLINARY SANCTIONS

Student misconduct related to student apartment life which is subject to disciplinary sanctions shall include, but not be limited to, any misconduct proscribed by the Tennessee Technological University Student Disciplinary Rules, section 0240-3-6.02, which is incorporated herein by reference.

In addition, the following special regulations concerning conduct in residential facilities shall apply, and failure to comply with them shall subject the resident to disciplinary action.

All student residential facilities shall be used for private residential purposes only. No student shall permit any objectionable noise or odor to escape from the student residential unit, permit or create a disturbance, or disturb any other resident of the unit and/or facility.

With the exception of fish aquariums not exceeding 20 gallons and approved seeing-eye dogs, pets are not permitted in University housing. Fish aquariums may only be used for fish. Furthermore, no pets may be kept in close proximity of the resident's apartment.

Tampering with security devices, fire-fighting equipment, sprinkler systems, smoke detectors and/or fire alarms is prohibited.

All students who occupy any residential facility shall be subject to the rules, regulations, policies, and procedures of the Tennessee Board of Regents and the University related to conduct and student housing, including visitation regulations, the provisions of the Tennessee Board of Regents' policy on student residence regulations and agreements, the University student handbook, and residence and apartment handbook shall be incorporated by reference into each student agreement.

Students and occupants will be held accountable for behavior occurring in their student residence unit; including the behavior of any visitors and/or guests.

All students are expected to scrupulously respect the personal and property rights of all other persons and the University. The University will make every effort to see that these conditions are maintained by all members of its community.

University officials reserve the right to enter and inspect apartments at any time. Inspection will occur when necessary to protect and maintain the property of the University, to render service or repairs, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. Additionally, University officials may remove any signs, fixtures, alterations or other objects not in conformity with these housing rules, other rules of the institution, or applicable law. Any residence unit may be searched with the consent of the student or any other occupant of the unit, or without such consent upon a finding of probable cause and the issuance of the authorization to search by the appropriate official of the institution or of any court with jurisdiction. Consent by any other occupant of the unit who is not a member of the family of the student under suspicion shall not extend to any personal belongings of, or areas restricted for exclusive use by, the student under suspicion.

**Disciplinary Sanctions:** Upon a determination that a student has violated any of the rules, regulations, or disciplinary offenses which are set forth in the Student Housing Rules, the disciplinary sanctions listed in the Tennessee Technological University Student Disciplinary Rules, section 0240-3-6.04(2), which is incorporated herein by reference, may be imposed, either singly or in combination, by the appropriate University officials.

**Disciplinary Procedures:** Disciplinary action against a student for violating any rule, regulation, or disciplinary offices related to student housing shall be conducted in accordance with the procedures described in the Tennessee Technological University Student Disciplinary Rule, section 0240-3-6.04, which is incorporated herein by reference.

The University reserves the right to move a student when it is in the best interest of the student, the residential community, or the University.

## RESIDENT RESPONSIBILITIES

The University does not maintain insurance on any personal property of students, and all personal property of students on the premises shall be at the risk of the students. The University shall not be liable for any

damages to or theft of personal property of students in the student's residential unit or on its grounds prior to, during or subsequent to the period of the agreement. Personal property remaining in student residential unit prior to or subsequent to the period of the agreement will be deposited by the University. Students are encouraged to have renter's insurance.

All students who occupy any residential facility shall maintain the unit in the same condition and repair as accepted at the commencement of the period of occupancy; and upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear accepted. No student may make any alterations, additions, or improvements to student residence unit without the written consent of the Office of Residential Life.

Each student who occupies any residential facility agrees to pay the University, immediately upon demand, for any and all damages to the unit, including but not limited to damages to exterior or interior walls, ceilings, floors, windows, doors, locks, hardware, plumbing fixtures, cabinets, shrubbery, lawn, appliances, fixtures, and furnishings of the unit and its surrounding premises, if such damage is caused by any act or failure to act by the student or guest(s) or invite(s) of the student.

Failure to check out of the residential facility by signing the room inventory sheet will result in a charge to the student's account.

Students in apartments may be assessed on a pro-rata basis for damages in public areas or other common areas within or around the facility in which they reside, either by floor or area or by the entire facility, following a decision by the Director of Residential Life or other appropriate officials of the University. Students must be notified in advance of this mass assessment.

## CONTRACT TERM AND CONDITIONS

All residential facility agreements shall be limited to a maximum term of one (1) year, but may be renewable for additional terms at the election of the University.

The terms of any agreement for an apartment unit essentially shall follow the academic year. The academic year terms for Tech Village consists of fall application term (August 1 through December 31), spring application term (January 1 through May 31), and summer application term (June 1 through July 31). The agreement will automatically renew for subsequent terms unless notified otherwise.

The terms of any residential facility agreement are not modified in any way by the verbal comments of a University employee or student.

The University's acceptance of the agreement does not guarantee assignment to a particular type of accommodation or final admission to the University. Assignment is contingent upon final admission to the University.

The agreement is not valid unless the \$100 prepayment is provided at the time of application or this stipulation is waived by the Director of Residential Life. The prepayment will be applied to the initial month's rent.

Rental for student apartment units shall be payable monthly in advance, provided that the University may require advance payment of rental for a period in excess of one (1) month. The first periodic payment shall be payable in advance of the beginning of the term involved, and payment thereof shall be a condition precedent to the student being an enrolled student for the term. Any monthly or periodic payment which is not paid on or before the tenth day after such payment is due shall be subject to a late penalty fee. Rental for student apartment unit shall be payable monthly in advance at the Business office on the first working day of the month without formal demand being made.

The rental or fee payable for any residential facility shall be established by the University at the beginning of any academic year (July 1 through June 30), shall be subject to increase during the term of any agreement by the University at any time upon twenty (20) days notice before the beginning of the agreement semester in the event such an increase is approved by the Tennessee Board of Regents.

In the event any student or other occupant of a residential unit fails to comply with any terms or conditions of the agreement, including the timely payment of rent, or with any rule, regulations or policy incorporated therein by reference, the University may declare the agreement terminated, and may enter and take possession of the premises after it has given notice to the student or other occupant to vacate the premises within forty-eight (48) hours.

Any student or other occupant of a student residential unit who fails to comply with any terms or conditions of the agreement, or who fails to make timely payment of all rental due or for damages caused to the premise, shall be liable to the University for all expenses, including collection costs and reasonable attorney's fees, incurred by the University in the enforcement or collection of the obligation involved.

Students must occupy the residential unit assigned by the Office of Residential Life during the time period specified by the agreement. Any change in assignment must be approved by the Office of Residential Life. No student shall assign the agreement of any residential unit or sublet the unit, and any attempted assignment or sublease shall be void without the written consent of the Office of Residential Life. The University reserves the right to make all assignments and to make any assignment changes considered advisable or necessary. Furthermore, the University reserves the right to refuse an application for university student apartments.

The University shall not be liable for any damages or injuries to any student or to the occupant of student residential facilities, or to guests or invitees of such occupants, resulting from any act or failure to act by the student or any accident occurring in or about the facility, except as authorized by an allowed pursuant to T.C.A. 9-8-301. Each student who occupies any student residence unit agrees to indemnify and hold the University harmless from and against all claims, damages or causes of action whatsoever, asserted by any person arising out of or in any way connected with the use of the premises by the student.

## RESERVATIONS (DEPOSIT, CANCELLATION AND REFUND POLICIES)

Any student apartment agreement shall terminate at the discretion of the University in the event of any of the following: (1) the premises or the units are destroyed or, in the opinion of the University, unsuitable for occupancy for any reason; (2) the occupant thereof ceases to remain a student in good standing during any regular term within the period of the agreement; (3) the student or other occupant violates any covenant, term or condition of the agreement, and any other rule or regulation

incorporated into this agreement by reference; or (4) the University gives the student or other occupant written notice of termination at least thirty (30) days prior to the date when such termination will be effective.

A student may be released at the end of the student's application agreement term.

A student may be released from the Tech Village housing agreement by: (1) withdrawal or graduation from the University; (2) leaving the University at the end of a semester to participate in one of the University's academic internship programs; or (3) an emergency release granted by the Office of Residential Life.

Refund of the advance pre-payment will be made under the following conditions: (1) written cancellation is received in the Office of Residential Life by July 1st for fall semester and/or academic year, December 1st for spring semester, and May 1st for either summer session for the initial semester/season the residence hall agreement becomes effective; (2) the student is prevented from entering the University because of medical reasons confirmed in writing by a licensed physician; (3) residence space is not available; or (4) in case of the death of the student

## MISCELLANEOUS

In the event any student apartment unit is occupied by two (2) or more students, the unit may be subject to the same conditions as residence hall units at the University.

All overnight guests in student apartments must be registered with the Tech Village office if staying longer than seven (7) days.

Personal washer and dryer units are not authorized for individual apartments.

Personal air conditioner and/or heater units are not authorized for individual apartments.

Weapons of any kind, including but not limited to, actual weapons, martial arts weapons, toy weapons, air guns, paint guns, knives (over 4 inches), etc. are not allowed in the apartment units, residence hall or grounds.

All open flame items such as kerosene lamps, candles and incense are prohibited in apartments.

Parties of six or more people including residents are not allowed in students' apartments.

Bouncing of basketballs, skate boarding, use of paintball guns, frisbee throwing, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to apartments and respective parking lots are prohibited.

Cohabitation in University apartments is not permitted.

Quiet hours for residential facilities are 10:00 pm to 10:00 am during which all noise must be contained within the individual student apartment. At all other times, courtesy hours are in effect.

## Smoking/Tobacco Use

Tennessee Tech's campus became a non-smoking, tobacco-free campus as of January 1, 2010. Students, faculty, staff and all visitors will no longer be allowed to smoke or use any tobacco products in all university buildings, on all university grounds, TTU affiliated off-campus locations and facilities, and all state vehicles. Smoking outdoors on campus will not be allowed; tobacco usage will be permitted only in private vehicles.

## CONTACT INFORMATION

Office of Residential Life  
Tennessee Technological University  
Campus Box 5016  
Cookeville, Tennessee 38505-0001

[www.tntech.edu/reslife/techvillage](http://www.tntech.edu/reslife/techvillage)

Tech Village Apartments  
**Phone:** (931) 372-3271  
**Toll free:** (800) 268-0240  
**Fax:** (931) 372-3268

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