



Applying for Summer Storage

The first step you need to complete is to turn in your Summer Storage Application. Apartment staff will then verify your eligibility and contact you via your emich email address in regard to your approval or denial.

Once approved, you will need to schedule an appointment with a Leasing Staff member to complete:

- Your Summer Storage License Agreement
- Your Lease for 2010-2011 school year

At the time of your appointment, you will be signing your lease and scheduling your check-out appointment. If you are entering into Summer Storage with a roommate, both of you need to be present at this appointment.

Before your scheduled Summer Storage check-out, you need to make sure:

- You have completed your Summer Storage Inventory Sheet
- Have prepped your apartment as per the Summer Storage Apartment Readiness Check List

During/After your check-out appointment:

- You will be asked to sign your inventory sheet if not already done
- You must relinquish your keys to the staff member doing our check-out

And that's it! We'll see you back on campus the day your lease begins! Please remember that your first month's rental payment is due the day you return.

Please note that Summer Storage Application Forms should be submitted to our office no later than March 25th, 2010.

If we do not receive your application by this date, we will begin the process of leasing all apartments to new applicants. Unless you have been given your confirmation to return to your apartment, you will need to move out completely by 4pm on April 30th, 2010.

If you have any questions about the move out process, please call the Apartments Office at: 734.487.0445

EASTERN Summer Storage Application

MICHIGAN UNIVERSITY
HOUSING

Please read through the following statements carefully:

- I understand my apartment account must be current in order to participate in Summer Storage.
- I understand I must be registered as a full time student for Fall 2010 and through the term of my lease for a combined total of 24 credits.
- I understand that my Eastern Michigan University student account must be current.
- I understand that I need to meet the general eligibility requirements of the Apartments Program and the University.

If approved to participate in the Summer Storage Program, I understand that:

- I will receive notification of my approval via my my.emich email address.
- I must schedule an appointment with the Leasing Staff to come into the office sign my Summer Storage License and sign my 2010-2011 lease before April 15th, 2010.
- I must schedule a Summer Storage check out appointment.
- I must have my apartment in move-out condition as dictated on the Summer Storage Checklist.
- My Inventory Sheet must be completely finished by the time of my scheduled check-out.

I have read, understand, and agree to the above statements.

Signature	Date	Signature	Date
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Please complete the following fields:

(Print) Name: _____ E# _____ E-mail: _____@emich.edu

(Print) Name: _____ E# _____ E-mail: _____@emich.edu

Complex: _____ Apartment: _____ Bldg: _____

Requested start date**: ____/____/____ Requested end date: ____/____/____

**you must take possession of your apartment on or before 9/1/2010.

For Office Use Only:

Registration Checks:	Skyline Balance:
	Banner Balance:

Comments/Contact Dates: _____

Received Stamp
Original or Copy