



This information packet has been compiled to address some of the questions you might have about Family Housing at Western Oregon University. If you have additional questions, please contact the Area Director of Apartments and Operations, Karen Schlieder: 503-838-8329 or [schliederk@wou.edu](mailto:schliederk@wou.edu). You can also contact University Housing by phone 503-838-8311 or e-mail us at [housing@wou.edu](mailto:housing@wou.edu) (remember to write Family Housing in the subject line on your e-mail to our office).

## **GENERAL INFORMATION**

### **Knox Street-Family Housing- Rates are posted on [University Housing website under Costs](#)**

The Knox Street-Family Housing complex is located on the northeast corner of campus on Knox Street. The 16 two-bedroom apartments are situated in four groups of four apartments (fourplexes). An on-site laundry facility completes the complex.

The apartments come unfurnished, are fully carpeted (with the exception of the kitchen and bathroom) and include two bedrooms, one bathroom, living room, dining area and kitchen. Kitchen appliances\* include a stove top/oven, refrigerator and dishwasher.

### **Alder View Park Townhouses- Rates are posted on [University Housing website under Costs](#)**

The Alder View townhouses are located on the northwest corner of campus, just off of Stadium Drive. The townhouses are situated in ten buildings of four townhouses.

The townhouses come unfurnished, and offer a combination of carpet and vinyl floor coverings. Each Townhouse includes two bedrooms, one and one half bathrooms, a living room, dining area and kitchen. Appliances\* include stove top/oven, refrigerator, dishwasher and a washer and a dryer within each unit.

\*All appliances must remain in the unit while you are renting the unit. In other words, you may not remove an appliance and bring your own appliance in during your occupancy of that unit.

***Pets, except for fish (in a maximum of a 10 gallon tank) are not allowed in either Knox and Alderview.***

### **Eligibility**

Any person who is a full-time student at Western Oregon University (8 credits for Undergraduate students, 6 credits for grad students) and has a spouse/domestic partner and/or dependent \*\* children/child living with him/her is eligible to apply for an apartment. Less than full time students with family may be eligible if given special consideration by the Director of University Housing. *Please request a petition.* Faculty and Staff with a spouse/domestic partner and/or dependent child/children who are transitioning to WOU, may apply for and live within the Family Housing complex for a maximum of one year from their move-in date.

\*\* *Dependent(s) is defined as anyone meeting the dependent definitions as outlined in the Internal Revenue Code.*

### **Definition of Family**

For the purposes of this program at Western Oregon University, "family" is defined as a WOU student and spouse/domestic partner with or without child/children, or a WOU student with legal custody of dependent child/children. Relevant documents may be requested as proof of relationship (ie: marriage license, or affidavit of domestic partnership, etc.). All components of the family must reside together. ***Please note that no more than four individuals may occupy an apartment.***

Residents come from a variety of backgrounds with different lifestyles, interests, concerns and beliefs. There is a sense of individuality, but it is also important for you to think of yourself as being part of a community. This requires a certain degree of flexibility and openness towards communicating, listening, and in some cases, compromising.

**Only persons listed on your application may reside in the apartment.** It is the University's intent to rent only to you, your spouse, and your dependents. All persons listed on the application must be physically present and residing in the unit. **Sub leasing is not permitted.**

### **SERVICES for the Knox St. Family Housing**

- **Utilities:** Water, sewage, garbage, and electricity are all included in your monthly rent.
- **Telephone:** Your apartment does not come provided with a telephone line. If you choose, you may order one through Century Link (<http://www.centurylink.com/>), or locally through MINET (<http://www.minetfiber.com/>). You are responsible for the additional cost.
- **Internet:** Hi-speed internet (5m) through MINET is included in your monthly rent.
- **Washer/Dryer:** Washers and dryers are available for Knox Street residents only in a laundry room adjacent to the Knox St. complex.

### **SERVICES for the Alder View Townhouses**

- **Utilities:** Water, sewage, garbage, and electricity are all included in your monthly rent.
- **Telephone:** Your apartment does come provided with a telephone line, however it is not active. If you choose to, you may activate through Century Link (<http://www.centurylink.com/>), or locally through MINET (<http://www.minetfiber.com/>). You are responsible for the additional cost. You must provide your own telephone instrument in order to access the telephone line and you are responsible for your own long distance charges.
- **Internet:** Is included in your rent.
- **Washer/Dryer:** Each unit is furnished with a washer and dryer unit as a part of the rental fee of the townhouses. You may not replace existing washers and dryers with your own personal appliances.

### **HOW TO APPLY**

An application is available on our website ([www.wou.edu/housing/applications/](http://www.wou.edu/housing/applications/) - scroll down to the Family Housing Application).

Complete the form and return it to the Office of University Housing. Once the application is received and accepted, you will be placed on a wait list. As soon as a unit is available you will be notified at the most current address / phone number you have provided to the Office of University Housing.

You will have 48 hours to respond to the notice of availability. If you have not responded within 48 hours, the apartment will be offered to the next person on the waitlist and your name will be removed from the waiting list.

Upon acceptance of an apartment, you will be required to pay a non-refundable \$40.00 application fee and a \$500 deposit (deposit is refundable if unit is left in pre-occupancy condition).