**SIGNED FORM REQUIRED FOR KEY DISTRIBUTION**

# Area L AHEC Housing Regulations and Guidelines

 ***Tenant:***

* Upon arrival at residence, student will inspect space and report any unsatisfactory areas of concern or damage found to designated Area L AHEC staff prior to moving personal items into housing.
* Area L AHEC assumes no liability for lost, stolen, or damaged items during your stay. Students are encouraged to obtain renter's insurance.
* During occupancy, student will maintain neat quarters and will be liable for any cleaning which is necessitated. Before vacating premises, student MUST clean space, with strong emphasis on bathrooms and kitchen, **even if student is NOT the last one to vacate apartment.** Forfeiture of student’s $75 refundable security deposit will be implemented for negligence in this regard and this may forfeit your privilege to use AHEC housing in the future. You MUST dispose of or take everything in the fridge or kitchen cabinets belonging to you at the end of your rotation.
* Student will replace any items he/she breaks and will notify the Area L AHEC staff about this. Student will also notify the Area L AHEC staff as soon as possible if anything malfunctions.
* Student must be considerate of others, as this is shared housing, and keep noise to a minimum. Anyone causing disruptions will be asked to vacate premises and this may forfeit your privilege to use AHEC housing in the future.
* No guests**, including overnight guests**, are allowed due to insurance liability, cost of utilities, and the Area L AHEC Student Housing “No Cohabitation” policy. Reporting infractions of this rule is your obligation.
* Pets/animals are strictly prohibited inside and outside of Area L AHEC’s housing properties at any time during occupancy.
* Possession of a weapon or firearm on Area L AHEC’s housing properties is strictly prohibited by Area L AHEC’s housing policy and will result in your immediate removal. This will also forfeit your privilege to use AHEC housing in the future.
* Student must maintain this smoke-free/drug-free housing environment. Absolutely no smoking or drug use is allowed. Burning candles or anything of that nature is also prohibited due to the insurance liability. Engaging in drug or alcohol abuse, including the purchase, sale, possession, or use of controlled substances on the premises of Area L AHEC housing will result in your immediate removal and will forfeit your privilege to use AHEC housing in the future. The legal drinking age in North Carolina is 21 years of age.
* Destroying, damaging, or theft of property belonging to Area L AHEC, Tau Valley Apartments, Summit Place Apartments, or Roanoke Rapids Condo will result in your immediate removal and will forfeit your privilege to use AHEC housing in the future.
* To prevent damage to furniture, floors and walls, furniture is not to be rearranged without permission and student must not remove, damage, or tamper with any furnishings or internet wires or hang anything on walls, smoke detectors, or sprinkler receptacles.
* Student understands that neither Area L AHEC nor its employees or student’s assigned rotation site and its employees are liable for any injuries the student may incur during the course of student’s clinical rotation in Area L or while staying in the provided AHEC housing. Students are encouraged to obtain health insurance.
* **DO NOT DUPLICATE YOUR KEY OR CHANGE LOCKS FOR ANY REASON.** Assigned student will not provide key to any non-assigned students.In the event that you fail to return your key upon departure, your $75.00 security deposit will be cashed and a $25.00 key charge becomes non-refundable.
* Your housing deposit will be cashed if you fail to pick up your key and have not notified Area L AHEC of your housing cancellation **at least 5 days prior to your scheduled arrival date**. This may also forfeit your privilege to use AHEC housing in the future.
* Your $75.00 security deposit will be cashed if you fail to clean the apartment to AHEC standards for the next students. There is a reminder list on the refrigerator of each apartment of what will be inspected when you vacate the premises.

**Area L AHEC reserves the right to forfeit your deposit and your housing request if all housing regulations and responsibilities are not followed. Expect weekly inspections by Area L AHEC personnel during the hours of 8:00 – 5:00.**

*I have read and agree to abide by the rules and regulations as stated above. I understand that if I do not act in accordance with these policies, I risk the loss of my security deposit and may forfeit my privilege to use AHEC housing in the future.*

Date Signature