

New Residents: Housing Information Application and Lease Process

1. Apply for 2015-2016 housing: new residents must pay the one time \$50 application fee;\$25 of this application fee will be applied to your security deposit.

- 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 fee are received in the Department of Residence Life office. Application is entered and a lease packet is generated to be sent out. Lease packets will begin to be distributed in mid April. .

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 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 \$125 security deposit (the remaining balance) are: housing contract, meal plan contract, resident profile and immunization form. Lease packets must be returned within 15 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. New residents can request to live with current residents. They will only be matched if space permits.