Welcome to the Marquette University Apartment Leasing Guide. This guide is designed as a checklist to help you through the entire lifecycle of the tenancy process - from the application, to lease signing, through move-in, and all the way until lease ending and move-out.

The following steps provide a generally chronological timeline that starts in the fall semester each year - the time during which students apply for on-campus apartments for the *following* year.

Details on each step are available on the University Apartments website. Additionally, email communications are commonly sent to applicants and residents throughout the year. Please follow

the hyperlinks or refer to your Marquette email when the icons (like those to the right) indicate when more in-depth information is available. As always, any questions can be directed to the University Apartments office at apartments@marquette.edu.





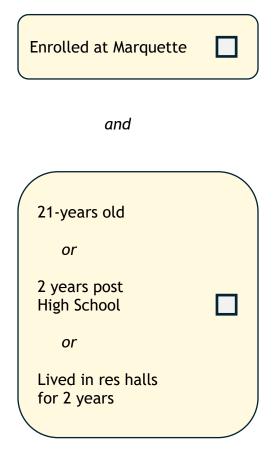
Sections:

Apartment Selection / Application Process

Lease Signing

Apartment Tenancy: Move-in, Residency, Lease Renewal, and Move-Out

Apartment Selection: Eligibility



In order to enter into a lease with the Marquette University Apartments, individuals must be enrolled as a Marquette student. This applies both to enter a lease (i.e. you must be enrolled at the time of application and lease signing) and throughout the time period during which you are leasing. (Please note that any change in enrollment status does not preclude nor exempt any individual from fulfilling a leasing contract that is already signed).

First- and second- year undergraduates are required to live in the on-campus Residence Halls. Students who will have fulfilled this requirement, students who will be 21 years of age at the start of their future lease, or students who are at least 2 years removed from high school graduation are eligible to reside in the University Apartments.

Apartment Selection: Applications - Deposits and Waivers

Submit a \$300 Deposit

- Online
- Check
- Money Order

or

Pass the University Apartment Leasing Quiz Apartments must apply by either submitting a \$300 deposit or by passing the University Apartments Leasing Quiz. Submitting an application grants you access to the Apartment Selection system, where you can either:

- Choose and book an available apartment
- Be pulled into an apartment booking by a roommate who is completing the booking process

<u>Deposits</u>

The \$300 deposit is akin to earnest money; those who pay the deposit



will have this amount credited towards their future fall semester rental charges. Therefore, the deposit is not returned at the conclusion of the leasing term, nor is the deposit refundable.

The deposit can be paid in 2 ways:

- Online via e-check, credit card (fees may apply), or debit card (fees may apply)
- In person at the Office of Residence Life with a check or money order

Leasing Quiz

The University Apartments Leasing Quiz is designed to test your



knowledge on apartments, leasing, sustainability, and safety. Individuals who pass the quiz will be entered into the application process and will have the deposit waived.

Apartment Selection: Timeline and Deadlines

The application and Apartment Selection Process runs concurrently for:

- Current residents who plan to renew or switch apartments for the upcoming year
- New applicants who wish to book the remaining apartments for the upcoming year

Current residents are given the first option to renew or switch apartments for future year. After they have done so, new applicants may select from the remaining available apartments.

Due to the limited number of units in the Marquette system, we cannot guarantee the availability of any apartment type.

However, the University Apartments - as a whole - do not typically fill up. Certain buildings (such as those with single units), and certain apartment types (such as studios and one-bedrooms) do tend to fill quickly; other buildings and types generally remain available to all applicants.

The timeline and deadlines for Apartment Selection for the 2025-2026 academic year are:



Current Residents:

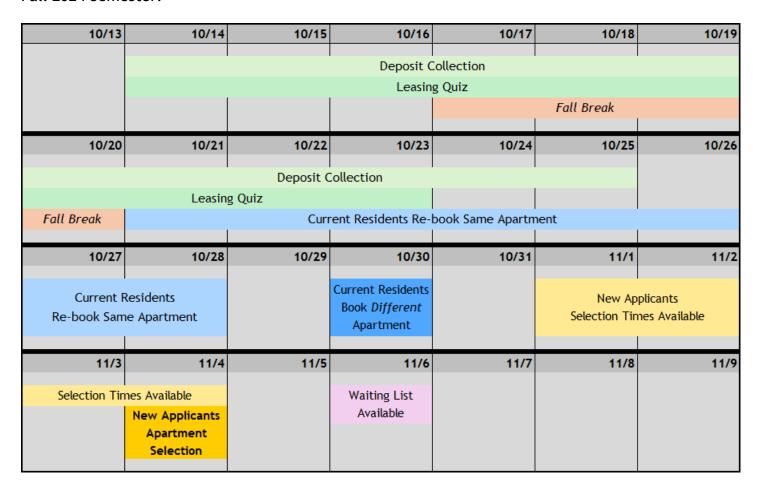
New Applicants:

October 14 th -25 th : or October 14 th -23 rd :	Submit Deposit <i>or</i> Pass Leasing Quiz	October 14 th -25 th : or October 14 th -23 rd :	Submit Deposit <i>or</i> Pass Leasing Quiz
October 21st-28th:	Re-book Same Apartment	November 1 st -4 th :	View Selection Time
October 30 th :	Book Different Apartment	November 4 th :	Apartment Selection

Apartment Selection: Calendar for 2025-2026 Bookings



Fall 2024 Semester:



Apartment Selection: Choosing an Apartment Type - Roommates

Determine the apartment size(s) for your roommate group	Your choice of apartment type may be largely based upon the number of roommates in your group. Some apartment buildings have double-occupancy bedrooms, meaning that booking up to 2 people per bedroom is possible. Being flexible with your choices is advantageous, as not all apartment types may be available.
Verify your Roommates	All roommates must meet the eligibility requirements as listed above. All on-campus apartments are single gender. (Non-binary or transitioning students should contact the University Apartments for accommodations).
Understand Lease Types	All leases at The Marq are <i>individual</i> leases. All other apartments offer <i>joint</i> leases between roommates.
Apartment Selection: Choosing	an Apartment Type - Amenities and Furnishings

AMENITIES AMENITIES

Review amenities

when choosing an apartment type



Amenities, furnishings, and utilities vary by building.

Deciding what is necessary and important to you

and your roommates can help you narrow your

focus when choosing an apartment type.



Apartment Selection: Apartment Tours / Open Houses / Housing Checklist

View the Apartments		Viewing the space in which you plan to live is an integral
		part of the apartment search process and can help narrow

Open House Tours of the University Apartments are available during the fall semester's Apartment Selection Process. Dates and times for these Open Houses are posted on the University Apartments website.

your search as you explore apartment options.

Individual tours of University Apartments may be available through building apartment managers.



Housing Checklist

As you continue with your apartment search, it is a good idea to complete the Housing Checklist. This form allows you to make comparisons of different apartment types and provides guidance on additional matters to consider as you plan your future tenancy.



Apartment Selection: Policies, Procedures, and Final Considerations



Please review and understand these issues as you prepare for Apartment Selection.

Deposit / Waiver Required	Each person planning to live in the University Apartments must pay a deposit or receive a waiver by passing the Leasing Quiz.
Deposits Non-refundable	Deposits are non-refundable and are credited toward the future fall semester's rental charges.
Apartment Capacity	At least one person per bedroom is required when booking an apartment during Apartment Selection. (Single-space bookings at The Marq will be available at the conclusion of the process).
Swapping Roommates Not Allowed	Due to limited availability, swapping roommates after Apartment Selection is not allowed. The individual making a booking for an apartment must remain in that space, or the apartment will be distributed to a waiting list applicant.
Fall Semester Required	If making a booking during Apartment Selection, you must plan to sign a lease that includes the future fall semester. (Please see more about flexible lease lengths below).
Roommate Lease Length	When planning your tenancy, we recommend that all roommates thoroughly discuss their lease length plans, as variable lengths between roommates may affect your lease / rental costs. We recommend that all roommates sign the same length lease.
Selection Priority	Current residents are given the first opportunity to select an apartment, provided that they meet the deposit/waiver and booking deadlines. New applicants are then provided with a randomly-assigned time to book the remaining apartments.
Landlord Rights	The Office of Residence Life retains the right to change or update policies, bookings, or procedures at any time.

Apartment Selection: Preparation

Review Availability	Live, up-to-date apartment availability can be viewed in the Campus Living system. APARTMENT AVAILABILITY
	This will continue to change throughout the Selection Process.
View Walkthrough	A video walkthrough of the Campus Living system will VIDEO WALKTHROUGH
	help you become familiar with the steps and format.
Determine who will complete your booking	If you are booking with roommates, the individual with the earliest selection time will complete the booking for all of you. You will need your roommates' MUID numbers.
Review Rates	Due to the leasing flexibility in the University Apartments, lease lengths and roommates can affect your individual rental rates each term. Please review rental rates, discuss leasing plans with your roommates, and use the Rental Calculator to better understand the potential costs of your apartment.
Be Flexible!	Please remember: there is no guarantee of an available apartment. Therefore, we encourage you to be flexible with your apartment choices, but remind you that you shouldn't choose a "backup" apartment, simply because your preferred type is unavailable. You should only choose an apartment if you fully plan to lease that particular apartment type.

Apartment Selection: Booking a University Apartment

Apartment booking takes place through the Campus Living system in Checkmarg.



Log-in / Campus Living	Log into Checkmarq, then navigate to the Housing section. Once in Campus Living, you can select "The Marq Selection" or "Apartment Selection" (for all other buildings) under the University Apartments heading.
Add Roommates	You must add your roommates before viewing the apartments. Add each roommate, and confirm them, using their MUID. • Each roommate must submit a deposit / waiver • Do not add yourself as your own roommate
Search / Select an Apartment	Use the drop-down fields to search by building or apartment type, then select an apartment by clicking on the lock icon.
Assign Roommates / Buyouts	Use the drop-downs to assign / buyout each bedspace. You must have at least one person

<u>Buyouts</u>: Selecting a buyout does not automatically incur any additional cost. It simply closes off that bedspace so that only you (and any roommates) are booked into the apartment.

The Marq: Bedspace assignment *does* matter for The Marq. Please use the

per bedroom when making a booking.

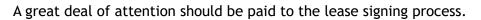


floorplans for The Marq to correctly assign yourself and your roommates into The Marq Apartments.

Apartment Selection: Final Notes

Booking Confirmation	If you successfully selected an apartment, you will receive a Booking Confirmation from the University Apartments Office; this may occur several weeks after Apartment Selection. Please remember that Apartment Selection is simply a booking, or reservation, process; you will eventually confirm this reservation by signing a lease during the spring semester.
Prepare for Lease Signing	In advance of signing your lease, there is a plethora of information online to prepare you for the process. LEASE SIGNING INFO
Waiting List	The Apartment Waiting List will be available following the Apartment Selection Process. The waiting list is designed for individuals who were unable to book an apartment during the selection process. The waiting list is <i>not</i> for those who booked an apartment, then wish to attempt to switch to a different apartment type.

Lease Signing: Preparation





Read/Review the Lease	A copy of the lease is available online. Before signing, residents should read, understand, and ask questions about all clauses, rules, and regulations outlined in the lease.
Review Rental Rates	Rental rates, the rental calculator, and a brief explanation of the billing
	periods/protocols are available online. Additionally, reviewing how roommates and lease type may affect LEASE TYPE
	your individual rental rate will help you better understand your financial obligations. CAPACITY
Determine Lease Length	Variable lease lengths are available in the University Apartments. When signing, it is recommended that: • All roommates sign the same length lease • Residents sign for only the amount of time they are certain to be leasing
	While there are some exceptions - for example, Summer Leasing has its own unique flexibility - residents should fully understand the ramifications of their lease length choices.
Understand Subletting	Once signed, the only way to remove oneself from a lease is via subletting. Cancelling a lease - for any reason - is not an option.
FAQs / Questions	Read the FAQs and ask questions!

Lease Signing

Lease Signing takes place through Campus Living in Checkmarq.



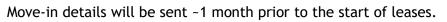


Log-in / Campus Living		to Checkmarq, then navigate to the Housing section. Onc npus Living, you can select "Sign your Lease."	:e
Select Leasing Dates	Review	v the information and select your leasing dates.	
Review Details		v the apartment information, roommates, leasing dates, ental rates.	
Sign the Lease	confir	v the final contract and digitally sign using your MUID and mation code (which you can email to yourself through the system).	
Finalize Your Lease	lease	e that you proceed through all steps to transmit your signer to the University. Save a copy of your lease for your	∍d

Apartment Tenancy: Preparation

Prior to your move-in, you should plan yo	ur tenancy by reviewing the following ma	tters.
Review Leasing Details	In the late spring / early summer, the long office typical sends an email detailing office typical sends and retain this information for your review and retain this information for your review.	your individual leasing nates, and projected the choices ou should
Plan for Rental Charges Financial Aid Opt: Monthly Billing Marq Summer Bill	 Rent is billed via students' MU Caa Housing Charge; you must che office as to how any scholarship Rent is assessed on a semester land Monthly payment plans resummer billing period; every respartial summer charge on their 	Central Bursar accounts as ock with the Financial Aid os / loans might be applied pasis (not monthly) may be available ase falls during the sident will therefore
Electric Service (Start)	In every University Apartment (except a responsible for Starting Electric Services through the Resident Portal at The Marq. Starting / Setup can be completed prior to move-in.	,,
Renter's Insurance	Renter's Insurance is recommended for <i>any</i> apartment.	RENTER'S INSURANCE

Apartment Tenancy: Move-In







Key Checkout	Key checkout occurs at individual apartment buildings' front desks. Your MUID is required to sign out keys.
Building Access	Building Access is via MUID or fob issued by The Marq.
Early Move-In	Early move-in may be requested by emailing the University Apartments office. Early move-ins are not guaranteed and may incur additional rental billing when granted.
What to Bring	Recommendations on what to bring (and not to bring) for move- in can be found on the Move-In webpage.
Electric Service (Start)	Starting your apartment's Electric account should be completed at Move-In (if you have not already done so).
Apartment Condition Report	You must complete an Apartment Condition Report within the first week of your Lease Start date. APARTMENT CONDITION REPORT
Update Address	To ensure that you receive mail at your new apartment, please update your address with the Postal Service.
Policies and Procedures	Review the University / Residence Life Policies and Procedures.

Apartment Tenancy: Living in your Apartment

Apartment Managers	Each apartment building has a live-in, student apartment manager. Please feel free to contact your manager with any questions about: • Mail and Packages (Front Desk operations) • Building Access (ID issues) • Key issues MANAGERS MANAGERS MANAGERS MANAGERS MANAGERS
Facilities/Maintenance	For most buildings, maintenance and work requests run through Facilities Planning and Management. Work Requests can be logged online via the Work Request / TMA system. For The Marq, please contact the building management or use the Resident Portal.
Internet / Wi-Fi / Printing	Internet connectivity, Wi-Fi, computer, and printing issues are handled by ITS / Tech Squad.
Laundry	Laundry is managed by WASH Laundry Services. Problems and requests can be logged through their online system.
Meal Plans	Meal Plans are available to Apartment and off-campus residents. MEAL PLANS

Fall-only / Spring Renewal	For residents who signed fall-only leases (ending in December), renewal information will be sent in late September. Residents who signed full year or academic year leases are already leasing for the spring, and thus do not need to take part in this process.
Apartment Renewal	Apartment Renewal for subsequent academic years begins during the preceding fall semester. (Renewing or booking the same or a different apartment for a future June or August lease begins in the preceding October). Apartment Selection
Extensions	Extensions, or short-term renewals, are managed on a case-by-case basis. EXTENSIONS

Apartment Tenancy: Renewal

Apartment Tenancy: Move-Out

As with Move-in, several important responsibilities must be managed





prior to and during Move-Out. Several weeks prior to the end of your lease, you will be asked Lease Ending Form to provide you Move-Out date and plans via the online Lease Ending Form. Short-term extensions can be requested via the *Lease Ending* **Extensions** Form. The Lease Ending form is **EXTENSIONS** not for leasing renewals. As you prepare to move-out, your apartment must be Cleaning returned to move-in-ready condition. Full cleaning responsibilities will be emailed to all residents. Residents with WE Energies accounts Electric Service (Stop) **ELECTRICITY** must contact the utility provider to Stop their service in their apartments. Residents must update their address with the Postal Service. **Update Address** Mail and packages received after a resident's tenancy cannot be forwarded and will be returned to sender. Please ensure that your account with MU Central is settled. **MU Central Billing** If damage or move-out charges are assessed after your tenancy, these will be communicated via Emarg within one month of the lease end date. Keys must be returned and signed back into the front desk of Key Return your building.