

Dear Prospective Resident:

Thank you for expressing interest in living at Campus View Village. We are located adjacent to Skagit Valley College and are reserved for Skagit Valley College single students enrolled in at least 6 credits per quarter. **As Campus View Village apartments have the tendency to fill quickly, applicants are encouraged to submit their applications as soon as possible.**

Included in this application packet, you will find an application, a Guaranty Agreement, and a Roommate Preference Form. In addition, we have included information that you may find helpful. Should you decide to apply, please note that **in order for your application to be considered complete, Campus View Village must receive the following:**

- **your completed application**
- **Guaranty Agreement**
- **Roommate Preference Form**
- **\$60.00 processing fee**
- **\$250.00 security deposit refundable at lease-end**
- **A photocopy of a current driver's license, Washington ID card, Skagit Valley College student ID card, student visa, or passport**

Both the security deposit and the processing fee are payable to *Campus View Village* by personal check, money order, or Visa/Mastercard. Should you choose to pay by credit card, please call our office with your card information. We also accept wire transfers.

Once we have received all of the items listed above, you will be notified of your reservation status depending on availability at the time. *Campus View Village reserves the right to deny housing to an individual based upon information provided or excluded and/or evidence of their inability to meet rent payments.*

Please take time to read through all the material provided and complete the application in full. Once you have decided to apply, please send the application, Guaranty Agreement, Roommate Preference Form, photocopy of picture identification, processing fee, and the security deposit to:

**Campus View Village
2410 Sigmar Lane #100
Mount Vernon, WA 98273**

If you have any questions, please don't hesitate to call **(360) 416-7650** between the hours of 9am and 5pm, Monday through Friday or e-mail us at mv.cvv@skagit.edu. We look forward to hearing from you!

Sincerely,

Jaana Hatton
Resident Manager
Campus View Village

Shannon O'Neil
Administrative Services Manager
Campus View Village

Lease Information

Once you have arrived at Campus view Village, you will be asked to sign a lease for the rental of the apartment in which you will be living. Leases are signed on a quarterly basis. Each quarter, with the exception of Summer quarter, you will be given the opportunity to extend your lease through the end of the next quarter. If you are a resident during Spring quarter, you will be given the opportunity to extend your lease for summer quarter and also a chance to reserve a room for the next Fall quarter. Students that move in at the start of Summer quarter will be given the chance to extend their lease for Fall quarter only if there are still rooms available after rooms are given to residents returning from the previous academic school year. The costs per quarter are as follows:

<u>Quarter</u>	<u>Amount Due</u>	<u>Date Due</u>
Summer quarter 2011	\$ 945.00	6/25/11
Fall Quarter 2011	\$1305.00	9/25/11
Winter Quarter 2012	\$1305.00	1/5/12
Spring Quarter 2012	\$1305.00	3/30/12

A discount of \$55.00 per quarter will be given to students who pay on or before the indicated due date. If you will be unable to pay for the entire quarter by the due date, extended payment options will be available. For questions regarding extended payment plans, please contact our office.

Apartment Information

Each apartment consists of a shared living, kitchen, hall, and bath area as well as four individual bedrooms, one per student. Our apartments are furnished with all major appliances, including a stove/oven, microwave, refrigerator/freezer, and garbage disposal. Common area furniture includes a sofa, chair, kitchen table and four matching chairs, and a multi-use bookcase. Bedroom furniture includes a bed frame with mattress, a desk with cabinet and chair, dresser, and a closet and mirror.

Our mattresses are **extra-long, twin size, 36x80 inches**. This is important to know when purchasing sheets and mattress covers. Campus View Village can supply you with a bedding package **if you notify us and reserve one at least two weeks in advance of your arrival at Campus View Village**. Bedding packages include a mattress cover, sheets, a blanket and a pillow and cost an additional **\$85.00**, payable on arrival. **Please remember that mattress covers and sheets are required for sanitation reasons.** Some additional items that students may either wish to bring or purchase upon arrival could include a bath towel, desk lamp, wastebasket, kitchen dishes, silverware, pots, and pans.

Water, gas, electricity, cable, sewer, and garbage utilities are all included in our rent rate. Basic television cable service is provided in the common area of the apartment only. You are responsible for your telephone and all other utilities and services. **Students needing to park a vehicle at Campus View Village will need to purchase a CVV parking permit at a cost of \$25.00 each academic year.**

Each of our seven buildings has in-house laundry facilities that use a smart card system in which money for laundry can be added to the student's smart card in the office in order to use the laundry machines. In addition, there are vending machines located throughout Campus View Village.

Waiting List Policies and Procedures

Due to heavy demand for Campus View Village accommodations, we may be full at the time you choose to apply. Should this occur, the following policies and procedures apply for those who wish to be placed on our waiting list.

Students must submit a **complete** application. This includes the application form itself as well as the Guaranty Agreement, the Roommate Preference Form, the \$60.00 processing fee, and the \$250.00 deposit. Placement on the waiting list will be by date and time of receipt. In the case of fax or e-mail applications, the date and time of transmission will be recorded.

Space assignments will be awarded on a first-come, first-served basis. Assignment to a particular room will take place on move-in date unless alternative arrangements have been made with the Campus View Village Resident Director/Manager.

On the day space becomes available; the applicant selected will be notified by phone twice, each call being placed at least four hours apart. If requested, notification via fax and/or e-mail will also be attempted.

Applicants must communicate acceptance of space by the close of business (Mount Vernon time) on the next business day. This can be done via phone, fax, or e-mail. **Applicants who fail to acknowledge acceptance as required will be placed on the bottom of the waiting list.**

If you have any questions regarding the Campus View Village waiting list policy, please don't hesitate to call our office at (360) 416-7650 or write to the address and/or e-mail address listed on the front of your application packet. Thank you.

Sincerely,

Jaana Hatton
Resident Manager
Campus View Village

2011-2012 Check In And Checkout Dates

When determining the date on which you will arrive, please refer to the information below to ensure that you are able to move in when you would like. The following dates represent the earliest dates of arrival for each quarter as well as checkout dates for the end of each quarter.

Keep in mind that you will have the opportunity to extend your lease, so the checkout dates may not necessarily apply. Contact Campus View Village if you have any questions regarding check in or checkout dates.

<u>Quarter</u>	<u>Check In Date</u>	<u>Checkout Date</u>
Summer 2011	June 27	August 26
Fall 2011	September 12	December 9
Winter 2012	December 28	March 23
Spring 2012	March 28	June 15

Again, if you have any questions, please call (360) 416-7650 or write to the address and/or e-mail address listed on the first page of your application packet.

If you are an international student, you may leave section 3 blank and continue on with the rest of the application.

3) Rental Information:

Last Two Rental Addresses:

1) _____
Street

2) _____
Street

City State Zip

City State Zip

Name of Owner/Manager

Name of Owner/Manager

(____) _____
Owner/Manager Phone

(____) _____
Owner/Manager Phone

Current Employer:

Company Name

Position

Address

Length of Employment

City State Zip

Salary

Student Credit References (credit cards, banks, etc.):

Firm

Firm

Street

Street

City State Zip

City State Zip

(____) _____
Phone

(____) _____
Phone

Have you ever filed a petition in a bankruptcy? Yes_____ No_____

Have you ever been evicted from tenancy or requested to vacate? Yes_____ No_____

If yes, please explain: _____

References (employers, teachers, club advisors):

Name:

Phone:

(____)_____

Name:

Phone:

(____)_____

If under 21:

Parent Employer:

Company Name

Position

Address

Length of Employment

City

State

Zip

Salary

Parent Credit References:

Firm

Firm

Street

Street

City

State

Zip

City

State

Zip

(____)_____

Phone

(____)_____

Phone

4) Parent Information:

Name of Parent or Legal Guardian:

Last (Family Name)

First

Middle

Address:

Street

(____)_____

Phone (include country code)

City

State

Zip

5) Emergency Contact Information:

I authorize Campus View Village to contact this person in case of emergency.

Name of Emergency Contact:

Last (Family Name)	First	Middle
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Address:

Relationship:

Street

City	State	Zip
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(____) _____

Phone (include country code)

6) Criminal Background Information:

Have you ever been convicted of a felony or violent offense? ___Yes ___No
If yes, please explain: _____

**** Criminal background checks may be done as part of our application process.**

Please check once again to ensure that the entire application has been completed. Incomplete applications will be returned to the applicant and will not be processed until they are complete.

I represent that the statements made above are true and correct and I hereby authorize verification of references given. I authorize Campus View Village to proceed with a criminal background check.

Student Signature

Date

For Office Use Only:

Received By

Date

This form is required for all students under the age of 21

Guaranty Agreement

The undersigned (herein called the “Guarantor”), parent or guardian of (student’s name) _____, (herein called the “Student”) in order to induce Skagit Valley College Foundation (herein called the “Foundation”), to enter into a lease agreement with Student for Residential purposes at Campus View Village, and in consideration of other goods and valuable consideration, hereby unconditionally and absolutely guaranties the punctual and full payment when due, including costs of suit and reasonable attorneys fees, resulting from the Student lease, the tenancy and occupancy of the Students apartment at Campus View Village, including interest thereon at the rate of 12% per annum. The undersigned hereby further agrees that:

1. The Lease may be renewed, replaced with a new lease, or modified from time to time without notice to, without consent of and without affecting the liability of, the undersigned.
2. It shall not be necessary for the Foundation to resort to or exhaust its remedies against the Student or against any other party liable on the Lease or to resort to or marshal any property held as security therefore or pertaining thereto before calling upon the undersigned for payment of any of the above amounts.
3. All settlements, compromises and compositions with regard to the Lease made in good faith between the Foundation and the Student shall be binding upon the undersigned.
4. This Guaranty is unconditional and absolute and the undersigned waives notice of default and notice of violation of Lease terms and conditions, waives all defenses, legal or equitable, otherwise available to the undersigned. If any terms or provisions of the Guaranty shall be held to be invalid, illegal or unenforceable, the remaining provisions hereof shall remain in full force and effect.
5. The payment obligations of the undersigned under this Guaranty shall be absolute, unconditional and irrevocable.
6. The Lease shall continue to be effective, or be reinstated, as the case may be, if any amount paid by or on behalf of the Student to the Foundation with regard to such Lease is rescinded, restored or returned in connection with the insolvency, bankruptcy, or otherwise, all as though such payment had not been made.
7. If this Guaranty is signed by more than one person, it shall constitute a joint and several guaranty. This Guaranty shall be binding upon the heirs, executors, administrators, successors and assigns of the undersigned.

Dated this _____ Day of _____ 20____

Parent’s or Guardian’s Name _____ Parent’s or Guardian’s Name _____

(print)

(print)

Signature _____ Signature _____

Address _____ Address _____

State ___ Zip code _____ Phone # _____ State ___ Zip code _____ Phone # _____

Campus View Village

2410 Sigmar Lane, #100* Mount Vernon, WA 98273*(360) 416-7650* Fax (360) 416-6637

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Roommate Preference Form

Female Male Age _____ Major/ Interest _____

Returning student New Student

How do you like to keep your room/ apartment? Clean/ Neat Comfortable Sloppy/ not clean

Do you smoke? Frequent Occasionally Never

** All Campus View Village apartments are non-smoking- you may only smoke outside*

Do you drink alcohol? Frequent Occasionally Never (Drinking is illegal under age 21)

What time do you like to go to bed? before 11:00pm after 11:00pm after 1:00am time varies

What time do you like to wake up? before 8:00am between 8:00am and 10:00am after 10:00am

What type of music do you listen to? Rock Rap Pop Country Classical Other _____

How do you play your music? Loud Medium Low

Where do you like to study? Apartment Bedroom Library Other _____

How many hours per week do you want to study? 5-10 10-15 15-20 More than 20

What do you like to do with your spare time (sports, hobbies...)? _____

Will you be a member of a Skagit Valley College sports team? Baseball Basketball Cross Country

Golf Soccer Softball Tennis Volleyball

What languages do you speak? _____

How would you describe yourself? shy outgoing quiet loud Other _____

Do you have any health conditions or problems that may affect your room placement or that you feel management should have knowledge of in case of emergency situations? No Yes- Please explain:

What characteristics in a roommate do you find HARD to live with? _____

Do you have any other preferences in a roommate? _____

Roommates Requested: 1. _____ 2. _____

**We DO NOT guarantee that you will be placed with the roommates that you have requested*

Skagit Valley College provides a drug free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.