

WAYNE STATE UNIVERSITY

Office of Housing and Residential Life

Guest Accommodation Rental Agreement

Guest Information			
Date: Click here to enter a date.			
Name of Guest(s):			
Building and Unit			
Name on Contract:			
Home Phone:	Cell Phone:	Email:	
Home Address:			
City:	State:	ZIP Code:	
Gender(s):			
ID Type: Temporary Housing ID		ID Number:	

WSU Sponsoring Department Information	
University Department:	
University Contact Person:	
Phone:	E-mail:

Payment Method		
Occupancy and rent shall begin on Click here to enter a date. (check in date) The term of this agreement shall be until Click here to enter a date. (check out date) The total rent due for # nights is \$_____. (payable in US funds)		
<input type="checkbox"/> Cashnet Transaction Number:		
<input type="checkbox"/> IRB	IRB Number:	Account:
Date Paid: Click here to enter a date.		
Payment Information <ul style="list-style-type: none"> The balance of the entire rental period is due in full within 5 business days. If you extend this agreement beyond the period specified, a new agreement must be completed and paid in full in advance of the extension dates. If you check out prior to the date specified in the agreement, you are liable for payment for the entire period. Refunds, if any due, will be returned within four weeks. 		

Terms and Conditions

Maintenance and Furnishings

- You are responsible for maintaining the safe, clean condition of the apartment or suite and all furnishings in accordance with all police, fire and sanitary requirements during the period of your occupancy.
- If you have a maintenance problem or any other issue that needs attention, please report it to the front desk.
- Any damages or missing items in the apartment or suite will be charged to you.
- All guests living in on-campus housing agree to abide by the [WSU Guide to Community Living](#). A printed copy will be made available if online viewing is not an option.

Check Out Time/Room Key/Cancellation

- Check out time is 11:00 a.m. If you do not check out by 11:00 a.m., you will be charged for an extra day.
- There is a \$150.00 charge for not returning the room key(s).
- If there is a need to cancel this reservation you must cancel it for seven days prior to the beginning date of the reservation or your entire deposit is forfeited.

Smoking Policy

Signature

I have read and understand the policies governing the use of the facility listed on this rental agreement. I have read the terms and conditions listed on this rental agreement and assume full responsibility for the payment of all charges related to this agreement.

Signature:

Date:

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