



HOUSING AND  
RESIDENTIAL LIFE

2024-2025

OKLAHOMA STATE  
**HOUSING**  
AND  
**RESIDENTIAL**  
**LIFE**

Family and Graduate Student Housing  
**Leasing Information**



# HOUSING RATES AND REGISTRATION PORTAL

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## Housing Rates

Rates, under this lease, are subject to change at the direction of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. Visit the [Housing Rates](#) webpage.

### ***Registration Portal***

Visit [OSU Housing Registration Portal](#) for registration, renewals and more.

### ***Registration Fee***

The primary lessee must pay a registration fee to enter a housing lease. Housing assignments are made after the registration fee has been received in full. Housing assignments are prioritized based on the date the registration fee is received.

The registration fee is \$200 for beginning contracts; there is no fee for lease renewals. As the primary lessee, you will receive a \$150 bursar credit after six months of residency has been completed.

### ***Requesting Furnished or Unfurnished Apartments***

As the primary lessee, you can indicate your preference for a furnished or unfurnished apartment as part of the housing registration process. There is also a section of additional requests where the primary lessee can indicate the size (full or twin) and quantity of beds needed. Note that there is a monthly \$10 rental fee per bed. Primary lessee can also indicate the floor preference (carpet or tile) as part of the housing registration process. Please be aware that furniture in some neighborhoods cannot be moved or customized. Additionally, there is a \$200 fee for each time the primary lessee completes a Bed Exchange Request Form. This \$200 fee applies for the installation or removal of beds. The Bed Exchange Request Form must be completed at the Family Resource Center (FRC).

Review the [FGSH Move-In Checklist \(pdf\)](#) for what to bring, what we provide and what to leave.

### ***Lease Renewals***

- Each spring semester, FGSH residents must renew their housing contracts. Housing and Residential Life sends an email to the primary lessee with information about contract renewals. It is your responsibility to renew your housing lease by May 1.
- As the primary lessee, if you have not signed a renewal contract by May 1, Housing and Residential Life may assign your apartment to another applicant.
- If you are delinquent in your FGSH rent payments or other assessed charges, you will not be eligible to renew your contract.



## BILLING AND PAYMENTS

### ***Your OSU Bursar Account***

You may view and make payments for housing charges via your OSU bursar account. Failure to make timely payments may result in the termination of your housing lease. Learn more at the [OSU Office of the Bursar](#).

Rent is charged on a semester basis for fall and spring, but you may enroll in a monthly payment plan. For the purpose of determining rental fees, one month is 30 days. Daily charges for partial monthly periods are computed on the basis of 1/30 of the monthly rate. Rent is due at the start of the semester in the amount specified in the housing lease.

If rent is not paid by September 15 and by February 15, the primary lessee is subject to a finance charge on all past due amounts. Failure to pay rent in a timely manner will be considered a breach of lease and may result in the cancellation of the housing lease.

### ***Damages and other fines, fees and charges***

- If you incur charges, including but not limited to room damages, locked-out fees and lock changes, they will be assessed to your bursar account.
- Residents are encouraged to complete a Room Occupancy Checklist (ROC) upon checking in and again upon checking out in order to verify existing conditions. Further, residents are encouraged to report damage as it occurs in order to prevent escalating damages and/or safety issues.



## ELIGIBILITY FOR OCCUPANCY

### ***OSU Affiliations***

To be eligible to live in Family and Graduate Student Housing (FGSH), you must be affiliated with the OSU, which means you must be a student, faculty, staff or visiting scholar/researcher and have an OSU bursar account.

The preference for FGSH housing placement is as follows:

- Married students or single-parent families enrolled in at least 12 undergraduate credit hours, 9 graduate credit hours 6 graduate credit hours if also employed at OSU half-time or more in graduate level work during regular semesters.

- If space is available, preference for FGSH housing placement is as follows:
  - Single graduate students enrolled in the appropriate number of hours.
  - Single undergraduate students with at least a sophomore class standing and enrolled in the appropriate number of hours.
  - Single undergraduate students aged 21+ years old and enrolled in the appropriate number of hours.

### ***Proof of Eligibility***

When registering to live in FGSH, you must submit evidence of eligibility and be able to share that evidence upon request.

### ***Loss of Eligibility***

Residents who lose eligibility (are no longer enrolled or employed at OSU) must vacate their apartment within 72 hours. This includes students who withdraw from classes before the semester is officially completed.

You may stay beyond your lease time only if you receive approval from the FGSH assistant director at least a month before the end of the final month of your lease.

### ***Relationships***

FGSH residents may live with family members and/or roommates of the same gender. Primary lessees are allowed to have one non-related/non-family member roommate of the same gender. Roommates of the opposite gender are not allowed—unless the individuals are family members or married.

Proof of relationship (such as marriage license, proof of custody of children), photocopy of IDs and/or passports verification of class status or OSU employment are required at move-in. You must report changes of status (marital, dependent, academic) immediately to the Housing and Residential Life in Iba Hall.

#### **Other Relational Situations:**

- Multiple families may not live in the same apartment.
- Freshmen may live with older student-siblings in FGSH.

### ***Resident Photos***

FGSH residents (adults, children authorized pets) must have their photo taken at the [Family Resource Center \(FRC\)](#). These images are used for safety and security reasons and stored in the resident's electronic housing file. These photos are for internal use only and will not be distributed, posted or made available to the public.

### ***Early Move-In***

Residents enrolled in OSU for the first time may request to move in no more than one month before the semester in which they are enrolled begins. Requests for early move-in are allowed pending availability.

## ***Beginning Occupancy***

Acceptance or possession of the key or placement of personal property in an apartment constitutes occupancy. The FGSH lease is binding for the length of its actual space assignment and any subsequent lease for continued residence in FGSH.

Housing and Residential Life has the right to reassign the residents to any apartment unit upon 30-day notice and when the university authorities consider it to be needful and necessary. In such an event, a new agreement will be made between the parties of the housing unit into which the residents are assigned.

Conducting any kind of business in/around Housing and Residential Life properties is prohibited.



# **LEASE OBLIGATION**

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## **Length of Lease**

The lease period ends May 31 each calendar year. Graduating residents and residents whose employment ends before May 31 will have their lease terminated as of the end of the month of graduation/employment. This means that Family and Graduate Student Housing (FGSH) residents graduating or ending work in May or December will be charged for the whole month of rent; however, they may stay in housing until December 31 or May 31, respectively. Even if you choose to leave early, you will be charged for the whole month of rent.

Visiting scholars must present documentation during the checkout process to receive pro-rated rent.

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## **Types of Lease Agreements**

### ***Single Occupant (One Primary Lessee)***

The primary lessee assumes all financial responsibilities for the apartment. The primary lessee controls the terms of occupancy and what services are to be rendered if additional costs are added to the primary lessee's account. Further, the primary lessee controls whether such service is to be continued.

### ***Primary Lessee and Secondary Lessee Agreement***

The primary lessee assumes all financial responsibilities for the apartment. The secondary lessee must meet the criteria for becoming a resident of FGSH and must abide by all the rules and regulations.

The primary lessee controls the terms of occupancy and what services may be charged to the account. The secondary lessee may not request additional services that add to the contractual costs. Regardless, the primary lessee controls whether such service is to be continued.

All arrangements between the primary lessee and secondary lessee regarding rent payment, duration of stay unofficial notices to vacate (including the secondary lessee's notice to vacate) are to be made by the primary lessee. If the primary lessee terminates the housing lease, a qualified secondary lessee may sign a new housing lease as the primary lessee resident; otherwise, the secondary lessee must vacate the premises when the primary lessee's lease is terminated.

For a primary lessee (with child/children) to add an unrelated person as a secondary lessee, they must meet with the designated FGSH administrator before entering into this agreement.

### ***Disputes between Primary and Secondary Lessees***

FGSH is not responsible for arrangements between the primary lessee and secondary lessees and will not mediate disputes related to payment of rent and notices to vacate.

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## **Requests to Change Secondary Lessee to Primary Lessee**

Only the appropriate FGSH staff member can authorize changes between a current primary lessee and a registered secondary lessee on a housing lease. There is a \$200 fee for this request.

To start the process, the current primary lessee must email [fgsh.cro2@okstate.edu](mailto:fgsh.cro2@okstate.edu) to request an appointment to discuss changes to the lease. Housing and Residential Life reserves the right to refuse any request for a primary lessee change.

Changing the primary lessee may be considered a cancellation on behalf of the vacating primary lessee. Housing and Residential Life reserves the right to assess cancellation/termination fees to vacating primary lessees if they are leaving for any reason other than loss of eligibility to live in FGSH.

To qualify, proposed primary lessees must have lived in the apartment (for which they wish to become the primary lessee) for at least one month. Proposed primary lessees must not have delinquent rent or related charges on their bursar accounts. They must also agree to remain in FGSH for the duration of the housing contract period. If proposed primary lessees do not meet these criteria, they will not be approved to become the primary lessee.

Additional FGSH policies concerning primary lessee change requests:

- FGSH will not grant requests for primary lessee changes if the apartment has been occupied for five years or more (unless the change is being granted between spouses).
- FGSH may grant primary lessee changes for the same apartment (without it being vacated) up to three consecutive times. The fourth request will not be granted.
- For any primary lessee change, the current primary lessee and secondary lessee must meet with the designated FGSH staff together. Next, both residents attend a meeting together at the CRO or FRC to sign the appropriate papers. The new primary lessee must be aware that there is a \$200 application fee, a portion (\$50) of which is non-refundable. New primary lessee is also accepting responsibility for the apartment "as is" and will be financially responsible for all cleaning, furniture, beds, and/or damage charges (if any).
- For primary lessee changes between spouses/immediate family, a meeting with the designated FGSH staff member is not necessary.
- If a primary lessee is graduating, all paperwork for primary lessee changes must be completed by the first of the month the primary lessee graduates.

- Otherwise, all paperwork for primary lessee changes must be completed before the first of the month in which the primary lessee change is set to take place. The qualifying secondary lessee will assume responsibility for the apartment on the first day of the next month after the primary lessee change has been approved.

The following outlines the procedure for making primary lessee changes for the different types of lease arrangements:

- **For families/related occupants in a primary/secondary arrangement**
  - If the current primary lessee is no longer associated with OSU, whichever family member with an OSU affiliation must become the primary lessee.
- **For unrelated occupants in a primary/secondary arrangement**
  - The secondary lessee who is assuming the role of primary lessee must meet the criteria for becoming a FGSH resident and must have lived in the apartment for the last one month before to the primary lessee change.
  - The new primary lessee will be required to pay a housing registration fee.
  - If the new primary lessee wants a roommate to become the secondary lessee, the new roommate must meet the criteria for becoming a FGSH resident. The new roommate must sign the housing lease before moving into the apartment.
- **Secondary lessee changes**
  - When a primary lessee wishes to live with a different secondary lessee, the new secondary lessee must meet the criteria for becoming a resident of FGSH and the following procedure must be followed:
    - The former secondary lessee must sign the proper form stating that they have vacated the apartment, or they have become the primary lessee before a new secondary lessee may be added to the lease.
    - Before the new secondary lessee may move into the apartment, the primary lessee and new secondary lessee must go to the [Family Resource Center \(FRC\)](#) and add the new secondary lessee's name to the lease.

## Cancellation and Termination of Lease

### *Cancellation Before Beginning Occupancy*

Potential residents who wish to enter a housing lease will pay an initial registration fee of \$200. Residents will receive a \$150 bursar credit after six months of residency have been completed. Cancellation of the lease before occupancy begins is subject to the following conditions and deadlines.

- **Refund.** A \$150 credit/refund will be processed if written notice of cancellation is received by Housing and Residential Life within five days of paying the registration fee or before May 1 (or before January 5 for contracts commencing during the spring semester).
- **No Refund.** If written notice is not received by May 1 (January 5 for contracts commencing during the spring semester), there is no refund of the application fee. If potential residents receive a waiver for the initial application payment requirement (due to financial aid, for example), they will be charged \$200.

### *Cancellation After Beginning Occupancy*

If residents choose to cancel their housing lease before the end of the contract period (May 31) for any reason other than losing eligibility to live in FGSH, they will lose their housing registration fee credit and will be charged a cancellation fee equivalent to two months' rent.

In addition to the cancellation fee, residents may be charged other fees assessed at checkout, including damages and improper checkout fees.

If residents vacate their apartment during a final examination week, they are responsible for completing the lease.

### ***FGSH Initiated Termination of Lease***

Housing and Residential Life may terminate a housing lease for the following reasons:

- If rent or other charges due are not paid on time.
- Resident does not comply with the university or FGSH policies and procedures.
- Resident does not meet the eligibility requirements, including status as an OSU student and/or employed by the university otherwise eligible to be an FGSH resident.
- Resident's personal information is not up to date at the Housing and Residential Life Office (100 Iba).
- Residents who have had their contract terminated due to contract or policy violations may be assessed a two-month buyout charge.
- Although in rare cases, if Housing and Residential converts the housing area to another use.



## **CHECK-IN PROCESS**

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### **Room Occupancy Checklist (ROC)**

- When you move in, you will receive a paper inventory/checklist called the Room Occupancy Checklist (ROC). You use the ROC to list university-owned furniture items and appliances in your apartment. You'll also record everything damaged or needs cleaning and/or repairing. Include all nail holes, scratches, dirt on walls, doors and floors, appliances not working, dripping faucets, non-working light fixtures not, peeling paint, broken furniture so forth. When you move out, you will be responsible for any damages not listed on the ROC, so be thorough when evaluating your space. You may not add any damages to the ROC once you submit it to the FRC.
- As the primary lessee, you must sign the completed ROC and return it to the Family Resource Center (FRC) within five business days after moving in. Afterward, you will sign for a second door key and two mailbox keys. An apartment assistant will review the submitted ROC during a scheduled check-in inspection.
- If you decide not to submit the ROC or return it late, your apartment will be considered clean and in good condition. You will be responsible for all damages in the apartment—regardless of what is on the ROC.





# CHECKOUT PROCESS

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## Fees, Charges and Rent

- Family and Graduate Student Housing (FGSH) will charge your bursar account any applicable cleaning/damage charges, lock changes and/or appropriate lease cancellation fees.
  - You will be charged rent until you return your keys to the Family Resource Center (FRC).
  - Improper Checkout. If you fail to submit a [Notice to Vacate](#) form, fail to move out by the date on the Notice to Vacate or leave keys in the apartment, you will be charged a \$150 improper checkout fee.
  - To avoid clearing charges, you must thoroughly clean your unit. The minimum cleaning charge is \$100. Follow the detailed instructions on the [FGSH Move-Out Checklist \(pdf\)](#) to ensure proper cleaning.
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## Notice to Vacate

- You are required to submit a [Notice to Vacate](#) at least 2-weeks prior to your departure date. The primary lessee must complete the [Notice to Vacate](#).
  - Secondary lessees are not required to complete a Notice to Vacate form.
  - All residents in the apartment must move out by the date indicated on the Notice to Vacate.
  - After you have checked out of the apartment, neither you nor any secondary lessees may reenter the apartment.
  - FGSH is not responsible for arrangements between the primary lessee and secondary lessees and will not mediate disputes related to payment of rent and notices to vacate.
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## Checkout Inspections

- **In-person Checkout Inspection.** If you want to be present during the checkout inspection, you must give two business days' notice to allow staff time to schedule the inspection. In-person inspections may not be available at all times. Please contact the CRO to determine if an in-person checkout inspection is available.
  - **the CRO to determine if an in-person checkout inspection is available.**
  - **Staff Only Inspection.** As the primary lessee, you may choose not to be present for the checkout inspection. By selecting this option, you agree to accept all damage and cleaning charges assessed for the unit by the apartment inspector.
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## Returning Keys

- You must return all keys, including mailbox keys, to the apartment inspector during the checkout inspection or return the keys to the Family Resource Center (FRC) when you leave.
- If all extra keys are turned in along with all original official keys, a credit will be issued. If all keys are

not turned in, charges for a lock change will be assessed.

- If you leave your keys in the apartment upon checkout, you will be charged \$150 for an improper checkout.
- After returning the keys, you lose access to the apartment and mailbox.
- If you are moving after 5 p.m. or on weekends, holidays or university closings, call (405) 564-4028. You must turn in your keys at the Family Resource Center.
- Keys must not be mailed to the Family Resource Center.

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## Petition for Adjustment of Charges

You have 90 days from the checkout inspection to contest charges. To do so, complete the [Petition for Adjustment of Charges](#). If you have questions, email [fgsh@okstate.edu](mailto:fgsh@okstate.edu).

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## Property Abandonment

If you leave personal items in your apartment after vacating, the items will be removed at your expense. As the vacating resident, you will receive an email notification and be given 30 days to claim your items. If no response is received within the 30-day deadline, the university will donate the items to a local charity. Removal and storage fees will be charged to your bursar account, including the minimum charge of \$100 for abandoned property.



## SHORT-TERM HOUSING

Short-term housing in Family and Graduate Student Housing (FGSH) is available to individuals who are eligible for an OSU ID and meet the following criteria:

- Holds non-standard matriculation status, such as visiting professors, visiting scholars visiting/invited researchers.
- Can provide documentation from their university department regarding their employment status. Documentation must include the dates they are working or which they are affiliated with Oklahoma State University.
- Needs housing for less than three months. If you stay three months or less and do not inform Housing and Residential Life of your short-term status, we will retroactively adjust your rent to the short-term rate.

### ***Additional Requirements for Short-Term Guests***

- Must pay a registration fee and the rental rate equivalent to at least 25% more than the regular rate for the available apartment.
- Must give notice to vacate (see #16 in this handbook) and follow FGSH checkout procedures, which include scheduling a checkout inspection (see #17 in this handbook).
- May not transfer to another apartment or complete a primary lessee change.



# APARTMENT TRANSFER REQUESTS

## ***Transfer Request Criteria***

Moving from one Family and Graduate Student Housing (FGSH) apartment to another (referred to as transfers) is permitted if the request meets the following conditions:

- Transfer assignments are made only if space is available.
- New housing contracts are given priority over transfer requests.
- Only the primary lessee may request a transfer and schedule an apartment transfer appointment with the FGSH Community Relations Office (CRO).
- Transfer requests are accepted any time of year; however, Housing and Residential Life reserves the right to refuse or delay any transfer request.

## ***Non-Refundable Processing Fee***

- The OSU Bursar will charge the primary lessee's account a non-refundable processing fee of \$100 for each apartment transfer request.
- The \$100 fee is accessed even if residents change their minds after they receive the Offer Letter for the new assignment/apartment.

## ***OSU Denies Transfer Requests***

- FGSH will deny a transfer request if the resident will not be eligible to live in the new apartment for at least six months after the transfer is approved.
- Residents who are vacating (leaving) their apartments are not allowed to request a transfer.

## ***Primary Lessee Declines Transfer Assignment***

- Primary lessees may decline to accept a transfer assignment but must submit their decision to FGSH in writing.
- After declining a previous transfer assignment, primary lessees may begin another transfer request and pay another non-refundable fee of \$100.

## ***Transfer Process***

- When the new apartment is ready, residents requesting the transfer must move immediately.
- Beginning the day the resident accepts the keys to the new apartment, they will be charged the rental rate for it.
- Residents are allowed three working days to move from one apartment to another and to turn in the keys for the vacated (old) apartment.
- If the keys are not turned in by the third day, the primary lessee will be charged rent for both apartments until the keys to the vacated (old) apartment are returned.
- Cleaning and/or damage charges for the vacated (old) apartment will be applied to the primary lessee's bursar account.
- Apartments that staff have treated for pests may not be moved into for 30 days after treatment.

