

## HOUSING APPLICATION

# The Oaks Residence Hall

8223 Acorn Drive

Alexandria, LA 71302

Phone # (318)-767-2616 Fax # (318)-767-2615

*All information must be complete before submitting application.*

**Security Deposit of \$225.00 must be paid to secure a room**

### Personal Information:

Applicant's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security No: \_\_\_\_\_ Driver's License #/State: \_\_\_\_\_/\_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Make/Model of Vehicle \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate No. \_\_\_\_\_ State \_\_\_\_\_

Move in date: FALL / SPRING / SUMMER (Housing contract circle one)

Your Status for Fall/Spring: LSUA OR LSUE (Housing contract circle one)

Freshman  Sophomore  Junior  Senior  Graduate  Professional/Other

Full Time Student  Part Time Student  Employed Part Time  Employed Full Time

### Employment Information:

Current Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Cell Number ( ) \_\_\_\_\_

Date(s) Employed/ From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Salary \$ \_\_\_\_\_ Household Monthly Income \$ \_\_\_\_\_

### Applicant's Residence History for the Past 3 Years:

Current Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Previous Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

## HOUSING APPLICATION

HAVE YOU OR GUARANTOR EVER: Been sued for non-payment of rent? ( ) Yes ( ) No  
Been evicted or asked to move out? ( ) Yes ( ) No  
Broken a Rental Agreement or Housing contract ( ) Yes ( ) No  
Been sued for damage to rental property? ( ) Yes ( ) No  
Declared Bankruptcy ( ) Yes ( ) No  
Have you ever been arrested for or convicted of a crime? ( ) Yes ( ) No  
Have you ever pled "guilty" or "no contest" to a crime regardless of whether such action resulted in jail or prison time served or deferred adjudication? ( ) Yes ( ) No  
Have you ever been arrested for a crime that has not been fully adjudicated (by dismissal, acquittal, or conviction)? ( ) Yes ( ) No  
Are you currently on probation, parole, or suspended sentence for any conviction? ( ) Yes ( ) No

If you answered yes to any question above, housing contract provide the nature of the offense, and the parish/county, city and state where the crime occurred:

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### **EMERGENCY CONTACT INFORMATION**

Whom may we contact case of an emergency? \_\_\_\_\_  
Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ In the event of serious illness, death, or other circumstances that would make me  
Address \_\_\_\_\_ unavailable, I hereby give permission to the indicated emergency contact to remove  
\_\_\_\_\_ my property from my unit or common area.  
Relation \_\_\_\_\_  
Applicant Signature \_\_\_\_\_

### **THIS SECTION TO BE COMPLETED BY GUARANTOR:**

Guarantor's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Guarantor/Print Name \_\_\_\_\_  
Social Security No: \_\_\_\_\_ Driver's License No. / State: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone Number \_\_\_\_\_  
Previous Address (If within 3 Years) \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone Number \_\_\_\_\_  
Current Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Date(s) Employed/ Form \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Gross Salary \$ \_\_\_\_\_ Household Monthly Income \$ \_\_\_\_\_

## HOUSING APPLICATION

If there are other sources of income you would like to consider, housing contract list income, source and person (Banker, Employer, Loan, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per. \_\_\_\_\_ Source \_\_\_\_\_ Telephone Number \_\_\_\_\_

I agree to pay the landlord the sum of \$25.00 per semester as a resident life fee. I understand that this fee is to aid in providing activities including food, entertainment, prizes, annual t-shirts, etc.. I agree to also deposit with the landlord the sum of \$225.00 as security to the landlord for the reservation of my unit at a semester rate of \$\_\_\_\_\_ at The Oaks. I understand that if I am accepted, then my reservation deposit becomes part of my security deposit as governed by the Housing contract Agreement, which is refundable at the end of my housing contract period provided that there are no damages to my unit and all terms of the housing contract have been met.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Guarantor \_\_\_\_\_ Date Signed \_\_\_\_\_

Unit size requested: Check one housing contract

\_\_\_\_\_ 1BR unit

\_\_\_\_\_ 2BR unit                      \_\_\_\_\_ 2BR Value Bunking \*Limited space

\_\_\_\_\_ 4BR unit-                      \_\_\_\_\_ 4BR Value Bunking \*Limited space

Unit and floor selections are subject to availability                      T-shirt size: \_\_\_\_\_

**\*\*All residents are required to purchase a meal plan.\*\***

**\*\* By signing up for value bunking you are agreeing to share a bedroom with another student. \*\***

**\*\*ALL HOUSING CONTRACTS ARE FOR THE FULL ACADEMIC YEAR (AUGUST-MAY)\*\***

## Third Party Guaranty

It is understood that Resident is one of the parties to and has signed a Housing contract agreement with Landlord, regarding the premises known as The Oaks (unit number identified in Housing contract agreement) 8223 Acorn Dr., Alexandria, LA (the Housing contract). FOR VALUE RECEIVED, and in consideration of and as an inducement for the execution and delivery of that certain Housing contract Agreement between LSUA as agent for The Oaks Residence Hall as (Landlord) and

\_\_\_\_\_ as Resident, the undersigned Guarantor hereby absolutely and unconditionally guarantees to lesser, the full and prompt payment of all rent, additional rent and any and all other sums and charges payable by Resident under the Housing contract, and the performance of all other obligations to be performed and observed by the Resident. Guarantor hereby covenants and agrees that if default shall at any time be made by the Resident in the payment of any such rent or of the covenants, terms, conditions or agreements in the Housing contract, Guarantor will pay within 10 days after notification such rent and other sums and charges to Landlord, and/or perform and fulfill all of such covenants, terms, conditions and agreements in consequence of any default by Resident under the Housing contract or by the enforcement of this Guaranty. If more than one Guarantor delivers this Guaranty, their obligations herein shall be joint and several.

This Guaranty is an absolute and unconditional Guaranty of payment and of performance. It shall be enforced against Guarantor, without the necessity of any proceedings on the Landlord's part of any kind or nature whatsoever against the Resident or any other Guarantor and without the necessity of any notice of nonpayment, non-performance, non-observance, or acceptance of the Guaranty, or any other notice or demand, all of which the Guarantor hereby expressly waives. The Guarantor hereby agrees that the validity of this Guaranty and the obligations of the Guarantor hereunder shall in no way be terminated, affected, diminished or impaired by reason of the assertion of failure to assert by the Landlord against the Resident any of the rights and remedies available to the Landlord, or by the relief of Resident from any of the Resident's obligations under the Housing contract by the rejection of the Housing contract in connection with proceedings under any bankruptcy law now or hereafter in effect or otherwise.

This Guaranty may be enforced against Guarantor without the necessity of recourse against Resident or any other parties responsible. Guarantor consents that any proceedings to enforce this Guaranty or related rights may be brought in any court sitting in Rapides Parish, Louisiana and Guarantor consents to personal jurisdiction of such courts and agrees that Guarantor may be served with process by certified mail addressed to Guarantor at the address shown below. Any actions to enforce this Guaranty shall be governed by the laws of the State of Louisiana.

This Guaranty shall be a continuing Guaranty, and the liability of the Guarantor hereunder shall in no way be affected, modified or diminished be reason of any assignment, renewal, modification or extension of the Housing contract or any subleasing thereof or by reason of any modification or waiver of or change in any of the terms, covenants, conditions or provisions of the Housing contract, or alterations, modification or other indulgences granted by Landlord to Resident, whether or not the Guarantor has knowledge or notice thereof.

The Housing contract, together with this Guaranty, may be assigned by Landlord without notice to Guarantor. The assignment by Landlord of the Housing contract and/or the rents and other receipts thereof made either with or without the Guarantor's knowledge or notice shall in no manner whatsoever rehousing contract the Guarantor from any liability hereunder.

All of the rights and remedies of Landlord under the Housing contract or under this Guaranty are intended to be distinct, separate and cumulative, and no such right or remedy therein or herein shall be construed as a waiver or exclusion or any other remedy available to Landlord.

This Guaranty shall be binding upon the heirs, administrators, executors, successors and assigns of the Guarantor and shall inure to the benefit of the Landlord, its successors and assigns. Guarantor hereby consents to Landlord performing a credit check on Guarantor. Guarantor's date of birth is \_\_\_\_\_.

I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD(S), CREDIT AND PERSONAL REFERENCES THAT I HAVE GIVEN IN THIS GUARANTY. I ALSO AUTHORIZE LANDLORD TO OBTAIN MY CONSUMER CREDIT REPORT. The above information, to the best of my knowledge is true and correct.

IN WITNESS WHEREOF, undersigned Guarantor has executed this Guaranty of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature Guarantor 1

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Relationship to Resident: \_\_\_\_\_

State of \_\_\_\_\_, Parish/County of \_\_\_\_\_, ss:

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**A guarantor must be over the age of 24 with an income.**

**\*\*\*If the signing of this page is not witnessed by an Oaks employee, this page must be notarized\*\*\***

# ROOMMATE MATCHING FORM

It is the policy of The Oaks to assign rooms based on the interest, study and living habits, and/ or request for specific roommates. While every effort is made to pair students with compatible roommates, roommate assignment preference or compatibility is not guaranteed. Specific request by residents to include or exclude roommates for consideration based on race, color, religion, national origin, disability, military status, or other protected class are to be disregarded. Roommates will be matched by sex. All roommates in a 4 bedroom suite must be either male or female.

## ROOMMATE PREFERENCES:

### I would like my roommate(s) to be:

( ) Freshman ( ) Sophomore ( ) Junior ( ) Senior ( ) Graduate ( ) Professional/Other

Ages:

( ) 18 – 20 ( ) 21 – 23 ( ) 24 – 28 ( ) 29 & Over

Major: \_\_\_\_\_

Will you be playing a sport for LSUA: YES / NO (housing contract circle one)

If YES, what sport? \_\_\_\_\_

## ROOMMATE PREFERENCE QUESTIONS:

- I am more likely or would like to participate in :
  - \_\_\_ Academic Clubs/organizations
  - \_\_\_ Religious organizations
  - \_\_\_ Sports and fitness activities
  - \_\_\_ The Greek system
- I spend my free time:
  - \_\_\_ Hanging out with friends
  - \_\_\_ Playing in athletic activities
  - \_\_\_ Playing video games
  - \_\_\_ Reading/sleeping
  - \_\_\_ Surfing the internet
  - \_\_\_ Talking/texting on phone
  - \_\_\_ Watching TV/ listening to stereo
- I describe my living habits as:
  - \_\_\_ Extremely neat
  - \_\_\_ Clean
  - \_\_\_ A little messy
  - \_\_\_ Anything goes
- I prefer the following noise level:
  - \_\_\_ Loud noise does not bother me
  - \_\_\_ Don't mind a little noise
  - \_\_\_ Enjoy loud music
  - \_\_\_ like it quiet
- My preference for sharing items is:
  - \_\_\_ I am indifferent
  - \_\_\_ I will share only if you ask
  - \_\_\_ What is mine is mine
  - \_\_\_ What is mine is yours

6. My sleeping habits are:

- Early to bed/early to rise
- Early to bed/late to rise
- Late to bed/early to rise
- Late to bed/late to rise

7. I prefer my roommate:

- Does not smoke
- Does smoke
- It does not matter to me either way

8. I prefer to study:

- In the library
- Very quietly in my room
- With the TV/radio on
- With a group of friends

9. I prefer to have visitors in my room/apt.:

- All of the time
- Almost never
- Every now and then
- Fairly often

10. On weekends, I plan to:

- Go home every weekend
- Go home frequently
- Go home occasionally
- Stay on campus most weekends

Any additional information that you would like to share with us to assist in finding you the perfect roommate: \_\_\_\_\_

\_\_\_\_\_

My hobbies/interests include: \_\_\_\_\_

\_\_\_\_\_

**\*\*\*You must include a copy of your Driver's License OR State Issued I.D. when turning in this application\*\*\***

# FREQUENTLY ASKED QUESTIONS

**1. Do I pay for electricity and how much?** Electricity is included up to a specified amount. A four bedroom receives an allowance of \$125.00 a month, a two bedroom receives \$100.00 a month, and a one bedroom receives \$75.00 a month. Any overages are billed to the entire apartment. Each resident will pay an equal part of the overage bill.

**2. Is there a cable jack in my room?** There is a cable, internet, and phone jack in every bedroom and in the living room. Your cable and internet are free of charge. The office also has cable boxes available to borrow for older T.V.s

**3. What furnishings are provided and can I bring my own?** The living room is furnished with an end table, coffee table, couch, game chair, and TV stand. Each bedroom is furnished with a bed frame, a mattress, a personal desk with chair, and a wooden drawer that accents the desk. Every window has mini blinds. The kitchen is equipped with a bar with barstools, a microwave, dishwasher, stove with oven, and fridge/freezer with ice maker. You may bring extra furniture; however, furniture provided cannot be removed.

**4. What amenities are offered?** Inside the clubhouse is a game room equipped with darts, billiards, and ping pong. There is also an auditorium for study groups or meetings. Inside the clubhouse are two 42 in. televisions, which are available for your viewing. We have DVD players and a Wii console for your entertainment. It is also equipped with laundry facilities, open 24 hours a day, 7 days a week. There is a vending room within the clubhouse as well as a computer lab which offers 6 computers for resident use. The clubhouse hours are from 8 am till 11 pm Monday thru Friday. Saturday hours are from 11 am till 11 pm. Sunday hours are 11 pm till 11 pm. Outside the backdoors of the clubhouse is the swimming pool. Located at the back of the property are barbeque pits for resident use, an outdoor basketball court, and a volleyball court made out of sand.

**5. What if I don't know enough roommates to fill an apartment?** No problem. We use a roommate matching system to match you with someone who shares your hobbies, habits, and lifestyle.

**6. May I have friends spend the night?** Yes, but only on Friday and Saturday nights. You must register your guests a day early, and all your roommates must agree and sign a consent form. On weekdays, guests are allowed from 8:00am-11:00pm. All guests must register with the main office.

**7. Am I responsible for my roommates rent?** No. Everyone has an individual housing contract.

**8. Can I have alcohol?** If you are 21 years or older, you may have alcohol in your room only. Alcohol is not allowed in the any common area if anyone in the apartment is under the age of 21.

**9. Are there curfews?** There are no curfews. You are an adult now. It is your right and responsibility to judge what hours to keep; however, there are QUIET hours.

**10. How do I keep people out of my stuff?** Everyone has an individual key to their bedroom. Lock your door when leaving the apartment.

**11. What do I use to hang my pictures on the wall?** Nails and screws are prohibited in the walls. Housing contract do not use anything that will pierce the sheet rock completely. The picture hanging kits at Wal-Mart or the hardware store with the hooks and small nails work great. Also the "Command" stick-on hooks work well.

**12. To whom do I pay rent?** For LSUA students all fees are paid at the LSUA accounting office. Payments can be made with cash, check, money order, credit/debit card. For residents of LSUE or other universities, payments are to be made at the accounting office in the form of a check or money order. **LSUE STUDENTS MUST PAY FULL SEMESTER FEE BEFORE MOVE IN.**

**13. In case of an emergency, who can I reach?** Each building has a Resident Assistant. Your RA will be making rounds to meet everyone. housing contract bring any problems to his/her attention. If it is after office hours, you can reach an RA on duty by calling (318)664-1020.

**14. Is there trash pick-up?** Next to the mailboxes there are two dumpsters. Your trash must be placed in either dumpster, not next to or on top of the dumpster, and not outside of your doors or buildings. Housing contract be courteous and take care of your trash. There are fines for leaving your trash outside and they will be collected. Note: Trash pick-up is every Tuesday and Thursday.

**15. Is someone on staff for maintenance issues? And who?** Maintenance is provided by LSUA Maintenance for any issue occurring during office hours. Housing contract fill out a maintenance report at the front office and they will take care of it as quickly as possible. For any emergency maintenance issue occurring after hours, call the office to reach an RA.



# HOW DO I MOVE IN?

**You must be a registered student at any college, university, technical school, or learning facility of higher education. Once you have received your *Application Packet*, you will then follow the steps listed below.**

1. All students under the age of 24 must have a GUARANTOR. A Guarantor is a parent, guardian, relative or adult who will also assumes financial responsibility for you and your housing contract.
2. Once you have completed everything in your Application Packet – as well as your Guarantor’s information and signature (which must be notarized if not done in the presence of a staff member), you must pay your fees and turn in your application along with a copy of your state issued ID.
3. Your Payments will consist of a \$225.00 security deposit must be paid when the application is turned in. Housing contract note that room will not be held until security deposit paid. Fees will be paid to the LSUA accounting Dept. for all students.
4. Once fees are paid, application has been completed and turned in; you must make an appointment to sign your housing contract. Appointments can be made by calling 318-767-2616 or e-mailing [dglenn@lsua.edu](mailto:dglenn@lsua.edu)

**All college students MUST provide a Financial Aid Award Letter (unless you currently do not receive any, but you MUST immediately provide this if and when you do), from the Financial Aid Office or IQ Web (for LSUA students). It is your responsibility and/or LSUA’s responsibility to make sure all financial aid is applied to your account. Payment arrangements can be made, if your *Financial Aid* isn’t available at the time payments are due. **Follow these 7 EASY steps:****

1. **Copy of Financial Aid Award Letter.** (Financial Aid Office or, for LSUA-students only, IQ Web)
2. **Complete your rental application and sign.** All information must also be completed on application by your guarantor and signed (again, guarantor signature must be notarized if not in presence of staff).
3. **Roommate Matching Form.** Complete this form and include any requested roommates or personality preferences you desire in a potential roommate, be very specific and write in additional information.
4. **Resident Screening Criteria must be signed.**
5. **Housing contract Agreement (10 pages)** must be signed by student.
6. **HOUSING CONTRACT NOTE:** You are responsible for making sure your FASFA is filed by the deadline. If you missed that deadline, make sure that all scholarships and loans you may have are applied to your account at your Financial Aid Office and proof is printed out and given to our main office.

# What We Have For You.....

## **Furniture:**

1. Bed & Mattress
2. Chest Drawer
3. Desk with Chair
4. Couch and Game Chair
5. Coffee Table, End Table, and TV Stand
6. Barstools
7. Kitchen completely equipped with dishwasher, refrigerator with ice maker, microwave, and stove with oven.
8. Plenty of cabinet space

## **Amenities:**

1. Swimming Pool with Volleyball Net
2. Computer Lab
3. Laundry Facilities
4. Vending Room
5. Game Room
6. Basketball Court
7. Volleyball Court
8. BBQ Grill
9. Clubhouse open for student activities, lounging, or for studying; which also includes two 42 in. Flat-Screen TV's and a Wii

## **Director and Resident Assistant Staff**

Professional and Student employees are here to assist all residents with any needs, problem solving, roommate personality conflicts, supply information, and to plan student activities.

Two-Bedroom Apartment: 681 sq. ft

Four-Bedroom Apartment: 963 sq. ft.

# The Oaks

8223 Acorn Drive  
Alexandria La, 71302  
318-767-2616

[reslife@lsua.edu](mailto:reslife@lsua.edu)

**ALL HOUSING CONTRACTS ARE FOR A FULL ACADEMIC YEAR (AUGUST-MAY)**

Pricing:

*All housing contracts and prices are individually per bed.*

**Amounts listed are per semester (5months)**

**Two Bedroom/Two Bath Units - \$3475/sem.**

Value Bunking for Two Bedroom/Two Bath (*Limited Availability*) - **\$2085/sem.**

**Four Bedroom/Two Bath Units - \$2755/sem.**

Value Bunking for Four Bedroom/Two Bath (*Limited Availability*) - **\$1655/sem.**

\*Current prices are subject to change.

\*Prices effective through July 31, 2017

Security Deposit - \$225.00

Activity Fee - \$25.00 per semester

**\*With Value Bunking is sharing a bedroom with another student.\***

## **Cool Extra's included at no extra charge!**

High quality, high style furnishings

High Speed Internet Access

Water, Sewer, and Trash Included

Electricity Allowance

Cable TV w/ HBO Included

On-Site Management

Individual Housing contracts

On LSUA Campus

Clubhouse

Pool

Computer Lab w/ printer

Game Room

Full Kitchen & Appliance Package

Laundry Facilities on Site

24 Hour Vending Room

Sand Volleyball Court

Outdoor grills/ Picnic Tables

Outside Basketball Court

**THE FOLLOWING INFORMATION IS FOR  
LSUE STUDENTS ATTENDING LSUA**

## **LSUE RESIDENT REQUIREMENTS**

Effective August 2011, the following requirements will be implemented for ALL LSUE students residing at The Oaks @ LSUA:

1. A security deposit of \$225.00 must be paid in advance to secure a room.
2. Proof of enrollment from LSUE at the beginning of EACH semester.
3. Full semester fee must be paid in advance before scheduled move in date.

HOUSING CONTRACT CONTACT US AT 318-767-2616 if you have questions

Thanks- The Oaks Staff