



Student Housing Assignment Packet

Greetings from the Student Housing Office! We are excited to welcome you to residential living at Regent University.

The information contained in this packet is provided to assist you in preparing for your upcoming move in date here in **Regent Commons**.

Your Housing Assignment Packet

Your housing assignment packet contains the following:

- Contract Acceptance Form
- Student Information Card
- Move In Condition Report
- Internet Provider
- Access Card
- Maintenance Handout
- Housing Services

At this point, you are probably wondering what to do next. You will need to review and understand this information before moving in. A general idea of how to proceed is listed below:

- ✓ Complete the Contract Acceptance Form (***print and bring with you to the office***)
- ✓ Complete the Student Information Card (***print and bring with you to the office***)
- ✓ Review the "What Should I Bring to Campus?" List (***acceptable/prohibited items***)
- ✓ Move In Condition Report (***must be returned within 5 days after moving in***)
- ✓ Set up Internet (***for questions contact I.T. at 352-4076***)
- ✓ Receive Access Card (***attached to student I.D.***)
- ✓ Review the Maintenance Handout (***details about maintenance requests***)
- ✓ Review the Housing Services document (***details of services housing offers***)

*Renters Insurance

It is strongly recommended that all residents have insurance coverage for their possessions. Whether or not you're covered under your parent's homeowners policy, it is wise to keep an individual policy to cover things like: computers, stereos, televisions, clothing, books, cameras or any other valuables that are kept in your apartment. Regent Student Housing does not carry individual insurance coverage for each residents possession and in the unlikely event of theft, fire or any other accident, it is necessary that residents are covered.



Student Housing Contract Acceptance Form

Student Housing Assignment: *Building* _____ *Apartment* _____

This Contract Acceptance Form (the "Contract Acceptance Form") incorporates by reference all the terms and conditions of the Housing Contract found at www.regent.edu/campus/housing/applicants.cfm?sec_nav=village (the "Regent Village Housing Contract") or www.regent.edu/campus/housing/applicants.cfm?sec_nav=commons (the "Regent Commons Housing Contract").

The initial term of this Contract Acceptance Form will commence at 12:00 noon on _____ and will end at 12:00 noon on _____. Upon expiration of this initial term, the contract will automatically renew for the next academic period, unless either party cancels in accordance with the Housing Contract.

The monthly rent payable under this contract is \$ _____ per month. Student shall make their first proportional rent payment of \$ _____ covering the period _____ through _____ prior to occupying the premises.

Please read carefully all terms and conditions in the Housing Contract.

It is the student's responsibility to review his or her housing needs and financial resources prior to signing this Contract Acceptance Form. All obligations associated with this Contract Acceptance Form are binding. Charges will be placed on the student's account, and all amounts due hereunder shall constitute student loans. Any payments received on that account (including financial aid, scholarship, other), will be applied to outstanding charges prior to being refunded to the student.

I understand this is a binding contract for on-campus student housing at Regent University. I have read and, by signing below, I accept and agree to this Contract Acceptance Form, the Housing Contract, and the room rental rates noted on the housing website as well as any rules, regulations and procedures governing on-campus student housing as published in the Student Handbook, Residence Hall Handbook, and other official Regent University publications. I have read each and understand I will be legally bound to this Contract Acceptance Form. By signing, I understand this Contract Acceptance Form may not be terminated/cancelled without approval of the Student Housing Department. If a room is abandoned without approval (or without acknowledgment in writing of cancellation), the obligation to pay rent according to the Contract Acceptance Form will continue. I understand that should I move out of the residence hall it does not terminate the Contract Acceptance Form. In the event of default of payment, the undersigned agrees to pay reasonable attorney's fees, legal expenses, and lawful collection costs in addition to all other sums due hereunder. If the student is under the age of 18, the parent or guardian signing below shall be jointly and severally liable with the student for all obligations hereunder.

Signature _____

Student

Date _____

Signature _____

Parent or Guardian if student is under 18 years old

Date _____

Accepted _____

Date _____

Regent University – Student Information Card

Last Name, First Name, M.I. Banner/University ID#

Birth date Building Assignment and Apt. /Room # Room Phone #

Email Address Home Phone # Cell Phone #

Home Street Address City State Zip

Allergies: _____

Medical Conditions (if applicable): _____

Medications / Special Needs: _____

Emergency Contact Names(s): _____

() _____ () _____ () _____

Home Phone # Work Phone # Cell Phone #

In the event of a medical emergency, I hereby authorize Regent University staff or qualified medical personnel to call my Emergency Contacts listed above.

Student Signature Date

Please Read Before Signing:

I understand that Student Housing Policy on after hours lockouts requires that a charge be added to my student account to cover the costs of lock changes and new keys being made. I further understand that during normal business hours each lockout after the THIRD ONE will automatically result in an administrative charge being placed on my student account. Administrative charges will occur as follows: \$25.00 for the 4th lockout, \$50.00 for the 5th lockout and \$75.00 for the 6th and all subsequent lockouts.

#	Signature	Key Code	Date Out	Time Due	Staff Initial	Date In	Staff Initial

Attention Student Housing Staff Members: Please remember to also fill out the Lockout Key Log. Complete a Lockout/Key Billing Form (if applicable). Flip this card to vertical position while the temporary key is out. If all the above spaces are filled, staple an additional Student Information card to this one.



Office of Student Housing

What Should I Bring to Campus?

All apartments in the Regent Commons are furnished with the following: extra long twin bed (in studio & suite apartments), queen bed (for one bedroom apartments), desk, desk chair, dresser drawers, TV stand, drop leaf table and chairs, sofa, blinds, closet, refrigerator/freezer, microwave, stove/oven, dishwasher, and garbage disposal. All provided furniture and appliances cannot be removed from your apartment. Please be advised that storage is not provided in the residence halls.

Be sure to bring:

- Linens (sheets, comforter, pillow cases, mattress cover)
- Pillows
- Towels/washcloths
- Toilet paper
- Shower curtain
- Bible

You can also bring:

- Computer
- TV
- DVD player
- Video game systems
- Toaster
- Coffee maker
- Alarm clock
- Power strips (must have reset button)
- Cleaning supplies
- Dust buster/vacuum
- Laundry basket and detergent
- Clothes hangers
- Iron and ironing board
- Bike and lock (outside racks provided)
- Trash can
- Tension rod for curtains
- Small nails, picture hangers, or putty for wall decorations
- Umbrella
- Flashlight
- Anything that will make your room feel more like home

Do **NOT** bring:

- Candles, candle warmers, or incense
- Extension cords, multi-plug adapters, or outlet splitters, plug-in air fresheners with additional outlets
- Pets (except fish in freshwater tanks no larger than 5 gallons)
- Firearms, ammunition, fireworks, or explosives of any kind
- Alcoholic beverages (including empties) and paraphernalia
- Tobacco products and paraphernalia
- Space heaters
- 3M Command Strips
- Wallpaper (including borders)
- Steel tipped darts and dart boards
- BB/pellet guns, air soft guns, or paintball guns
- Homemade lofts, stilts, or cinderblocks
- Wireless routers
- Traffic Signs
- Pressurized containers (CO2, propane)
- Fuels (kerosene, gasoline, propane)

We look forward to having you join our residential community. Should you have any questions regarding this list please contact Student Housing at 757-352-4894 or studenthousing@regent.edu.

Name: _____ Building# _____ Apartment# _____

Phone Number: _____ Email: _____

REGENT COMMONS APARTMENT MOVE-IN CONDITION REPORT

Please return this form within 5 days of your move-in. You should report any and all maintenance and housekeeping concerns. This is considered a maintenance request and will be addressed in two business days from request.

Living and Dining Area:

Walls/Ceiling _____
Carpet _____
Closets/Doors/Locks _____
Lights _____
Blinds _____
Windows/Screens _____
Other _____

Kitchen:

Walls/Ceiling _____
Floor _____
Countertops _____
Cabinets _____
Lights _____
Stove _____
Refrigerator _____
Dishwasher _____
Sink/Garbage Disposal/Plumbing _____
Other _____

Bedroom:

Walls/Ceiling _____
Carpet _____
Closets _____
Lights _____
Blinds _____
Windows/Screens _____
Doors _____
Other _____

Bathrooms (for suites specify the closest bedroom _____):

Walls/Ceiling _____
Floor _____
Cabinets/Mirrors _____
Sink _____
Tub/Shower _____
Lights/Fan _____
Toilet _____
Door _____
Towel bar/Toothbrush holder _____
Other _____

Smoke detectors: _____

Furniture (Please place an X next to the furniture in your apartment):

___ Extra-long twin bed _____

___ Queen bed _____

___ Mattress and Box spring _____

___ Desk and Desktop bookcase _____

___ Desk Chair _____

___ Dresser _____

___ Bookcase _____

___ Nightstand _____

___ TV stand _____

___ Dining table _____

___ Dining chairs _____

___ Coffee table _____

___ End table _____

___ 3 seat sofa _____

___ 2 seat sofa _____

___ Lounge chair _____

___ Framed mirror _____

Number of keys received: Building card _____ Apartment _____ Mailbox _____

Resident has inspected the above premises and accepts it with the conditions and/or exceptions noted above. Resident agrees to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.

Signature: _____ Date: _____

Cox Communications

Landline Phone

222-1111

www.cox.com/hr

Channel Lineup

2	<i>My Network</i>	38	<i>Disney Channel</i>
3	<i>WTKR – CBS</i>	39	<i>Mid Atlantic Sports Network</i>
4	<i>WSKY</i>	40	<i>Sci-Fi Channel</i>
5	<i>LNC - 5</i>	41	<i>E! Entertainment TV</i>
6	<i>UNC TV</i>	42	<i>TBS</i>
7	<i>WGNT - CW</i>	43	<i>Animal Planet</i>
8	<i>CNN</i>	44	<i>C-SPAN</i>
9	<i>Lifetime</i>	45	<i>C-SPAN 2</i>
10	<i>WAVY - NBC</i>	46	<i>INTERCOM CHANNEL</i>
11	<i>COX 11</i>	47	<i>REGENT STUDENT HOUSING NEWS</i>
12	<i>ESPN</i>	48	<i>Virginia Beach Government Television</i>
13	<i>WVEC – ABC</i>	49	<i>ION</i>
14	<i>WVBT – FOX</i>	50	<i>QVC</i>
15	<i>WHRO – PBS</i>	51	<i>Shop</i>
16	<i>FX</i>	53	<i>HSN</i>
17	<i>Cartoon Network</i>	55	<i>American Movie Classics</i>
18	<i>USA Network</i>	56	<i>Spike TV</i>
19	<i>ABC Family</i>	57	<i>Court TV</i>
20	<i>WHRE – TBN</i>	58	<i>Discovery Health</i>
22	<i>MTV</i>	59	<i>History Channel</i>
23	<i>MSNBC</i>	60	<i>ESPN 2</i>
24	<i>The Weather Channel</i>	61	<i>Bravo</i>
25	<i>CNBC</i>	62	<i>Travel Channel</i>
26	<i>CNN Headline News</i>	63	<i>Speed Channel</i>
27	<i>HGTV</i>	64	<i>Fox News</i>
28	<i>A&E</i>	65	<i>MTV 2</i>
29	<i>Nickelodeon</i>	66	<i>TNT</i>
30	<i>The Learning Channel</i>	67	<i>VH-1</i>
31	<i>Discovery</i>	68	<i>Food Network</i>
32	<i>Comedy Central</i>	70	<i>Univision</i>
33	<i>CMT</i>	71	<i>Cable Mart/Leased Access</i>
34	<i>VERSUS</i>	95	<i>Go Scout Homes</i>
35	<i>Comcast Sports Network</i>	96	<i>TV Guide</i>
36	<i>BET</i>	97	<i>WGN</i>
37	<i>TV Land</i>	99	<i>Shop NBC</i>

Access Card Information

In order to gain access to your Regent Commons apartment building an Access Card is necessary (for both students and spouses of students). The following steps will explain what is necessary in order to be issued an Access Card.

1. Sign lease in the Regent Commons Office and immediately proceed to the Student Services Office (SC 201) located in the Student Center. *Student Services office hours are Monday-Friday 8 a.m.-5 p.m. On Tuesday's the office remains open until 6 p.m.*
2. Present to the Student Services staff your Driver's License or other picture ID so that we can verify that you are a current student/Regent Commons resident.
3. The Student Services staff will issue you an Access Card that will admit you into your assigned apartment building. This Access Card will also be your ID card for the University.
4. If this Access Card is ever lost it is imperative that you contact Student Services (stusrv@regent.edu or 757-226-4957) and inform us that your card has been lost.
5. Should your card be lost on the weekend or after 5 p.m. during the week (when our office is closed) contact Campus Security who will contact the Regent Commons staff member who is on call and they will get you into the building. Regent Commons will assign you a temporary Access Card until you can visit our office to replace your Access Card.
6. Access Cards are \$15 to replace.

Intercom System

Regent Commons is locked 24 hours 7 days a week for the safety of students. It will be necessary for your visitors to ring your apartment on the intercom when visiting you. Visitors will need to know your apartment number. Visitors will be able to scroll the directory by apartment to locate your intercom number. Once your apartment number is visible the "CALL" button should be pressed. The telephone in your apartment will ring letting you know that you have a visitor at the entrance door. You will not need to have a landline to use this function, you just simply need to purchase an inexpensive telephone and plug it into the telephone outlet. When the telephone rings you can turn your television to channel **46** to see who is visiting you or pick-up the handset and talk to the visitor. If you want your visitor to enter the building you must press **9** on the telephone after lifting the handset to talk with them. For the safety of all residents you should never allow anyone access to the building that you do not know.

Please contact the Regent Commons Management Office if you require additional instructions on operating the Intercom System.

Directions to the Post Office

- From Student Housing---Turn left onto Centerville Turnpike
- Turn Right onto Indian River Road
- Turn Left onto Kempsville Road
- End at Post Office: 1225 Kempsville Road, Virginia Beach, VA 23464
- Total Estimated Time: 4 minutes
- Total Estimated Distance: 2.29 miles

Your Mailing Address:

Your mailing address will be: **Building (1117 or 1133)** Centerville Turnpike **Apartment #**, Virginia Beach, VA 23464

For example: 1117 Centerville Turnpike Apartment #125, Virginia Beach, VA 23464

Regent University Student Housing Maintenance Handout

Student Housing Maintenance Staff is committed to serving you in an efficient and Christ like manner. This means that we implement biblical principles like respect, stewardship, and accountability by quick response time, good communication, and a high quality of work.

1. Maintenance Requests can be submitted online through SchoolDude. SchoolDude is available through the Student Housing website in the **'Request Forms'** section (<http://www.regent.edu/housing/forms/>). Once there, click on **'Maintenance Request.'** This system will also allow you to track your requests. Please read all instructions before submitting your request and be sure to provide your building and apartment number. Include as much information as possible when describing the problem you are having and include your telephone number should we need to call for clarification. The submittal password for SchoolDude is **'password.'**
 - Once you submit your request, Maintenance Staff will respond within 24 hours.
 - Requests submitted over the weekend will be addressed on Monday.
 - A maintenance request is your invitation for us to enter your apartment at our earliest convenience to respond to your request. Maintenance Staff will knock several times before entering your apartment and announce themselves to respect your privacy.

2. Someone is always on-call for emergencies between 5:00 p.m. and 8:00am on weekdays and all day on weekends and holidays. If you have an emergency maintenance request, contact Regent Police Department at (757)226-2075 only **IN CASE OF EMERGENCY**. Maintenance will not respond to routine maintenance needs after hours and they reserve the right to use their discretion. Emergencies consist of:
 - Plumbing emergencies
 - Clogged toilet (If there is only one toilet in the apartment and you were not able to clear the clog when plunging it yourself)
 - A leak that cannot be taken care of by placing a small bowl under the leak
 - Completely inoperative refrigerator or stove
 - Inoperable Air Conditioner when outside temperature is above 80°F
 - Inoperable heat when outside temperature is below 50°F
 - Inability to close and/or secure the front door to your apartment
 - Loss of electricity to your entire apartment

3. A weekly inspection of the grounds and buildings (not individual apartments) is conducted to ensure safety, convenience, and cleanliness for residents. If we need to enter your apartment when you have not placed a request we will give you 24-hours written notice. Examples would be air filter changes and inspections for damage. Emergencies are the only time we will not provide 24-hour notice.

4. Please remember God's stewardship principles. It is your home right now, but it is also student housing and will be the home of many others in the future. Please take care of your apartment with this in mind.
 - Please assist us in keeping the grounds clean by not littering
 - Ensure your children's toys are placed on your porch or in your apartment by night fall
 - Please don't place furniture in or around the dumpsters (\$25 fee per item).
 - Lock bikes only to provided bike racks
 - Please report maintenance or safety issues on the grounds or common areas via SchoolDude.
 - Be mindful of the mowing schedule in the summer.

5. As a tenant, you will be responsible for any damage in the apartment due to neglect or carelessness. You will be charged for the cost of repair parts and the time spent repairing the damage. Please conduct routine checks of your apartment to look for leaks under sinks, leaks in ceilings, etc. If you have any question about your responsibilities as a tenant please feel free to call your area Student Housing Office.

Student Housing Maintenance Staff is looking forward to doing everything we reasonably can to make your time at Regent a pleasurable experience. We thank you for the opportunity to serve.

HOUSING SERVICES

1. The Student Housing Office opens everyday at 8:00am and closes at 5:00pm, on Tuesday's the office closes at 6:00pm. ***The office is closed every Wednesday from 11:00am to 1:00pm for Chapel and Lunch.***
2. A **VACUUM CLEANER** is available for residents to use and can be checked out from the Student Housing Office by leaving a photo ID at the front desk.
3. The **SHOPPING CARTS** are available for residents to use during office hours and can be checked out from the Student Housing Office by leaving a photo ID at the front desk. ***It is best to reserve these items in advance, whenever possible.***
4. The **MEETING ROOMS** are available for residents to reserve for authorized activities. Reservations can be made through the Student Housing Office. Details of scheduling and policy are available by calling the Student Housing Office during regular business hours.
5. The **KING'S PANTRY** is an emergency food distribution program sponsored by Student Services. It is open for students and their families every Wednesday from 5:00pm to 6:00pm in the Community Room at Regent Village.
6. The **AZALEA GARDENS DISTRIBUTION** is a food supplement for residents to receive every month. Forms are available in the office to get signed up for this distribution (**based on first come--first served**). The distribution is made every last Thursday of the month in the Community Room at Regent Village.
7. A **SHUTTLE** is available from Monday through Friday evenings for residents to use. It runs from 7:30am to 5:00pm to 6:30pm, and 9:00pm to 10:30pm. Please visit: http://www.regent.edu/about_us/campuses/shuttle.cfm for schedules and more information.