

SV APARTMENTS FACULTY / STAFF / VISITING SCHOLAR APPLICATION *page 1 of 2*



Name: LAST _____ FIRST _____ M.I. _____

Permanent Address (# and Street): _____ Email Address: _____

City: _____ State: _____ Zip: _____ Country (if not USA): _____

Male Female Home Phone: _____ Cell Phone: _____ Birthdate: _____
mm/dd/yyyy

Requested Move-in Date: _____ Departure Date: _____
mm/dd/yyyy mm/dd/yyyy

POSITION INFORMATION

MSU Position: _____ Department: _____

ZPID#: _____

Department Contact Name: _____

Department Contact Email: _____

Office Use Only

Resident RMS #

PID #

Fac #

APARTMENT PREFERENCES *(These preferences are based on availability and are not guaranteed.)*

All apartments include furniture. VIP apartments include small appliances, houseware, kitchenware and linens. VIP units are required for stays less than 4 months, but may be reserved for stays shorter than 8 months.

All apartments include all utilities: heat, A/C, water, sewer, trash, electric, cable TV, telephone and Internet.

Please select one:

One-bedroom Two-bedroom

Comments: _____

Please fill in the following information in order for your apartment furnishings to be correct:

OTHER LEASE HOLDER (ROOMMATE)

Will you have a roommate?: _____ Name: LAST _____ FIRST _____
(MSU Student or Eligible Staff)

Yes No PID# or NetID: _____ Email: _____

OTHER OCCUPANTS

Other Occupant: LAST _____ FIRST _____ RELATIONSHIP TO LEASEHOLDER _____

Spouse: LAST _____ FIRST _____

Children living with you:

LAST _____ FIRST _____ BIRTHDATE _____ MALE FEMALE
mm/dd/yyyy

LAST _____ FIRST _____ BIRTHDATE _____ MALE FEMALE
mm/dd/yyyy

LAST _____ FIRST _____ BIRTHDATE _____ MALE FEMALE
mm/dd/yyyy

LAST _____ FIRST _____ BIRTHDATE _____ MALE FEMALE
mm/dd/yyyy

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APARTMENT INFORMATION

Each leaseholder must complete this application and pay the \$40 **non-refundable** application fee. Applications for current academic year not honored by the end of spring semester will be cancelled. All assignments are made by date this office receives applications. **No pets are permitted** in University Apartments except for fish (excluding carnivorous or poisonous varieties). Leases expire May 15 every year unless approved by manager or contract release team or termination of association with Michigan State University.

If you do not have a PID# use A00000000.

To pay by credit card, please visit the following web page and follow the directions to submit your \$40 application fee.

https://commerce.cashnet.com/msu_3460_CLS_UNIVAPTS?&itemcode=3460-SVAPPFE

To pay by check or money order, in U.S. FUNDS, payable to Michigan State University, return application and fee to:

Leasing Office
Building 1622 Apartment C
54 Crescent Rd.
East Lansing, MI 48823

Applicant Signature: _____ Date: _____

mm/dd/yyyy

Phone: 800-678-4679 or 517-355-9550
Fax: 517-432-2093
Email: UAinfo@rhs.msu.edu
Website: liveon.msu.edu

Save this file to your desktop and email it as an attachment to: liveon@msu.edu

Adobe Acrobat version 8.0 required to save and email.

OFFICE USE ONLY

Apartment Leasing Checklist

Initial and Date

<input type="checkbox"/>	Check appointment letter, offer letter, J-1
<input type="checkbox"/>	Check for PID or assign "99" number
<input type="checkbox"/>	Application fee of \$40 accepted and processed
<input type="checkbox"/>	Process application in RMS, RMS ID entered on application and in RMS
<input type="checkbox"/>	Initial payment received and processed: Cash Check CashNet Credit (in office) Other:
<input type="checkbox"/>	Assignment letter sent
<input type="checkbox"/>	Lease completed with signatures and initials
<input type="checkbox"/>	Complete Payroll Deduction Form (if necessary)
<input type="checkbox"/>	Grade in RMS changed to (1)