**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.
* During occupancy, student will maintain neat quarters and will be liable for any cleaning which is necessitated. Before vacating premises, student MUST clean space, **even if student is NOT the last one to vacate apartment.** You MUST dispose of or take everything in the fridge or kitchen cabinets belonging to you at the end of your rotation.
	+ Cleaning services are provided each month and you are responsible for removing your personal items from the countertops, tables, walkways, floors, etc. You must also have dishes out of the sink and off countertops. **If the cleaning company deems your apartment as unserviceable, you will be billed for the cancellation fee of the service, up to $75.00.**
	+ You are also expected to clean adequately before vacating the apartment and smoking is not allowed. **If left in an unsatisfactory condition, you will be billed up to $75.00 to help cover cleaning costs.**
* 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.
* Area L AHEC assumes no liability for lost, stolen, or damaged items during your stay. Students are encouraged to obtain renter's insurance.
* Student will replace any items he/she breaks and will notify Area L AHEC staff about this. Student will also notify Area L AHEC staff as soon as possible if anything malfunctions.
* Destroying, damaging, or theft of property belonging to Area L AHEC, Tau Valley Apartments, Summit Place Apartments, or Roanoke Rapids townhomes 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 student’s clinical rotation in Area L or while staying in the provided AHEC housing. Students are encouraged to obtain health insurance.
* 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. If student is the only occupant utilizing the apartment/townhome, student is not allowed to use unoccupied bedrooms or bathrooms.
* Pets/animals (excluding Service Animals) are strictly prohibited inside and outside of Area L AHEC’s housing properties at any time during occupancy. You can request to have Emotional Support Animals in the apartments by filling out the ESA Contract and providing all required documentation. Area L AHEC does have the right to deny a student’s ESA request.
* 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.
* **DO NOT DUPLICATE YOUR KEY OR CHANGE LOCKS FOR ANY REASON.** Assigned students will not provide key to any non-assigned students.

**Area L AHEC reserves the right to forfeit your housing request if all housing regulations and responsibilities are not followed.**

*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 being billed for cleaning services, and may forfeit my privilege to use AHEC housing in the future.*

Date Signature