

ROOMMATE REQUEST FORM

By completing and submitting a *Roommate Request Form*, you understand and agree to the following:

- Residents are responsible for locating and informing Off-Campus Properties/St James Apartments of the individual(s) they wish to live with throughout the duration of the lease year.
- Off-Campus Properties/St James Apartments is under no obligation to assign individuals as roommates randomly.
- Personal information requested on this form will be released on a shared format that will be made available to all individuals regardless of sex, age, or class status that are Bradley University students wanting to lease and live at St James Apartments.

To secure a spot within the St James Apartment Complex:

- Each individual must complete and submit the following as required and applicable – *New Resident Form, Lease Agreement, Community Policies, Roommate Request Form, Transfer Agreement, Non-Refundable Administrative Fee of \$250 (check only)*
- Groups of 2, 3, and 4 will be accepted for the following apartment types, based on availability -
 - 2-bedroom Unit will require **two** individuals agreeing to be roommates
 - 3-bedroom Unit will require **three** individuals agreeing to be roommates
 - 4-bedroom Unit will require **four** individuals agreeing to be roommates
- All leasing practices put in place will be followed. IE: 2 and 3 bedroom units require roommates to be on the same lease term (12 or 7 month contracts).
- Total Contracted Amounts and Monthly Amounts will be based on the apartment style (unit) you and your roommate(s) agree to lease.

For those who are current residents, placement/assignment of apartment is not guaranteed to be your current placement. A transfer to a different apartment should be expected once available.

Off-Campus Properties/St James Apartments does share individual contact information amongst all individuals seeking a roommate or roommates.

Name:

Phone Number:

Email Address:

(Please provide updated contact information.)

Signature: _____ **Date:** _____

Disclaimer: *Bradley University is not responsible for the accuracy of the suitemate matching service. Bradley University relies on a resident's self report of his or her preferences. Preferences and requests are filled based upon availability. **Requests are not guaranteed. By signing this form, you are agreeing that the information provided may be shared with perspective roommates/residents.***