

**Application Procedure:**

1. To qualify for housing at the University Apartments, you and/or a residing family member must be:
  - 19 years or older and a student, staff, or faculty of the University
  - Enrolled in at least 6 credit hours, (staff and faculty are exempt from this requirement) and
  - Good standing with the University
2. If you would like to see an apartment *upon availability*, call the Residence Life Office at 642-6464 or Fax to 642-6095 to set up an appointment.
3. A sample lease can also be provided for you. Please request this from the Residence Life Office (see above for contact information).
4. Complete the application and return to: BHSU Office of Residence Life; 1200 University Unit 9100; Spearfish, SD 57799
5. If you qualify, an official 12-month lease running August-July of each year will be signed upon acceptance. A \$250.00\* security deposit must be paid *prior* to move in. Once paid, an apartment will be assigned and an appointment for an move-in date and time will be made.
6. Should you decide to cancel your apartment reservation, deposits are refundable if written notification is received to our Office of Residence Life no later than ten (10) days before your lease is to begin. Failure to give us the ten (10) day notice will result in deposit forfeiture. Rent set annually via the South Dakota Board of Regents each Spring and reflected annually in the lease agreement.

\*The deposit will be held if you are an apartment tenant to cover damage or forfeiture.

**Applicant Information**

<b>Name</b>				<b>University ID</b>		
<b>Permanent Address</b>						
<b>BHSU Email</b>						
<b>Date of Birth</b>		<b>Gender</b>		<b>Cell Phone</b>		
<b>University Classification</b>	<input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GR <input type="checkbox"/> Transfer <input type="checkbox"/> Faculty/Staff					

**ADDITIONAL OCCUPANT INFORMATION**

(please attach separate sheet if needed. Max 4, All roommates/ family members must be listed on the application and sign the lease (if age appropriate).)

<b>Name</b>		<b>Relationship</b>	
<b>Gender</b>		<b>Date of Birth</b>	
<b>Name</b>		<b>Relationship</b>	
<b>Gender</b>		<b>Date of Birth</b>	
<b>Name</b>		<b>Relationship</b>	
<b>Gender</b>		<b>Date of Birth</b>	

**Emergency Contact Information:** Please provide an emergency contact.

<b>Name</b>		<b>Relation</b>		<b>Phone Number</b>	
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**Move-In: Preferences**

<b>Move-In Date Preferred (M/Y)</b>		<b>Apartment Level preference:</b>	<input type="checkbox"/> Lower <input type="checkbox"/> Upper <input type="checkbox"/> No Preference		
<b>Do you require Handicap Accessibility?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you or other people you plan to live with smoke?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

SD BOR Housing Policy (3:6.B.) **requires that you respond** to the following questions as part of this housing agreement:

**Are you or anyone planning to reside in housing required to register as a sex offender?**

- Yes     No    (Registered sex offenders are not permitted to reside in university housing facilities.)

**Have you or anyone planning to reside in housing ever been convicted of, pled guilty to or received a suspended imposition of sentence for a felony offense?**

- Yes     No    (You need not disclose juvenile convictions, pleas, or suspended sentences, and you need not disclose a suspended imposition of sentence that has been discharged.) If you answer yes to this question, you must also provide a written explanation identifying the jurisdiction, date of the offense, circumstances of the offense, the sentence or parole conditions and other facts or circumstance that the student believes to be relevant. (Offenders who have committed felony offenses involving use or sale of illegal drugs or involvement in a crime of violence are not permitted to reside in university housing facilities. Offenders whose crimes were committed in settings similar to those that commonly occur in university housing facilities may be denied residence in university housing facilities. See, Board Policy No. 3:6, [http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-6.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-6.pdf)).

<b>Signature</b>		<b>Date</b>		<input type="checkbox"/> I verify this is my signature (if submitting digitally)
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