

SUNY Potsdam Residence Life

Incomplete Group Townhouse/Apartment Application 2023-2024

Step 1

Please fill out the student information in the table below. You can submit this with up to 3 individuals to attempt to be matched with other incomplete groups in the Townhouse (4/5 max) or Apartment Process (2 max).

Student Information						Office Use Only	
Student	First Name	Last Name	Date of Birth	Signature	Date	Priority #	License
1							
2							
3							
By filling out this form and submitting it, I understand that I am agreeing to the housing license for the entire 2023-2024 Academic Year and the Additional Townhouse/Apartment Agreement located on the back of this form if I am placed into a Townhouse or Apartment.							Average

Step 2

Please select one option below for matching purposes:

I only want to live with male housemates.

I only want to live with female housemates.

I do not have a preference of male or female housemates.

Step 3

This completed form must be brought to the Residence Life Office or emailed to reslife@potssdam.edu by March 24, 2023 at 12pm (noon). Only complete groups received by the deadline will be awarded Townhouses and Apartments until we have filled available Townhouses and Apartments. Townhouses and Apartments are awarded based on the best (lowest) priority # average.

Once the process has completed, if we do not fill all the townhouses/apartments with complete groups, we will consider partial groups and attempt to match them up to create full groups from these incomplete applications. Filling out this form does not guarantee that you will end up in a Townhouse or Apartment.

Residence Life will communicate on March 27th to let you know if your group was successful or not successful and your placement for next year if you were successful.

Fall 2023 – Spring 2024 Townhouse & Lehman Apartment Living Agreement

By choosing to live in a Townhouses or Lehman Apartment, I agree to the following conditions:

- I will live in the Townhouse/Apartment for the **ENTIRE 2023-2024 Academic Year** unless I do one of the following:
 - Withdraw, Take a Leave of Absence, or Graduate from SUNY Potsdam
 - Student Teach outside of the Potsdam area or Study Abroad in the Spring 2024 Semester
 - Become a Resident Assistant for SUNY Potsdam Residence Life
- I understand that there will be additional costs to live in the Townhouses & Apartments including, but not limited to:
 - The cost difference of a Townhouse/Apartment versus other living options on campus.
 - Paper Goods (bathroom tissue, paper towels, etc...) [Townhouses Only]
 - Cleaning Supplies (bathroom, kitchen, dish soap, dishwasher soap, etc...)
 - Cooking/Eating (pots, pans, dishes, silverware, etc...)
- I understand that there will be additional responsibilities by choosing to live in a Townhouse/Apartment such as:
 - Cleaning (kitchen, bathrooms, living rooms – maintaining a healthy level of cleanliness)
 - Shoveling snow & Sanding in the winter (10 feet from front door and the entire back patio is the responsibility of the residents) [Townhouse only]
- I understand that it costs more to live in a Townhouse/Apartment, and I will not be considered for a room change to another location on campus, unless it is a another Townhouse or Apartment.
- I understand that SUNY Potsdam has a 2-year (4 semester) residency requirement for new students. If I have not met this requirement, I am required to have a full PACES meal plan while living in the Townhouse/ Apartment.
- I understand that if I am to be found in possession of a pet (other than a fish in a 10 gallon or less aquarium) or if I am found to have smoked or allowed smoking in my Townhouse/Apartment, that I will be billed for the cost of a professional cleaning of the entire Townhouse/Apartment.
- I understand that in order for the college to be in compliance with NY State Fire Code I am not allowed to bring non-state issued furniture into my Townhouse/Apartment. I also understand that absolutely no college issued furniture is to leave the Townhouse/Apartment at any time.
- **REQUESTS TO BE RELEASED FROM COLLEGE HOUSING FOR STUDENTS AGREEING TO LIVE IN THE TOWNHOUSES & APARTMENTS WILL NOT BE CONSIDERED.**
- **I understand that if my complete group that entered the process does not sign and agree to this agreement with the intent to move into the designated Townhouse/Apartment in the Fall 2023 semester, that the entire group will be removed from the Townhouse/Apartment.**
- **I understand that should someone in this Townhouse/Apartment Withdraw, Graduate, Leave to Student Teach, Study Abroad, become and RA during the Fall or Spring Semester, that we will have 1 week to identify a replacement. After 1 week, Residence Life will have the ability to utilize the space for any student wishing to move into the Townhouse/Apartment.**