

# RENEWAL GUIDE

RENEWAL APPLICATIONS MUST BE RECEIVED BY  
MARCH 30TH AT 11:59 P.M.

## WHO CAN RENEW

On Monday January 8th students that are enrolled in a full time program and employees that maintain their affiliation from July 2018 – June 2019 can complete an 18-19 application to renew their space. All residents must be in good financial standing with the university and PMC Property Group. If your family has changed this year please contact the Office of Housing & Residence Life to update your information. Residents in a two or three bedroom apartment are eligible to renew only if they have enough roommates to fill the apartment.

## WHAT ABOUT MY ROOMMATE

Residents living in a shared room, two or three bedroom apartment must find their own roommate(s) to renew the space. You must completely fill a unit. All roommates must be confirmed roommates in the housing portal.

Example: your roommate is terminating because they are moving off campus, you want to stay in the same space. You have to find a roommate to live in that spot. The Office of Housing & Residence Life does not assign first year students to live with current residents.

## WHAT IF I WANT TO LIVE WITH AN INCOMING STUDENT?

You must contact the Housing Office so we can assist with the process of pulling in an incoming student. Incoming students have a separate housing selection process. The office will work directly with you and your new roommate. The incoming student must complete the housing agreement, submit a \$500 security deposit and first month rent by Friday March 30, 2018. If the new student does not complete the process by Friday March 30th you will not be able to hold the unit.

## WHAT IF I CHANGE MY MIND?

- Residents who electronically signed the 18-19 housing agreement cannot withdraw their 18-19 application and complete a termination application.
- Residents that completed a termination application can withdraw their termination application and submit an 18-19 application to renew or transfer.
- Residents who complete a transfer application and want to renew must contact [university.housing@jefferson.edu](mailto:university.housing@jefferson.edu).

## WHERE DO I COMPLETE THE RENEWAL AGREEMENT?

<https://jefferson.starrezhousing.com/>

## HELP!

Still have questions? Have a specific issue? Please email [university.housing@jefferson.edu](mailto:university.housing@jefferson.edu) or visit the Office of Housing & Residence Life (Orlowitz 103)

## WHEN DOES MY NEW LEASE START?

Renewal agreements for Barringer/Orlowitz begin on July 1, 2018 and end June 30, 2019. Start dates not negotiable.

Martin residents have the following renewal options:

- Remain in the same unit for June 2018 through May 2019 – complete the Summer and Pre Fall Applications.

Agreement terms: June 1, 2018 – May 31, 2019.

- Live in the same unit for June – complete Summer application. Agreement terms: June 1, 2018 – June 30, 2018.
- Live in the same unit June, July and August – complete the Summer application and complete Pre Fall application; select July 1 move in date. Agreement terms June 1, 2018 – August 31, 2018.

Send an email to [university.housing@jefferson.edu](mailto:university.housing@jefferson.edu) [subject line: PREFALL ONLY]. Please explain that you do not want housing for the fall and spring.

- Return for the Fall & Spring semesters on August 18th – complete the Pre Fall application.

Agreement terms: August 18, 2018 – May 31, 2019. Residents will be billed beginning August 18th regardless of when they pick up their key.

Once you complete the renewal agreement you are in a binding agreement for the terms stated.

Students that are renewing their housing agreement do not need to submit a new \$500 housing deposit.

## WHY DID MY RENT GO UP?

New rates go into effect on July 1st. Please keep in mind the rate increases when planning for your housing costs.

## HOW TO FIND A ROOMMATE:

- Find a new roommate through the housing portal. Search for a roommate based on specific criteria.
- Stop by the office during extended hours and we can help you find a new roommate.
- Ask around! Talk to your friends and classmates if they are looking for a roommate. Post in your class groups on social media.
- Find a student that is living off campus and have them move in with you. They must complete the housing application and you must be confirmed roommates.

## HOW DOES A SHORT TERM LEASE WORK?

Apartment residents can submit a request for a 6 month lease by emailing [university.housing@jefferson.edu](mailto:university.housing@jefferson.edu). A limited number of short term leases will be approved. **Studio and three bedroom apartments are not eligible for short term leases.** Two bedroom apartments must have both roommates apply for a short term lease to be approved. Short term leases are only available for a 6 month period and are subject to approval by the Director of Housing and PMC Property Group. Once you are approved you must complete an 18-19 application to reserve your space.

## HOW DO I STAY IN MY APARTMENT FOR A LITTLE LONGER?

Apartment residents can apply to extend their lease through August 4, 2018. If you are interested in extending your lease you must complete the TERMINATION APPLICATION. Do not complete the renewal agreement if you do not intend to live on campus for the full lease year. If you need additional housing, you may request to move into Martin Hall from August 4th – August 31st at a prorated amount. Extensions are not guaranteed and are approved on a limited basis. Two bedroom apartments require all roommates to apply for an extension. Studio and three bedroom apartments are not eligible for lease extensions.

## HOW CAN I GET OUT OF THE AGREEMENT AND LIVE OFF CAMPUS?

Residents that complete the 18-19 application and electronically sign the housing agreement are in a binding agreement for the terms outlined in the housing portal. Residents are financially committed to the newly selected space. Do not use the renewal process as a backup in case you do not find an off campus apartment. Residents are only released from the agreement at graduation or separation from the university. You have until March 30th, take time to plan!