

Single Student Apartment Agreement

Summer 2025

Agreement between Occupant and Washington State University Housing and Residence Life

All occupants of University-owned housing are required to sign licenses called apartment agreements. In signing your apartment agreement, you the occupant, have agreed to be responsible for any damage or breakage occurring in your apartment beyond normal wear and tear and to maintain your apartment in a clean and orderly condition. The parties intend for this agreement to constitute a license for the use of an apartment space yet to be assigned by the University and further intend that this agreement will not constitute a lease and will not create or transfer an interest in or a lien upon real estate.

The assignment of a particular apartment by the University to you and your license of premises from Housing and Residence Life does not include the right to use such premises for any business or professional purposes, for storage of commodities for sale, or for any purpose other than personal residence.

The apartment agreement is an obligation **from July 1, 2025 through July 31, 2025** (the “agreement period”). Students who sign an apartment agreement for the same Housing and Residence Life apartment become co-occupants; each being individually liable for all financial obligations resulting from licensing fees, damages, and any fees that may apply as related to the occupation of a specific apartment unit. A student’s monthly licensing fee may change if the number of people occupying a particular apartment varies during the course of the agreement period. **Apartment vacancies may be assigned by Housing and Residence Life as needed.** Housing and Residence Life also reserves the right to reassign individuals to different apartments for any reason including (but not limited to): behavioral, community safety concerns, and completion of a maintenance project or renovation project.

Licensing fees begin on the date the apartment agreement commences. **In cases involving early arrivals, licensing fees begin on the date the key to the apartment is picked up or access to the unit is provided.** Failure to vacate by the end of the agreement period, or the termination date in case of termination of the agreement, will result in the apartment overnight rate of \$25.00 per person and additional 10% of the unit’s monthly licensing fee being charged, per night, through or until removal, and denial of further Housings and Residence Life assignments.

Occupants leaving the campus for an extended period are responsible for paying their licensing fees throughout the period of absence.

Guests who stay longer than five days total (not necessarily consecutively) in an agreement period are deemed to be occupants and will be expected to sign an apartment agreement and abide by the terms and conditions outlined in that document, provided the apartment does not

exceed a one person per bedroom limit and the individual is eligible to reside in the Single Student Apartment. Housing and Residence Life also reserves the right to terminate the apartment agreement of any occupant who willfully houses an individual NOT ON the apartment agreement and/or charge the occupant full licensing fees for the apartment from the beginning date of the apartment agreement in addition to a penalty equal to one month's licensing fee.

Damage/Security Deposit

The \$150.00 deposit required with each application for housing is a damage/security deposit and is not applicable as part of the licensing fees. Housing and Residence Life agrees to refund the \$150.00 damage/security deposit to the occupant following the completion or early termination of the agreement, provided no damage or cleaning charges are assessed, and no other amounts are due to the University. The damage/security deposit will be forfeited if this apartment agreement is cancelled prior to the start of the contracted occupancy period.

Debt Collection

Unpaid licensing fees and charges for cleaning, damage to property, equipment, and furnishings are an obligation by the occupant to Housing and Residence Life.

Any unpaid account balances will be sent to an outside collection agency and may be reported to one or more credit bureau reporting service(s). After internal collection efforts have failed to result in full payment, and in accordance with RCW 19.16.500, collection fees of up to 50% of the unpaid balance will be assessed to your account, and you are responsible for paying these fees together with all costs and expenses, including reasonable attorney's fees and court costs, necessary for the collection of your delinquent account.

Requests for future housing will be considered only if payments are current.

Eligibility for University Housing

Eligibility to purchase a license from Housing and Residence Life, unless otherwise defined by the University, is limited to enrolled students of Washington State University. All apartment agreements are terminable by Housing and Residence Life when the occupant ceases to be in that status; the former student must follow all cancellation and termination procedures noted in this agreement.

Housing and Residence Life reserves the right to deny future housing assignments to occupants with a history of more than one delinquency letter, a notice to vacate, or cleaning and damage charges in excess of \$200. Housing and Residence Life reserves the right to deny future housing assignments to occupants with a history of violating University policies, the terms and conditions of this apartment agreement, and/or violating the [WSU Community Standards of Conduct for Students](#) and other relevant provisions in the Washington Administrative Code.

Keys

Apartment keys are the property of Housing and Residence Life and may not be duplicated or given to someone who is not an occupant of the apartment. All keys must be returned to the Housing and Residence Life Office by the date stated on the Notice of Termination, on the date that the apartment agreement is terminated, or on the date at the end of the agreement period. **Keys may not be passed to a replacement roommate.** Failure to return the keys will result in the following nonrefundable key charges: \$75 for apartment door, \$30 for mail, and \$20 for laundry room.

Occupants may not put their own locks or other security devices (examples include but are not limited to deadbolts, door chains, mounted door braces) on any door in an apartment. If locks are found, they will be removed, and the occupant charged for the cost of such removal.

Lead-Based Paint

The federal government has enacted legislation regarding the abatement and disclosure of lead-based paint in certain non-exempt housing. Pursuant to federal law (24 C.F.R. Part 35 and 40 C.F.R. Part 7450), beginning September 1996, Washington State University must disclose any known lead-based paint hazards upon the license of non-exempt residential property built prior to 1978. Housing and Residence Life is in compliance and aware of its responsibilities under 42 U.S.C. 4852(d).

Lead Warning Statement and Disclosure

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, owners must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. License holders must also receive a federally approved pamphlet on lead poisoning prevention. The following pamphlet is provided: [Protect Your Family From Lead in Your Home](https://ehs.wsu.edu/documents/2022/09/epa-english-lead-brochure.pdf) - <https://ehs.wsu.edu/documents/2022/09/epa-english-lead-brochure.pdf> . Lead-based paint records and reports identifying WSU apartment locations with lead-based paint(s) may be found here: <https://ehs.wsu.edu/cs-lmphome/> Housing and Residence Life is in compliance and aware of its responsibilities 42 U.S.C. 4852d.

Noise Policy

No boisterous noises or belligerent conduct will be permitted on or about the premises. Occupants can expect to hear normal noise from people walking, furniture being moved and television or radio between 8am and 10pm. Outside of these hours, reasonable quiet for studying and sleeping is expected. Occupants are encouraged to monitor both the level of noise and the time of day when creating noise. Occupants and/or their guests who repeatedly violate noise policies will be required to vacate WSU Housing and pay all appropriate charges.

Pandemic

I understand that the Director of Housing and Residence Life or designee may terminate my apartment privileges if I violate WSU policy and regulations or refuse to obey a valid health or safety-related directive of a Housing and Residence Life, Dining Services or Auxiliary Facilities Services staff member. I further understand that failure to comply with a valid federal, state, local, or University health or safety-related directive may also result in termination. This includes, without limitation, health or safety directives, proclamations, or orders issued by the governor, Washington State Department of Health, the Whitman County Director of Public Health, or a Housing and Residence Life, Dining Services or Auxiliary Facilities Services staff member. For the purposes of illustration and not limitation, such directives could include: limiting or eliminating guests or visitors to your apartment; agreeing to submit to bio security checks such as temperature checks; wearing protective equipment such as masks; and being directed to isolate or quarantine due to pandemic related illness. In addition, the failure to comply with directives of University officials acting in performance of their duties and/or the law is a violation of the WSU Standards of Conduct for Students and may result in a referral for disciplinary action under these standards.

I understand that Housing and Residence Life reserves the right to reassign (permanently or temporarily) individuals at any time (and the right to use unassigned space in the apartment).

Parking

All vehicles parked in Housing and Residence Life Apartment lots are required to have a current Housing and Residence Life Apartment parking permit on file with WSU Transportation Services. **All vehicles** -- including but not limited to automobiles, motorcycles, mopeds, trucks, vans, recreational vehicles, boat trailers, utility trailers, campers, and motor homes -- **parked on the premises must be operable and have valid current license plates. "Operable" means the vehicle must have air in the tires, have all major components intact, including windows and windshield.** Vehicles may not be used to store items on a permanent basis, which are not allowed in Housing and Residence Life facilities. Any violation of the foregoing will subject the vehicle to being towed at the expense of the vehicle owner or operator.

All vehicles, including motorcycles and mopeds, must be parked in designated parking areas only. All vehicles are prohibited from lawns, walkways, stairwells, patios, and balconies. Vehicles parked in the non-parking areas will be ticketed. Housing and Residence Life reserves the right to impound (immobilize) any illegally parked vehicle at the owner's expense.

No gasoline-powered vehicle or other combustible items can be parked or stored inside any Housing and Residence Life apartment or storage area. Vehicles found stored in such living areas will be impounded and stored at the owner's expense.

Housing and Residence Life assumes no responsibility in the event of damage resulting from the impounding or storage of any illegally parked vehicle.

Pets

No pets of any kind, including but not limited to animals, birds, or reptiles may be kept, fed or harbored on or about the premises. Fish and trained service animals, service animals in training or animals approved as an emotional support animal are the only exception to this policy. Requests for emotional support animals in university housing are reviewed and approved by the [WSU Access Center](#). An emotional support animal must be approved by the Access Center prior to the animal being in residence. Trained service animals are encouraged to be registered with WSU Housing and Residence Life. The maximum size of containers that will be allowed is a 30-gallon aquarium tank.

WSU Housing and Residence Life will assess a fine of no less than \$200.00 fee for the first violation of the pet policy, which will be charged to the occupant's account. Occupants will be responsible for all added cleaning charges. In addition, occupants found to have a pet in an apartment will be given notice to remove the pet and provide evidence of removal within a specified time or vacate the premises in accordance with the apartment agreement. **Second violations of this policy will result in termination of the apartment agreement.**

*For the 2025-26 academic year, WSU Housing and Residence Life has designated a small number of units in Nez Perce Village to be pet friendly. **Only these units are approved to have pets** and require a \$400 pet cleaning fee to be paid and a completed pet application to be submitted prior to the pet being allowed to reside in the unit. For more information, please consult the WSU Housing and Residence Life Pet Policy.*

Property/Liability

Apartments must be kept neat and clean at all times and the sidewalks and stairwells kept free of obstacles. Occupants may use the premises as a dwelling only. No alterations or physical modifications may be made to the premises or furnishings. **Occupants may not install any air conditioner or antenna, including satellite dishes or mini-satellite dishes, upon either the interior or exterior of the building including windows and balconies..** Personal AC units that do not exceed 12,000 BTUs and/or 115 volts are permitted in the WSU Apartments. Window mounted A/C units cannot be installed in bedrooms and must be installed by Auxiliary Facilities Services. No destruction to the premises or furnishings is allowed. No condition that creates a fire hazard may be kept or permitted. No additional locks may be added to exterior or interior doors. **Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.**

Washers and dryers will not be used or stored within an apartment; a fine of \$100 will be imposed if a washer or dryer is found in single student apartments. Designated units with

Washer/Dryer hook-ups in Chief Joseph are permitted to have washers and dryers with approval from the Director of Housing and Residence Life and/or their designee.

Smoking or the use of any tobacco or nicotine product is prohibited on campus. This includes but is not limited to use of cigarettes, cigars, pipes, hookah, all forms of smokeless tobacco, electronic cigarettes, nicotine inhalers, clove cigarettes and other alternative products made primarily with or from tobacco. Smokers must comply with WAC 504-38 and any WSU regulations regarding tobacco and nicotine use.

Use, possession, manufacture or distribution of cannabis, narcotics or other controlled substances and possession of drug paraphernalia is prohibited for all individuals on campus (including WSU apartments), regardless of age, except as permitted by federal, state and local law. If illegal drugs (including cannabis) are present, our community expects all students to leave the location immediately and/or report the situation to appropriate staff.

Housing and Residence Life reserves the right to bill occupants who smoke in the apartment the costs associated with removing any odors, charcoal, tar, and nicotine residue, or any costs associated with replacing drapes, carpets, furniture, cabinets and painting walls.

The occupant must pay for costs of opening and repairing plumbing and other repairs that arise due to clogging or stoppage by any material, substance, or object placed in the plumbing, or freezing of pipes due to occupant negligence. ***Housing and Residence Life reserves the right to adjust the temperature setting in individual apartments when weather conditions warrant.***

For reasons of health and safety, nothing is to be thrown, dropped, poured or hung out of any apartment window. Outside wires for Internet connections, radios, and television sets are not allowed. Individuals are not allowed to lean on, or out of, windows or sit on windowsills or remove screens. Yelling out of windows for non-emergency communication to others is prohibited.

Housing and Residence Life does not assume any liability for the loss, damage, or theft of any personal property; or for damage or injury resulting from explosion, fire, mechanical failure of water, steam, or gas lines, or from any defective wiring, or the negligence of any other occupants of the building; the occupant agrees to hold Housing and Residence Life harmless for any such damage to themselves or to any personal property on the premises, unless such loss or damage is due to the negligence of WSU or Housing and Residence Life. Occupants wishing to protect themselves from the possibility of such losses should obtain appropriate insurance.

Housing and Residence Life agrees to keep the roof, floor, walls, windows and mechanical infrastructure of the premises in a good state of repair.

If the University's performance of obligations under this apartment agreement is materially hampered, interrupted, or interfered with by reason of any fire, casualty, lockout, strike, labor

conditions, unavoidable accident, riot, war, imminent risk of serious harm to community health and welfare or other acts of God, or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, Housing and Residence Life may cancel this apartment agreement and refund to occupant(s) any unearned licensing fees already paid.

Housing and Residence Life will remove **any personal property left on the premises** by an occupant after the occupant vacates. Property left in on the premises with an estimated value of less than \$100 will be thrown away, recycled, or donated. Due to health and pest concerns, mattresses will be disposed of regardless of value. Property with an estimated value of \$100 or greater will be documented and impounded. Occupants will be charged for the removal and impounding of property for labor on an hourly basis. Housing and Residence Life will attempt to contact occupants via their WSU e-mail about the impounded property. Occupants have 60 days to contact Housing and Residence Life to make arrangements for the return of their property by contacting an outside company to arrange shipping, picking the property up in person, or agreeing to allow WSU to donate the property. After 60 days, if arrangements have not been made, the property will be considered abandoned and Housing and Residence Life will dispose of said property according to University policy. If property is to be shipped or picked up, the occupant has 60 days from the original date of impoundment to retrieve the property.

Regulations

While on the premises, occupants and guests will abide by all local, state, and federal laws and WSU rules and regulations. An agent of Housing and Residence Life may enter the premises at any reasonable hour for purpose of inspection, to make repairs, or to show premises. To protect an occupant's privacy, notice of entry will be given whenever possible; however, Housing and Residence Life reserves the right to enter without notice for purpose of inspection or to make repairs when conditions warrant. **Housing and Residence Life will give advance notice when pest control procedures are going to take place. Occupant(s) agree(s) to allow pest control personnel to treat their apartment when it is deemed necessary by WSU. Occupants will also prepare the apartment for treatment before pest control personnel arrive** or Housing and Residence Life may charge the occupant for return treatment.

The premises licensed to an occupant is part of the housing operated by Housing and Residence Life and the occupant agrees that the occupant will comply with all current and future rules or regulations adopted by WSU that apply to said housing. These policies include, but are not limited to, those stated in the Single Student Apartment Handbook. Occupants are responsible for apartment information sent via the WSU Student Information System portal (my.wsu.edu) and WSU email.

This license is exempt from the Residential Landlord Tenant Act under the provisions of RCW 59.18.040(1).

Licensing Fee/Payment Schedule

Licensing fees, as stated in the [Single Student Apartments 2025-2026 Rates](#), are due on the 1st of July for existing residents and is charged at key pickup for new residents, per the online rate estimator - NO STATEMENT WILL BE SENT. The licensing period runs from July 1, 2025 – July 31, 2025.

Financial Aid Recipients: All available financial aid and/or scholarships, after tuition and fees are paid, will be applied to the outstanding account balance up to the full cost of the semester's licensing fees. The occupant is responsible for any licensing fees not covered by financial aid. Financial aid credited to your account may alter your payment schedule.

Licensing fees are due as per the online rate estimator. If licensing fees are not paid as per the rate estimator, the occupant agrees to pay a late payment fee and the occupant will receive an electronic "Notice of Overdue Account" which will be found in the WSU Student Information System portal (my.wsu.edu). Occupants whose licensing fees checks are returned unpaid by the bank will be charged the non-sufficient funds fee assessed against WSU in addition to the late payment fee. For questions regarding payments, please contact Housing and Dining Financial Services at 509-335-8625 or hd.finance@wsu.edu, and see our [Rate Estimator](#).

Note:

- Licensing fees include internet, streaming television, water, sewer and garbage.
- Licensing fees at Chinook, Columbia, and Nez Perce do not include electricity.
- Licensing fees at Chief Joseph include electricity.
- Occupants make their own arrangements for telephone services.

Housing and Residence Life has the right to increase licensing fees during the term of this apartment agreement. The occupant will be given a 60-day written notice of any such increase. The occupant may terminate the apartment agreement with 30-days' notice should the fee increase be unacceptable. Notice of licensing fee increases will be sent via the WSU Student Information System portal (my.wsu.edu) occupant. Housing and Residence Life agrees to refund the \$150.00 damage/security deposit to the occupant under these circumstances, provided no damage or cleaning charges are assessed, and no other amounts are due to the University.

This apartment agreement will remain in force even though the licensing fee for the apartment may change during the occupant's occupancy, unless the occupant terminates this apartment agreement as set forth above.

Subletting

This apartment agreement is not assignable, nor is the premises or any part to be sublet. Occupants found to be in violation are subject to termination of their apartment agreement and removal from Housing and Residence Life apartments.

Cancellation or Termination of License

By the occupant(s): An occupant intending to cancel or terminate their apartment agreement must cancel (prior to the apartment agreement start date) or terminate (after the apartment agreement start date) their license as follows:

Cancellation - The Summer application may be canceled without forfeiture of security deposit by signing back onto the online application and submitting a cancellation prior to occupancy. Cancellations received less than 7 days prior to your Summer start will result in a \$50 cancellation fee. Cancellations received after the start date of the period of occupancy will result in a \$150 cancellation fee for individuals with a preliminary fall housing assignments and forfeiture of the \$150 Security/Damage Deposit for individuals no fall housing assignment.

Termination - Notice of termination is not required during Summer. Occupants leaving early may simply update their move-out date on their online application. Licensing fees will be prorated on a daily basis based on the date the apartment is vacated and keys are returned to the Housing Reservations Office. See [Single Student Apartment Termination and Checkout Information](#) for more details.

Termination By Housing and Residence Life- Housing and Residence Life may terminate and remove an occupant by giving five (5) days notice in writing, under the following circumstances:

1. Failure to maintain eligibility.
2. Failure to pay licensing fees, which persists for more than 30 days.
3. Failure to abide by, and adhere to, rules and regulations written herein or added hereafter, or to abide by other pertinent University regulations and policies, including the [WSU Safety Policies and Procedures Manual](#) (SPPM).
4. Repeatedly disturbing other occupants and/or violating WSU policies.

Housing and Residence Life will send a written notification of removal via an agent of Washington State University a minimum of 5 days prior to the removal date for any breach of this apartment agreement. By signing this apartment agreement, the occupant agrees the occupant is granting a Housing and Residence Life representative the authority to enter the apartment on or after the removal date to remove anything of the occupant's that is still in the apartment including the occupant. Occupants will be charged for the removal and impounding of property for labor on an hourly basis. Housing and Residence Life will attempt to contact occupants via their WSU e-mail about the impounded property. Occupants have 60 days to contact Housing and Residence Life to make arrangements for the return of their property by contacting an outside company to arrange shipping, picking the property up in person, or agreeing to allow WSU to donate the property. After 60 days, if arrangements have not been made, the property will be considered abandoned and Housing and Residence Life will dispose of said property according to University policy. If property is to be shipped or

picked up, the occupant has 60 days from the original date of impoundment to retrieve the property.

Utilities

The occupant is required to arrange for their own electricity service for the apartment, except at Chief Joseph (Chief Joseph licensing fees include electricity) and will pay any and all charges for utility services or delinquencies directly to the service providers. The occupant is responsible for canceling service at the end of the apartment agreement. Streaming television and Internet services are provided by the university and included in licensing fees. Telephone is at the occupant's option and cost. Water, sewer and garbage is provided by the university and included in licensing fees.

Occupants making use of Internet service must comply with the terms of [The Network Service Agreement](#), as it now exists or as it may be amended from time to time. Inappropriate use of computers on the WSU-provided network can result in the loss of network privileges. The University reserves the right to bill individual student accounts for any portion of unpaid utility services or delinquencies that have reverted to Housing and Residence Life due to occupant nonpayment. Failure to maintain utility service to the unit may result in removal. A \$25 handling fee will be charged for each utility billing handled by Housing and Residence Life due to non-payment by the occupant.

During periods of freezing/below freezing temperatures, the thermostat must be set at a minimum of 60 degrees. Hot water units must be maintained at 120-degree temperature; changing the temperature setting is a violation of the policies of Housing and Residence Life.

Weapons/Explosives

For reasons of safety and noise control, no explosives, including primers, powder, dynamite caps, firecrackers and pyrotechnics are allowed. The possession of small arms ammunition, when properly stored in apartments without firearms present is not considered a violation of this policy. Weapons of any kind including pistols, rifles, air guns, knives (having a blade longer than 4 inches that are not for culinary purposes or having a "swing" or "switch" blade), slingshots, crossbows or martial arts tools may **not** be stored or used in Housing and Residence Life apartments. Toy guns and activities such as "Assassin" are prohibited.

WSU does not discriminate and prohibits discrimination on the basis of sex, race, color, national origin, disability, age, religion, creed, genetic information, marital status, protected veteran/military status, or immigration or citizenship status in any education program or activity that it operates compliant with Title IX and other civil rights laws and regulations. Inquiries regarding Title IX, ADA, or other civil rights laws, as well as reports of discrimination can be directed to the [Compliance and Civil Rights, WSU ADA Coordinator](#), or [WSU Title IX Coordinator](#). More information on WSU's policies and procedures to respond to discrimination and harassment are available here: [Nondiscrimination statement](#).