



## Graduate Housing Information

Currently, only graduate students registered for fulltime programs are eligible for occupancy in these houses. No other students or persons that are not on the lease are permitted to reside in the house. Absolutely, no pets allowed. If either is reported it is grounds for eviction. Tenants will be chosen on a first come first serve basis. The date of contact will be the date the application arrives in the Associate Provost of Graduate Studies Office.

### **General Information:**

All houses have a washer, dryer, refrigerator, stove, gas heat, air conditioning, smoke detectors, audible fire alarms, either wall-to-wall carpets, hardwood floors or a combination of both. All properties come unfurnished. The houses with an alley behind them have one off street parking place behind the property. All others must use street parking.

### **Lease agreement:**

Each student will sign a separate lease agreement. The lease agreement is a legal binding document between the student and the University.

### **Utilities:**

**Telephone & Cable:** The tenant is responsible for making arrangements for cable hookup and telephone if they so desire.

**Gas & Electric:** The gas and electric is listed under the university's name, it will remain that way. A bill will be sent to the property once a month.

### **Rent:**

All rental payments must be paid at the Office of the Senior Vice President of Administration and Finance in Old Main. Rent is due on the 1<sup>st</sup> of each month. A late charge will be assessed after the 5<sup>th</sup> of the month. If the 1<sup>st</sup> falls on a weekend, the rent will be due the first following Monday. All checks should be made payable to Widener University. Your contact at the Office of the Senior Vice President of Administration and Finance is Ms. Pam Millio - office (610) 499-4156.

### **Maintenance:**

Any maintenance problems with the house or appliances will be taken care of through the maintenance department at Widener University. Maintenance requests/problem should be reported using the "SchoolDude" work order system, which can be found in the drop-down box on the University's home page. The office hours are Monday-Friday, 7:30am to 3:30. If there is a serious emergency repair (water break, electric sparks, etc) during the hours in which the maintenance department is not available, Campus Safety should be called immediately at (610) 499-4200. Maintenance will take care of grass cutting and snow removal. **Tenants will be responsible to put trash out on specified trash days.**

### **Campus Safety:**

Campus Safety has these houses on their route. The new surveillance cameras that have been installed around campus have some of these homes in their viewing sights.