

Thank you for your interest in University Student Apartments. The information below, and in the University Student Apartments Web pages, will help you complete your housing application.

ABOUT THE APPLICATION PROCESS

- Please apply as soon as you decide that you might want to live in University Apartments. An early application increases your chances of getting an apartment.
 - The **date your application is received** by the University Apartments Office **will be used in determining your priority** for an apartment. Eligible applicants are offered apartments according to the priority categories described below.
 - When we are able to offer you an apartment, we will notify you approximately 30 days in advance of the date it will become available.
 - It is important that you keep the University Apartments Office informed of any changes to the information (address, desired move-in date, family size, etc.) on your application. Failure to do so may result in cancellation of the application or in your priority level.
 - If your plans change and you are no longer interested in an apartment with us, please notify us immediately.
 - The waiting list for University Student Apartments is updated twice a year. While your application is still on file, you will receive a mailing or an e-mail asking to update your information. If we do not receive the update from you, we will assume that you are no longer interested in an apartment and will cancel your application.
 - **You do not need to send a deposit with your application.**
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The following information corresponds to the numbered sections on the application.

SECTION 1 PERSONAL INFORMATION

If you do not have a campus ID number yet, submission of your Social Security number is voluntary. It will be used only for internal identification.

SECTIONS 2 UNIVERSITY STATUS

Notify the University Apartments Office immediately of any change in your student status, employment, partner or spouse, number of dependents who will be residing with you so that your application can be updated.

Law, Medical, Pharmacy, Veterinary Medicine are considered professional schools.

SECTION 3 APARTMENT PREFERENCES

APARTMENT SIZE

One-bedroom apartments

- Single graduates may rent one bedroom apartments.
- Families with up to three people may rent a one bedroom apartment

Two-bedroom apartments

- Single applicants may rent a two bedroom apartment.
- Single applicants with a roommate may rent a two
- Families with up to five people may rent a two bedroom apartment.

Three-bedroom apartments

- Families with a minimum of four people and a maximum of seven people may rent a three bedroom apartment.

ACCESSIBILITY

A number of apartments have been adapted for residents who may need special accommodations. If you require an accessible apartment, please send a written request detailing specific needs along with your application.

SMOKING

Some buildings in University Student Apartments have been designated “smoke-free” (meaning that smoking is not allowed anywhere in or around the building, by residents or by their guests). “Smoking allowed” means that smoking is allowed inside the apartments and outside the building. Smoking is not allowed in any indoor common area, such as hallways, storage areas, or laundry rooms.

SECTION 4A HOUSEHOLD/ROOMMATE INFORMATION

FOR APPLICANTS WITH FAMILIES

If your family status should change prior to receiving an apartment offer, please contact the University Apartments Office so that your records can be updated.

- To be considered a “family” for priority and eligibility purposes, only members of your “immediate family” may live in your apartment. “Immediate family” means a spouse/domestic partner, dependent children, or other dependents. Legal custody and dependency are defined by Federal and State tax laws. Please contact us (608-262-3407) if you have any questions.
- Family members listed on the application are required to take residence in the premises no later than 30 days after the beginning date of your lease.

AGAIN, THANK YOU FOR YOUR INTEREST IN UNIVERSITY STUDENT APARTMENTS. WE HOPE YOU’LL JOIN US!



4 Only fill out one: Section A or Section B

A. Household Information for Applicants with Families (with dependents, partner, or spouse)

Name of spouse/domestic partner who will reside with you: _____ Date of marriage/domestic partnership: _____

Last (Family) Name First Middle Initial Birth Date Campus ID Number (if applicable)

Names of children/dependents who will live with you at least 50% of the time:

Last First Gender Birth Date

Last First Gender Birth Date

Last First Gender Birth Date

Last First Gender Birth Date

OR

B. Roommate Information for Single Applicants (no dependents, partner, or spouse)

Name of roommate who will reside with you:

Last (Family) Name First Middle Initial Birth Date Campus ID Number

Phone number E-mail address

Roommate eligibility based on University status as:

Graduate Undergraduate Professional School Faculty Academic Staff Postdoc

Is the roommate a legal resident of Wisconsin? Yes No
For the university definition of a legal resident of the state, please refer to _____

Is the roommate a veteran of the U.S. Armed Forces? Yes No

Has the roommate lived in UW–Madison housing before? Yes No If yes, when? From _____ to _____