

Housing and Residential Life
153 Wadsworth Hall
1400 Townsend Drive Houghton, MI 49931
Office: 906-487-2682 Fax: 906-487-3560
housing@mtu.edu
www.housing.mtu.edu



Co-Tenant Take Over

Apartment Number _____

Take Over Date _____

I agree to accept the apartment contract and become the contract holder. I understand that I am accepting the apartment "as is". If I believe that any damages need to be repaired, I will make sure these damages are resolved before the apartment is approved for the contract transfer. I assume responsibility for any damages that remain in the apartment, and I will be held liable for payment of any remaining damages. Apartment contract transfer will occur on the first day of the month after the apartment passes inspection. I am responsible for the rent charges after the apartment transfer process is complete.

Print Co-Tenant Name _____

M _____

ID Number

Signature Co-Tenant Name _____

Date (mm/dd/yyyy) _____

Co-Tenant Date of Birth (mm/dd/yyyy) _____

Current Age _____

Email Address _____

Phone Number _____

I agree to transfer the apartment contract to the co-tenant. I understand that I will be charged for any apartment damages or cleaning fees discovered as a result of the inspection. I understand that my cleaning deposit will only be released when the apartment contract transfer is complete. I understand that I can be charged additional fees above and beyond the cleaning deposit if the apartment is unclean or damaged. Apartment contract transfer will occur on the first day of the month after the apartment passes inspection. I am responsible for the rent charges until the apartment transfer process is complete.

Print Contract Holder Name _____

M _____

ID Number

Signature Contract Holder Name _____

Date (mm/dd/yyyy) _____

Email Address _____

Phone Number _____

Contract Holder will remain as a Co-Tenant: Yes No: _____
Removal date (mm/dd/yyyy)

Other current co-tenants to be removed: _____

Office Use Only

Apartment is eligible for takeover: _____

Co-Tenant is eligible for takeover: _____

First Inspection Date: _____

Months live in apt.: _____

Second Inspection Date: _____

Passed Inspection: _____

Transfer Approved: _____

ImageNow _____

By (Initials): _____

Instructions:

The Contract Holder will obtain a copy of this form in person from Housing, 153 Wadsworth Hall or print from the Housing website, www.housing.mtu.edu .

Eligibility:

To be eligible for a Co-Tenant Take Over, the Co-Tenant must live in the apartment for 4 full months before the first day of the requested take over month. The current Contract Holder must be the original Contract Holder for the apartment. An apartment cannot have more than one Co-Tenant Take Over. The apartment must pass inspection before a Co-Tenant Take Over can be approved. After two (2) failed inspections, the Co-Tenant Take Over is permanently denied. Co-Tenant Take Overs become effective on the first day of the month. This Co-Tenant Take Over form must be submitted to Housing during the first week of the month during the month that is one month before the desired takeover. (For example: If you wish to have the Take Over effective on October 1, you must submit this form to Housing during the first week of September.)

The Contract Holder is reminded that the all Co-Tenants must meet minimum criteria as described in the Housing contract:

3. CO-TENANT

- 3.1 CO-TENANT(S) is defined as the person(s) co-residing in the unit who are: twenty-one (21) years or older; a married Michigan Tech student; a Michigan Tech student with a dependent, or a Michigan Tech student with ninety (90) credit hours completed. The CO-TENANT must be the CONTRACT HOLDER'S spouse, adult family member, or roommate. The CO-TENANT is not required to be a student.
- 3.2 The CO-TENANT is responsible for making a rent payment arrangement directly with the CONTRACT HOLDER, not with Michigan Tech.
- 3.3 Each CO-TENANT must have their assigned Michigan Tech apartment or house address as their primary mailing address.
- 3.4 Each CO-TENANT must fill out the CO-TENANT information sheet at Housing and Residential Life, 153 Wadsworth Hall prior to moving in to the apartment or house.
- 3.5 Faculty and staff members may not be the CO-TENANT(S) for student CONTRACT HOLDERS. Faculty and staff members can be the CO-TENANT(S) for faculty and staff member CONTRACT HOLDERS.
- 3.6 Michigan Tech reserves the right to reject any person as a CO-TENANT and refuse that person access to University housing.

The Contract Holder is reminded that the occupancy of each apartment in Daniell Heights is limited according to the Housing contract:

1. OCCUPANCY LIMITS

- 1.1 Occupancy shall be limited to CONTRACT HOLDERS, CO-TENANT(S), and their respective DEPENDENTS (minor children under the age of eighteen).
- 1.2 The occupancy of a one bedroom apartment shall not exceed one (1) CONTRACT HOLDER, one (1) CO-TENANT, and two (2) DEPENDENTS.
- 1.3 The occupancy of a two bedroom apartment shall not exceed one (1) CONTRACT HOLDER, two (2) CO-TENANT, and three (3) DEPENDENTS.
- 1.4 The occupancy of a three bedroom apartment shall not exceed one (1) CONTRACT HOLDER, three (3) CO-TENANT, and four (4) DEPENDENTS.
- 1.5 Unapproved occupancy will not be tolerated by the University. Unapproved occupancy in excess of the specified limits of over fourteen (14) days, whether or not consecutive, may result in additional charges of \$500.00 per month and/or eviction at the University's discretion. The CONTRACT HOLDER may have their contract terminated by the University and all apartment occupants may be required to move out immediately due to the CONTRACT HOLDER'S breach of contract.

If the Contract Holder is not certain that the intended potential Co-Tenant will meet the Co-Tenant requirements or if the apartment occupancy will be exceeded, the Contract Holder will meet with the Director of Housing or designee in advance to ensure that the contract requirements are met.

Updated: March 2013, TB