

Housing Terms and Conditions

Academic Year 2025-2026

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HOUSING CONTRACT

When you sign the Housing Contract, you enter into an agreement with M Housing (“Housing Contract”) and agree to the expectations and procedures outlined in this document (Housing Terms and Conditions) and the CLAM (Community Living at Michigan).

The terms and conditions that follow are designed to ensure the smooth functioning of M Housing facilities and apply to all M Housing communities unless otherwise noted. Some

individual halls and communities, such as Munger Graduate Residences, Martha Cook, Henderson House and Lawyers Club, and Michigan Learning Communities may have additional unique contractual terms and conditions. Residents who live in those communities or are members of those groups agree to abide by the additional terms and conditions as part of their contract, as well as by those described in this document. Terms and conditions may be changed from time to time.

Every effort has been made to ensure the accuracy of information contained in this electronic document. Updates and corrections are made as necessary. Contract holders will be notified of material changes.

Throughout this document, the following terms are used and defined:

- “You” and “your” refers to the individual signing the contract and is the person legally bound to its terms and conditions.
- “Resident” refers to the contract holder residing in the space.
- Residential community refers to all communities within M Housing, undergraduate buildings, graduate and professional buildings, suites, and apartments.
- “Room,” “space,” “booking” or “assignment” denotes the space which has been contracted: apartment, room, and suite. In Munger Graduate Residences and in Northwood Community Apartments this includes any storage space specifically connected to the address.
- M Housing “full-time staff” includes any non-student employees of M Housing.
- “ResStaff” includes Resident Advisors (RA), Diversity Peer Educators (DPE), ResStaff Coordinators (RSC), Henderson House Resident Director, and Martha Cook Graduate Student.
- “Guest” and/or “household member” refers to any person(s) in a residential community who is not the primary contract holder.
- The Community Living at Michigan Standards ([CLAM](#)) referred to in this document is an outline of the rules, policies, and regulations that residents agree to when they sign their Housing Contract.

LEGAL INFORMATION

Your M Housing Contract is the basic document that states the contractual obligations between you and M Housing. The Terms & Conditions are legally binding and incorporated by reference in the M Housing Contract. You are equally responsible for complying with the rules, policies, and regulations contained herein and in the [CLAM](#), as you are those directly printed on the [M Housing Contract](#).

Hold Harmless

You agree to release the University, its agents, and employees from any and all damages,

liability, claims, expenses, or loss (collectively, "Claims") resulting from or arising out of your use of space within M Housing and to indemnify and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of your housing contract. You understand that by residing in M Housing, you are assuming the risks associated with congregate living.

Personal Property and Liability Protection

The University and Michigan Housing do not assume any liability for loss, theft, or damage to the personal property of residents in any Michigan Housing location, including parking lots. Residents are strongly encouraged to maintain appropriate renters insurance coverage on all personal property, including automobiles. Purchase of a Michigan Housing parking permit requires the vehicle to be appropriately insured.

ELIGIBILITY TO RESIDE IN MHOUSING

General Eligibility Requirements

Undergraduate, graduate, and professional residents must be enrolled in classes to remain eligible to reside in M Housing during each respective academic term. Graduate students do not need to be enrolled during spring and summer terms to maintain eligibility. Contract holders must maintain eligibility during the entire time period defined in the contract. In instances where eligibility is uncertain, you are required to produce a written statement to Michigan Housing from your school or department indicating your status. If you are a resident, you must verify that you are making appropriate progress toward your degree and that you remain in good standing within the school or department. At any time after you lose eligibility status, M Housing may terminate your contract.

M Housing reserves the right to decline housing applications or terminate housing contracts based on the conduct and behavior of residents, including any conduct that may pose a risk to the safety of M Housing property or the M Housing community.

Eligibility Status Change

In the event that you no longer maintain eligible status, you must immediately notify M Housing at 1011 Student Activities Building, Ann Arbor, Michigan, 48109-1316 or by email at housing@umich.edu. At any time following the termination of your eligible status, M Housing may in its sole and absolute discretion terminate this contract upon thirty (30) days' written notice to you. The University has the right, upon 45 days' notice to you, to increase the total rent due by an amount reasonably related to any increase in (a) the cost of utilities or, (b) premiums paid for liability, fire, or workers compensation insurance.

If your status changes at any time you must notify M Housing by emailing housing@umich.edu. Examples include, but are not limited to: a Student who has graduated and becomes a

postdoctoral research fellow or U-M staff member and a postdoctoral research fellow whose appointment has been changed to a U-M staff member. The rental rate will be assessed at the appropriate Student or Non-student rate and based upon the date of the status change. Contract holders whose status has changed to Non-student will be allowed to complete their current contract but will not be eligible to renew their contract for additional contract periods.

Duration of Eligibility

- Student Eligibility: Student contract holders are limited to six (6) contract renewals beyond the original term of the contract. Special requests from student residents to remain beyond the maximum periods of eligibility must be submitted in writing to Michigan Housing by March 1 preceding the end of the contract.
- Post-Doctoral Research Fellows: Post-Doctoral Research fellow contract holders are limited to two (2) contract renewal periods beyond the term of the original contract.
- Non-student Eligibility: With approval from M Housing, a contract holder who becomes a non-student during the term of their contract may live out the end of the current contract. If a Non-student enrolls as a Student, they may not add more than the maximum student eligibility time to their time spent in M Housing as a Non-student.

Additional Graduate Housing Eligibility Requirements

Meeting the below eligibility criteria does not guarantee approval of your application to live in Munger Graduate Residences or Northwood Community Apartments.

Northwood Community Apartments

You may apply to live in Northwood Community Apartments if you are a student or non-student as defined below and meet eligibility requirements:

Student

- A graduate student
- Undergraduate student out of high school 6 years or more
- An undergraduate student with household members
- A Ph.D. candidate actively writing a dissertation (as verified by their academic department)
- Students must be registered for classes and/or paying tuition at the UM, Ann Arbor campus
- Students must be enrolled for 6 or more credit hours, two out of three academic terms, or be actively writing their dissertation as verified by their academic department
- Students have priority for vacant units over Non-students

Non-student

- Postdoctoral research fellow at the University of Michigan as defined by [SPG 201.19](#)

- Contract holder who no longer meets student eligibility requirements during the contract period

Munger Graduate Residences

You may apply to live in Munger Graduate Residences if you are a student or non-student as defined above and meet eligibility requirements.

The foregoing criteria, however, shall not entitle a person with eligible status to be accepted to live in Munger Graduate Residences or Northwood Community Apartments.

Household Member Requirements

For the purpose of living in M Housing, the following requirements must be in place:

- All household members must be disclosed to M Housing. This occurs when submitting the application to reside in M Housing or via a request form following the submission of the Housing Contract.
- Dependent children (under 18 years of age) may only reside in the unit if they are (a) the children of the contract holder, (b) the children of another household member residing in the unit, or (c) under the guardianship of the contract holder or another household member.
- Household members cannot exceed the occupancy limits of the assigned apartment. If you expect to exceed [occupancy limits](#) (due to household size increasing), apply for an apartment transfer to a larger unit ahead of time. Options for larger capacity apartments are based on availability and not guaranteed.
- You are responsible for updating your contract with any changes of household members throughout the contract term. Any additions, deletions, or changes to the household must be provided to M Housing along with required information prior to the person(s) residing in the apartment.
- You may not allow any other person(s) to reside in the apartment who is not authorized by M Housing as a member of the household or who is not a guest (See [Michigan Housing Policies](#)).

All Household members are required to follow all applicable University of Michigan policies, procedures, and regulations, including the Community Living at Michigan Standards (CLAM). If a household member does not comply with all policies and procedures, the contract holder of the apartment will be held accountable which may result in contract termination.

Any requests for special circumstances must be submitted to Michigan Housing. You are fully

responsible for any actions and/or misconduct by your household members, dependent children, and guests.

Prioritization for Graduate Apartment Assignments

- Student applicants have priority over all Non-student applicants.
- Single graduate students are eligible to share two-bedroom units or two-bedroom with study units with one other single graduate student.
- Single graduate Students and postdoctoral research fellows are eligible to share suites with other single graduate students in Munger Graduate Residences.
- Roommates must be mutually requested in the application process and must be brought in at the time of self-selection (when available) for Northwood Community Apartments.
- Single graduate students will be assigned a roommate by Michigan Housing if a roommate is not requested.
- Students wishing to live with household members are eligible for any apartment type except shared units dependent on availability and fire code capacity limits.
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ACCOMMODATIONS

Medical, Religious, or Cultural accommodations should be shared when completing the M Housing general housing application, or soon afterward. If you have questions or would like to receive information on how to request an accommodation, please contact the Diversity and Inclusion Office at hsg-accommodations@umich.edu. Information can also be found on the [housing website](#).

Medical and Disability Accommodations

Detailed information regarding a request for medical, health, or disability-related accommodation can be found on the [housing website](#) and as part of the housing application process. Requests are reviewed as they are received. Contact the Diversity and Inclusion Office at hsg-accommodations@umich.edu with questions.

Emotional Support Animals (ESA) that provide emotional support that alleviates symptoms of an individual's existing disability may be permitted in M Housing as required by law and must be approved in advance. Residents with approved ESAs are responsible for the behavior of the ESA and must be aware of the Housing policies and expectations of having an ESA, including the permissible areas the ESA may be. The review and approval processes must be completed prior to bringing an ESA into any M Housing facility. Information on the accommodation process can be found on the [M Housing website](#). M Housing only provides accommodations for an ESA living in housing spaces. For information on ESAs in other parts of campus, the [Services for Students](#)

[with Disabilities Office](#) should be consulted.

Religious and Cultural Accommodations

Please reach out to M Housing as soon as possible for any religious or cultural accommodations:

- For cultural and religious accommodations that impact a room assignment please contact hsg-accommodations@umich.edu to request an accommodation.
- Bidets are only permitted in Northwood Community Apartments and must be installed by Student Life Facilities staff. The resident is responsible for purchasing a seat-style bidet from the approved list that will be installed by Student Life Facilities. To request a bidet, contact the Housing Accommodations Coordinator at hsg-accommodations@umich.edu.
- For cultural and religious practice accommodations that conflict with CLAM provisions in this document please contact the Diversity and Inclusion Office hsg-accommodations@umich.edu. Accommodations must be discussed and approved before items are brought into the residential community.
- The use of candles and incense is not permitted inside M Housing residence halls or apartments. Candles and incense may be permitted with approval from the Fire Marshall for one-time use outdoors on University property at a designated date and time. Staff are onsite nearby when candles/incense are in use as a fire safety measure. For additional information, contact the Diversity and Inclusion Office at hsg-accommodations@umich.edu.

CONTRACTS AND ASSIGNMENTS

Substance-Free Assignments

A substance-free (“sub-free”) assignment is defined as a living space where all roommates and their guests (including those of legal drinking age) agree to maintain the space free of substances that could harm their health or the community. These substances include, but are not limited to, the following:

- Alcohol
- Tobacco products (including smokeless)
- Cannabis products
- Illegal drugs and drug paraphernalia
- Illegally obtained prescription medications

Members of the substance-free community voluntarily choose substance-free housing. This commitment is taken seriously by M Housing, and violations may be addressed through the Housing Support & Community Responsibility (HSCR) Process.

Contract Modification or Termination

Residents may terminate their contract early with notice to M Housing. There is an early termination fee of 80% of the remaining contract obligation.

The early termination fee is waived when a resident is disenrolling from the University (e.g., leave of absence, graduation) or participating in a University-sanctioned study abroad program. Medical conditions are not grounds for waiver of contract cancellation fee; students requesting housing accommodations based on health reasons should utilize the [Students with Disabilities and Chronic Health Conditions](#) process. Contract holders opting to terminate their contract early must vacate by the submitted departure date provided in the early contract termination form or by the date and time mandated by M Housing. Any contract holder granted early contract termination who fails to follow the procedure for checkout may be held accountable for full payment of the contract.

All Contract Holders

All contract holders are responsible for all charges that are identified on the contract they have signed.

Checking out of your residence does not relieve you of your contractual obligations. Contact [Michigan Housing](#) if you wish to discuss early termination. If you have decided to exercise the early termination clause of your contract, fill out the form on the [Housing portal](#). Any contract holder who fails to follow the procedure for checkout after contract termination may be held accountable for full payment of the contract. Disenrolling residents must provide at least 30 days advance notice of their planned departure date.

When a housing contract is terminated for conduct reasons (e.g., via the Community Living at Michigan Standards), the University shall have the right to re-enter and take possession of the premises.

Contract Reassignment and Sublets

Contract holders are not permitted to assign the housing contract, sub-license their housing contract, or sublet the unit to another individual.

Contract Renewal

All M Housing contracts are for the specific duration printed on the contract and are not automatically renewable. Residents who wish to return to M Housing will find more information on the renewal process on the [M Housing website](#).

Expiration of Contract Term

Undergraduate residence halls and Lawyers Club residents must vacate their rooms within 24

hours of their last exam, but no later than the end date and time stated in their contract, (exceptions to this policy are described in *Extended Stay*.) Non-students or residents without final exams or located in Northwood I, II, IV, V, or Munger must vacate by the end of the contract date. If you remain beyond the expiration date without the written permission of M Housing you will be subject to removal and additional charges for rent and service charges resulting from a stay beyond the contract period. There may be additional legal remedies available to M Housing.

Vacation and Break Periods

Vacation and break periods are subject to change - please visit the [calendar](#) on the M Housing website for specific details. Typically, M Housing facilities remain open during the November break and spring break periods and limited dining service may be available during these times. During the University break between fall term and winter term, undergraduate residential communities and Lawyers Club spaces are closed and residents must vacate the premises. Northwood Community Apartments and Munger Graduate Residences remain open between fall and winter terms. Residents must follow procedures provided by M Housing staff at their building or hall level.

Extended Stay

You may not remain in your room or apartment beyond the contract end date without the express written permission of M Housing. Residents must follow whatever processes are required to request a stay beyond their contract end date. Additional charges may apply.

Assignment Changes: Resident-Initiated

All resident-initiated changes must be authorized in advance by Michigan Housing. Such changes may take place based on an approved assignment swap or on an offer from a waitlist. M Housing will not honor informal or different procedures. Individuals may not occupy any space to which they have not been assigned (originally or through assignment swap, waitlist, or other authorized process), even if it appears to be vacant. Residents must ensure that any shared unassigned space, including furnishings, is in a condition ready for a new occupant at all times.

- **Assignment Swap:** Two contract holders may agree to exchange room assignments at any time, with the exception of room change freeze periods, provided the change is properly coordinated through Michigan Housing. Contract holders cannot swap into a vacant space; the switch must be done with another contract holder, and both must live in their respective new spaces. Residents must be fully eligible for the space they are switching into, and switches that result in a change of rate type will be billed at the rate of the new room.

No one may pressure or coerce a contract holder to make a swap, including by making offers of financial compensation or other incentives or rewards. Residents engaging in this behavior or having others make such offers on their behalf will be held accountable.

Michigan Housing reserves the right to deny a mutually agreed swap or suspend room swap process availability at any time.

- **Fall Term and Winter Term Waitlists:** Information regarding these processes can be found on the Housing website. Contract holders are responsible for the terms and rate of their new space.

Assignment Changes: M Housing-Initiated

- **Vacant Spaces:** M Housing reserves the right to make an administrative room change into a vacant space, independent of the waitlist, when it deems a change necessary. Contract holders in a room or suite with a vacant space are required to accept a new roommate who is placed in the space by M Housing. Refusing to accept a roommate, or impeding M Housing's ability to effect an assignment into a vacant space (e.g., by not keeping the unoccupied space presentable) is a violation of the contract. Advance notice of at least 24 hours will be provided before a new roommate is assigned. Only under emergency circumstances would less notice be provided. Therefore, residents must ensure that the vacant space and furnishings are in a condition ready for occupancy at all times. Failure to comply with these policies can result in the contract holder(s) already occupying the room or suite being charged additional fees up to and including the full rate for the vacant space.
- **Extenuating Circumstances:** M Housing may require contract holders to move to other accommodations in University-owned and operated facilities if it is determined by M Housing to be in the best interest of the contract holder and/or other occupants of the housing unit, the University, or M Housing. Efforts will be made to offer comparable accommodations. A move may, however, result in a rate change for which contract holders are responsible. These changes will occur within a time frame determined by M Housing.
- **Supplemental Spaces:** From time to time the demand for housing exceeds the capacity of our available room inventory. If occupancy exceeds the system capacity, some lounges are converted into resident rooms. Residents placed in these rooms will be offered spaces elsewhere in the system as they become available. Residents residing in these spaces will be required to move if (a) a standard residence hall space becomes available prior to the third week of the semester or (b) the occupancy of the room drops below full capacity.

- **Modified Rooms:** M Housing has modified and, in some cases, equipped, some of its spaces to meet the needs of contract holders with disabilities. Contract holders without disabilities may receive an assignment to such a space. The contract holder agrees, upon 15 days written notice from M Housing, to be transferred to another space if the contracted premises are needed for a resident with a disability. If such a transfer is made, M Housing agrees to provide a new assignment that is reasonably equivalent to the initial space not including any special features designed for the needs of a person with a disability.
- **Damaged Rooms:** If an assigned space is deemed uninhabitable for any duration, M Housing will make an assessment of time needed to make necessary repairs. Reasons a space might be defined as uninhabitable may include one or more of the following: fully destroyed or substantially damaged, the need for extensive repairs, or other purposes related to health or safety necessity. If the room will remain uninhabitable for an excess of 30 days, the contract holder will have the option of either terminating the contract by giving written notice to M Housing, or relocating to a comparable space, based on availability, in the current or a different M Housing facility.
- **Disruption of Services:** M Housing and the University are engaged in ongoing efforts to maintain and improve facilities and make every effort to inform residents in advance of activities that may affect their environment (e.g., painting public spaces, plumbing repairs, renovation of buildings and apartments). The most noticeable unwanted byproducts of these activities include noise and dust. M Housing works with contractors and others to mitigate the impact of noise and dust as much as possible and to schedule work during the least disruptive times. The disruption or non-performance of services due to maintenance activities or construction may not automatically constitute grounds for termination of the contract.

Further, the disruption or non-performance of services due to a labor stoppage or to fire or other casualty does not constitute grounds for termination of the contract. If such an event disrupts services, M Housing will determine, in its sole discretion, if affected residents are eligible for a refund for services not provided. The University has no other responsibility for disruption or non-performance of service.

M Housing Charges

Contract holders are required to pay all room and board charges, including all residential community dues (where applicable), in a timely manner according to the University's student account payment schedule and policy. If a contract holder defaults on payment of rent or on the payment of any other amount due the University, the University will send written notice. Notification via University of Michigan email, University campus mail, or US Postal Service is

considered written notice. If the default is not satisfactorily resolved within seven days of the notice, the University may take further action. Further information about housing charges can be found on the [M Housing website](#).

Questions about room and board charges or refunds should be directed to the Housing Billing Office at (734) 763-3522 or Housing.Billing@umich.edu.

Utilities

The University will pay all normal or routine charges or costs for gas, water, heat, electricity, garbage removal, and network connectivity. Extraordinary demand or use of these services may result in additional charges.

Residential Computing (ResComp) Activation /Support

- The amount of the fee charged to each undergraduate resident is available on the M Housing website see [Residential Computing Activation & Support Fees](#). This fee is nonrefundable.
- Northwood Community Apartments networking services information is available on the ITS website:
<http://its.umich.edu/enterprise/wifi-networks/northwood-community-apartments>

Student Government Dues (Residence Halls)

By submitting a M Housing contract, contract holders become members of their student governing body and the [Residence Halls Association](#) (RHA), the student government for all residents. Residents are required to pay RHA or association dues, which support the activities of the councils, as well as fund some of RHA's programs, resources, and student advocacy services. The amount of dues is determined annually by the RHA Assembly during the winter term of the preceding academic year. Residence house/hall association dues are added to accounts as a one-time special assessment. Once billed, this amount is nonrefundable and is not prorated in any way. Graduate students residing in M Housing do not pay the RHA dues.

On a voluntary basis, contract holders residing in specific residential communities can assess themselves for supplementary amounts for purchase of clothing items, special trips, or programs. Questions about RHA should be directed to rha@umich.edu.

Residents of Henderson House, Martha Cook, and the Lawyers Club fall under the specific by-laws of the respective houses with regard to any house dues obligations.

Furnishings and Lofts

M Housing and the University of Michigan are not liable for injuries residents may sustain as a result of improper use of University property.

Most residence hall rooms and some apartments are outfitted with modular furniture, which

can be configured in a number of different ways. All furniture must be assembled and used according to the manufacturer's approved configurations (e.g., the guardrails provided must be used for an upper bunk or loft unit, bed risers and other materials that elevate the bed or other modular furniture elements are not permitted.) On beds with only one safety rail, the rail must face toward the middle of the room (not facing the wall). Information concerning proper use and safe configuration of furniture is available from brochures provided in resident rooms and from information available on the [M Housing website](#). Specific information can be found here:

- [Building Block Furniture Information](#)
- [Lifespace II Modular Furniture Information](#)

M Housing staff will converse with residents about safe configurations over the course of the contract period. M Housing staff may require the reconfiguration of furniture for safety reasons. Custom-built lofts are not allowed.

No item of modular furniture may be removed from a room unless necessitated to meet a documented accommodation need. No mattress may be substituted for the fire and flame-resistant one provided by M Housing.

For safety and facility repair reasons, furniture must be kept at least two feet from windows and heating units such as radiators or heat registers (excluding Northwood Community Apartments).

Furnished Apartments

The University provides furniture for apartments in Northwood I/II, a limited number of spaces in IV and V, and Munger Graduate Residences for the term of the contract. Furniture belonging to M Housing may not be removed from the apartment. All University-provided furniture must be kept in assigned locations. The apartments are equipped with a stove, refrigerator, mirror, window treatments, fire extinguisher, shower curtain, smoke alarm(s), and carbon monoxide detector(s).

Unfurnished Apartments

Northwood IV and V apartments are unfurnished. The apartments are equipped with a stove, refrigerator, mirror, window treatments, fire extinguisher, shower curtain, smoke alarm(s), carbon monoxide detector(s), and washer and dryer.

Wireless Access Points

Residence halls and some apartment communities are equipped with wireless access points, including in resident rooms, for network/Internet connectivity.

Storage of University and Personal Property

M Housing provides no storage in the residence halls or apartment spaces for personal

property. The University is not liable for any loss or damage to any personal stored property.

Individual/Group Damage and Loss Assessment

- Fees may be charged to your University account for a variety of reasons, including administrative services, additional/excessive housekeeping services, or compensation for unreturned or damaged University property such as appliances or furniture. Damages may be for extraordinary cleanup required for the disposal of hazardous materials. Residents found responsible for tampering with any part of a window system will be billed by M Housing for any ensuing repair, replacement, or reinstallation costs. This includes tampering with any windows found in common areas.
- The most impartial way to effect restitution for damages that negatively affect the community is to bill only those responsible. Therefore, residents are encouraged to accept responsibility for their own and their guests' behavior and will be liable for damages to the community caused by themselves or guests. Any residents aware of any person responsible for specific damages should contact M Housing professional staff. In those instances when damages occur in individual rooms or in the common areas of the floor or building and attempts to identify the parties responsible for the damage are not successful, contract holders living in or near the affected space may be billed as a group. Contract holders who were not on campus during the period the damage occurred may be exempt from charges billed to a group; contract holders in this category must inform the Housing professional staff member in writing within 30 days of receipt of the notice of the group billing.

Parking and Motor Vehicle Operations

See the M Housing website for information and policies regarding [undergraduate](#) and [graduate](#) M Housing parking lots and guest parking passes.

HOUSEKEEPING AND MAINTENANCE

Housekeeping and Pest Control

- Residents are responsible for maintaining their rooms and apartments at a level of cleanliness that discourages pests, mold, bacterial growth, and other health and safety hazards. This responsibility applies to kitchens, appliances, furnishings, and any bathroom contained within the space or any bathroom with access limited to a specific, small group of residents (e.g., bathrooms within a unit or apartment, a designated cluster of student rooms, or a suite such as those in Alice Lloyd, Baits II Houses, Northwood Community Apartments, North Quad, West Quad, Munger Graduate Residences, or Oxford Housing). M Housing may conduct proactive Health and Safety reviews in residential spaces

- You are expected to call the Facilities Service Center number **734-647-2059** promptly if pest activity is discovered and cooperate fully with the University's prevention and/or treatment program for the elimination of pests on the premises. Every M Housing facility is inspected periodically for signs of insect activity as part of the routine inspection process. Inspections sometimes involve minor applications of insecticide and/or flushing agents. You will be notified prior to each inspection. It is not necessary to be present for such inspections and no preparation will be required. If a problem is identified, a more thorough inspection and treatment will be scheduled; this typically requires some preparation by residents. Use of commercially available pesticides by residents is not allowed.
- Garbage should not be placed in stairways, corridors, breezeways, courtyards, vestibules, patios, storage rooms, or anywhere other than in designated areas such as dumpsters and trash chutes.

Rooms and Apartments with Kitchens

- Cupboards, Cabinets, and Shelves: Do not use adhesive-coated or self-stick products to line cabinet or closet shelves. Do not cover cabinet doors or kitchen walls with aluminum foil, plastic wrap, or newspaper. This becomes a breeding ground for pests and is also an extremely dangerous fire hazard.
- Garbage Disposal: Do not allow grease or hard waste such as meat/poultry, bones, eggshells, rice, tea bags, or fruit pits to enter the disposal.
- Kitchen Stoves: Some apartment stoves are gas appliances. Pilot lights cause the stove to have warm spots. The oven has a safety delay of up to one minute before igniting. If you hear or smell a gas leak, vacate the apartment immediately and then call the Facilities Service Center at 734-647-2059.

Maintenance Requests and Repairs

In order for M Housing to provide efficient, quality maintenance service, you are required to report all problems, defects, or dangerous conditions as soon as they become apparent. You must also notify the other occupants, guests, and invitees of any defects or dangerous conditions and take due precaution to avoid injury to persons or property until the defect or condition can be repaired.

The University agrees to keep facilities in reasonable repair during the term of the contract and maintain the room or apartment in compliance with applicable regulations. The University will make all necessary repairs within a reasonable time after notice of the need for repairs. Problems with essential services such as heat and hot water or correction of a hazardous

condition will be addressed by the University and fixed as soon as reasonably possible.

Submitting Requests for Maintenance or Repair

Emergency requests (such as loss of electricity, gas leak, water problem, or heat problem) should be called into the Facilities Service Center at 734-647-2059.

For non-emergency repairs submit an online request via the [housing website](#). By requesting a repair, you grant permission for facilities and maintenance personnel to enter your room or apartment when you are not present.

There will be cases when a work order has been submitted by someone other than a resident of the contracted space (examples of maintenance include work such as installing a window screen or replacing a peephole). It may not be possible for advance notice to be provided to the residents. Notice will be provided after maintenance work has occurred in the space, most often a hanging door tag with written information about the service call and outcome.

Northwood residents are responsible for the initial handling of these common maintenance problems:

- Lighting pilot lights on the kitchen stove/oven (a pilot igniter is available in NW units)
- Replacing burnt-out light bulbs (refrigerator, stove, or ceiling)
- Plunging clogged toilets
- Replacing furnace filters (filter provided by the University)
- Removing lint from clothes dryers

Munger Graduate residents are responsible for the initial handling of these common maintenance problems:

- Plunging clogged toilets
- Removing lint from clothes dryers

If efforts to resolve these problems are not successful, residents should submit a service request online via the [housing website](#) or by contacting the Facilities Service Center at 734-647-2059 for all emergencies and pest problems. Other concerns such as the condition of furniture and appliances, grounds or snow removal problems, parking issues, lock-outs, and questions concerning programs and services should be directed to your Community Center during regular business hours.

Environmental and Other Safety Hazards

You can support environmental hazard management and help ensure environmental safety for everyone by not disturbing building materials, including wall and ceiling plaster, pipe insulation, and flooring. Information about [Environment, Health and Safety \(EHS\)](#) services and programs and their commitment to the promotion of health, safety, and environmental protection is

available online.

Heat

- The boilers that provide heat to the M Housing facilities are turned on in the fall when low temperatures below 45°F (7°C) are predicted for several evenings. This usually occurs in early October but will vary slightly from year to year. Keep areas around heating units clear and radiators dusted to allow maximum heat circulation. For term break periods, contract holders must follow their closing guidelines regarding heat settings.
- Buildings that utilize fan coil units for heating and cooling (e.g., Alice Lloyd, Couzens, East Quad, Mosher Jordan, Munger, North Quad, Stockwell, and West Quad) provide individual control over temperatures within established set points. There are three different modes during normal operation based on outside air temperature. Below 47 degrees F the unit should be in *heating mode* and heating water is circulating through the fan coil in order to satisfy the room thermostat set-point. Between 47 and 60 degrees F outside temperature the fan coil will be in *ambient mode*, meaning it will not produce heating or cooling. At 60 degrees F outside temperature and above the unit will be circulating chilled water and is in *air conditioning mode*. The purpose of the *ambient mode*, where no heating or cooling takes place, is to let the heating water cool to below 90 degrees before the building system can begin to circulate chilled water. Keep areas around heating units clear and radiators dusted to allow maximum circulation
- **Northwood I and II apartments** are heated by hot water units. Keep areas around heating units clear and radiators dusted to allow maximum heat circulation. Central controls turn the heat off when the outside temperature reaches 60°F (15°C). In most apartment rooms and common areas, slight individual adjustments may be made using a control valve/lever.
- **Northwood IV and V** heat is controlled by an adjustable thermostat. Keep floor vents clean and clear of obstructions for maximum efficiency. Thermostats are calibrated for a maximum temperature setting of 75°F (24°C). Overriding or tampering with the thermostats creates a potentially serious hazard and is a contract violation. The University recommends that thermostats be lowered to 60°F-65°F (15°C-18°C) at night when everyone is sleeping or when the apartment is unoccupied. This helps save energy. However, setting thermostats below 55°F during the heating season could cause water lines to freeze. Residents may request a high-setting thermostat (50°F-90°F) by contacting the Facilities team at hsg-fac-businessoffice@umich.edu for an additional cost to cover installation and utility expenses.

Snow Removal in Northwood Community Apartments

Snow is removed after major snowfalls from the main connecting walks and parking lot driving lanes. Individual apartment steps and walks are the resident's responsibility. Shovels are available for use at the Community Center.

Herbicide/Pesticide Usage

The use of glyphosate herbicide in the Northwood Community area was discontinued. Organic herbicides may be used. The use of herbicide helps to maintain the property and controls the area of weeds. The use of pesticides may occur in and around individual residences to control insects, spiders, mice, and other pests.

Electrical Systems and Devices

- Any electrical device or power equipment, such as appliances, cords, and power strips, must be Underwriters Laboratory (UL) certified. Additional information guiding what is permitted and not permitted in M Housing facilities can be found in the *Prohibited Items, Miscellaneous Household Items, and Fire Safety Specific Items* within the CLAM. If you are unsure about an item, check with housing@umich.edu or an M Housing staff member. Residents will be held financially and contractually responsible for damages incurred as a result of unsafe use of permitted items.
- Some electrical outlets in Northwood Apartments are controlled by wall switches. If an outlet does not appear to work, make sure the plug is securely in the electrical socket then turn on the wall switch. If the outlet still does not work, contact FIXIT. The circuit may be overloaded.
- Space heaters: Portable electric baseboards and flat panel heaters are permitted in the Northwood Community Apartments only. They are not permitted in any other M Housing residential community. These heaters must meet the following criteria: (a) must be electrically powered, (b) must be an oil-filled heater, (c) must have automatic overheat shutoff protection, and (d) must automatically shut off when tipped over.

Locations of circuit breakers are as follows:

Northwood I-II

- Efficiencies: walk-in closet
- One-bedroom: hall closet
- Two-bedroom: the cabinet above the washer/dryer space

Northwood II

- One-bedroom: kitchen closet
- One-bedroom Economy: walk-in closet

- Two-bedroom: first-floor closet

Northwood IV and V

- Basement

CHECK IN AND CHECK OUT

Checking In

While the contract provides the start date of your occupancy, more specific information will be available on the M Housing website regarding specific check-in times.

- Graduate & Professional students are eligible to move-in beginning on the contract start date listed within their housing contract.
- Undergraduate students move into their rooms on a staggered basis at the beginning of Fall Term. Move-In time slots will be assigned or chosen prior to the start of this contract.

If needed, check the [M Housing website](#) for hours of operation of your assigned Community Center. If you expect to arrive on or close to a holiday please review the website for specific hours of operation. If you arrive after-hours refer to the [undergraduate](#) and [graduate](#) move-in instructions on the M Housing website. In an emergency situation, you may call Housing Security at (734) 763-1131.

If check-in does not occur within twenty-four (24) hours after the contract takes effect, you may be reassigned to another M Housing assignment and may be held responsible for full payment of room and board on the reassigned premises. If you will be arriving late you may hold your original assignment by notifying housing@umich.edu in writing prior to your check-in time.

Early Move-In

The policies and procedures within this document also apply to residents who request and are granted permission to reside in their assigned space prior to the start date of their contract. A fee may be associated with moving in early.

Condition Upon Arrival

All residents must electronically complete an assessment of the condition of their assignment at the time they move into a M Housing room/apartment (e.g., Room Condition Inventory [RCI]). These forms are available at the time of move-in.

Checking Out

Residents vacating their room at the end of the contract term, or because of a contract reassignment or termination, must turn in any University-provided keys/keycards and mailbox keys to the Community Center associated with their residence. The contract holder will be

responsible for the replacement costs for the core and keys for any keys not returned. Residents who do not complete required checkout procedures may continue to be held responsible for all room charges until their checkout date is officially recorded by M Housing.

Undergraduate residence halls and Lawyers Club residents are expected to vacate their room within 24 hours after their last exam but no later than their contract end date. See the extended stay process for residents who wish to stay past the contract end date. Non-student and resident contract holders without final exams must vacate by the end of the contract date. Additional information is available on the website referencing different areas of M Housing.

Complete a change of address form on [Wolverine Access](#) and at any designated US Postal Service (USPS) branch or via the USPS website to ensure you receive mail delivered by the USPS.

Condition upon Checkout

You are responsible for any charges incurred should the University be required to perform excess cleaning or repair damages discovered in your room when you move out unless:

- It was noted on the Room Condition Inventory (RCI).
- It is normal wear and tear.
- It is a maintenance problem that arose during the year and was properly reported.

A University staff member determines the final room condition. This includes checking walls, ceilings, woodwork, floors, interior and exterior fixtures, and furnishings. All University-provided furnishings must be in the room in original condition upon checkout, or charges may be incurred for moving, repair, and/or replacement costs.

Move-out inspections in Northwood and Munger Graduate Residences

Housing wants to assist in your effort to leave the apartment in a condition that meets M Housing's expectations. In addition, we need to evaluate as soon as possible whether any major repairs will be required for the next occupant. Updated information on the formal move-out process will be outlined on the M Housing website 30 days prior to contract end dates. If the condition of the apartment does not meet Housing standards, you will be notified by Housing staff and damage/cleaning charges will be assessed. Upon termination of the contract, or if you abandon the room/apartment, the University shall have and is hereby granted, full and free license to remove all your property or the property of others from the premises without being guilty of trespass, eviction, or forcible entry and detainer and without relinquishing the University's right to payment or any other right given by the contract.

Abandonment of Property

If you are physically absent from the room/apartment and owe unpaid M Housing charges, or if the University has reason to believe in good faith that you have vacated with no intent to continue living in your assigned space, then it will be deemed conclusively to have been

abandoned by you and the University may immediately terminate the contract and retake possession of the room. In addition to any other of its remedies, the University may enter into an abandoned room/apartment to perform maintenance, repairs, and/or to reassign.

Upon abandonment of the room, the University shall have, and is hereby granted, full and free license to remove all your property or others from the room/apartment without being guilty of trespass, eviction, or forcible entry and detainer and without relinquishing the University's right to rent or any other right given by the contract. A determination that the room/apartment is abandoned shall also constitute a conclusive determination that you relinquish ownership of personal property remaining in the room. Any property that may be removed from the room/apartment by the University, to which you or others are or may be entitled, shall be handled or removed by the University at your risk, cost, and expense. The University shall in no event be responsible as a warehouseman, bailee, or otherwise for any property left in or around the room/apartment by you or others, or for the value, preservation, or safekeeping of it. You shall pay to the University upon demand any and all expenses incurred in property removal, handling, storage, and disposal. After 30 days any property that remains unclaimed will be disposed of appropriately.

Since M Housing provides temporary storage for abandoned property for 30 days as a service and without compensation, it is a gratuitous bailee under the law. That is, it does not undertake to exercise other than reasonable care and good faith in maintaining security in storage areas. M Housing assumes no legal responsibility for loss or damage to abandoned items held in designated storage areas. M Housing and the University disclaim any and all liability, notwithstanding the above, which arises from natural disasters or other circumstances beyond their control.

KEYS

Keys, Key Cards, and MCards

All University-provided keys and keycards are the property of the University of Michigan. Unauthorized use, possession, or duplication of M Housing keys/keycards and MCards (University of Michigan ID cards) is prohibited. No additional locks or locking devices attached to doors are permitted. Residents may not lend their key/keycard/Mcard to any other individual or leave it unattended and accessible (See also *Space Access in Community Living at Michigan.*)

Northwood Community Apartment Key Replacement

Any lost entry or mailbox keys should be reported to the Northwood Community Center immediately. A lost or stolen key may necessitate the replacement of the locking core. You are responsible for any and all charges, including replacement keys for yourself, contract holders, household members, guests, visitors, or any roommate(s), replacement of the lock cores, and

replacement keys.

Northwood Key Distribution

- Individual and Household Apartments: One apartment key is issued for each adult listed on the contract up to two adults. Additional keys for other adult household members may be issued. Please visit the [Northwood Community Center](#) to inquire about additional keys.
- Shared Apartments (each roommate has a contract): One front door key is issued to each contract holder. One mailbox key is issued for each apartment unless further mailbox keys are available for other contract holders. No additional keys will be issued.
- All keys must be returned upon move-out. The contract holder will be responsible for the replacement costs for the core and keys for any keys not returned. All apartment keys also open the laundry rooms.

Lockouts

Residents who are locked out of their apartment or room may borrow a key from the Community Center during regular business hours with proper identification. When the Community Center is closed, residents should request lockout assistance from the Division of Public Safety and Security at 734-763-1131 and have the appropriate identification available. A borrowed key must be returned to the Community Center within 72 hours. No individuals will be admitted to an apartment or room other than their own.

DINING SERVICES

Undergraduate residence halls and Lawyers Club contracts with M Housing include both room and board (meal service). For complete information about meal plans, nutrition services, and accommodations for religious observance, visit the [Michigan Dining](#) website.

SAFETY AND SECURITY

Entry and Room Search

Entry and search may be necessary, and the University may exercise its contractual right to conduct either or both under certain circumstances. M Housing recognizes and respects your desire for privacy, especially within the context of a group living environment. In its efforts to protect this desire, M Housing has defined the conditions under which authorized University personnel may enter or search your room. The following procedures have been developed as a guide for M Housing staff to enable them to perform their duties and to maintain certain standards while at the same time giving due recognition to the privacy that is desired by individual residents. The following University and University-affiliated personnel are authorized to enter under the terms described below:

- Full-time staff members of Student Life (e.g., M Housing and Student Life Facilities personnel).
- Housing Security Officers with the Division of Public Safety and Security.
- Employees of the University's Department of Environment, Health and Safety (EHS).
- University and non-University personnel contracted to perform maintenance, repair, or other services on behalf of M Housing.
- Other members of University staff and/or authorities may enter under the conditions described below when accompanied by a member of the professional staff. In an emergency, the fire department and other emergency responders may enter unaccompanied.

Entry Procedures:

1. The University reserves the right to enter your room/apartment and bedroom:
 - a. to provide maintenance or housekeeping services
 - b. to verify occupancy
 - c. to conduct sanitation, maintenance, or safety reviews
 - d. to exhibit the room to contractors or workers
 - e. if there exists a clear indication or reasonable cause to believe that there is a violation of an established conduct or health and safety standard
 - f. in the event of an emergency to protect life, limb, or property and to mitigate any hazard or threat to the community

2. Residents are expected to comply with any safety and health guidance adopted by M Housing or the University as it relates to professional staff entering residential spaces.

3. If it is necessary, under the conditions outlined, for authorized personnel to enter a room when no resident is present, the resident(s) will be notified of the entry and the reason for the entry. This provision does not apply to housekeeping and maintenance personnel performing routine duties, or to staff conducting a Health and Safety review, for which prior notification of residents is required. These reviews traditionally take place at the beginning of fall term, during winter break, and at the end of winter term. These reviews may take place at any time during 12-month occupancy with appropriate notice.

4. The Department of Public Safety and Security will be called to remove an item of personal property from a room without prior consultation with the owner when it is the judgment of the staff member that the item represents an imminent hazard to property or the resident(s) of that room or the community at large.

5. If illegal items are found and confiscated during the authorized room search, the resident may be subject to criminal prosecution and disciplinary action.

6. M Housing staff is also authorized to remove from a resident room clearly identifiable University property not provided as part of the room furnishings. If an item is removed under the above conditions, the resident will be notified of the removal. If the removed item may be legally possessed by the resident but is in violation of these Terms and Conditions, the Community Living at Michigan Standards, or the Statement of Student Rights and Responsibilities, it may be claimed by the resident but cannot be retained in the building.

7. For shared rooms, the University reserves the right to prepare the vacant space for a new occupant.

Missing Persons

If someone has a concern that a resident is missing, this concern should be reported to a M Housing professional staff member or DPSS. Housing Security in collaboration with Michigan Housing will conduct a preliminary investigation in order to verify the situation and will obtain information about circumstances that relate to the resident in question. If preliminary investigations are unsuccessful in locating the resident and/or show cause for concern, Housing Security immediately will engage the U-M Police Department for assistance and formal reporting. UMPD will make notification to the confidential contact designated by the resident if the resident is deemed missing through investigative efforts. That contact will be made within 24 hours of that determination.

Fire Safety

Every M Housing facility is furnished with fire extinguishers and smoke detectors. In Northwood Community Apartments and Munger Graduate Residences, periodically check the fire extinguisher gauge to be certain that it is fully charged. In Northwood IV and V, push the test button of your smoke alarm monthly to be sure that the detector is operating properly. If either the fire extinguisher is not fully charged or the smoke detector does not work, please request service by calling the Facilities Service Center at 734-647-2059.

- Dial 911 to report a fire or other emergency
- Always turn the stove or oven off when not in use
- Do not use a stove or oven as a heat source
- Always use UL-approved extension cords, appliances, and electronic equipment
- Do not run extension cords under carpets, hang them from nails, staple them to walls, or run them outside
- In Northwood Community Apartments (where applicable), Munger Graduate Residences, and in community laundry rooms, clean clothes dryer lint filter after each use

In order to maintain clear and safe egress pathways and in an effort to achieve full compliance with existing life safety and fire safety laws, codes, and rules, the following decoration protocols shall be observed in all M Housing Residence Halls.

Fire Safety and Decorations

Related to decorations, the following regulations must be observed:

- Combustible materials such as cotton batting, straw, dry vines, leaves, trees (cut or live), artificial flowers, shrubbery, and foam-type plastic materials shall not be used for decorative purposes.
- Specific rules are in place for residential room doors. Refer to the [CLAM](#) “Room Door Decorations” for more information
- There shall be no public areas in the building that are decorated or otherwise adorned outside of the designated posting boards in each building (or residential room doors as detailed above). Wall space shall not be covered with postings or decorations of any kind. No decorations or displays shall be placed in any public area.
- Decorations found to be in violation of this policy may be removed and discarded without notice. When notice is possible, the person responsible for the violation will be given an opportunity to immediately remove the material.

SOLICITING/SALES/ADVERTISING

M Housing deems the entire Residence Hall and Apartment communities as residents’ homes and strives to provide an atmosphere conducive to study and academic pursuit, as well as a comfortable, supportive, and challenging living environment. M Housing rooms are to be used solely for residential purposes.

Anyone wishing to solicit in M Housing facilities or on M Housing properties must complete the online application and agree to abide by all appropriate University and M Housing regulations. At no time is commercial door-to-door, telephone, or flyering solicitation permitted. Solicitors within a residence hall should be reported to DPSS at 763-1131. See the M Housing website for more information: <https://housing.umich.edu/policies/>

Individual residents or groups of residents may invite a commercial vendor to their room for purposes of a commercial solicitation, product demonstration, or similar event. Any solicitation is subject to the Michigan Home Solicitation Sales Act, MCLA 445.111 et seq. With this type of solicitation, sales may not be consummated at the demonstration site or on the assigned date of the event; those interested in making purchases may make appointments with a registered sales representative to do so in their own rooms at a later date. Residents should exercise appropriate prudence in dealing with commercial vendors.

Revisions of Terms and Conditions

Every effort has been made to ensure the accuracy of information contained in this electronic document. In general, the terms and conditions and associated processes are reviewed and adjusted yearly. M Housing reserves the right to change processes, make corrections, or update information as necessary; contract holders will be notified of material changes.