

Dear Prospective Resident:

Thank you for expressing interest in living at Campus View Village. We are located right next to Skagit Valley College and are reserved for Skagit Valley College students enrolled in at least 12 credits during fall quarter and at least 6 credits in winter and spring quarters. **As Campus View Village apartments have the tendency to fill quickly, applicants are encouraged to submit their applications as soon as possible.** For more information about Campus View Village, please visit [www.skagit.edu/cvv](http://www.skagit.edu/cvv),

Included in this application packet, you will find an application and a Roommate Preference Form. 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** (pages 5-8)

[ ]  **Roommate Preference Form** (page 9)

[ ]  **A $100.00 application fee** (non-refundable, non-transferable)

An easy alternative way to apply to Campus View Village is through our on-line portal found here: <https://webform.propertyboss.net/?form=Rapp&AcctDBkey=D05009_11550>. This process will allow you to complete the application, roommate preference form, and pay the application fee all at once with immediate submission to our office 24 hours a day.

Payments are made out to *Campus View Village* by money order or Visa/MasterCard. Should you choose to pay by credit card, please call our office with your card information or complete the credit card authorization form at the end of this application and send it to us via post mail. 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.*

Once you have decided to apply, please scan and email, fax, or send via post mail all required materials to:

**Campus View Village**

**2410 Sigmar Lane #100**

**Mount Vernon, WA 98273**

**Fax: (360) 416-6637**

**Email:** **mv.cvv@skagit.edu**

If you have any questions, please do not hesitate to call **(360) 416-7650** between the hours of 9am and 6pm PST, Monday through Friday or e-mail us at **mv.cvv@skagit.edu**. We look forward to hearing from you!

Sincerely,

Griffin Uchida Shannon O’Neil

Director of Residence Life & Administrative Services Manager

Campus View Village Campus View Village

360-416-7867 360-416-7650

**Security Deposit**

If you receive a room offer for Campus View Village, you will be required to submit a $225.00 security deposit as a guarantee of occupancy. This deposit will be refundable after you move-out of Campus View Village, minus any outstanding balance still owed. Should you accept the room, but cancel less than three weeks prior to your scheduled move-in, your deposit will be forfeited.

**Lease Information**

Once you have arrived at Campus View Village, you will be asked to sign a lease (contract) for the rental of your room. Leases are signed on a quarterly basis. Each 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 or vacate your apartment for the summer and reserve a room for the next fall quarter.

Students who 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 and they are enrolled in classes at Skagit Valley College during the summer quarter. The costs per quarter are as follows:

 **Quarter** **Amount Due Date Due**

Fall 2023

Option #1:  $1875.00 **9/22/23\***

Option #2:   $625.00 9/22/23, 10/22/23, and 11/22/23

Option #3:   $937.00 9/22/23 and 11/12/23

Winter 2024

Option #1:   $1830.00 **1/5/24\***

Option #2:   $610.00 1/5/24, 2/5/24, and 3/5/24

Option #3:   $915.00 1/5/24 and 2/18/24

Spring 2024

Option #1:   $1830.00      **4/6/24\***

Option #2:   $610.00 4/6/24, 5/6/24, 6/6/24

Option #3:   $915.00        4/6/24 and 5/20/24

Summer 2024

Option #1:   $1184.00 **7/6/24\***

Option #2:   $592.00 7/6/24 and 8/6/24

**\*A discount of $50.00 per quarter will be given to students who pay the full quarter’s rent on or before the first 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 room, kitchen, hallway, and bathroom area as well as four individual bedrooms, one per student. Due to limited space, bedrooms are single occupancy and we cannot offer housing to families, significant others, or pets. Our apartments are furnished with all major appliances, including a stove/oven, microwave, refrigerator/freezer, and garbage disposal. Common area furniture includes a sofa, upholstered chair, kitchen table and four 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**. 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 **$100.00**. **Please remember that mattress covers and/or 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. You will be provided with a list of these items when your room is confirmed.

Water, gas, electricity, common area cable, shared wireless internet, sewer, and garbage utilities are all included in rent. You are responsible for any other utilities and services you choose to purchase, including personal cable and internet service. **Students bringing a vehicle to park at Campus View Village will need to register their vehicle at the Campus View Village Main Office and obtain a parking pass good for that academic year (September 1 through August 31).**

**Waiting List Policies and Procedures**

Campus View Village does not guarantee housing for any student at any time and rooms are offered solely on a space-available basis. Due to Campus View Village’s commitment to serving international students and student athletes from outside of Skagit County, waitlist policies have been devised specifically to address these students’ unique needs for fall quarter only.

Once an application is complete and the required application fees are submitted, Campus View Village staff will contact the applicant to confirm the receipt of the application. Due to the high volume of applications, Campus View Village will be unable to give any clear indication of placement on a waitlist.

If a room comes available, Campus View Village will contact the first applicant on the waitlist to make a formal room offer. If the room is accepted, the applicant will be required to submit a security deposit of $225.00 to the Campus View Village office as a guarantee of occupancy. The security deposit cannot be waived, but if financial hardship exists, the applicant should contact the Campus View Village office. Security deposits are fully refundable if a cancelation is made 21 days or more prior to the scheduled date of move-in, otherwise it is forfeited to Campus View Village as a late cancelation penalty.

If an applicant does not receive a room for the quarter for which they applied, the applicant will remain on the waitlist for all future vacancies, including mid-quarter and subsequent quarters until the applicant contacts the Campus View Village office to request to be removed from the waitlist or until one year from the date of the application, at which time the application will be considered expired and the applicant will be required to submit a new application and application fees.

## Fall Quarter:

Due to the high demand for housing in the fall quarter, Campus View Village maintains three separate waitlists for fall quarter only. Each waitlist will be ordered given all applications received prior to July 1st. Room offers will then be made in mid-to-late July prior to fall quarter.

Applications received prior to June 1st are placed on one of three waitlists:

1. International Students: Students arriving to Skagit Valley College from other countries through the International Programs Office will be placed on a waitlist of 46 rooms. The order of this waitlist will be based upon the following factors:
	1. Continuing and returning resident international students will be given priority over new applications.
	2. New applicants will be offered rooms on a space-available basis in order of date in which the completed application and application fees were submitted to Campus View Village.
2. Skagit Valley College Athletes: Students arriving to Skagit Valley College to play on a Skagit Valley College athletic team will be placed on a waitlist of 46 rooms. The order of this waitlist will be based upon the following factors:
	1. Continuing and returning resident athletes will be given priority over new applications.
	2. New applicants recruited by a Skagit Valley College athletic team’s coach will be given priority over other new student athlete applicants.
	3. New applicants will be offered rooms on a space-available basis in order of date in which the completed application and application fees were submitted to Campus View Village.
3. Any remaining international students, athletes, and all other students will be placed on a waitlist of the 44 remaining rooms.
	1. Continuing and returning residents will be given priority over new applications.
	2. New applicants will be offered rooms on a space-available basis in order of date in which the completed application and application fees were submitted to Campus View Village.

Applications received after June 1st and applicants who do not receive an initial room offer are then placed on a single, summative waitlist:

1. All applicants remaining after initial room offers are made and all new applicants will be offered rooms on a space-available basis in order of date in which the completed application and application fees were submitted to Campus View Village.

## Winter, Spring, Summer, and Mid-Quarters:

All applicants will be offered rooms on a space-available basis in order of date in which the completed application and application fees were submitted to Campus View Village. Continuing and returning residents will be given priority over new applications.

If you have any questions regarding the Campus View Village waiting list policy, please do not 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.

**2023-2024 Check-In and Check-Out 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. Dates for move-in for the 2023-2024 academic year have not yet been finalized. Please note that they generally begin no more than one week prior to the first day of classes.

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.

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.

**Application Forms**

**1) Student Information (Required)**

***Name*:**

Last (Family Name) First Middle

***Date of Birth\*:***

 Month Day Year

***\* In order to live at Campus View Village, students must be 18 years old OR turn 18 within the first quarter of occupancy. Residents who are still 17 years old upon their move-in date OR who are not legally independent must have a legal guardian sign their lease to be eligible for housing.***

***Gender\*\*:*** [ ] Female [ ]  Male [ ]  Transgender/Other

***\*\* Room assignments are made by gender. Please select the gender identity that best matches your own. Those who select transgender/other will be given the option to choose the apartment gender that best meets their needs.***

***Current Address*:** ***Permanent Address*** *(If different from current)***:**

Street Street

City State Zip City State Zip

Telephone Number (include country code)

E-mail Address

**Student ID#:**

**Government-Issued (Drivers License) ID*#:***       **State Issued** *(if applicable)****:***

**\*Only needed if applicant does not have a student ID# yet**

**2) Enrollment Information (Required)**

***Quarter you plan to first arrive at Skagit Valley College*** *(please indicate year)****:***

Fall      Winter      Spring      Summer

***Date interested in moving into Campus View Village\*\*\****:                    Month Day Year

***\*\*\*When determining the date you would like to arrive, please refer to the aforementioned check-in dates.***

***Have you ever lived at Campus View Village?*** [ ] Yes [ ]  No

***Have you ever been an SVC Student?*** [ ] Yes [ ]  No

**3) Parent/Guardian Information (Required if applicable)\***

***\* Applicants who are under the age of 18 and not emancipated when applying are required to indicate a legal guardian.***

***Parent or Legal Guardian Name*:**

Last (Family Name) First Middle

***Address*:** ***Relationship to Student*:**

Street

City State Zip

Telephone Number (include country code if outside of USA)

**4) Emergency Contact Information (Required. Applicant must enter information or select “opt-out.”)\*\***

[ ]  *I authorize Campus View Village to contact this person in case of emergency or should I go missing for longer than 24 hours. This information is kept confidential and used only in case of emergency.*

***Name of Emergency Contact*:**

Last (Family Name) First Middle

***Address*:** ***Relationship to Student*:**

Street

City State Zip

Telephone Number (include country code)

[ ]  *I choose “opt out,” meaning I choose not to select an emergency contact person. I understand that Campus View Village may still contact Mount Vernon Police Department should I go missing for longer than 24 hours.*

***\*\* Applicants who are under the age of 18 and not emancipated when applying are required to indicate an emergency contact.***

**If you are an international student, you may leave section 5 blank and continue on with the rest of the application**.

**5) Rental and Financial Information (Required if applicable. If not applicable, please leave blank)**

***Last Two Rental Addresses*:**

1)       2)

 Street 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/Title

Street Length of Employment

City State Zip Salary/Wage Rate

***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 to either of the last two questions, please explain:***

***Personal/Professional References*** *(employers, teachers, club advisors)*:

Name of Reference Reference Phone

Name of Reference Reference Phone

**6) Criminal Background Information (Required)**

***Have you ever been convicted of a felony or violent offense?\****[ ] Yes [ ]  No

***If yes, please explain:***

***\* Criminal background checks may be conducted as part of our application process and could affect your eligibility to live on-campus.***

**7) Student Signature and Application Authorization (Required)**

**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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By Date

***Skagit Valley College and the Skagit Valley College Foundation 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.***

**Roommate Preference Form**

**7) Information about Student (Required)**

[ ] Female [ ]  Male [ ]  Transgender/Other

Age       Intended Major

[ ] New SVC Student [ ] Returning SVC Student

**How do you like to keep your room/ apartment?** [ ] Clean/Tidy [ ] Comfortable/Somewhat tidy [ ] Messy/Untidy

**Do you smoke?\*** [ ] Yes, Daily [ ] Yes, but rarely [ ] No, never

***\* All Campus View Village apartments are non-smoking- you may only smoke in designated areas. Marijuana is strictly prohibited.***

**Do you drink alcohol?\*\*** [ ] Yes, frequently (multiple times a week) [ ] Yes, but rarely (less than once a week) [ ] No, never

***\*\*Alcohol is only permitted in bedrooms of residents 21+ by residents/guests 21+.***

**What time do you like to go to bed on weeknights?** [ ] Before 11:00pm [ ] Between 11:00pm and 1:00am [ ] After 1:00am

**What time do you like to wake up on weekdays?** [ ] Before 8:00am [ ] Between 8:00am and 10:00am [ ]  After 10:00am

**How loud do you like your music/TV/video games?\*\*\*** [ ] Loud [ ] Moderate [ ] Quiet

***\*\*\*Quiet hours run Sun-Thurs, 9:00pm-9:00am and Fri/Sat, 12:00am-9:00am. All other hours are “courtesy hours.”***

**Where would you study most frequently?** [ ] Living Room/Common Area [ ] Private bedroom [ ] On-campus/library

**How many hours per week do you want to study?** [ ]  0-5 [ ]  6-10 [ ]  11-15 [ ]  16+

**Will you be a member of a Skagit Valley College varsity sports team?** [ ] Yes [ ] No

If yes, which sport(s):

**Are you attending Skagit Valley College as part of one of the following programs?:** [ ] Dental Therapy [ ]  PRLEA [ ]  Neither

**What languages (other than English) do you speak?**

**How would you describe yourself?** [ ] Shy [ ]  Quiet [ ]  Outgoing [ ]  Loud

**Do you have any health conditions or problems of which we should be aware?** [ ] Yes [ ] No

If yes, please explain:

**Could you live with a service animal (typically a dog or cat) in your apartment if your roommate needed one?** [ ] Yes [ ] No

**8) Information about Desired Roommate (Optional)**

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

**Roommates Requested:\*\*\*\*** 1.       2.

**\*\*\*\**We DO NOT guarantee that you will be placed with the roommates that you have requested nor that all preferences will be able to be accommodated. We try not to place international students in apartments with others from the same country unless no other options are available.***

**Credit Card Authorization Form**

**9) Credit Card Authorization (Optional. Applicants may also choose to mail a check or money order made out to Campus View Village.)**

**Campus View Village**

2410 Sigmar Lane, #100

Mount Vernon, WA 98273

Phone: 360-416-7650

Fax: 360-416-6637

**FOR PCI COMPLIANCE, PLEASE DO NOT FAX OR EMAIL THIS FORM. THIS FORM IS FOR USE FOR POST MAIL PAYMENT OPTION ONLY.**

I authorize Campus View Village to charge the following credit card for:

**Total Amount to be Paid**: $      U.S. Dollars

**Payment Description** (what is it for):

[ ] Application Fee ($100.00)\*

[ ]  Pre-Paid Security Deposit ($225.00) (**optional, but will not process until an offer is made**)\*\*

[ ]  Pre-Paid Rent ($     ) (**optional, but will not process until an offer is made**)\*\*

[ ]  Bedding Pack ($100.00) (**optional, but will not process until an offer is made**)\*\*

* + - Pillow, comforter, mattress protector, fitted sheet, flat sheet, pillow case

**Visa or MasterCard**: [ ]  Visa [ ]  MasterCard

**Name of Cardholder** (exactly as printed on credit card):

**Card Number** (16-digits):

**Expiration Date**:

**3-Digit Code** (on the back of the signature line):

**Student’s Name**:

**Student’s Student ID Number** (if known):

**Cardholder’s Signature**: **Date**:

**\***Required Campus View Village application fees total $100.00 USD. If any amount less than $100.00 is received, CVV reserves the right not to process the application until the remaining balance is paid.

**\*\*** Pre-Payments are in no way required prior to a room offer and will not impact the waitlist policy.