

HARTFORD SEMINARY
On-Campus Apartment Application – Visiting Scholars

Information and Instructions

Hartford Seminary has a limited number of furnished apartments on campus to rent to visiting scholars who are amenable to sharing common living areas (kitchen, living room, bath.)

Occupancy is intended for individual scholars only; accommodation for scholars seeking on-campus apartment housing for themselves and their families cannot be guaranteed and may be considered on a case-by-case basis in the event appropriate apartment space is available.

Please note that Hartford Seminary apartments are NOT handicapped accessible.

Rent is approximately \$400 *per month* (the rental amount may vary somewhat depending on the particular apartment assignment.) Heat, electricity, hot water and one basic phone line per apartment are included in the cost of the rent.

Apartment Reservation Deposit and Security Deposit

In order to be considered for and assigned to a space on-campus, the attached housing application must be completed and returned with a \$100 apartment reservation deposit.

Hartford Seminary also requires payment of an apartment security deposit (in the amount of one month's rent) *and* the first month's rent at the time of occupancy and prior to the release of apartment keys. The \$100 apartment reservation deposit will be applied to the security deposit. Therefore, the approximate amount due at the time of occupancy will be \$700. The security deposit is held until the scholar vacates the apartment. The security deposit is refunded after the apartment has been checked by facilities staff and found to be in the same condition as it was when originally occupied (taking into account typical use.) Please see the *Hartford Seminary Rental Manual* provided in each apartment for further stipulations and information concerning the security deposit.

A letter confirming your apartment space assignment will be sent to you as soon as an assignment can be made. The letter will indicate the exact amount due at the time of occupancy and confirm the date by which the apartment will be available for occupancy.

Payment of the \$100 apartment deposit may be made by certified bank check or money order (made payable to *Hartford Seminary*) or with one of the following credit cards: VISA, Mastercard or Discovery.

For international visiting scholars who are unable to provide a deposit in any of the ways indicated above, please contact Meg Wichser, Director of Educational Services to discuss alternative arrangements.

The application and \$100 apartment deposit must be received as follows:

- | | |
|---|---------------------------|
| ▪ for <i>Fall Semester Occupancy</i> (beginning in September) | <i>August 15</i> |
| ▪ for <i>Winter/Spring Semester Occupancy</i> (beginning in January) | <i>December 15</i> |
| ▪ for <i>summer occupancy</i> during June, July, August | <i>May 15</i> |

Applications are considered on a first-come, first-serve basis. A room assignment will be made, secured and confirmed by Hartford Seminary **ONLY** when the attached application and the apartment reservation deposit have been received.

The \$100 apartment reservation deposit will be refunded if, for some unforeseeable reason, a scholar is unable to attend Hartford Seminary.

Please direct any questions to:

Meg Wichser, Director of Educational Services, Hartford Seminary
860.509.9552; wichser@hartsem.edu

HARTFORD SEMINARY
77 Sherman Street, Hartford, CT 06105
860.509.9500- main number; 860.509.9509-fax; www.hartsem.edu

On-Campus Apartment Application
VISITING SCHOLARS

Please complete the following information and *please print legibly* – thank you.

_____ Male Female
Full Name

_____ No. Street (please include apartment or suite number if applicable)

_____ City State/Province Country Zipcode

_____ Home Phone Work Phone Email

Anticipated Arrival Date: _____ Anticipated Departure Date: _____

Type of Visa (if applicable): _____ Granted as of application submission: Yes No

Please indicate the phone number, fax number or email address at which you will be readily available to receive and respond to any communications regarding your room assignment, arrival, etc. within 30 days of your anticipated arrival date:

_____ Please indicate if: Phone Fax Email

Payment Information:

Credit Card No. _____

Expiration Date _____

VISA Mastercard Discover

Signature: _____

Please make certified bank check or money order payable to:

Hartford Seminary

Please mail to:

Meg Wichser, Director of Educational Services

Hartford Seminary, 77 Sherman Street, Hartford, CT 06105

Office Use Only

Date Application Received _____

Payment Enclosed Y N

Room/Apartment Assignment _____

Room/Apartment Confirmation Letter Sent _____

Date

By: _____