Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

Application #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reservation #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rm/Apt.#\_\_\_\_\_\_\_\_\_\_\_ Room Type\_\_\_\_\_\_\_\_\_\_\_

CST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Customer Request Form Submission Date \_\_\_\_\_\_\_\_** **Initials \_\_\_\_\_\_**

**GUEST INFORMATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First M.

Status: MD\_\_\_\_\_\_ PhD\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male\_\_\_\_\_ Female\_\_\_\_\_

 (Specify)

Driver’s License No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Automobile:  Yes  No License Plate # \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 (Parking is limited) (Number) (State)

Accompanied By Spouse?  Yes  No If yes, spouse name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Street Number) (Street Name) (Zip Code)

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

 (City) (State) (Country)

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UAMS Department/Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Will Be Paid By:  Guest  Department / IDT - Dept. Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Fee will be paid by:  Guest  Department / IDT - Dept. Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever lived in UAMS Housing?  No  Yes If so, when\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTED ROOM TYPE:**

 Duplex Dorm  Studio  Apartment  Junior Suite  Exec. Suite  Deluxe Suite

 (South Bldg) (South Bldg) (North Bldg) (South Bldg) (North Bldg) (North Bldg)

 \*Parking NOT included \*Parking NOT included \*Parking NOT included \* Linen & Parking Included \* Linen & Parking Included \* Linen & Parking Included

\*For parking availability & pricing call: **(501) 526-7275**

 Linen Rental  Yes  No ($25 per month)

**REQUESTED OCCUPANCY DATES:**

 Short Stay Guest (Less than 30 days) **Exact** Check-**In** Date \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 *Nightly Rate, Linens Included****, No*** *Deposit or Application Fee Required* (Month) (Day) (Year)

 Long Stay Guest (30 days or longer) **Exact** Check-**Out** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Monthly Rate, Linens* ***NOT*** *included. Deposit and Application Fee* ***Required*** (Month) (Day) (Year)

*I understand that acceptance of this application does not constitute a guarantee of assignment to the UAMS Residence Hall. Acceptance to the Residence Hall is contingent upon room availability. I have read and understand the terms stated on the back of this contract. I agree to abide by the rules and regulations of the University of Arkansas for Medical Sciences Residence Hall general policy governing occupancy, payment policies, and vacating procedures. This assignment is nontransferable.*

$\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit Amount Initials Date Signature of Applicant**

 **Housing Office Staff Housing Office Staff**

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 **Information below the dotted line is not retained by UAMS. This section is removed and shredded after credit card payment is processed.**

**DEPOSIT PAYMENT METHOD: PLEASE NOTE: Deposits are ONLY refunded to the person under contract with the housing office, even if paid by parent, friend, or colleague.**

 Cash Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_\_\_\_

 Credit Card Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Credit Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Responsibility Agreement *(must be on file)*

**UAMS RESIDENCE HALL TERMS OF AGREEMENT**

**COMPOSITION OF RESIDENCE HALL:** Students, residents, fellows, faculty, visiting scholars, patient families, and other guests are welcome in the UAMS Residence Hall. However, UAMS students are given priority for room assignments.

The UAMS Residence hall is a unique hybrid of a university-style dormitory and apartment dwelling. Because UAMS is a state-sponsored institution, many state government laws apply to the residence that would not apply to a private apartment building (such as the no smoking rule). The Residence Hall is designed to accommodate both singles and married couples. Studios and apartments are available to singles and married couples. Duplex dorm rooms are available to same sex occupants only.

The Residence Hall cannot accept children due to facility limitations.

**FEES/DEPOSITS:** Short term guests are required to pay in full on or before check-in. Stays of less than 30 days are considered short term. Guests staying less than 30 days are charged nightly rates. Long term guests (stays of 30 days or longer) are required to pay an application fee ($35) and a damage/cleaning deposit ($100-$200) plus the first month’s rent. Fee and deposits are due with the completed application. Deposit is refundable when the resident moves out of the Residence Hall, minus any cleaning or damage charges assessed. **Incomplete applications will not be considered.** Bed/bath linens are available to long term guests for a monthly fee of $25. The University reserves the right to adjust the rental rate by giving 30 days advance notice.

**PAYMENT INFORMATION:** Payment of the first month (or total if staying less than one month) is due on or before check-in. Payment for remaining months is due by noon on or before the 15th of each and must be made at the UAMS Treasurer’s Office, located on the first floor of the main hospital. **NOTE: Payment MUST be accompanied by rent invoice.** A charge of $25 will be added to all accounts that are not paid by due date. An additional $25 is added to the account each month the housing account remains delinquent. Any resident who vacates with an outstanding housing balance will be reported to their associated college/department and a collection agency. The resident will be responsible for collection charges which could be as much as an additional 50% of the amount owed.

Accepted payment methods: Cash, Check, Credit Card, Money Order, Cashier’s Check

Make checks payable to: ***UAMS Housing*** Return applications with payment to: ***UAMS Housing Office***

 ***4301 West Markham, Slot 536 Or CampusLife@uams.edu***

 ***Little Rock, AR 72205***

**CANCELLATION POLICY:**

**Short Term Guests** (Less than 30 days stay) – We will gladly cancel your reservation if you notify us by noon local time **the day before** your scheduled arrival. If you do not cancel your reservation within the cancellation window or fail to arrive at the Residence Hall, **your credit card will be charged one night's stay**.

**Long Term Guests (**30 days or longer) **–** $35 application fee is non refundable. A notice of 5 business days is required for an arrival date change request. Approval granted based on room readiness and availability. A $50 charge will be deducted from deposit for all cancellations.

**TERMINATION OF ASSIGNMENT:** Long term guests living in the Residence Hall may terminate the assignment and agreement by providing thirty (30) days advance written notice before vacating the facility. Vacating notices are available at the front office**. Rent is charged until all key(s), access card(s), and check-out materials are returned to the Housing Office.**

The University may terminate the assignment and agreement (1) by giving the resident two weeks prior written notice of the University’s desire to have the resident vacate, (2) by giving the resident 5 days advance written notice for failure to pay rent, (3) for conduct on the part of the resident for violating the provisions of this agreement including the Residence Hall general policy governing occupancy or conduct determined to be detrimental to the rights of the other occupants and the University in the operation of this facility.

**FURNISHINGS:** All units are furnished with dorm style furniture, window treatments, individual heating/air controls, basic cable, and internet access. Inventory includes:

Duplex Dorms – One twin bed, dresser, study desk/chair, TV stand, and club chair. One shared bath per duplex unit.

Studio – Private bath, one twin bed, dresser, study desk/chair, TV stand, club chair, small dining table/two chairs, stove/oven, small refrigerator, microwave, sink, disposal, pantry.

Apartment – Living Room: Couch, club chair, side table, study desk/chair, TV stand

 Bedroom: One full-size bed, dresser w/mirror, night stand

 Kitchen/Dining: Dining table/three chairs, baker’s rack, microwave, refrigerator, stove/oven, sink, disposal, and dishwasher

 Other: Private bath, stackable washer/dryer.

* *Accessible studios and apartments have a 2-burner cook-top with no oven and shower only in bathroom.*
* *Guests staying in dorm rooms, regular studios or apartments are required to furnish TV, lamps, cooking utensils, and cleaning supplies. Bed/bath linens, pillows, and shower curtain can be provided by the Housing Office for an additional charge of $25 per month.*

Junior Suite – Same as studio with the following exceptions:

 Full size bed, bed/bath linens, fully equipped kitchen (dishes, cookware, coffee pot, etc), bed/bath linen, lamps, alarm clock, TV, weekly housekeeping

 service, and one complementary parking space. (Sleeps 2 max.)

Executive Suite – Same as regular apartment with the following exceptions:

 Domestic style furniture, fully equipped kitchen (dishes, cookware, coffee pot, etc.), carpet, lamps, alarm clock, bed/bath linens, TV, local phone

 service, Mon-Fri housekeeping service, and one complementary parking space. (Sleeps 2 max.)

Deluxe Suite – Same as Executive Suite with the following exceptions:

Dorm style furniture, 2 burner cook-top, walk-in shower, full size washer/dryer, area rugs, double bed plus daybed with trundle bed. (Sleeps 4 max.)

**COMMUNITY AREAS:** Two community kitchens are available for guests living in duplex dorm rooms. Community kitchens, located on the first floor of the South building, include: stove/oven, microwave, sink, and disposal. Refrigerators are not provided in community kitchens. Guests living in dorm rooms are encouraged to bring a dorm-size refrigerator for individual use. A coin operated laundry facility is available to all residents living in dorm rooms or studio apartments.

**PLEASE NOTE:**

**UAMS is a smoke free campus. ABSOLUTELY NO SMOKING is allowed.**

**Pets are not allowed in the Residence Hall at any time.**