

Stanford University

Off-Campus Residence Agreement

2007-2008

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Subsidized Housing Program - Community Housing
630 Serra Street, Suite #110
Stanford, CA 94305-6034
Telephone: (650) 723-3906
Fax: (650) 736-1297
e-mail: subsidizedhousing@stanford.edu
www.stanford.edu/dept/hds/chs/offcampusapts

The Off-Campus Residence Agreement must be signed by all students prior to subletting an off-campus apartment from Stanford University. A hold may be placed on the registration of any student subletting an off-campus apartment from Stanford University who does not have a current, signed Off-Campus Residence Agreement on file at the Community Housing office.

The Off-Campus Residence Agreement is a legal and binding contract. The agreement is for a space in an off-campus apartment sublet from Stanford University and not for a particular room, apartment, type of apartment, or apartment complex. By signing this agreement, you accept your residence assignment, and upon taking occupancy of a space, you agree to pay the required rental rate established by Stanford University for the University calendar year(s) covered by the term of this agreement. Once you receive a key to your assigned apartment you are considered to have taken occupancy, regardless of whether or not you have moved your belongings into the apartment. You also agree to comply with all University policies governing occupancy, as may be changed from time to time; to be considerate of other residents and all apartment staff; and to respect the rights of others at all times.

Breach of University off-campus residence policies, conduct in violation of the rights of others, or any misrepresentation of facts on your housing application or on this signed Off-Campus Residence Agreement is grounds for the immediate termination of your occupancy and/or the withdrawal of future University-assigned housing privileges and may result in University disciplinary action under Stanford's Fundamental Standard of student conduct.

Students deemed ineligible for off-campus apartments sublet from Stanford University and denied housing privileges for violations of this agreement remain fully financially liable for the entire term of their agreements. Students must also pay any fees and costs (including attorney fees and court costs) incurred by the University in enforcing this agreement or resolving any dispute under it. The determination of violations of this agreement and all decisions regarding petitions for exceptions to any policies in this agreement are made by the Director of Housing Assignments, or by other designee of the Vice Provost for Residential and Dining Enterprises.

Apartment Complex Lease or Rental Agreement

This Off-Campus Residence Agreement incorporates the terms and conditions of the apartment lease or rental agreement of the specific apartment complex to which you are assigned and any other documents required by the apartment complex, including but not limited to its rules and regulations. By signing this agreement, you acknowledge that you have received a copy of the apartment lease or rental agreement and other required documents and that you agree to comply with all terms and conditions contained therein. Leases or apartment rental agreements in no way cancel or supersede this Off-Campus Residence Agreement. In the event of conflict, the order of precedence regarding the student's obligations and rights shall be University policy, then this Off-Campus Residence Agreement, then the apartment lease or rental agreement.

Billing and Payment of Apartment Rent

All students are billed for housing each quarter/semester on the University Bill, along with tuition and other University charges. For Law students, all term charges are due the 15th of the month prior to the start of the semester. Quarterly charges are due the 15th of the month after the start of the quarter. For those students with contracts beginning mid-term, charges are due on the 15th

of the month after the billing is initiated.

Students receiving a salary through Stanford University's Payroll Office may sign up for payroll deduction, but will need to contact Community Housing first for information specific to the subsidized housing program that you will need to provide in setting up the deductions. For additional information regarding University billing, please reference the Student Financial Services web site at <http://co.stanford.edu/students>. Students who are not enrolled and nonmatriculated students must pay all apartment rent in full before assuming occupancy of an apartment.

Nonstudent Stanford affiliates authorized to live in an apartment sublet from Stanford University are required to pay their room charges in advance by money order or cashier's check made payable to Stanford University.

A late payment fee determined by the Student Financial Services Office is assessed for bills paid late. Acceptance of payment of delinquent rent does not waive Stanford's right to terminate your occupancy for any other breach of this agreement. Acceptance of partial payment of delinquent rent does not waive Stanford's right to terminate your occupancy for failure to pay other outstanding rent.

Annual apartment rental rate changes take effect on September 1 for the University calendar year. Notice of such changes is published on the Residential and Dining Enterprises web site at www.stanford.edu/dept/hds/chs.

Cleaning During Occupancy

You are responsible for complying with any cleaning instructions and policies outlined in your specific apartment complex lease or rental agreement. If you are sharing an apartment with another student, you are responsible for cleaning your own room and private bath (if applicable), and you are jointly responsible with your roommate(s) for cleaning common areas of your apartment. When one roommate moves out, both/all roommates must jointly clean the common areas and are jointly responsible for any common area cleaning charges incurred.

From time to time, Stanford may send cleaners to shampoo common area carpets and/or clean common area kitchens and bathrooms. If this occurs, the Community Housing office will give you a minimum of 24 hours notice to clear the area(s) for cleaning. If you do not comply and Stanford incurs charges as a result, these charges will be passed on to you on your student bill.

Cleaning/Damage Related to Turnovers

If your apartment is not in neat and clean condition when you move in, you should make a detailed list of uncleaned items and defects; you should make three copies - give one to your apartment manager, give one to the Community Housing office, and keep one copy for your records. If you do not, the room/apartment is assumed to be clean and undamaged and any damage repairs and/or cleaning needed upon turnover will be deemed your responsibility.

Whenever an occupant moves out of the apartment, the apartment complex may inspect the apartment and do any necessary cleaning and repairs to bring the apartment back up to the complex's normal turnover standards. To minimize cleaning costs, we recommend requesting a move-out walk-through with your on-site apartment manager. If they agree to do this (they are not required to do so), you should schedule it for the point when you will have your belongings out of the apartment, and will have done all cleaning that you think needed, but with still enough time to allow for additional cleaning if necessary. At this walk-through, you should note any appropriate charges to your move-out inventory form--a copy of this form should be forwarded to Community Housing.

Where possible, common areas of shared apartments will be cleaned whenever one or more residents moves out of an apartment. As mentioned above, all occupants are responsible for cleaning the common areas when one occupant is moving out. *The vacating occupant will be billed for cleaning and damage in his or her*

bedroom and private bathroom (if applicable). All residents of the apartment will be billed their pro rata share of any cleaning and damage charges for the common areas. Thus, all residents must jointly clean all common areas immediately before or on a vacating occupant's final day of occupancy.

Students in single-student housing must not switch bedrooms within an apartment without receiving permission from the Community Housing office. If one student moves out of a shared apartment and another student in the apartment wishes to move into the bedroom just vacated, he/she must obtain permission from Community Housing, as timing of moves and inspections/cleaning must be formally coordinated. The student requesting the room switch is responsible for any charges associated with cleaning the room he/she is vacating.

Students moving out of subsidized housing or switching bedrooms should expect cleaning charges of at least \$90 - \$180 per person. Even so, cleaning must be very meticulous in order to minimize charges.

There are often charges for carpet steaming, drapery/blind cleaning, painting, and general cleaning. The cleaning standards are generally more rigorous than in on-campus housing. Also, some complexes use vendors for cleaning, and those vendors may impose a trip charge or minimum charge.

Abandonment of property or debris in the apartment or on the complex premises is prohibited by this agreement. If you are found to have abandoned property or debris, you will be assessed a \$100 abandonment penalty in addition to the cost of removing, storing, and disposing of said property. If the Community Housing office cannot determine which occupant abandoned the property, the cost of disposing of the abandoned property will be split between occupants of the apartment.

Stanford will bill any charges to you on your University Bill, including any loss or damage in the apartment or room. You are responsible for paying these charges in a timely manner in accordance with policies established by Student Financial Services.

Conduct

The Fundamental Standard. The Fundamental Standard has set the standard of conduct for students at Stanford since 1896. It states: "Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University."

By taking occupancy in an apartment complex, you become a member of that residence community and agree to accept the responsibilities and obligations associated with being a good neighbor and citizen.

Noise. Disturbing noise in or around a residence which infringes on the rights of other residents or members of the community is a violation of this agreement. No noise from your apartment should be audible to anyone outside of your unit. Although that general rule always applies, students are specifically reminded to curtail noisy activity during the quiet hours set by the specific complex to which you are assigned.

Representing Stanford. When living in an off-campus apartment complex, most of your neighbors are not affiliated with Stanford. Your actions help to form their impressions of Stanford University and Stanford students in particular. Please remember that to them, you represent Stanford. The continued success of the off-campus subsidized housing program depends upon maintaining good relationships with the apartment complexes' managers and residents.

Eligibility for University-Assigned Housing

Academic Year. To be eligible to live in University-assigned housing during the academic year (Autumn, Winter, and Spring

Quarters/Autumn and Spring Semesters), you must be enrolled as a Stanford student during each quarter/semester of occupancy and be in good academic and financial standing. *If you are not enrolled or have active holds by the date that your assignment begins, you are not permitted to move into your residence. If you terminate your enrollment at any time after having moved into your residence, you must submit an on-line termination form and vacate your residence immediately.*

Graduate students must be enrolled a minimum of half-time (8 units) or as a Terminal Graduate Registrant (TGR) or Advanced Graduate Registrant (AGR). Graduate students who enroll in but do not complete 8 units for a given academic term may be required to move out of University housing.

Nonmatriculated students are eligible to live in University-assigned housing only if all matriculated students can be accommodated. If your status changes to nonmatriculated after you are assigned to housing, you must notify Community Housing immediately upon learning this. If all matriculated students can be accommodated, you remain under contract. If all matriculated students cannot be accommodated, you may be required to move out of your apartment.

Stanford non-student affiliates may be eligible to live in University-assigned housing if all matriculated and non-matriculated students have been accommodated.

Post-Graduation Quarter Petitions. If your terminal degree is conferred at the end of autumn, winter or spring term, you may petition at Community Housing to remain in University-assigned housing while not enrolled for one term immediately after graduation. *Petitions are approved on the condition that all enrolled students can be accommodated*—the petition deadline is the same as the Termination of Occupancy deadline for each quarter (see “Termination of Agreement,” below). Please note that the Off-Campus Subsidized Program’s policy on post-graduation quarters is different from that of the registrar’s. You *cannot* be in University-assigned housing unless you are either enrolled or approved for a post-graduation quarter.

You may not audit classes, work on an honors thesis, honors project, dissertation, or any outstanding incompletes during a “post-graduation quarter.” Petitions for a post-graduation quarter must be filed by October 26, 2007 if your degree is to be conferred at the end of autumn term, and by February 8, 2008 if your degree is to be conferred at the end of winter term. We no longer require post-graduation quarter petitions from students who wish to remain in subsidized off-campus housing during the summer, as students who graduate at the end of spring term are permitted to stay in housing for summer term.

Summer Session. During the Summer Session, University-assigned off-campus housing is available to regular Stanford students who are enrolled Summer Quarter, Stanford students who are not enrolled but were enrolled the previous Spring Quarter/Semester and plan to re-enroll the subsequent Autumn Quarter/Semester, and Stanford students who graduated the previous Spring Quarter/Semester. All students must be in good academic and financial standing at the University.

Type of Housing. Single students and students who are attending Stanford without their spouse/partner and/or children are eligible for assignment within the off-campus apartment program.

Change in Marital or Family Status. If a change in your marital or family status necessitates a reassignment from single to couple or family housing, you must immediately join the waiting list for reassignment through the Housing Assignments office. You cannot be released from contract because of a change in category from single to couple or family status unless the Housing Assignments office is unable to assign you within a reasonable amount of time. If such a vacancy does not occur, you will be released from contract at the end of the quarter in which you submit your request or the quarter before your status changes, whichever is later, but no less than two weeks after notifying Community Housing of a change in status and applying for on-campus housing in your new housing category.

If released from contract or reassigned on campus, you must file your on-line termination of occupancy form indicating a move-out

date. If you apply for on-campus housing and are offered an on-campus assignment you must accept it, as you will have signed a contract to be in University housing for the academic year. Students seeking reassignment who refuse an on-campus assignment will be required to move out of their off-campus apartment at the end of the term, and will be charged, in addition to the applicable fee for refusing their on-campus assignment, rent on their assignment until it is filled by another student, plus a \$400 fee.

For the on-campus waiting list, students living in University-assigned, off-campus housing will be considered off-campus students, and will have a lower priority for transfer to student with children housing or to couple without children housing than on-campus students. Given the high demand for on-campus housing, it is unlikely that off-campus students will be assigned to on-campus student with children housing during the 2007-08 academic year.

Personal Attendants. If you have a disability or documented medical condition which requires you to use the services of a personal attendant, you must notify the Student Disability Resource Center in order for the attendant to live in or receive a key to University-assigned housing. The Student Disability Resource Center is located at 563 Salvatierra Walk, Stanford, CA 94305, (650) 723-1066. The attendant’s name must be filed with Community Housing before a key is issued for the attendant.

Occupancy. You must occupy your assigned space for at least 50 percent of the time during any given week. Occupancy of your apartment shall be only by you and your assigned roommate(s) (if any) and by no other person(s) except a live-in personal attendant. You are responsible for your live-in personal attendant and for his or her compliance with all terms and conditions of this agreement. *Any and all planned changes in occupancy must be reported to Community Housing. Failure to report changes in occupancy may be grounds for termination of your occupancy.*

Unauthorized Occupancy. You may not assign or sublet this agreement or use your room in any manner other than as your personal residence. An exception to this policy may be authorized by Community Housing during summer term if you wish to sublet your space to a person or persons formally affiliated with Stanford University that summer. This would be allowed only if subletting is permitted by your apartment complex and you follow the prescribed subletting procedures established by Community Housing. **If you permit persons not authorized in this Off-Campus Residence Agreement to occupy an apartment, you are charged an unauthorized occupancy fee for each day or portion thereof until the space is completely vacated.** If you fail to return your key(s) or remain in housing after terminating your contract, you are subject to unauthorized occupancy charges. The daily unauthorized occupancy fee is \$175 for Single Student Housing. Permitting others to occupy a room or residence without authorization may also result in withdrawal of current and/or future housing privileges.

Entrepreneurial Enterprises

University-assigned housing is provided in support of the educational mission of the University. It is not intended to serve as a center for private enterprise or personal profit in any form. Consequently, no business may operate out of or use as its base of support any apartment.

Force Majeure

The University assumes no responsibility for failure to perform any terms or conditions of this Residence Agreement due to any force majeure. For purposes of this Residence Agreement, the term “Force Majeure” shall mean fire, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, power of government or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control or authority of Stanford.

Guest Policy

You may have visitors, including an overnight guest, in your room as long as you occupy your room for the duration of their visit. Visitors must comply with all University policies; all guest policies established by the apartment complex to which you are assigned; and all terms and conditions of this agreement, including respect for the rights of others at all times. Permission must be obtained in advance from your roommate (if any) for a guest to stay more than three consecutive days or five days total per quarter/semester. Any guest who stays longer than three consecutive days or five days total per quarter/semester is deemed an unauthorized occupant. In such cases, the roommate(s), if any, hosting the guests will be subject to unauthorized occupancy charges (currently \$175 per day in Single Student Housing). You are responsible for your guests and for compliance with this guest policy. In the event of abuse of this policy, the University reserves the right to deny guest privileges to any or all students in an apartment or to terminate their occupancy, at its discretion.

Health and Safety

You are responsible for familiarizing yourself with the location of the alarms, the fire-fighting equipment, and the emergency procedures for your apartment complex. Fire and earthquake safety information and earthquake emergency procedures are detailed in the front section of the white pages of the telephone directory.

Pet Policy for Off-Campus Apartments

Pets are prohibited in University-assigned off-campus apartments, even if some types of pets are permitted by the apartment complex management.

Policy on Controlled Substances and Alcohol

It is the policy of Stanford University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Stanford campus, in the workplace, or as part of any of the University's activities. The workplace and campus are presumed to include all Stanford premises where activities of the University are conducted, including off-campus apartments sublet from Stanford University. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. This policy will be reviewed at least biennially.

Privacy of Housing Information

All residence assignments and room/apartment numbers are considered University-level directory information, available to any person upon specific request. Directory information is included in on-line Stanford directory and in printed University public rosters. If you wish to have your residence assignment withheld from the public, you must notify the Registrar's Office in writing. Continuing students should update their privacy requests using Axxess.

Residence and Room Assignments

The Off-Campus Residence Agreement is for a space in University-assigned housing and not for a particular room, apartment, type of apartment, apartment complex, or type of residence. Assignment to a space or reassignment to a different space is made only by Community Housing. The University reserves the right to

reassign you to another University-assigned housing space (on- or off-campus) at any time during the term of this agreement.

Changing housing spaces without the advance and express permission of Community Housing is grounds for eviction.

In Single Student Housing, all apartments require shared occupancy, and by accepting an assignment, you are expected to communicate with and to live cooperatively with your roommate(s), to be respectful of their differences, and to agree on living habits. Community Housing may assign a student to a vacant space in your apartment at any time during the year.

Responsibility for Damage or Loss

The University assumes no responsibility and does not provide insurance or any other financial protection for the personal property of residents, their spouse/partner, or guests. It is recommended that you obtain insurance protection against loss, damage, or theft of your personal property.

You are responsible for any damage, loss of property, or bodily injury in your apartment or within the grounds of your apartment complex caused by you or by an agent acting on your behalf, according to the terms of your apartment complex lease or rental agreement. In cases where responsibility cannot be attributed to a specific person, all occupants of the apartment are jointly and severally liable for all charges.

At the time of taking occupancy, you should carefully make a list of any items in your apartment/room that are damaged or missing - you should make three copies - give one to your apartment manager, give one to the Community Housing office, and keep one copy for your records (see Cleaning/Damage Related to Turnovers, p. 2). This is in order to avoid being charged for any loss or damages which occurred prior to your occupancy. *If you do not, the room/apartment is assumed to be clean and undamaged and any damage repairs and/or cleaning needed upon turnover will be deemed your responsibility.*

When you vacate your apartment/room, you are expected to leave it in the same condition in which you received it, normal wear and tear excepted. *You are billed for all loss or damage not reported by you when you take occupancy.*

Security Deposit

Any security deposit required under the apartment lease or rental agreement is paid by Stanford University and is **not** billed to the student.

Smoking Policy for Off-Campus Apartments

Students in University-assigned off-campus apartments are entitled to a smoke-free environment. Smoking in individual apartments must be by agreement of the roommates. In the event that roommates cannot agree, smoking is not permitted. In addition, if the apartment complex does not permit smoking, smoking is also not permitted.

Term of Agreement

This Off-Campus Residence Agreement is for Summer Quarter 2006-07 and the 2007-08 University calendar year, commencing and ending on the effective dates of your assignment, as indicated on your signed Off-Campus Residence Agreement form. You are responsible for occupying your apartment and for paying rent for this period under the terms and conditions of this agreement.

All decisions regarding release from this agreement (see "Termination of Agreement," below) are made by the Director of Housing Assignments or the Director's designee, and any questions related to this matter should be directed to the Community Housing Supervisor. Generally, you may only be released from this agreement and rental obligation if you terminate your enrollment at the University. If you complete requirements for graduation before the end of an academic term, you remain liable for your room charge

for the duration of that term. *If you are released from your agreement during an academic quarter/semester, the decision whether to refund prepaid room and board charges or to waive liability for deferred charges is made at the discretion of the Director of Housing Assignments.*

If your eligibility for University housing is to cease at the end of a quarter/semester, you must move out of your residence by noon on the dates listed below, *unless the end date of your assignment printed on your signed Off-Campus Residence Agreement form is earlier.* You are required to pay rent until the date in the column labeled "Move Out No Earlier Than," even if you choose to vacate your apartment before that date.

Quarter/Semester That Your Eligibility or Occupancy Ends	Move Out No Earlier Than	Move Out No Later Than
Autumn Quarter	Dec. 14, 2007	Dec. 17, 2007
Winter Quarter	Mar. 21, 2008	Mar. 23, 2008
Spring Quarter	June 13, 2008	June 16, 2008
Autumn Sem. (law students only)	Dec. 17, 2007	Dec. 19, 2007
Spring Sem. (law students only)	May 7, 2008	June 16, 2008
Summer Quarter*		Aug. 22, 2008

*Students enrolled in 10-week classes should contact Community Housing to extend their contracts to September 3, 2008.

In the off-campus subsidized housing system, the time between Law School commencement and Non-Law commencement is charged at the regular rental rate.

Authorized Occupancy Outside of Contract Dates. All of the provisions of this agreement remain in effect for students authorized to remain in residences after the last dates of occupancy listed above.

Unauthorized Occupancy. If you occupy an apartment without authorization before your scheduled move-in date or after your scheduled termination of occupancy date, you are charged an unauthorized occupancy fee for each day or portion thereof until the space is completely vacated. Your room/apartment is not considered completely vacated until you remove all of your belongings and return your key to the apartment complex office. You may not remain as a guest in the room/apartment after checking out. The daily unauthorized occupancy fee is \$175 for Single Student Housing. The University also reserves the right to assess these charges if you occupy a room or residence after your eligibility for University housing has ceased. Occupying a room or residence without authorization may also result in withdrawal of current and/or future housing privileges.

Termination of Agreement

Failure to Check in and Abandonment. If you fail to check in at your assigned apartment office by 5 p.m. on the first full day of occupancy of your contract period (see "Term of Agreement," above), and you fail to give prior written notice of a late arrival to Community Housing, *you will still be responsible for occupying your apartment and for paying rent commencing and ending on the effective dates of your assignment, as indicated on your signed off-campus residence agreement. Assignments can be held for 7 days with advance written approval. If you fail to check in at your assigned residence by 7 days after the first full day of occupancy of your contract period, your assignment is cancelled, regardless of prior written notice of late arrival, unless Community Housing agrees in writing to a later move-in date. You will remain responsible for rent under the terms of the contract unless we are able to fill your space.*

If you are absent from your apartment space for fourteen or more consecutive days without having paid rent, you are considered to have abandoned your apartment. Stanford, at its option, may then terminate this agreement, dispose of any property remaining at your apartment complex (at your expense), and then re-rent the apartment space. In cases of abandonment, you remain liable for your room

rent obligation according to the terms of this agreement. If you fail to turn in your apartment key within the fourteen-day period, you are also charged for the re-keying of your apartment.

Discretionary Termination. Individual students may be temporarily or permanently relocated to other housing or denied the privilege to live in any University-assigned housing at any time in accordance with University policies and have no entitlement to live in a specific residence. The provisions of this agreement shall be in addition to the provisions of University policy and principals of applicable law.

Mandatory Termination. The University may terminate this agreement and your occupancy rights at any time after giving you notice for any of the following reasons:

- (1) You have ceased to be eligible for occupancy.
- (2) You have failed to pay any amount due Stanford under this agreement.
- (3) You have breached this agreement or your apartment complex lease or rental agreement.
- (4) You did not file your Spring/Summer Quarter termination form by April 13, 2008. *

**If you do not file your Spring/Summer TOC by April 13, 2007, your contract will be manually terminated on your original contract end date. You will not be able to extend your contract past this date.*

Giving Notice of Termination of Occupancy. You are released from your contract only if you cease to be eligible for housing and give appropriate notice by filing a termination of occupancy form through the Community Housing web site or receive written approval to be released from contract by the Community Housing office. Returning keys to the apartment manager and vacating your apartment does not constitute notice of termination of occupancy; nor does it relieve you of any obligation under this agreement. **If you move out without receiving written notification from Community Housing that you have been released from your contract, or without filing an on-line termination of occupancy form if you are no longer eligible for housing, you remain responsible for your rent obligation according to the terms of this agreement.**

If you move out of your apartment *for any reason* prior to the end of your contract period (see "Term of Agreement"), you must file an on-line termination of occupancy form through the Community Housing web site. If you are eligible to be released from contract and you give notice of termination of occupancy by filing an on-line termination form, your housing space is assigned to another student as of the effective date of termination, and you may not extend your occupancy beyond that date. If your eligibility for University-assigned housing changes after you give notice of termination of occupancy (e.g. you decide not to take a leave of absence or withdraw an application to graduate), you must notify Community Housing immediately as you remain responsible for your apartment rental obligation according to the terms of this agreement.

It is your responsibility to notify Community Housing if your eligibility for University housing ceases. If your eligibility for University housing is to cease during an academic term, you must give notice of termination of occupancy immediately upon learning this. If your eligibility is to cease at the end of an academic term, you must give notice of termination of occupancy by the dates listed in the chart below. If you complete requirements for graduation before the end of an academic term, you remain liable for your rent for the duration of that term. If you do not remain in residence the entire quarter/semester for which you have reserved a housing space, you are liable for rent until your space is assigned to and occupied by another student.

If your occupancy ceases at the end of:	And you file a termination of occupancy form:	You are charged an administrative fee of:
Autumn Qtr./Sem.	By Oct. 26, 2007 By Dec. 14, 2007 By Jan. 5, 2008 After Jan. 5, 2008	No fee \$100 \$200 \$400
Winter Quarter	By Feb. 8, 2008 By Mar. 21, 2008 By Mar. 29, 2008 After Mar. 29, 2008	No fee \$100 \$200 \$400
Spring Qtr./Sem.	By April 13, 2008* By May 2, 2008 By May 16, 2008 After May 16, 2008	No fee \$100 \$200 \$400
Summer Qtr.	By April 13, 2008* By May 4, 2008 After May 4, 2008	No fee \$100 \$200

***If you do NOT file your TOC or renew by the April 13, 2008 deadline, your contract will automatically be terminated on your original contract end date. You will not be able to extend your contract beyond that date.**

If your occupancy is to cease during Summer Quarter, you must submit an on-line termination of occupancy form before April 13, 2008, listing a specific move-out date between June 13, 2008 and August 22, 2008. This date may be earlier or later than your original contract end date.

If after submitting your termination of occupancy form you change your move-out date, it will be considered a late termination if the initial termination of occupancy deadline has already passed. The appropriate late fee will be assessed to your account based on the date that the change is submitted. This date change will require prior approval from Community Housing staff.

Release from Contract. *All decisions regarding release from this agreement are made by the Director of Housing Assignments. If you are released from your housing contract and rental obligation and do not remain in residence the entire term for which you have reserved a housing space, you are charged a \$400 administrative fee.*

If you will be an enrolled student studying away from the Bay Area, you must provide documentation from your academic department showing that you will be doing academic work at a remote site and you must give notice of termination of occupancy during the quarter/semester prior to the start of your departure by the dates listed above.

Termination of Housing Agreement During Emergencies. If Stanford is closed, or during emergencies, the University immediately and without notice may terminate this Off-Campus Residence Agreement. If an off-campus apartment complex is totally or partially destroyed by any cause, the University is not obligated to relocate residents who are subletting, and may terminate occupancy and this agreement upon notice to residents.

University Access to Rooms

The University reserves the right to enter any room/apartment without prior notice at any reasonable time at the request of a resident, with prior notice for the purpose of inspection, maintenance or repairs, or at any time in cases of emergency. You may not change any lock or place any additional locks on any door of your room or any other doors within your residence. In the event of an emergency or other exigent circumstances, the University may remove students' belongings for cleaning, repair, storage and/or protection.

Utilities and Services

Each apartment complex has its own policies regarding which utilities and services (if any) are included in the rent and which are

the responsibility of the resident(s). These are outlined in the apartment lease or rental agreement or supplementary documents, and in most cases *utilities are not included in the rent paid by students to Stanford. Students must contract for utilities and services not included in their rent.* Information on utilities is also posted on the Community Housing web site.

Responsibility for utilities and services not included in the rent rests solely with the person to whom service is issued. Students in shared-occupancy apartments are expected to cooperate on the use of service and the payment of installation and monthly charges. The University will not be liable for a failure to supply utilities or for an interruption of service. It is the student's responsibility to be sure that he or she knows which utilities are included and which are not.

If the resident(s) of an apartment fail to contract for utilities and the apartment complex and/or Stanford University subsequently pays the utility bill balance, the charges will be passed on to the apartment resident(s) through the University billing system. In addition, each student living in the apartment will be charged a \$50 administrative fee for each utility bill paid on the students' behalf.

If Community Housing receives a utility bill for some other reason and the bill is wholly or partially the responsibility of a student (past or present residents), Community Housing will notify the student(s) and require that the student(s) come to the office within 48 hours to retrieve and/or settle the bill. If a student does not respond or does not pay the bill in a timely manner, Community Housing reserves the right to pay the bill, pass on the charges to the student through his or her University bill, and charge the student a \$50 administrative fee.

Weapons

Dangerous weapons (including but not limited to firearms and knives) and ammunition are prohibited in University-assigned housing. If you want to keep a weapon at Stanford, you must store it with Stanford Police Services.