



HOUSING REQUEST APPLICATION

Please read the entire form before completing and returning

Date of Application: _____
DAY/MONTH/YEAR

Prairie ID Number: _____
(LEAD TENANT)

Personal Information:

Name (please print): _____
APPLICANT (LEAD TENANT)

NAME OF SPOUSE OR ROOMMATE IF APPLICABLE

NAME OF CHILD OR ROOMMATE IF APPLICABLE

NAME OF CHILD OR ROOMMATE IF APPLICABLE

Mailing Address:

(Where you can be reached to confirm placement)

city Province/State Postal/Zip Code

Phone Number: _____

E-Mail: _____

Status: Full Time Part Time

Staff Student CLB Student

Starting Semester: _____

Married: Yes No

Year: 1 2 3 4
(Please circle)

Number and ages of children residing with you: _____

Housing Requirements:

Bedrooms Required: _____ Date you require housing: _____

Residences become available on the 1st and 15th of the month, dependent on vacancies

When a unit that meets your family's needs (subject to the priority list) becomes available, you will be contacted at the phone number or email address above.

Your application will be kept on file for six (6) months at which time you will have to re-apply if you would like to maintain your place on the waiting list.

Please hand this form in to the Director of Operations in the Maxwell Building.

Office Use Only

Date application received: _____

Priority: _____

Where Placed: _____

Date Placed: _____

Enrolment Confirmed: Yes No

Date Confirmed: _____

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Davidson Housing Priorities and Considerations

Properly completed housing requests are prioritized in order of receipt as follows:

1. Married Students with children
2. CLB 4th year students/Married Couples
3. CLB students
4. Staff
5. Single students

*For single students, alumni or friends of Prairie College, the apartments will be leased on a month to month basis (this is clearly stated in the rental agreement). However it should be noted that the Alberta Tenancy Act requires 3 months notice to vacate the premises. This could impact suite availability for incoming students depending on when the notice to vacate is issued.

Potential Students

Potential students who have not been officially accepted (do not have a PC student number), but are in the application process may apply for Prairie housing. Your application will be accepted and kept on file in the order it was received. However, the assigning of available accommodations will not be considered until the student is fully accepted and a tuition deposit has been received. Please be aware that housing at PC is limited and not guaranteed with the submission of this application. Early submission of a completed legible application increases the possibility of accommodations.

Applicants for Davidson housing will be notified as units become available once all requests have been prioritized.

To be considered for housing your completed legible application should be submitted as quickly as possible.

Please note that housing is not guaranteed with the submission of this application. You will be notified if and when a unit becomes available

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HOUSING ADMINISTRATION PROCEDURES AND GUIDELINES

1. All suites are rented on a month to month basis and are allocated using the priority guidelines above.
2. Rent includes electricity, heat, water, sewer and garbage pick up, but not telephone, cable or satellite.
3. Units are not furnished.
4. A rental agreement and full walk through (inspection) between the tenant and the Landlord must be completed before occupancy.
5. Rent is due on the first day of each month, in advance.
6. A damage/cleaning deposit equal to one month's rent must be paid prior to occupancy.
7. Student rent is paid via on line banking (vendor: Prairie College & your ID number), cash, cheque, credit card, or debit at the Student Finance Desk. Arrangements must be made through the Finance Dept. Full time staff may be charged through payroll deduction.
8. Occupancy date will be on the 1st or 15th of the month, unless otherwise agreed.
9. Departure date will be on the last day of the month, unless otherwise agree.
10. Notice of moving out must be given, in writing, at least 30 days in advance.
11. Where appropriate, partial month's rent will be pro-rated on a 30 day basis.
12. No appliances or furniture will be moved from apartment to apartment without the approval of the Facilities manager.
13. Pets will not be allowed in any housing unit.
14. Tenants wishing to operate a business within PC property must make a written request to the Facilities Manager and must obtain written approval before commencing operations.

Students leaving after graduation, who wish to leave their possessions in their unit and return the following year as full time students should note that normal monthly rent will still apply in accordance with stated procedure/s above (see 5).

I _____ have read and agree with the housing request application form.

Please hand this form in to the Director of Operations in the Maxwell Building.

Thank you.