



INSTITUTE OF
AMERICAN INDIAN ARTS

Greetings!

The Family Housing staff looks forward to welcoming you to our family housing apartments.

Enclosed are the following forms:

- Family Housing Application and Lease Agreement
- Addendum 1 and Addendum 2 to the Housing Application
- Background Check Forms
- Family Housing Needs Survey
- General Physical Examination and Laboratory Test form
- Immunization Record form

Please complete all the forms, initialing and signing in all the appropriate places. **All adults over 18 are required to have a background check.** All applicants, including children, are required to submit a completed physical examination as well as to provide a record of immunizations. The General Physical Examination and the Immunization Record must be completed by a physician or medical provider.

Mail your application and deposit to:

Leslie Romero, Housing Director
Institute of American Indian Arts
83 Avan Nu Po Road
Santa Fe, NM 87508

or: Fax your application to:

Leslie Romero, Housing Director
505-424-4900

Applications will not be considered complete without the \$250.00 one-time, non-refundable Administrative Fee. However, do not submit this fee until instructed to do so. We will only require this fee once a housing assignment has been made. If you fax your application, please send a check for the fee upon notification of a housing assignment. You may also pay with a credit card by calling Student Accounts at 505.424.5732.

Once the semester begins, the student's account will be charged for the total amount of rent for a five-month period, from the first day of the month the semester begins to the last day of the month the semester ends. Monthly rent for June and July should be made to the Student Accounts Specialist in the Student Success Center. Check-ins or check-outs during any of these time periods will pro-rate charges on a weekly basis.

It is important that the information on your application is accurate, as we will need to be in regular contact to approve your application, set your move-in date and inform you of any updates to the process. If we are unable to contact you after three attempts, your application will be removed from consideration. If you have any questions, please do not hesitate to call me at 505-424-2380 or email leslie.romero@iaia.edu

We are looking forward to welcoming you to our family housing complex. We hope to see you soon.

Sincerely,

Leslie Romero, Housing Director
P 505.424.2380 F 505.424.4900



**INSTITUTE OF AMERICAN INDIAN ARTS
FAMILY HOUSING APPLICATION AND LEASE AGREEMENT**

Students must be accepted for admission to IAIA before housing application will be processed.

Please neatly print all requested information on both sides of the paper, initial specific sections where indicated, sign the Lease Agreement Application on Page 7 and return this form to the Housing Office. The \$250 one-time, non-refundable Administrative Fee should be sent upon notification of a housing assignment. The date of receipt of the completed application becomes your priority date for apartment assignment, coupled with priority for families with children. Incomplete applications or applications without the Administrative Fee will not be processed.

FOR OFFICE USE ONLY

Date Received: _____ Administrative Fee: _____

Admission Date: _____ Registration Date: _____ Acceptance Date: _____

NAME: _____ **GENDER:** _____

Date of Birth: _____ **Major:** _____ **Tribal Agency/Band/Corp:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Country: _____ **Home Phone: ()** _____

E-Mail Address: _____ **Cell Phone: ()** _____

Student Status: New _____ Re-Admit _____ Freshman _____ Sophomore _____ Junior _____ Senior _____

PLEASE INDICATE YOUR QUALIFYING STATUS:

_____ Married	_____ Single w/child(ren)	_____ Domestic Partners
_____ Married with children	_____ Single with children	_____ Domestic Partners w/children
_____ Other		

PLEASE LIST ALL INDIVIDUALS WHO WILL RESIDE IN THE HOUSEHOLD AND THEIR RELATIONSHIP TO YOU:

Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____

OCCUPANCY DATE PREFERENCE:

To Occupy in: Spring Semester: January 20 _____ February 20 _____ March 20 _____ April 20 _____ May 20 _____
Fall Semester: June 20 _____ July 20 _____ August 20 _____ September 20 _____ October 20 _____ November 20 _____
 December 20 _____

Does any member of this household have a health or physical condition that requires consideration during the assignment process?

_____ Yes _____ No If yes, please explain: _____

Have you previously lived in campus housing at IAIA? _____ Yes _____ No If yes, what year? _____

Has any member of this household ever been convicted of a felony? _____ Yes _____ No

If yes, please provide, on a separate sheet, details of the charge, conviction, disposition (including probation or parole), and any treatment received due to or subsequent to sentencing.

IAIA reserves the right to deny housing to convicted felons and will consider each application on a case by case basis.

IMPORTANT INFORMATION ABOUT THE FAMILY HOUSING APPLICATION AND ASSIGNMENT PROCESS

Early application is encouraged. There is commonly a waiting list for IAIA Family Housing, and the following information is important to your acceptance:

1. The initial "Occupancy Preference" is the semester's Wait List upon which you will be placed. Please choose the semester in which you want your housing contract to begin, and choose only one semester at a time. Once you have submitted your application, changing to a different semester is permitted only one time. A new priority date will be established based on the date of contact requesting the change. Subsequent changes will require a new application. The remainder of the Administrative Fee will be kept on file.
2. If we offer an apartment to you for a given semester and the assignment is rejected, your application will be cancelled. You must then reapply and pay the Administrative Fee if you're interested in being considered for another term.
3. If a check-in is scheduled and you cancel the appointment or if you fail to show up for your scheduled appointment, your application will be cancelled. You must petition for permission to reapply. (If approved, you may be required to complete a new application and pay the Administrative Fee again.)
4. Our primary means of communication with Wait List applicants is via telephone. Therefore, it is imperative that you keep telephone information current during the time you are active on the Wait List. If we are unable to contact you because your contact information is invalid, your application will be cancelled.
5. Time is of the essence when we begin making assignments. Therefore, we ask that you respond to messages by the end of the next working day. Additionally we will make only four different attempts to contact you. If you do not respond to a message within a specified period of time, or if we are unable to reach you after four attempts, your application will be cancelled and we will move on to the next person on the Wait List. We encourage you to keep in close contact with our office beginning two months prior to the start of the semester for which you've applied.
6. Our "Application Acceptance Policy" is as follows: "The Institute reserves the right to refuse to give a housing assignment to any student. Examples of reasons for refusal include, but are not limited to, individuals who have a criminal history, individuals who have behavioral problems which may, in the opinion of the Institute, negatively impact the group living environment, individuals who have been previously evicted from campus housing, or individuals who have poor rental histories."
7. Residents who discontinue course work and move off campus for two semesters or more must reapply for acceptance and resubmit the Administrative Fee.

FOR OFFICE USE ONLY

IAIA FAMILY HOUSING LEASE AGREEMENT

06.20

This Lease Agreement has two major purposes: 1) to serve as a source of information for the Student who resides in IAIA Family Housing and 2) to act as a binding agreement between the Student and the Institute.

AGREEMENT

The undersigned, who agrees to be a full-time registered student, hereinafter called the "Student," as well as all adults (persons 18 years of age or older) who reside in the apartment, and the Board of Trustees of the Institute of American Indian Arts, hereinafter called the "Institute," hereby enter into this Family Housing Lease Agreement upon the following terms and conditions.

OCCUPANCY/TERM

Occupancy occurs when the Student receives an apartment assignment, appears at the office, and is issued a key to the apartment. Actual physical occupancy of the unit by the Student and/or placement of possessions within the unit is not necessary to constitute occupancy. The term of this lease is for _____ months from the date of occupancy. Each lease will be subject to renewal at the end of _____ months.

In the cases of other family groups, those not eligible for priority assignment, the term of the lease is for one semester from the date of occupancy and may be renewable on a semester by semester basis.

DEFINITION OF TERMS

Occupant: For the purpose of this Lease Agreement, "occupant(s)" refers to the registered Student and all other persons residing in the dwelling unit.

Termination: Termination occurs at the end of occupancy or when the Lease Agreement relationship between the Student and the Institute is discontinued. Termination is possible after occupancy when approved by the Institute at the Student's request, whereby the Student must give 30 days' written notice, or when initiated by the Institute for disciplinary reasons or for Student's failure to maintain eligibility. Termination may occur by breach of the Lease Agreement by the Student or by those residing in the dwelling unit.

Eviction: Upon Institute initiated termination of the Lease Agreement, the Student is required to vacate the assigned unit. If the Student and/or others residing in the dwelling unit do not vacate the assigned unit, the Institute may take any action it deems appropriate including restricted access to the unit, a lock change, removal of all personal property, and/or applying to the appropriate court for eviction or restitution of the property.

Policies/Regulations: For the purposes of this Lease Agreement, Policies/Regulations include, but are not limited to, policies of the Board of Trustees as they are adopted from time to time, the IAIA Student Handbook (which includes the Code of Conduct), the IAIA Catalogue, the IAIA Family Housing Handbook including sales and solicitation policies, IAIA Parking Policies, and policies and procedures of the Center for Student Life and the Housing Department. These Policies/Regulations may be amended from time to time during the occupancy period. The Student and all individuals residing in the assigned unit shall comply completely and fully and be bound by these Policies/Regulations. The Student and all adult members of the household have the obligation to be fully aware of Policies/Regulations that affect this Lease Agreement relationship. Policies/Regulations found in publications that are available for distribution may be obtained annually. All Policies/Regulations cited above are available for review at the Housing Office.

Family: "Families" are defined as married couples, married couples with children, single parents with dependent children, domestic partners, domestic partners with child(ren). Not all families as defined in the prior statement are eligible for priority assignment. There may also be one other related adult in the household who may act as a caretaker for minor children, with a limit of three (3) adults in any one household. ("Adult" is defined as any person age 18 or older).

IAIA Family Housing: For the purpose of this Lease Agreement the housing units adjacent to the Center for Student Life are defined as IAIA Family Housing. As such, no distribution of materials, nor any sales, solicitation or advertising shall occur unless prior, written authorization is obtained from the Dean of Students or the Director of Housing.

Semester Rental: Billing for the Family Housing apartments is calculated from the first day of the month in which the semester begins through the last day of the month the semester ends. Billing for the entire semester is included in the student's total semester costs through Student Accounts.

Summer Rental: The monthly rental payment must be made directly to the Institute through the Student Accounts office for the months of June and July.

ELIGIBILITY FOR IAIA FAMILY HOUSING

Eligibility for IAIA Family Housing is a privilege granted by the IAIA Board of Trustees to registered students who meet the qualifications stipulated for occupancy. Applicants with felony convictions must have been released from incarceration for at least a year and have completed probation or parole prior to the academic year for which they are applying. Applicants with juvenile convictions must have been released from state custody and/or probation for a year prior to the academic year for which they are applying. In either of these cases, approval for housing requires a letter from the student explaining the circumstances of the conviction, the date of occurrence, and letters of recommendation from Probation and/or Parole Officers as well as community members who can vouch for the student's character since release from custody. Approval is provisional. To qualify for Family Housing, there must be a full-time registered student in the household as part of a family unit. Family units include married couples, married couples with children, single parents with children, domestic partners, or domestic partners with child(ren). Children, for the purposes of this document and in the assignment process, only applies to children under the age of 18. Priority assignment in the application process is only given to those family units with children under the age of 18, for additional information about the eligibility/priority process, please review the current IAIA Family Housing Handbook. There may also be one other related adult in the household who may act as a caretaker for minor children, with a limit of three (3) adults in any one household. (Adult is defined as any person age 18 or older). On a space available basis, consideration is also given to other family units that are not granted priority assignment status. When this option is available, the lease will apply on a semester by semester basis, and the Student agrees to abide by the terms and conditions of this Family Housing Lease Agreement. (Initial by single student when applicable: _____).

a) The Student to whom the unit is assigned agrees to be continuously enrolled during the fall and spring semesters. Students not enrolled for course work are not eligible for Family Housing, unless a special waiver has been obtained from the Dean of Students or Director of Housing.

b) If the Student to whom the unit is assigned wishes not to register for a given term, the unit may be assigned to a family member (where applicable) as long as that individual meets all of the eligibility requirements and the originally assigned Student's rental account is current.

c) Resident students enrolled during the regular academic year (fall and spring) are not required to enroll during summer session in order to continue occupying the unit providing they have otherwise maintained eligibility for Family Housing. However, students who wish to take initial occupancy during the summer months must register for the summer session concurrent with their occupancy or, in the event there is no summer session, be admitted to the college and pre-registered for the coming fall semester.

d) Parents must have legal custody, at least joint, of their child(ren). The Institute reserves the right to require the presence of the child at the time of check-in. If additional children are added to the household (i.e., birth or adoption of a child), it shall be the Student's responsibility to notify the Housing Office within 30 days of the occurrence. Once occupancy has occurred, should it become necessary for a child to leave for an extended period of time (more than two weeks, excluding Institute holidays), and no other child(ren) will continue to reside in the household, the Student must first obtain written authorization to continue his/her residency in Family Housing from the Director of Housing or his/her designate.

The Student is expected to take the initiative in notifying the Director of Housing or his/her designate about any irregularities in enrollment status, qualifying criteria, or other special circumstances which may affect eligibility for occupancy.

PERMIT FOR USE

The Institute grants a permit to the Student to reside in a Family Housing unit at the Institute during the term of this Lease Agreement. The Institute does not guarantee assignment to specific units.

RATES

a) The Family Housing monthly rental rate of \$_____ per semester and \$_____ per month for June and July includes only occupancy by the Student and his/her legal child(ren) and/or other approved persons residing in the dwelling unit, as well as water, electricity, natural gas, data connectivity, local phone service and general maintenance (as outlined elsewhere). No other Institute services or fees are included in this rate.

b) All rates are subject to change. Assigned applicants who have not yet occupied and current residents shall be notified, in writing, at least 30 days in advance of any rate changes.

TERMS OF PAYMENT / REFUNDS / INELIGIBILITY / EVICTION

a) Semester Rental - The student's semester rental will be added to their student account at the beginning of the semester. If the student moves in after the first day of the month in which classes begin, the semester rental will be pro-rated on a weekly basis beginning with the date of move in.

b) Summer Rental Payments - are due on the first of June and the first of July.

1) Summer rental payments shall be made at the Student Accounts office in the Student Success Center.

2) Refunds shall be on a weekly basis depending on the date of move-out (assuming that appropriate notice was given).

c) Ineligibility - Students living in or scheduled to live in IAIA family housing must have their accounts in good standing by the first day of the semester. Good standing means the student's past rent, tuition and other fees are paid in full. Students whose financial obligations have not been met by the first day of classes are subject to termination of this lease due to ineligibility for campus housing. If the student is deemed ineligible for campus housing due to non-payment of past rent and fees, the Housing Department may, at the sole discretion of the Institute, issue a "Notice to Vacate" to the Student. If this notice is unheeded by the Student, the Facilities Rental Department may begin eviction proceedings within three (3) days. Costs of such action shall be charged to the Student. The Student agrees to heed the directives of the "Notice to Vacate" upon proper delivery of same to the unit.

d) Other Payments - The Student agrees to pay the Institute for any damage incurred to the premises during this occupancy and for all expenses incurred by the Institute in restoring the dwelling and equipment to clean and good condition, save reasonable wear and tear, and damage by the elements, at the termination of occupancy.

e) Lease Agreement Obligations - Until all sums due and owing under this Lease Agreement are fully paid, the Student may not register for future course work in the Institute or receive transcripts, diplomas, or degrees.

1) If the Student shall default in complying with any provision herein, the Institute may, at its election, terminate this Lease Agreement and retain all payments made hereunder and/or it may seek any other remedy in law or in equity which it may elect, including, but not limited to, eviction, specific performance of this Lease Agreement and/or damages.

2) The Student agrees to pay all reasonable costs, attorney's fees, and expenses incurred by the Institute in enforcing this Lease Agreement.

OCCUPANT RESPONSIBILITIES

a) Check-in Procedure - The Student, his/her child(ren) and other authorized adult members of the household may move into the assigned unit on the date specified. The Housing Department will issue two keys to the unit. The unit will then be inspected and the Student will be asked to sign the apartment Check In/Check Out Form. Repairs needed, damages, missing items, and the condition of the patio are to be recorded by the Housing staff member and should be confirmed by the Student before the inspection form is signed. Signature on the inventory form by the Student establishes the Students' acceptance of the condition of the unit and its contents and establishes same for the termination of occupancy.

b) Occupancy - Family Housing shall be used as a home by the Student, the Student's child(ren), and other authorized adult members of the household only. The Director of Housing or his/her designate must pre approve, in writing, regular occupancy by other persons. These occupants shall be expected to follow the same Policies/Regulations that have been established for all residents. No commercial activity of any sort shall occur in the unit. (Initial :____)

c) Assist in Maintenance - The Institute and the Occupants shall cooperate in the care of the dwelling and grounds. The Occupants are responsible for exercising reasonable care in keeping Institute property in good condition. The Occupants shall be expected to notify the Facilities Department, in a timely manner, of damage or needed repairs via the established work order procedure.

1) The Occupants agree to be responsible for the care and maintenance of the patio.

2) The Occupants agree to maintain the Institute's property in good condition. If, through the negligence of the Occupants, the property is damaged (e.g., fire), the student will be held responsible for the cost of repairs associated with such damage.

3) The Student specifically agrees to be liable for damages or other loss incurred to the unit and equipment that is not the result of ordinary wear and tear.

d) Alterations by Occupants - The Student must obtain written consent from the Facilities Department before making alterations, additions, or repairs to the dwelling, its equipment or grounds. (Initial :____)

e) Subleasing - The Student shall be permitted to sublease the unit only during the summer session and only then if the following conditions are met:

1) The sublessee meets the eligibility requirements as set forth elsewhere herein.

- 2) A sublease agreement must be approved by the Director of Housing and filed with the Housing Office prior to the date the sublease agreement takes effect.
- 3) Violation of the subleasing policy may, at the sole discretion of the Institute, result in the eviction of both the sublessee and the sublessor.
- f) All vehicles must be registered with the Center for Student Life and may only be parked in lots designated as Family Housing Parking. As parking space is limited, tenants should not park more than 1 vehicle per single student or 2 vehicles per family unit. Inoperable cars, campers, trailers, boats, etc. are not to be parked on IAIA grounds.
- g) Students wishing to have overnight visitors must submit a written request for approval to the Housing Director at least 48 hours in advance of the stay. The visitors may stay for no longer than 2 weeks within a semester and a request must be submitted for each stay.
- h) The student must notify the housing office in advance of any anticipated extended absence which will leave the apartment vacant for a period in excess of fourteen (14) days (excluding IAIA holidays). During the absence of the student and family from the housing unit, IAIA may enter the unit at times reasonably necessary.
- i) Amendment of Lease Agreement - The Student agrees that the Institute may amend the terms and conditions of this Lease Agreement. The Student's continued occupancy, after notification of the new terms and conditions, shall constitute agreement by all Occupants to such new terms and conditions.
- j) Other Policies/Regulations - The Occupants shall comply with all Institute Policies/Regulations whether or not they are specifically mentioned in this Lease Agreement. Additional terms and conditions may apply as stated the CLE Residence Center Contract for Room and Board in IAIA Student Housing. Occupants shall require all guests to comply with all Policies/Regulations as well.

GENERAL INSTITUTE POLICIES

- a) The Institute shall assume no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to, or in the custody of, the Occupants for any cause whatsoever, other than as provided in the Search and Entry Policy, whether such losses occur in the housing units, public areas, or elsewhere in the housing complex. The Student is encouraged to carry personal property insurance (i.e., renter's insurance).
(Initial : _____) The Student agrees to save and hold harmless the Institute for all injuries of whatsoever kind or nature occurring on the premises assigned to him/her.
- b) Search and Entry - The Student specifically agrees to be bound by the search and entry procedures of the Institute as they now exist or as they may be hereafter amended during the term of this Lease Agreement by action of the Institute. The Institute's Search and Entry Policy can be found under Student Rights in the IAIA Student Handbook
- c) The Institute reserves the right:
 - 1) to refuse to give a housing assignment to any student family. Examples of reasons for refusal include, but are not limited to, individuals who have a criminal history, individuals who have behavioral problems which may, in the opinion of the Institute, negatively impact the group living environment, individuals who have been previously evicted from campus housing, or individuals who have poor rental histories;
 - 2) to move residents from one unit to another for best utilization of the facilities at the discretion of the Director of Housing or his/her designate;
 - 3) to cancel an assignment in the interest of order, health, safety or discipline by giving written notice immediately following awareness of the situation by the Center for Student Life, the Housing Office, or the Facilities Rental Office.
- d) The failure or refusal of the Institute to insist on strict performance of this Lease Agreement, including permitting a default by the Student to occur, shall not preclude the Institute from enforcement of its right under this Lease Agreement.

TERMINATION OF LEASE AGREEMENT AND/OR OCCUPANCY BY THE INSTITUTE -- ENFORCEMENT OF LEASE AGREEMENT

- a) The Institute may, without cause, terminate this Lease Agreement by giving not less than 30 days written notice. Thirty-day notice shall commence upon personal, physical service of the notice to an Occupant through delivery to their housing unit or by personal delivery on campus, or by certified mail with return receipt to the permanent address given upon signing the contract, should formal delivery attempts be unsuccessful or there is knowledge that the student is not present on campus.
 - b) Should this Lease Agreement be terminated due to the Student's failure to meet/maintain the eligibility requirements set forth elsewhere herein, the Occupants agree to vacate the unit within seven (7) calendar days unless permission to remain longer has been obtained, in writing, from the Director of Housing or his/her designate and the Facilities Rental Office.
 - c) Immediate termination of the Lease Agreement may occur when, in the opinion of the Institute, the student's behavior and/or presence represents a real and present danger to the residential community. In such cases, the student shall be required to vacate the unit immediately under the supervision of the Director of Housing, a designee or by Security. Termination carries a financial penalty, which includes lock change, removal of all personal property, restoration of the unit to check-in condition, and/or legal fees.
 - d) Termination with cause, for reasons listed herein other than nonpayment of rent, may occur at the initiation of the Institute by giving not less than seven (7) days written notice. Seven days' notice shall commence upon personal service of such notice to an Occupant.
- The Institute may terminate this Lease Agreement and require the Occupants to leave Family Housing and/or take appropriate disciplinary action, as defined by the policies of the Institute outlined in the IAIA Student Handbook, when cause exists. The following is a non-exclusive list of cause for Lease Agreement termination
- 1) Use and/or possession of alcoholic beverages as stated in the IAIA Two-Strike Policy regarding drugs and alcohol as outlined in the IAIA Student Handbook.
 - 2) Use or possession of narcotics and/or dangerous/unlawful drugs other than drugs and/or narcotics prescribed to the Occupants by a licensed physician; and/or sale of dangerous/unlawful drugs whether or not prescribed to the Occupants by a licensed physician.
 - 3) Entry, without permission, into any Institute facility or Housing unit.
 - 4) Disorderly, vicious, and/or unlawful activity or conduct that affects the rightful peace, tranquility, and/or safety of residents in the immediate area in or near Family Housing.
 - 5) Possession or harboring of animals, reptiles, or birds, with the exception of fish (in tanks of 5 gallons or less). Visitors in Family Housing shall not be granted an exception to this regulation. (Initial : _____)
 - 6) Providing accommodations for any boarders or other unauthorized person without first securing written permission from the Director of Housing or his/her designate. (Initial : _____)
 - 7) Misuse, abuse, theft or destruction of Institute property, including Institute-issued keys to the dwelling unit.
 - 8) Sales, solicitation or advertising unless authorized by the Director of Housing or his/her designate.
 - 9) Possession of motor vehicles (e.g. motor bikes, automobiles) or towable units (e.g. trailer, boats) which are abandoned, unmaintained, unsightly, and/or inoperable for more than three (3) days; (as an alternative to Lease Agreement termination, said motor vehicles may be towed at the owner's expense).
 - 10) Exterior storage of any personal property or other items not in compliance with Housing policies. This shall include appliances, furniture, wood structures (e.g., playhouses), storage sheds, or any equipment or materials which Housing officials deem unsightly, dangerous or otherwise undesirable.

- 11) The use by Occupants of campus housing facilities for commercial purposes, or in association with commercial vendors, without first securing written permission from the Director of Housing or his/her designate.
- 12) Possession of firearms, fireworks, dangerous weapons, hunting arrows, or potentially injurious war souvenirs.
- 13) Failure to comply with Policies/Regulations as defined elsewhere herein and/or any term or condition of this Lease Agreement.
- 14) Where it is deemed to be in the best interest of the Institute and/or the Occupants.
- 15) If the Occupants do not accept the new terms and conditions of the Lease Agreement as imposed under "Occupant Responsibilities."
- 16) If the Student's enrollment is officially terminated through withdrawal from the Institute, academic dismissal, disciplinary suspension or expulsion, graduation, failure to re-enroll for a semester, or failure to be fully admitted.
- 17) It becomes apparent that the Student misrepresented facts during the application, assignment, and/or check-in processes.
- 18) The Student does not meet the eligibility requirements stated herein.
- 19) The Student fails to pay rent or other charges when due.
- 20) The Student fails to take possession of the assigned unit within 24 hours after the check-in date.
- 21) If the Student abandons the premises (is absent from the apartment more than fourteen days without prior notification), the lease agreement shall be terminated and IAIA shall be entitled to take immediate possession of the apartment housing unit and the personal property contents thereof and shall, in such cases, be responsible for the removal and disposal of the personal property contents at the owner's expense.
- 22) There is an unusual occurrence affecting the health or safety of the Student or others.
- 23) The prolonged presence of the Student and/or the Student's dependents appears to be detrimental to the establishment of a productive, educational environment and/or is inhibiting the Housing Office from offering campus housing to those individuals whose primary reason for being at IAIA is to complete a degree program on a full-time basis.

TERMINATION OF LEASE AGREEMENT AND/OR OCCUPANCY BY THE STUDENT

- a) The Student may terminate this Lease Agreement by giving 30 days written notice of termination to the Facilities Rental Department. Upon filing of the notice, the Student will acquire an appointment with the Housing Office for final check-out.
 - 1) On the date of check-out, the Occupants and all personal property shall be removed from the unit. The dwelling and equipment shall be clean and in good condition, allowing for reasonable wear and tear and damage by the elements. The Apartment Check In/Check Out Form will be signed by the Student and housing staff. After the unit has been assessed, any damage or repair will be automatically deducted from the deposit.
 - 2) If the Occupants leave personal property in the dwelling or in the area after termination of occupancy by notice or otherwise, Occupants consent that such property shall be considered abandoned and disposed of and agree to be responsible for the charges applied for disposal and removal.
- b) Rent for the final period of occupancy shall extend at least 30 days past the date the "Notice of Intent to Vacate" is received in the Housing Office. In no event shall this be less than the period of actual occupancy. The Student understands that this rental charge may extend past the actual date of check-out and agrees to pay such rental charges. (Initial : _____)
 - 1) Graduating students must vacate their apartments within 30 days of the last day of classes. Students will only be allowed to remain beyond the 30 day deadline after making a written request of and receiving written approval from the Housing Director. They must give the required written thirty (30) day notice to vacate and follow check out procedures as outlined above.

By signing this Lease Agreement Application, I acknowledge that I have read the lease agreement and do intend to abide by all rules and regulations stated therein.

Student's Name

Date of Application

THE DELIVERY OF THIS LEASE AGREEMENT BY THE INSTITUTE'S DEPARTMENT OF HOUSING TO THE STUDENT NAMED CONSTITUTES AN OFFER OF HOUSING ACCOMMODATIONS. THE EXECUTION OF THIS FORM BY THE STUDENT AND ALL ADULT MEMBERS OF THE HOUSEHOLD CONSTITUTES ACCEPTANCE THEREOF.

This Lease Agreement is for occupancy in Family Housing at:
Institute of American Indian Arts
83 Avan Nu Po Road
Santa Fe, NM 87508

and is executed this:

_____ day of _____, 20____ and expires on the _____ day of _____, 20_____.

Student Name: _____

Unit Address _____ Student's Mailbox No. _____ Santa Fe, NM 87508

Current Rental Amounts (_____ Academic Year):

Summer Rental: \$ _____ per month, payable monthly at Student Accounts
Office

Semester Rental: \$ _____ per semester payable through Students Account
Office

Signed by:

Student _____

1) _____ Relationship _____

2) _____ Relationship _____

The above has been approved and accepted on behalf of the Center for Student Life Housing Department:

Staff member's signature: _____

PLEASE NOTE: The nature of college life presents a variety of challenges. It is important that students come prepared to deal with those challenges. Students who have an established and untreated addiction to drugs and/or alcohol are advised to maintain a period of sobriety for six to eight months prior to attending IAIA. Our experience has shown us that students who attend IAIA with established and untreated addictions fail to complete their first semester.



INSTITUTE OF AMERICAN INDIAN ARTS

FAMILY HOUSING APPLICATION
AND LEASE AGREEMENT

ADDENDUM NO. 1

This addendum is made this _____ day of _____, 20____, and is added to and amends that certain agreement by and between _____ as Tenant(s) and Institute of American Indian Arts, Facility Rental Program, as Landlord(s), which agreement is dated the _____ day of _____, 20____.

Said agreement is amended as follows:

Unsatisfied financial obligations will result in the college withholding student services including but not limited to: registration, official transcripts, and diplomas until your rental agreement account has been satisfied. Available balances in your student account will be used to offset any outstanding balance or balances on account of rent arrears due as per the terms and conditions of the lease agreement.

Signed by:

Student _____

Spouse/Partner _____

Print Name: _____

Print Name: _____



INSTITUTE OF AMERICAN INDIAN ARTS
FAMILY HOUSING APPLICATION
AND LEASE AGREEMENT

ADDENDUM NO. 2

This addendum is made this _____ day of _____, 20____, and is added to and amends that certain agreement by and between _____ as Tenant(s) and Institute of American Indian Arts, Facility Rental Program, as Landlord(s), which agreement is dated the _____ day of _____, 20____.

Said agreement is amended as follows:

d) Upkeep of Common Grounds and Exterior

Common areas are defined as areas accessible by all residents under normal circumstances. These include but are not limited to: all casita patios, all landscaped areas, and sidewalks.

Tenants will keep the above listed areas free from unwrapped food, trash, personal property, household furniture, toys and art materials. Toys should be placed in a predefined area (preferably a receptacle) located on the porch. Trash should be placed in a predefined covered receptacle. Food may not be left out in the open to attract animals and insects. All food outdoors must be kept in covered containers.

Outdoor patio furniture consisting of one table and up to four chairs is allowed in the patio area.

Casita patios are to be kept free from household furniture, unwrapped food, debris, trash, toys, personal property, and art materials.

Signed by:

Student _____

Spouse/Partner _____

Print Name: _____

Print Name: _____

Family Housing Info & Needs Survey

Please read and complete the required information and return with your application.

Student Name: _____ Spouse: _____

Family Housing Casitas are approximately 600 sq. ft. and consist of two bedrooms, one bath, kitchen and dining/common area. We provide all utilities, some furniture, and a working, local telephone line.

Furniture

We have some furniture available to renters, but we do not guarantee quality or availability. The following furniture is available on a first come first serve basis. Please indicate the number of these items that you will require.

Single Bed with mattress _____	Bookcases _____	2-drawer filing cabinets _____
Love Seat _____	Kitchen Table w/4 chairs _____	End table _____

Student Vehicles

All Family Housing vehicles must have a parking permit. Only two vehicles allowed per family. If you are planning to bring a vehicle to campus please indicate: Yes _____ No _____

Vehicle 1

Vehicle Make: _____

Vehicle Model: _____

Vehicle Year: _____

Vehicle Plate #: _____

Vehicle 2

Vehicle Make: _____

Vehicle Model: _____

Vehicle Year: _____

Vehicle Plate #: _____

Roommates

Single parents have the option to share their casita with an eligible IAIA student. The student may not be the same gender as the single parent. Although the rent will be shared between you, you will be responsible for the entire rent if the roommate moves out.

I would like a student roommate to share my casita. _____ Yes _____ No

Satellite Dish

Satellite is available through local satellite companies. They will bill you directly on a monthly basis. Once you decide to order satellite services, please contact Facilities Department for further instructions before proceeding.

I plan to order satellite services: Yes _____ No _____

MOVE IN INFORMATION:

1. Complete Lease Paperwork - Walk thru Inspection

Before moving in, you will be required to complete a walk thru inspection with the Facilities or Housing staff and meet with Student Life Housing staff to review the lease agreement. **This may be completed anytime between 8am – 5pm, Monday thru Friday.**

I plan to complete my paperwork and walk thru inspection on:

Day: _____ Date: _____

2. You can move into the casitas any day of the week between 9am and 9pm. In the event that you move in after the 1st day of the month, your rental rate will be pro-rated based on the daily rate for that month.

It is important that we have your planned move in date in order to have a casita ready for you.

I plan to move into Family Housing on: Day: _____ Date: _____



Institute of American Indian Arts
INSTITUTE OF AMERICAN INDIAN ARTS
GENERAL PHYSICAL EXAMINATION AND LABORATORY TESTS
THIS FORM MUST BE COMPLETED BY A PHYSICIAN OR MEDICAL PROVIDER

NAME OF STUDENT: _____

Note: ALL ITEMS ARE REQUIRED. Please indicate all findings, normal as well as abnormal.

- Allergies: Indicate if patient has allergies to medications and document the nature of the reaction.
- Conduct the physical exam. Comment on any abnormal findings and indicate what treatment if any was provided.
- Obtain blood pressure, pulse, height and weight.
- Indicate if student is receiving care for a chronic illness or treatment for an emotional disorder.
- Perform the required tests indicating date of test and results.
- The PPD skin test must be placed and read before the student will be allowed to move into campus housing. **NOTE: If PPD is greater than 10mm induration, a chest x-ray must be obtained. If the chest x-ray is abnormal, INH treatment or other TB prophylaxis should be initiated.**
- Physician or medical provider should provide signatures and office stamp verifying completion of exam.

ALLERGIES: ☐ Yes ☐ No. If yes, to what? ☐ PCN ☐ Sulfa ☐ Erythromycin Other _____
If yes, what is the nature of the reaction? _____

Is this individual currently on any medications? If yes, please list all medicine(s) by name, dosage and purpose of medication

	<i>Normal</i>	<i>Abnormal</i>	<i>Comments (all abnormal findings)</i>
Head and Neck	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	_____
Abdominal	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	_____
Extremities	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surgeries/date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skin	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	_____
ENT	<input type="checkbox"/>	<input type="checkbox"/>	_____

Blood Pressure _____ Pulse _____ Height _____ Weight _____

Is this individual under care for a chronic or serious illness? ☐ Yes ☐ No If yes, please explain _____

	REQUIRED TESTS	
	Date	Results
Urinalysis	_____	_____
HGB/HMCT	_____	_____
PPD*	_____	_____

***NOTE: PPD test should be mantoux within the past year (tine or momovac not acceptable). PPD must be placed and read before student will be allowed to move into campus housing. Treatment should be initiated if positive, greater than 10 mm induration and chest x-ray is abnormal. If positive, provide _____ mm indurations (horizontal diameter).**

Note: If greater than 10mm induration, chest X-ray required.

X-Ray results: ☐ Normal ☐ Abnormal

If chest x-ray is abnormal, has patient begun INH treatment or other TB prophylaxis treatment? ☐ Yes ☐ No If no, please explain _____

Received BCG: ☐ Yes ☐ No If yes, chest X-Ray required. X-Ray results: ☐ Normal ☐ Abnormal

PHYSICIAN OR MEDICAL PROVIDER SIGNATURE

Physician/PA/NP _____
Name (Please Print) Signature

ADDRESS _____
Number and Street City State Zip

Telephone Number (include area code) _____ Date Exam Completed _____

IMMUNIZATION RECORD

NAME OF STUDENT _____

Please note: All immunizations and/or lab serology tests are required unless otherwise noted. This record must be completed by your physician or medical provider. All immunizations must be verified by the signature and office stamp of your physician or medical provider below. You may submit copies of immunization records and lab/serology test as proof of vaccine, history of disease or immunity.

Please make copies of this record for your personal records

REQUIRED VACCINES

MONTH/DAY/YEAR

**A. MENACTRA VACCINE A/C/Y/3-135 (REQUIRED)
VACCINE AGAINST NEISSERIA MENINGITIS**

____/____/____

**B. VARICELLA VACCINE (2 doses required)
VACCINE AGAINST CHICKENPOX DISEASE**

☐ First vaccine (Required)

____/____/____
____/____/____

☐ Second vaccine (Required: due 4 weeks after first vaccine)

Other Means of Obtaining Proof of Immunity

☐ Student had disease (chickenpox or shingles confirmed by MD's records)

____/____/____
____/____/____

☐ Laboratory/serology test for evidence of immunity:

(Obtain if uncertain about dates of vaccine disease)

☐ Reactive ☐ Non-reactive

Note: If the test is NON-REACTIVE, you MUST receive the Varicella vaccines

**C. HEPATITIS VACCINE (3 doses required)
VACCINE AGAINST HEPATITIS B DISEASE**

☐ First vaccine

____/____/____
____/____/____

☐ Second vaccine (due 4 weeks after first vaccine)

☐ Third vaccine (due 6 months after second vaccine)

Other Means of Obtaining Proof of Immunity

☐ Laboratory/serology test for Hepatitis B surface antigen antibody:

(Obtain if uncertain about dates of your Hepatitis B vaccines)

☐ Reactive ☐ Non-reactive

Note: If the test is NON-REACTIVE, you MUST receive the Hepatitis B vaccines.

**D. M.M.R. (2 doses required)
VACCINE AGAINST MEASLES, MUMPS AND RUBELLA**

☐ First vaccine should be given 12-15 months

____/____/____
____/____/____

☐ Second vaccine should be given 4-6 years or after

☐ Student born before 1957 is considered immune. <Date of Birth>

Other Means of Obtaining Proof of Immunity

☐ Laboratory/serology test for evidence of immunity:

(Obtain if uncertain about dates of vaccine or disease)

____/____/____

Note: If the test is NON-REACTIVE, you MUST receive the MMR vaccines.

**E. TETANUS, DIPHTHERIA (Tdap) or (Td)
VACCINE TO PREVENT "LOCKJAW"**

____/____/____

Tetanus/diphtheria containing booster dose within the last 10 years.

HEALTH CARE PROVIDER

**Please stamp with office stamp to verify you have reviewed and/or administered any or all immunizations
(Office Stamp Here)**

Provider _____
Name (please print) _____ Signature and Title _____

Background Request Form

APPLICANT: _____ SSN: _____
Last First Middle

ALIASES: _____

ADDRESS:
(must be a physical address, not P.O. number)

Street Address City County State Zip

PREVIOUS ADDRESS: _____
(List all previous address in the last 7 years. Use additional pages if necessary.)

DRIVER'S LICENSE : _____
Number State

DATE OF BIRTH: _____ PHONE: _____
Month / Date / Year

REQUESTED BY: _____ DATE: _____

I understand that in connection with the tenant screening process, the Institute of American Indian Arts may request Employment Check Inc, a licensed investigations agency, to conduct a background check and provide an investigative consumer report to be used for employment purposes only. The report may contain information on my character, general reputation, personal characteristics, and mode of living. Areas of the search may include but not be limited to criminal convictions, civil filings, social security number, credit worthiness, department of motor vehicle records, fictitious business filings, degree confirmation, and past employment. Upon proper notification, Employment Check Inc must make the aforementioned files available for my review.

To obtain a free copy of the report please check the box. []

If any adverse action is taken, with regard to my application for residence, based entirely or in part on the investigative consumer report I will be notified of that decision and provided a copy of the report and a summary of my applicable rights.

I have provided complete and truthful information to the Institute of American Indian Arts and fully understand that any misrepresentations or material omissions concerning the information provided will be grounds for denying my application.

My signature below indicates I have carefully read and understand this notice and consent to the release of a consumer report to Institute of American Indian Arts for tenant screening purposes. I understand my consent remains in effect indefinitely until it has been revoked in writing.

Applicant's Signature/Consent

Date

Background Request Form

APPLICANT: _____ SSN: _____
Last First Middle

ALIASES: _____

ADDRESS:
(must be a physical address, not P.O. number)

Street Address City County State Zip

PREVIOUS ADDRESS: _____
(List all previous address in the last 7 years. Use additional pages if necessary.)

DRIVER'S LICENSE : _____
Number State

DATE OF BIRTH: _____ PHONE: _____
Month / Date / Year

REQUESTED BY: _____ DATE: _____

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Applicant's Signature/Consent

Date

Additional Information

Phone

We provide a working telephone line to each casita and all local calls are free. You must purchase your own telephones and telephone cords.

Housing Staff

Housing staff is available to assist you 24 hours a day. The following staff members can be reached between 9:00 AM and 5:00 PM:

Housing Director:

Leslie Romero

505 424-2380

Residential Coordinator:

Chelsea Napper

505 428-5807

Area Coordinator:

Kelly Frye

505 428-5808 & 505 428-5802

Rent Payments

Rent Payments for June and July are due the first day of each month. Make your payments directly to the Student Accounts Specialist, located in the Student Success Center, 505 424-5732.

Transportation Vans

Daily van runs are made to the Santa Fe 599 Rail Runner station, Walmart or the local mall. You can pick up the latest schedule at the Housing Office.

Pre-scheduled medical, employment, art store and internship appointment runs are arranged with the Transportation Officer at 505 690-9934.

Security

IAIA maintains on site campus security seven days a week. In case of emergency, they can be reached 24 hours a day at the following cell phone number: 505-577-1660.

Recreation

A basketball court and children's playground are located within the Family Housing compound. The court hours are 9:00am to 9:00pm. You may get equipment for court use from the Activities Office at the Center for Student Life. 505-424-2338 or 505-424-2339.



Thank you for taking the time to complete this application packet. Before sending it in, please check to be sure you have included everything necessary for us to process your application.

- _____ Family Housing Application including dates of occupancy, list of all individuals to reside in the apartment, and initialing all applicable designated spaces;
- _____ Addendum No. 1 regarding financial obligations;
- _____ Addendum No. 2 regarding upkeep of common grounds and exterior;
- _____ Completed and signed Background Request Forms for EACH adult living in the household.
- _____ Family Housing Information and Needs Survey (Please note that requests for furniture are not guaranteed as our supplies are limited.)
- _____ General Physical Exam and Immunization Record for ALL residents of the casita, including children.
- _____ Ability to provide \$250 Administrative Fee upon housing assignment notification

We look forward to meeting you in family housing very soon. If you have questions, please contact me at 505.424.2380 or leslie.romero@iaia.edu.

Sincerely,

Leslie Romero

Housing Director