

## Housing Application & Contract

Fill out the form online at: [bit.ly/ncc-housing-contract](http://bit.ly/ncc-housing-contract)

### PERSONAL DATA

Name \_\_\_\_\_ Male  Female   
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
 Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Age \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Educational Program \_\_\_\_\_

Have you applied for admission at NCC? Yes  No   
 Have you received official notification of acceptance to NCC? Yes  No   
 If yes to above, will you be full-time your first term? Yes  No

All residents must be full time registered students. Exceptions may be granted by the Coordinator of Housing.

### 1. HOUSING OPTIONS

A. Apartment/Suite Preference (Please indicate 1st and 2nd choice):

- Cherokee Hall  One bedroom (2 residents) \$1800/Semester—\$875/Summer Term  
 Two bedroom (4 residents) \$1700/Semester—\$825/Summer Term
- Lyon Hall  Two bedroom (4 residents) \$2030/Semester—\$980/Summer Term
- O'Brien Hall  Two bedroom (4 residents) \$2030/Semester—\$980/Summer Term
- Osceola Hall  Four bedroom (4 residents) \$2450/Semester—\$1175/Summer Term

*\*NCC reserves the right to change room occupancies based on need. Prices listed above are the cost per student per term.*

*If the resident should decide to move out of the apartment prior to the end of the contractual period for ANY reason other than documented health reasons or military involvement, the housing deposit may be forfeited. You may also be charged for the contractual period you indicate on this contract.*

B. Roommate preference, if any, by name: \_\_\_\_\_

C. Special Needs:  Please check here if you have special needs that should be considered in making your assignment. Attach letters of explanation from you and your physician.

**2. ACCOMMODATIONS AND TERM:** The resident hereby contracts for the occupancy of an apartment/suite operated by Northwest Iowa Community College for the academic year beginning \_\_\_\_\_, and ending \_\_\_\_\_.

**3. RENT:** The College reserves the right to change the rental rates, application fee and housing deposit at any time without prior notification to applicants or residents.

**4. RENTAL REFUND:** Rent is non-refundable. Exceptions may be made when a resident leaves the College for health reasons or military activation.

**5. HOUSING DEPOSIT:** At the time the contract is signed, the resident will deposit with NCC, the sum of \$190.00, which includes a \$15 non-refundable application fee, and \$175 housing deposit from which NCC may withhold such amount(s) as are deemed necessary to:

- A. Remedy the resident's default for non-payment of rent;
- B. Restore the leased apartment to its condition at the time of rental;
- C. Recover expenses incurred in acquiring possession of the leased apartment from the resident in the event that the resident does not surrender possession pursuant to the terms of this agreement.

D. Remedy any charges on the resident's NCC account.

E. Subject to the foregoing, NCC will return the \$175 housing deposit to the resident, less any deductions, within ninety (90) days of the date of termination of the tenancy and receipt of the resident's mailing address and delivery instructions. In the event that all or part of the deposit is retained, a written statement setting forth the reasons for the retention will be sent to the resident. If the resident should decide to move from the apartment prior to the end of the contractual period for ANY reason other than documented health reasons or military involvement, the housing deposit may be forfeited pursuant to subsections 5 (A)-(D) above. If damage exceeds \$175 the student will be responsible for any amount in excess thereof. Residence Hall charges will be forfeited if the student officially withdraws from NCC during the academic semester. Additionally, as discussed above, the housing deposit may also be forfeited if the student officially withdraws from NCC during the academic semester.

**UNDER NO CIRCUMSTANCES WILL VERBAL CANCELLATIONS BE ACCEPTED.**

**6. NONPAYMENT OF RENT:** In addition to NCC's other remedies provided by law and by this agreement, if the rent is unpaid when due and the resident fails to pay the rent within three (3) days after notice by NCC of non-payment, then NCC may terminate this rental contract.

**7. BREAK:** ALL residents are required to move out of resident housing during official breaks. Student key cards will be inactivated during official college breaks. Students who wish to stay during official breaks must be approved by Coordinator of Housing and obtain a supplemental contract. Additional charges will be assessed.

**8. EFFECTIVE DATE:** This rental contract shall not be effective and binding on NCC until accepted by NCC.

**9. ENTIRE AGREEMENT:** This rental contract contains all of the terms and conditions of the Agreement between the parties. Any changes or modifications to the rental contract must be in writing. No oral modifications shall be permitted by the NCC Housing Coordinator or the student.

**NOTICE:** The last day of classes for each term shall be the day so designated by the NCC calendar. The resident understands that NCC will assign other residents to the apartment. NCC reserves the right to change room assignments at any time. Non-related roommates of the opposite sex will not be allowed to rent as roommates in on-campus housing. Non-related overnight guests of the opposite sex will not be allowed.

Attached to this rental contract is a summary of the NCC Housing Rules and Regulations. A complete set of rules and regulations is available on the web at [bit.ly/ncc-housing-rules](http://bit.ly/ncc-housing-rules). By signing this contract, you acknowledge that you have received, read and will follow these regulations.

\_\_\_\_\_ (Signature of Resident) \_\_\_\_\_ (Date)

Residents under 18 years of age must have this contract signed below by a parent or person legally responsible for the resident's welfare.

I hereby guarantee the full performance of the above Rental Contract by the resident:

\_\_\_\_\_ (Signature of Parent or Guardian) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Address of Parent or Guardian)

***A signed contract and \$15 non-refundable application fee and \$175 housing deposit must be returned to NCC. Housing will not be secured until the application fee and housing deposit are received and contract is approved.***

***This security deposit is refundable only if requested by July 1 for Fall, November 1 for Spring, or April 1 for Summer. Please send contract and \$190 to:***

**Northwest Iowa Community College  
Housing Division  
603 West Park Street  
Sheldon, IA 51201**

Accepted by NORTHWEST IOWA COMMUNITY COLLEGE

BY: \_\_\_\_\_ Date: \_\_\_\_\_