Eligibility:
At the beginning of their residency, students must be continuing matriculated, registered students of Rutgers University. Students must remain matriculated and registered throughout their residency.

Contract Cancellation: All signed Agreements are considered final and cancellations are not permitted except for the following reasons: (i) graduation; (ii) withdrawal from the University; (iii) academic dismissal; (iv) enrollment and participating in a University approved abroad program; (v) active military induction; (vi) death of an immediate family member/guardian, or (vii) long term hospitalization of the student. If a student vacates his or her apartment without obtaining written approval of a cancellation request from the Administrator Director for Residence Life Administration, the student will remain financially responsible for the space. Cancellations will not be allowed under any circumstance after the first two weeks of the fall and spring semesters. For more information about cancelling this Agreement refer to http://livecampus.rutgers.edu/files/documents/RU_Cancel_Policy.pdf

Vacancies:
If a student is approved for a contract cancellation, hosts must notify the remaining roommates of their intention to vacate the space. When possible, the Assignments Office will give the remaining roommates two business days from the date of contract cancellation to notify the student of his or her intention to vacate the space. The new roommate must complete a Housing Agreement or Room Change Request Form within 48 hours. If the current residents have not found a new roommate or the new roommate has not completed the appropriate agreement within 48 hours after notifying the Residence Life Assignments Office, the space will be filled by another applicant.

Please note: Although we will do our best to assist current residents in their new roommate request, when space is limited and demand is high, the Assignments Office reserves the right to assign a student to a vacancy at any time.

Vacancies from Student Leaving the University:
If a student leaves the University, the remaining roommates are encouraged to fill the vacancy with a compatible eligible person. To do so, they must contact the Residence Life Assignments Office (rescoupon@rutgers.edu) within 24 hours of the space becoming vacant, stating their intention to fill the space. If not filled within 48 hours of the contract cancellation, the assignments office will fill the space with a student from the waiting list. Please note: When the university has a housing waiting list, only students currently assigned a space may fill the vacancy.

Signbacks/Contract Renewals:
Signbacks/Contract Renewals will no longer be considered as the process was ineffective in accomplishing its goal of retaining some community on each campus.

Room Changes:
All students in an apartment must have either a 12-month contract or an academic year contract. Students who have signed contracts for 12 months cannot change their room and live in an academic year apartment. They can only change apartments if they are moving into another apartment where the roommates have signed 12-month contracts. However, students with contracts for the academic year can move into apartments where the roommates have signed 12-month contracts as long as the student agrees to, at that point, sign a 12-month contract.

Guest Policy:
Overnight guests are only allowed with the expressed permission of the roommates. A resident may not permit a visitor to use their apartment for any period of time if the visit becomes, through duration or frequency, a defacto subcontracting of a space to an unauthorized person. Illegal residents will be removed from the building. Residents are advised that they are responsible for the behavior of their guests.

Personal Property:
The University and/or Management Company are not responsible or liable for losses or damage of any sort to a resident’s personal property. We strongly recommend that you acquire Renters’ Insurance to cover your valuables and belongings. Without Renters’ Insurance, you will not be compensated for any loss or damage to your personal property.

Damage Repairs:
You are responsible for all damages to the apartment or its furnishings, beyond the scope of normal usage, caused by you or your guests. All residents of a given unit will be held equally responsible and liable for any damage if individual responsibility cannot be determined. Financial responsibility will include the full cost of repair, restoration to "move-in condition" or replacement. Residents deemed responsible for damage may be subject to University discipline, fines or loss of housing. Alterations to the physical property (i.e., painting of walls and ceilings, structural or electrical modifications, etc.) are strictly prohibited.

Moving in/out:
You must complete and return the Apartment Condition and Inventory Form within one week of occupancy. Be sure to note any missing items or deficiencies of condition. Your room and apartment must be in a "move-in" condition to avoid cleaning or repair charges upon move-out. Move-out will not be considered complete until you have filled the proper paperwork and returned possession of all keys to the Management Company. You will continue to face room charges until your move-out has been properly completed. In consideration of other residents, move-in and move-out of heavy items (items that cannot be hand carried) is restricted to between the hours of 8:00 am to 8:00 pm. Each student understands and agrees that the locks to the student’s apartment will be changed the day after the contract expiration date and you will not be able to access the apartment thereafter. All of the student’s possessions will be removed from the apartment at the same time and stored, at the student’s expense, at another location. If the student’s possessions are not claimed within 30 days after the contract expiration date, possessions will be disposed.

Access to Property:
Management officials have the right to enter your apartment. This right includes, but is not limited to, providing custodial, maintenance and repair services; and inspecting for fire and safety violations, damages and cleanliness. Reasonable notice will be made to notify you at least 24 hours before inspections for damage and cleanliness. Inspections for fire and safety violations are made without notice.

Prohibited Items:
The following items are fire or safety hazards and are prohibited in and around residence facilities: Gasoline powered items, i.e., motorcycles, mopeds or components; gasoline, benzine, alcohol or other flammable liquids; firearms and other weapons, chemicals, fireworks, and explosives; space heaters and open flame devices; electrical wiring that is homemade or otherwise modified or transformed; electrical extension cords over six feet long or a multiple plug into which more than two cords are attached, unauthorized fuses, liquid-filled beds or any other structure; cooking appliances such as electric skillets, immersion coils, microwaves (other than those furnished with the appliances), toaster ovens, rice cookers, hot plates, unapproved hot pots, etc.; prosters, fishnets, or flags on the windows; light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus; combustible lamp shades and halogen lamps; torchiere lamps with halogen bulbs; use of glitter blocks, open flames, candles (including decorative candles), and incense. Satellite dishes are also not allowed.

Sublets:
Sublets are not permitted.

Violations of Prohibited Items:
Cited violations will result in fines and disciplinary action including removal from residence.

Pets:
No pets or laboratory animals of any kind are allowed in the apartments at any time.

Alcohol:
The serving or consumption of alcoholic beverages must be in full compliance with local, state and federal laws and regulations and must follow Apartment Board regulations.

Smoking:
Smoking is prohibited in all areas of the apartment building.

Weight Limitations:
Not permitted in student apartments.