



Heidelberg University

Tenant Housing Contract

For office use only:

Building _____

Room _____

Agreement entered into between Heidelberg University of Tiffin, Ohio and:

(print full name) _____ OASIS ID # _____

Cell Phone Number: (_____) _____

Permanent Home Address _____
Street City State Zip

Signature _____ Date _____

Signing this contract signifies that you have read the agreement, understand and agree to the terms and conditions stated on the front and back of this contract and request that Heidelberg University proceed to assign room accommodations in keeping with this contract.

This Housing Agreement (“Agreement”) is between the undersigned tenant (“Resident”) and Heidelberg University (“University”), acting through the Residence Life Office. It sets forth the terms and conditions by which Resident will live in accommodations owned and/or leased by the University. The University agrees to provide Resident with facilities, services, and /or a meal plan as outlined in the Resident’s contract. The Resident agrees to use University facilities and services in a manner appropriate to the University’s purpose as a private non-profit institution of higher education. This Agreement will be effective on the date the Resident submits the housing contract to the Residence Life Office in Campus Center Room 209.

TERMS AND CONDITIONS

- 1. Obligations:** By agreeing to the terms of this Agreement, the Resident agrees to adhere to all federal, state, and local laws and ordinances, and University policies, procedures and regulations, including those set forth in the University Handbook. If Resident breaches any provision of this Agreement, Resident may be subject to loss of housing, disciplinary action and may be liable for the damages. This Agreement becomes legally binding on the date that the Resident signs and submits the Agreement to the University.
- 2. Term of Agreement:** The Term of Agreement shall be accepted upon approval of a Heidelberg University contract.
- 3. Building and Room Assignment:** Building and room assignments are made in the order in which Agreements are submitted to the University. For both new and returning residents every effort is made to honor a Resident's preference for roommate, room type, and location; however, the University cannot guarantee any specific requests.

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE A RESIDENT'S ROOM ASSIGNMENT AT ANY TIME FOR ANY REASON.

TENANT HOUSING CONTRACT

4. Check In: Upon initial arrival to the accommodation, a Resident is required to complete the check-in section of the Room Condition Report (“RCR”). It is the responsibility of the Resident to review the condition of the assigned room and to sign the RCR. The RCR officially documents the condition of the room at check-in. Completion of the RCR is vital to the University’s policy of assessing damage charges to the appropriate Resident throughout the academic year and at check-out. Failure to complete and sign the RCR will result in the Resident accepting the room “as is” and being responsible for all damages assessed at the time of check-out. After the RCR is completed, the Resident will receive a key to his/her room.

5. Check Out: A Resident leaving at the expiration or termination of the contract must follow the check-out procedures. A Resident is required to complete an Express Check-Out Form located by the Main Office. Checking out does not constitute termination of this Agreement. Before moving out, Resident is required to remove all refuse and discarded materials, leaving the room clean. Charges for additional cleaning required, for removal of personal property, and for any loss or damage caused by the Resident will be billed to the Resident. When one roommate moves out while others remain, each is equally responsible for cleaning the common areas of the room. If the room is not found to be in acceptable condition after inspection, cleaning service will be provided and the Residents will bear the cost.

6. Damages: The Resident agrees not to deliberately or negligently destroy, deface, damage, remove or alter the condition of their assigned room or University property. Residents are liable for all damages assessed in their bedroom and common space. All outstanding damage assessment charges will be billed to a Resident’s University account and must be satisfied in accordance with the University Business Office payment schedule. Residents will be held financially responsible for the cost of repairing all room and common area damage which, in the University’s sole determination, occurred due to irresponsible behavior, abuse, vandalism or violation of any term of this Housing Agreement. When damage occurs in common areas, the costs for the repair of damages will be billed to all residents of the space if the University determines that individual billing is not appropriate or possible. The University has the sole right to determine whether damages are billed to an individual or all residents in a specified living area.

7. Cleaning: Residents are responsible for cleaning their own room(s) and collectively cleaning the common areas of the room. In the event that adequate health and safety standards are not maintained, the University may have the room(s) and common areas cleaned at the expense of the resident(s) and may take other action as appropriate.

8. Room Entry: The University reserves the right to enter a Resident's room for the purpose of routine maintenance, inspection and repair, preservation of health and safety, investigation and in cases of emergency.

9. Liability: The University shall not be liable for any loss or damage to a Resident's personal property, whether such loss or damage is caused by fire or other casualty, theft, or any other cause. The University recommends that residents secure personal property insurance or homeowners’ or renters’ insurance to cover their personal items while a resident. The University shall not be liable for any damage or loss of personal property in the room(s) or storage areas available to the resident or any other person.

10. Pets: The only pets permitted are fish in a 10 gallon tank or smaller, in accordance with the University Code of Conduct.

11. Right of Repossession: Upon termination of this Agreement the Resident is required to immediately vacate the Resident’s room. In the event Resident does not vacate in accordance with this Agreement, the University has the right to repossess Resident’s room and to pack, remove, store, and/or dispose all of Resident’s furnishings and personal property, all at Resident’s expense. The University also has the right to change the lock of Resident’s room and bill the Resident for the cost of the lock change and non-returned key(s). The University will not be responsible for Resident’s furnishings and personal property.