



## Student Housing Assignment Packet

**Greetings from the Student Housing Office! We are excited to welcome you to residential living at Regent University.** Our office hours are: Monday – Friday 8 a.m. to 5 p.m., Tuesday's 8 a.m. to 6 p.m. **The office is closed every Wednesday from 11 a.m. to 1 p.m. for chapel and lunch.**

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

### Your Housing Assignment Packet

Your housing assignment packet contains the following:

- Contract Acceptance Form
- Student Information Card
- Move In Condition Report
- Utility Providers
- Obtaining Mailbox Keys
- Maintenance Handout
- Housing Services
- Public Schools, Private Schools, and Daycare Centers

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***)
- ✓ Move In Condition Report (***must be returned within 5 days after moving in***)
- ✓ Contact the Utility Providers (***connect electric, phone, cable, & internet service***)
- ✓ Pick up mailbox keys from the Student Housing office
- ✓ Review the Maintenance Handout (***details about maintenance request***)
- ✓ 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](http://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](http://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 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.

Name: \_\_\_\_\_ Building# \_\_\_\_\_ Apartment# \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**REGENT VILLAGE 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 Room, Dining Room and Hallway:**

Walls/Ceiling \_\_\_\_\_  
Carpet \_\_\_\_\_  
Closets/Doors/Locks \_\_\_\_\_  
Lights \_\_\_\_\_  
Blinds \_\_\_\_\_  
Windows/Screens \_\_\_\_\_  
Phone Jack \_\_\_\_\_  
Other \_\_\_\_\_

**Kitchen:**

Walls/Ceiling \_\_\_\_\_  
Floor \_\_\_\_\_  
Countertops \_\_\_\_\_  
Cabinets/Closets \_\_\_\_\_  
Lights \_\_\_\_\_  
Stove \_\_\_\_\_  
Refrigerator \_\_\_\_\_  
Dishwasher \_\_\_\_\_  
Sink/Garbage Disposal/Plumbing \_\_\_\_\_  
Phone Jack \_\_\_\_\_  
Other \_\_\_\_\_

**Pantry (Phase II only):**

Walls/Ceiling \_\_\_\_\_  
Floor \_\_\_\_\_  
Other \_\_\_\_\_

**Bedrooms (specify #1, #2, or #3):**

Walls/Ceiling \_\_\_\_\_  
Carpet \_\_\_\_\_  
Closets \_\_\_\_\_  
Lights \_\_\_\_\_  
Blinds \_\_\_\_\_  
Windows/Screens \_\_\_\_\_  
Doors \_\_\_\_\_  
Phone Jacks \_\_\_\_\_  
Other \_\_\_\_\_

**Bathrooms (specify #1, #2):**

Walls/Ceiling \_\_\_\_\_  
Floor \_\_\_\_\_  
Cabinets/Mirrors \_\_\_\_\_  
Sink \_\_\_\_\_  
Tub/Shower \_\_\_\_\_  
Lights/Fan \_\_\_\_\_  
Toilet \_\_\_\_\_  
Door \_\_\_\_\_  
Other \_\_\_\_\_

**Balcony/patio:**

**Smoke detectors:**

**Internet Modem (included):** \_\_\_\_\_

Number of keys received:      **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 expected.*

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

## Utility Providers

### Electricity

**Dominion Power**  
[www.dom.com](http://www.dom.com)  
(888) 667-3000

### Phone & Internet

**Cavalier**  
[www.cavtel.com](http://www.cavtel.com)  
(888) 612-7383  
(757) 248-4000

**Verizon**  
[www.verizon.com](http://www.verizon.com)  
(800) 837-4966  
(757) 954-6222

### Cable

**Cox Communications**  
[www.cox.com](http://www.cox.com)  
(757) 222-1111

If you have any customer service questions (*such as upgrades to your service, etc.*) please contact Cox customer service at 757-222-1111.

If you are having technical issues (*such as cable or internet outage, etc.*) please contact Cox technical support at 757-222-2222. Let them know you are a **bulk resident at Regent Village**.

## Mailbox Information

Residents may pick up their mailbox keys from the Student Housing office during normal business hours. If a mailbox key is lost or misplaced, there will be a \$25.00 charge to receive another copy. All mailbox keys must be returned to the office upon vacating.

## Arriving After Hours

Once you arrive here at Regent Village, you can park out in front of building **5960**. Our office is located at **5960, apt 104**. Call Campus Police at **757-226-2075**. An officer will come over to our office and retrieve your keys from our "**After Hours Arrivals**" lockbox. You will need to show the officer your student ID or state issued ID. The officer will then release the keys to you. **Please notify student housing by email ([studenthousing@regent.edu](mailto:studenthousing@regent.edu)) or by phone (757-352-4890) if you will be arriving after hours.**

## **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 Request 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. The **COMMUNITY ROOM** is available for residents to use for authorized activities. **The community room reservation form must be completed online.** 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.
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 serve**). The distribution is made every last Thursday of the month in the Community Room.
7. A **SHUTTLE** is available from Monday through Friday for residents to use. It goes to and from campus every 15 minutes during the day and every 20 minutes during the evening. It runs from 7:30am to 9:00am, 11:30am to 1:00pm, 5:00pm to 6:30pm, and 9:00pm to 10:30pm. Please visit: [http://www.regent.edu/about\\_us/campuses/shuttle.cfm](http://www.regent.edu/about_us/campuses/shuttle.cfm) for schedules and more information.
8. **BLESSING DAY** is held the first Saturday of each month in the Community Room. Students can drop off items to donate or they can come and shop for items. Items can be dropped off from 9:00am – 11:45am and shopping hours are from 12:00pm – 3:00pm. **Blessing Day is not held during the summer.**

## Schools for the Regent Village/Jake Sears Circle District

For more information visit [www.vbschools.com](http://www.vbschools.com)

### **Virginia Beach Public Schools**

#### **Tallwood Elementary**

2025 Kempsville Road  
Virginia Beach, VA 23464  
757-648-3840

#### **Brandon Middle**

1700 Pope Street  
Virginia Beach, VA 23464  
757-648-4450

#### **Tallwood High**

1668 Kempsville Road  
Virginia Beach, VA 23464  
757-648-5700

### **Private Christian Schools**

#### **Atlantic Shores Christian School**

1861 Kempsville Road  
Virginia Beach, VA 23464  
757-479-1125  
[www.shoreschristian.org](http://www.shoreschristian.org)

#### **Coastal Christian Academy**

640 Kempsville Road  
Virginia Beach, VA 23464  
757-217-2151, 757-495-5200

#### **Gateway Christian School**

5673 Virginia Beach Boulevard  
Virginia Beach, VA 23462  
757-499-6551  
[www.gatewaycrusaders.com](http://www.gatewaycrusaders.com)

#### **New Light Baptist School of Excellence**

1458 Kempsville Road  
Virginia Beach, VA 23464  
757-467-5285  
<http://www.newlightfgbc.org/school.aspx>

**Pleasant Grove Christian Academy of Excellence**

2153 Kempsville Road  
Virginia Beach, VA 23464  
757-479-0996  
[www.pgcaoe.org](http://www.pgcaoe.org)

**Daycare Centers****Barefoot Kids Christian Day School**

1458 Kempsville Road  
Virginia Beach, VA 23464  
757-467-5285  
[www.barefootkids.com](http://www.barefootkids.com)

**Children World Learning Center**

5230 Indian River Road  
Virginia Beach, VA 23464  
757-467-5285

**Childtime**

1506 Kempsville Road  
Virginia Beach, VA 23464  
757-474-1888  
[www.childtime.com](http://www.childtime.com)

**New Light Baptist School of Excellence**

1458 Kempsville Road  
Virginia Beach, VA 23464  
757-467-5285  
<http://www.newlightfgbc.org/school.aspx>

**Kimbi's Playworld**

405 Lee Highlands Blvd.  
Virginia Beach, VA 23452  
757-498-KIDS (5437)  
[www.kimbisplayworld.com](http://www.kimbisplayworld.com)