

**Department of Residence Life & Housing**  
**SCHOOL-SPONSORED (S-S) HOUSING**  
**APPLICATION FORM**

Please fill out the form completely – print clearly.

Return this completed form to the Housing Office with your Housing Option Form, Roommate Questionnaire and Non-Refundable Housing Placement Deposit of \$250. **YOUR DEPOSIT IS NON-REFUNDABLE.**

Date \_\_\_\_\_ Student ID # \_\_\_\_\_

Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Admissions Representative \_\_\_\_\_ Start Date \_\_\_\_\_ Major \_\_\_\_\_

Have you ever been convicted of or pled guilty to a crime other than a traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe in full:

**S-S Housing Options (Please check your top choice):**

**Option 2** \_\_\_\_\_  
(2 Students/1 Bedroom)

**Option 3** \_\_\_\_\_  
(4 students/2 Bedroom)

**SPACE IS ASSIGNED ON AN AVAILABILITY BASIS. WE WILL NOT RESERVE A SPACE UNTIL:**

1. Housing placement deposit is paid
2. ASSET testing, Financial Planning, and Background Check are completed
3. Student is fully accepted into school

All information provided above is true and complete to the best of my knowledge. I also understand the apartment complex, where student housing is located, will perform a Background Check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HOUSING DISCLOSURE STATEMENT**

I, \_\_\_\_\_, give permission to the Housing Department of The Art Institute of Dallas to disclose basic personal information located on my Roommate Questionnaire to potential roommates, for the sole purpose of facilitating a good connection with potential roommates (*Information given consists of name, city/state, phone number, and program*).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Substantial penalties apply for breaking the Housing Licensing Agreement.

Specific payment amounts will be included in your "Student Financial Plan"- Please see your Financial Planner for more details.

# ROOMMATE QUESTIONNAIRE

Please fill out this form completely and honestly.  
This tool is used as a placement guide for roommate purposes.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

GENDER: F \_\_\_\_\_ M \_\_\_\_\_

CIRCLE PROGRAM: Culinary Arts Restaurant & Catering Management Advertising Design  
Graphic Design Media Arts & Animation Web Design Interior Design  
Fashion Design Video Production Digital Filmmaking/Video Production Photography  
Kitchen & Bath Baking & Pastry Fashion Retail Mgmt

START DATE: WINTER \_\_\_\_\_ WINTER II \_\_\_\_\_ SPRING \_\_\_\_\_ SPRING II \_\_\_\_\_  
SUMMER \_\_\_\_\_ SUMMER II \_\_\_\_\_ FALL \_\_\_\_\_ FALL II \_\_\_\_\_

## PERSONAL INFORMATION

	YES	NO		
DO YOU SMOKE?	_____	_____		
WOULD YOU LIVE WITH A SMOKER?	_____	_____		
	OFTEN	SOME	SELDOM	NEVER
LISTEN TO MUSIC	_____	_____	_____	_____
WATCH TELEVISION	_____	_____	_____	_____
READ FOR PLEASURE	_____	_____	_____	_____
PARTICIPATE IN SPORTS	_____	_____	_____	_____
HOUSEKEEPING	WHITE GLOVE _____	NEAT _____	CASUAL _____	
GENERAL LIFESTYLE	QUIET _____	MODERATE _____	LIVELY _____	
USUAL STUDY TIME	MORNING _____	AFTERNOON/EVENING _____	LATE NIGHT _____	
HOW OFTEN DO YOU STUDY?	CONSTANTLY _____	MODERATELY _____	RARELY _____	
WHERE DO YOU STUDY?	_____			

BRIEFLY DESCRIBE YOUR PERSONALITY AND THE TYPE OF ROOMMATE YOU WOULD MOST ENJOY:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ALL SCHOOL-SPONSORED HOUSING UNITS ARE NON-SMOKING.  
STUDENTS MAY SMOKE ON THE PATIO AREAS AND OUTDOORS ONLY.**

# BACKGROUND CHECK RELEASE FORM

In connection with the Corporate Apartment Lease Contract at the community named below, I hereby authorize any consumer credit agency, law enforcement agency, and check authorization agency to release all information any of them may have about me to ZOM Living. I hereby release all of these parties and Zom Living from any liability in connection with release of such information. I understand that results of this inquiry must be received and approved by ZOM Living prior to my move-in date.

A facsimile or other copy of this authorization shall be sufficient for release by the aforesaid parties.

## Please Print

Community Name: **THE AVERY**    Unit #: \_\_\_\_\_    Company Name: **THE ART INSTITUTE OF DALLAS**

Occupant's Complete Legal Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_    Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_    State Issued: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_    State: \_\_\_\_\_

List all **counties** and **states** have you resided in for the last 2 years:

\_\_\_\_\_

Do you have a car that will be parked at The Avery?    Yes \_\_\_\_\_    No \_\_\_\_\_

If Yes- Please complete the following information:

Year	Make	Model	Color	License Plate #
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If the occupant is not a United States citizen, a copy of the INS documentation entitling the occupant to reside in the United States will be required for the lease file. One of the following will be required: Form I-551, Form I-688, Form I688A, or Form I-94. A copy of your passport and Visa will also be required.

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Occupant information must be received and approved by ZOM Check prior to move in**

<b>OFFICE USE ONLY</b>

## Department of Residence Life & Housing

### SCHOOL-SPONSORED (S-S) HOUSING

#### SCHOOL SPONSORED HOUSING (S-S Housing)

Ai Dallas contracts with a local apartment community to provide housing to students who wish to live in an environment with other Ai Dallas students. The Housing Program places students according to their likes/dislikes, study habits, academic level, and program.

**NOTE: Each student who applies for School-Sponsored Housing must sign a RELEASE form in order for the apartment community to perform a background check. Students who fail to sign this release will not be placed in housing.**

#### There are two options for S-S Housing:

**Option 2:** 1-Bedroom/1-bath (2 students)

**Option 3:** 2-bedroom/2-bath (4 students)

**Housing costs cover rent, utilities, and furniture for each unit.** Students may bring TVs, VCRs, DVD players, computers, etc. Students will be responsible for their own phone, internet, and cable bills. All units have washer/dryer hookups. AiDallas **does not** supply washers and dryers, but you will have the option to lease them for \$40 per month- This cost is not covered in your financial plan.

#### COST FOR S-S HOUSING

Students are required to pay housing costs and a housing placement deposit. The cost for housing is figured into your overall financial plan, which allows you to make ONE payment to the school. **S-S Housing students are required to sign a FOUR (4) quarter contract.** In the event a student drops S-S Housing, they will be assessed the following penalties: Current month's housing cost plus two additional months housing costs.

#### REQUIREMENTS FOR S-S HOUSING

To be placed in S-S Housing, students are required to do the following:

##### COMPLETE:

- Housing Application
- Roommate Questionnaire
- Background Check Release

##### PAY:

- Placement Deposit

##### BE FULLY ACCEPTED INTO SCHOOL BY:

- Education
- Student Financial Services

The placement deposit and the housing forms must be submitted by the applicable deadline in order to secure housing.

#### NEED A ROOMMATE?

Students that live independently often need another individual to help share expenses. The Housing Program will help facilitate roommate connections. The student must fill out a Roommate Questionnaire and submit it to the Director of Residence Life and Housing. There are no guarantees; however, the department will work to accommodate roommate needs.

**HOUSING COSTS per QUARTER/DEADLINES 2008-2009**

QUARTER	Option 2	Option 3	PLACEMENT DEPOSIT <small>(Non-Refundable)</small>	APPLICATION DEADLINE
FALL 2009	\$2,221	\$1,798	\$250	SEPTEMBER 20, 2009
WINTER 2010	\$2,221	\$1,798	\$250	DECEMBER 20, 2010
SPRING 2010	\$2,221	\$1,798	\$250	MARCH 15, 2010
SUMMER 2010	\$2,221	\$1,798	\$250	JUNE 20, 2010

**NOTE: Housing Costs AND Placement Deposit are subject to change at any time deemed necessary**

## SCHOOL-SPONSORED (S-S) HOUSING OPTIONS **INFORMATION PAGE**

Residence Life and Housing at The Art Institute of Dallas is continually trying to find ways to improve the quality of life for our housing students. **There are 2 options.** These options give students placed in S-S housing the opportunity to decide what the best housing plan is for them.

**Please inform your Financial Planner of which option you prefer in order to avoid having to revise your financial plan.**

### **OPTION 2**

**Double - 1 Bedroom/1 Bath Unit - 2 students - includes rent, utilities, and furniture**

*Students will share all areas of the unit*

**COST: \$2,221 per quarter      HOUSING PLACEMENT DEPOSIT: \$250** *(Costs are subject to change)*

### **OPTION 3**

**2 Bedroom / 2 Bath Unit - 4 students - includes rent, utilities, and furniture**

*Each student shares a bedroom and bathroom with one other student and all the common areas of the unit with all students*

**COST: \$1,798 per quarter      HOUSING PLACEMENT DEPOSIT: \$250** *(Costs are subject to change)*

## BACKGROUND CHECKS

Ai Dallas provides housing for students through a contract with a local apartment community; therefore we must adhere to the policies set forth by the apartment community. It is a requirement that a **BACKGROUND CHECK** be performed on all residents living at the apartment property. Ai Dallas does not administer the Background Check. It is processed by the apartment community where School-Sponsored Housing is located.

The enclosed **RELEASE** form must be signed and returned along with your housing application, roommate questionnaire, and placement deposit in order for you to be considered for placement in School-Sponsored Housing.

The **BACKGROUND CHECK** will consist of a *criminal record check*. The list below contains items that will exclude you from being placed in housing. If you are aware of one or more of these items being on your record, it may be beneficial to explore other housing options with the Assistant Director of Residence Life and Housing. **The apartment community will not make exceptions concerning these particular items.**

- **Persons possessing any felony indictments or convictions**
- **Persons possessing more than one (1) class A or B misdemeanor, either indictment or conviction**
- **Persons with a misdemeanor for drug possession or drug possession with intent to sell, prostitution, burglary, sex offenses, or crimes against persons**

**Please complete and sign the enclosed RELEASE form and return it to Ai Dallas Housing Department.** Your Background Check **will not** be processed until Ai Dallas Housing Department receives your housing paperwork and placement deposit. Don't delay in getting your paperwork in. All applications should be received at least two (2) weeks prior to class start.

# The Avery

Your School Sponsored (S-S) Housing Address:

8910 Southwestern Blvd  
Dallas, Texas 75214

DIRECTIONS from AiDallas Parking Garage:

Go RIGHT on Park Lane – Go to the light at Greenville Ave – Turn RIGHT on Greenville Ave - Take Greenville to the light at SOUTHWESTERN Drive – Turn LEFT – Take Southwestern to Skillman- *THE AVERY will be across Skillman on the right.*

## WHAT TO BRING

- Food items, Toaster/Coffee Pot
- Linens (towels, regular TWIN sheets for Options 2 and 3/regular QUEEN sheets for Options 1 and 4)
- Kitchen Utensils (pots/pans, dishes, flatware, glasses, etc.)
- Bathroom Items (toiletries/shower curtain/rugs etc.)
- Television/VCR/DVD, Stereo/Radio/Alarm Clock, Personal Computer (optional)
- Cleaning Supplies/Vacuum

Please Note: The housing units have limited space. Therefore, it is important to be conservative with the amount of items that you bring.

## WHAT NOT TO BRING

- Large Speakers, Drums/Other Loud Instruments (electric guitars/amps, etc.)
- Candles, Kerosene Lamps, Incense, & any other flammable products – DUE TO FIRE SAFETY POLICY, STUDENTS ARE NOT ALLOWED TO HAVE THESE ITEMS INSIDE THE HOUSING UNITS! A \$200 FINE IS ASSESSED FOR VIOLATING THIS POLICY!
- Pets of any kind
- Excessive Amount of Belongings
- Alcohol/Drugs/Weapons

JUST A REMINDER: S-S Housing is ALCOHOL & DRUG FREE. Possession of either one in the apartment OR on the premises (the entire apartment community is considered school property) may be grounds for immediate dismissal.

## TELEPHONES/COMPUTERS

You can set up a phone line in your apartment; however, it is sometimes difficult to regulate when having roommates. It is suggested that you set up a local phone line (no long distance) and use a calling card. For Internet service, you will need to set up a separate phone line. The apartments are DSL compatible.

## FURNITURE

Students are not allowed to bring any extra furniture without prior approval from the Director of Residence Life and Housing. Ai Dallas provides all furniture necessary for apartment living. Student Desks are currently not available; therefore, if you wish to bring a SMALL desk for computer equipment, please notify the Housing Office.

## MOVING FROM ONE UNIT TO ANOTHER

During your placement in housing, it is possible you will be asked to move from one housing unit to another, for the purpose of consolidating students. Keep this in mind when you are planning for "What to Bring".