

New Residents: Housing Information Application and Lease Process

1. Apply for 2012-2013 housing: new residents must pay the one time \$20 application fee
 - a. Visit our website and apply online, www.csuohio.edu/services/reslife.
 - b. Complete the housing application located in the welcome kit from admissions.

2. Application Received

Application and fees are received in the Department of Residence Life office. The application is entered and a lease packet is generated to be sent out.
Lease packets will be mailed to the address listed on the application beginning in March. Applications received after March will have their Lease Packets mailed within 48-72 hours of application receipt.

3. Lease Packet

Resident receives lease packet in the mail. Lease packet includes: housing contract, terms and conditions of residence hall, meal plan contract, resident profile and health insurance and immunization form.

4. Roommate Selection

Residents must write on their resident profile all roommate requests. Specific names are helpful. If a resident writes, "I want to live with another athlete" or "I want to live with another wrestler" there is no guarantee that this match will happen. All roommates must request each other and number one matches are always made.

5. Return Lease Packet

Residents must complete the entire lease packet. Documents that should be returned with the \$150 security deposit are: housing contract, meal plan contract, resident profile and health insurance and immunization form. Lease packets must be returned within 14 days of the student receiving the packet or the contract type is not guaranteed. Room assignments and roommate matching information is sent mid-July.

6. Other points of interest:
 - a. Entire process is based on first come, first serve. Residents are sent housing contracts for room type requested based on their application date.
 - b. Roommate requests and signed contracts must be on file by June 1, 2012 or we do not guarantee a match.
 - c. New residents can request to live with current residents. They will only be matched if space permits.