

# Underwood Apartments

Information and Waiting List Application

*Mills College  
Housing Management and Dining Services*

*Thank you for your interest in the Underwood Apartments  
For more information, please visit  
[https://inside.mills.edu/campus\\_life/housing/](https://inside.mills.edu/campus_life/housing/)  
or call HMDS at 510.430.2127*

**Eligibility:**

The Underwood Apartments are provided as family housing at Mills College. Students must be currently registered and may not be in absentia to be eligible for an Underwood Apartment.

If a student's children change their occupancy status (i.e. move off-campus to live with a different parent or guardian), the student will forfeit their eligibility for the Underwood Apartments. Students will lose their priority status if they do not opt to stay through the summer months, and must reapply to be placed on the waiting list.

Parenting students expecting babies who will be born during the Fall semester are eligible to move into the Underwood Apartments, provided that they submit medical documentation confirming the expected date of delivery. If a child does not end up living in the apartment, the student will lose their Underwood eligibility.

**Occupancy:**

There may be no fewer than two people and no greater than four people living in each Underwood Apartment. No more than two occupants of each apartment may be over the age of 18. All residents must be registered with the HMDS Office and will need to carry a Residential Family ID card, which can be obtained at the HMDS office in Sage Hall 138.

**Contract Occupancy Periods:**

First-year residents at Underwood sign a Residence Agreement for a ten-month lease, beginning in mid-August and ending in mid-June (specific occupancy dates are provided on each academic year's Residence Application/Agreement).

The period from mid-June to mid-August will be included in a supplemental "roll-over" agreement, and rent will be due on June 15<sup>th</sup> and July 15<sup>th</sup>. The roll-over period is not covered by Financial Aid. Students who do not stay through the summer months, or who do not make their summer payments on time, will not be eligible to renew their ten-month leases when the new occupancy period begins in August.

**Assignment Priority:**

Twelve Underwood Apartments are available for students with custodial dependents up to the age of 18. Single parents are given priority. In some cases apartments may be assigned to students with spouses or residential partners and no children, if no students with children are on the waiting list. Mills College recognizes that families can take many forms, and encourages respect of all family structures. The priority system for the Underwood Apartments' residential applicants is as follows:

- Undergraduate Single Parents with Children
- Graduate Single Parents with Children
- Partnered Undergraduates with Children
- Partnered Graduate Students with Children
- Partnered Undergraduates without Children
- Partnered Graduates without Children

Assignments are made according to above priorities combined with the dates that waiting list applications are received at HMDS. Therefore, the waiting list changes when HMDS receives new waiting list applications. Renewals for Underwood Apartments are contingent on the order of priority among all applicants, and students cannot count on continuing occupation in Underwood Apartments from year to year if their priority is lower than that of new applicants for such housing.

**Renewal Agreement:**

Renewals for Underwood Apartments are contingent on the order of priority among all applicants, and students cannot count on continuing occupation in Underwood Apartments from year to year if their priority is lower than that of new applicants for such housing.

**Residence Charges:**

The residence charge for an Underwood Apartment is in the *Terms and Conditions of the Residence Agreement*. This charge is added to the student bill, along with other College charges. Payment plans vary and are determined by the M Center

(510.430.2000). Financial Aid does not cover the summer roll-over period.

**Pets:**

Student residents of the Underwood Apartments may keep fish in tanks under 10 gallons in size. Dogs (with the exception of approved service animals—(see [http://www.mills.edu/student\\_services/disability\\_services/service\\_animals.php](http://www.mills.edu/student_services/disability_services/service_animals.php) for details) and cats are not allowed in campus student housing. Violation of this policy will result in a fine of \$250, plus the costs of any necessary repairs and/or extermination required for fleas.

**Utilities:**

The College provides water service, trash/recycling pickup, gas and electricity, internet service, and cable TV. Housing fees include unlimited use of two shared laundry rooms. One reserved parking spot is provided per apartment; student residents must register their vehicles with the Department of Public Safety and receive Underwood parking permits.

**Apartment Layout:**

All apartments are unfurnished and have two bedrooms (approximately 12' X 15'), one bathroom, a living room (approx. 15' X 17'), and an eat-in kitchen. There is adequate closet space, but no outside storage.

Policies and procedures for living in an Underwood Apartment are outlined in the *Terms and Conditions of the Residence Agreement*. Please carefully read this document in its entirety before applying for an apartment. In the event of discrepancy between this *Waiting List Application* and the *Terms and Conditions of the Residence Agreement*, information in the *Terms and Conditions of the Residence Agreement* will prevail.

**Instructions to Waiting List Applicants:**

Return this application to HMDS once completed. Please note that you will be contacted if an apartment becomes available. The time when you can expect to be contacted is April through June for fall assignments, and early December for spring assignments.

If you are NOT offered an apartment you may remain on the waiting list. HMDS will request verification from you periodically, to confirm that you would like to remain on the list. It is essential that you stay in touch, so we may maintain your file. If you move, please contact the office to update your contact information.

If you are offered apartments for three separate semesters, and do not accept an apartment, you will be removed from the waiting list.

Waiting list applications and inquiries should be directed to:

HMDS  
5000 MacArthur Boulevard  
Oakland, California 94613  
Phone: 510.430.2127  
Fax: 510.430.2030

***Applicant signature***

I certify that the information on the reverse is accurate and true. I understand that I must notify HMDS if I wish to withdraw this application.

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Signature

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Date

# Underwood Apartments Waiting List Application

Name \_\_\_\_\_ Mills ID \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

## STUDENT PROFILE

Check/fill out the appropriate space for each section

### A. Mills College Application Status

\_\_\_\_ Mills applicant – anticipated date of matriculation: \_\_\_\_\_

\_\_\_\_ Newly admitted Mills student – expected date of matriculation: \_\_\_\_\_

\_\_\_\_ Continuing (Active) Mills student

### B. Degree Status

\_\_\_\_ Undergraduate

\_\_\_\_ Firstyear

\_\_\_\_ Sophomore

\_\_\_\_ Junior

\_\_\_\_ Senior

\_\_\_\_ Graduate

### C. Expected Graduation date:

\_\_\_\_\_

### D. Housing application for:

\_\_\_\_\_ Semester

## PERSONAL PROFILE

Please check the appropriate descriptions

### A. Family Status

\_\_\_\_ Single, w/child(ren)

\_\_\_\_ Married/Partnered, w/child(ren)

\_\_\_\_ Married/Partnered

### B. Family Information

Is Spouse/Partner a Mills Student? Yes No (please circle one)

\_\_\_\_ # of children sharing apartment with you

Name of spouse/partner

**Name of Child(ren) (student applicant must be custodial parent)**

**Birthdate**

**Gender**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### C. Students with Disabilities

Please indicate any physical and/or disability needs for your residency on campus: (Please contact Student Access and Support Services at [sass@mills.edu](mailto:sass@mills.edu) to submit proper paperwork.)

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Priority 1 2 3 4 5 6

**TIME RECEIVED**

**DATE STAMP**