

## HOUSING REQUEST APPLICATION

**Please read the entire form before completing and returning**

Date of Application: \_\_\_\_\_  
DAY/MONTH/YEAR

Prairie ID Number: \_\_\_\_\_  
(LEAD TENANT)

**Personal Information:**

**Name** (please print): \_\_\_\_\_  
APPLICANT (LEAD TENANT)

\_\_\_\_\_  
NAME OF SPOUSE OR ROOMMATE IF APPLICABLE

\_\_\_\_\_  
ROOMMATE

\_\_\_\_\_  
ROOMMATE

**Mailing Address:**

(Where you can be reached to confirm placement) \_\_\_\_\_  
city Province/State Postal/Zip Code

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Status:**  Full Time  Part Time Married:  Yes  No

Staff  Student Starting Semester: \_\_\_\_\_

Number and ages of children residing with you: \_\_\_\_\_

**Housing Requirements:**

Bedrooms Required: \_\_\_\_\_ Date you require housing: \_\_\_\_\_

**Residences become available on the 1<sup>st</sup> and 15<sup>th</sup> of the month, dependent on vacancies**

**When a unit that meets your family's needs (subject to the priority list) becomes available, you will be contacted at the phone number or email address above.**

**Your application will be kept on file for six (6) months at which time you will have to re-apply if you would like to maintain your place on the waiting list.**

**Office Use Only**

Date application received: \_\_\_\_\_

Priority: \_\_\_\_\_

Where Placed: \_\_\_\_\_

Date Placed: \_\_\_\_\_

Enrolment Confirmed:  Yes  No

Date Confirmed: \_\_\_\_\_

**Institute Housing Priorities and Considerations**

Properly completed housing requests are prioritized in order of receipt as follows:

1. Full time employees with benefits:
  - a. Spouse and/or children
  - b. Spouse only
  - c. Singles
2. Full time students:
  - a. Spouse and/or children
  - b. Spouse only
3. Part time married employees or students with or without children
4. Full time single students
5. Part time single students

**Single-family dwellings**

- All single-family dwellings are allocated by family size
- Primary consideration will be given to full time employee families, then student families
- Secondary consideration to single employees
- Single students will not normally be considered for single-family dwelling

**Single student dwellings:**

- Completed Out-of-Residence Housing Authorizations for each student requesting a common unit must be attached to the Prairie Housing Request Form before consideration will be given to the request.
- Primary consideration is given to having roommates that are full time students
- Secondary consideration is given to roommates who are part-time students
- Non-students will not be allowed to reside in single student housing (without Landlord approval)
- There will be not more than one person per bedroom

**Potential Students**

Potential students who have not been officially accepted (do not have a PBI student number), but are in the application process may apply for Prairie housing. Your application will be accepted and kept on file in the order it was received. However, the assigning of available accommodations will not be considered until the student is fully accepted and a tuition deposit has been received. Please be aware that housing at PBI is limited and not guaranteed with the submission of this application. Early submission of a completed legible application increases the possibility of accommodations.

**Applicants for Institute housing will be notified as units become available once all requests have been prioritized. To be considered for housing your completed legible application should be submitted as quickly as possible. Please note that housing is not guaranteed with the submission of this application. You will be notified if and when a unit becomes available**

## **HOUSING REQUEST APPLICATION**

### **HOUSING ADMINISTRATION PROCEDURES AND GUIDELINES**

1. All houses and apartments are rented on a month to month basis and are allocated using the priority guidelines above.
2. Rent includes electricity, heat (except in single family dwellings), water, sewer and garbage pick up, but not telephone, cable or satellite.
3. Units are not furnished
4. A rental agreement and full walk through (inspection) between the tenant and the Landlord must be completed before occupancy.
5. Rent is due on the first day of each month, in advance.
6. A damage/cleaning deposit equal to one month's rent must be paid prior to occupancy.
7. Student rent is charged to the student's PBI account. Faculty and staff are charged through payroll deduction.
8. Occupancy date will be on the 1<sup>st</sup> or 15<sup>th</sup> of the month, unless otherwise agreed.
9. Departure date will be on the last day of the month, unless otherwise agree.
10. Notice of moving out must be given, in writing, at least 30 days in advance.
11. Where appropriate, partial month's rent will be pro-rated on a 30 day basis.
12. To help maintain our inventory, no appliances or furniture will be moved from apartment to apartment, or house to house without prior approval of the Facilities manager.
13. Pets will not be allowed in any housing unit.
14. Tenants wishing to operate a business within PBI property must make a written request to the Facilities Manager and must obtain written approval before commencing operations.

Students leaving after graduation, who wish to leave their possessions in their unit and return the following year as full time students should contact the Manager of Facilities. Students who receive authorization will be able to have their unit held for ½ month's rent per month, from May through August. This applies only to students who are moving away for the summer break and does not cover vacations or short absences. This arrangement must be made with the Manager of Facilities prior to April 1<sup>st</sup>