



401 West 130th Street, New York, NY 10027
Phone 917.507.0070 - Fax 917.507.0019

HOUSING RENEWAL PROCESS INSTRUCTIONS FOR CURRENT RESIDENTS

If you are a current resident of The Towers and would like to renew your contract for the 2013-2014 year, please carefully read these instructions. If you have any questions, please stop by or contact The Towers Office at 917.507.0070. Please note that the Renewal Application must be the original document. Faxed or scanned copies will not be accepted.

PLEASE NOTE THAT THE FOLLOWING WILL BE IN EFFECT FOR THE 2013-2014 YEAR:

- ✚ The Sophie and Honors Floor will be relocated to the 5th floor (This floor is being moved because of the high demand and limited space on the 8th floor).
- ✚ The Graduate Floor will be relocated to the 8th Floor.
- ✚ The Engineering and Architecture will be on the 7th Floor.

IMPORTANT DATES

- ✚ **Wednesday, February 13** - Renewal Application Packets are available online at www.ccnytowers.com. The Reservation Fee for renewing residents has been waived for this year.
- ✚ **Friday, March 1 by 4:30 PM** - The Renewal Application and Continuing Guaranty of License Agreement form (**signed by parent/guardian and notarized**) must be submitted to The Towers Office. Failure to submit a Renewal Application and Continuing Guaranty of License Agreement form by this deadline means that you may not be able to renew for your exact same room.
- ✚ **Monday, March 4 - Friday, March 15** - Renewal Contract Signing Appointments will be scheduled for current residents who indicated that they wish to remain in the **EXACT SAME ROOM** for 2013-2014. These current residents must have submitted the Renewal Application AND signed/notarized Continuing Guaranty of License Agreement form by March 1st.
- ✚ **Monday, March 18 - Friday, March 29** - Renewal Contract Signing Appointments will be scheduled for current residents indicating that they wish to move to a **DIFFERENT ROOM** for 2013-2014. These current residents must have submitted the Renewal Application AND signed/notarized Continuing Guaranty of License Agreement form by March 1st.
- ✚ **Monday, April 1 - Friday, April 5** - Renewal Contract Signing Appointments will be scheduled for current residents who did not submit their Renewal Application and/or signed/notarized Continuing Guaranty of License Agreement Form by 4:30 PM on March 1st. These residents are not guaranteed that their exact same room will be available.

Residents who attend The City College of New York (CCNY) - CCNY students who reside in The Towers will have the semester payment of their housing fee charged to their CCNY tuition bill. If choosing a payment plan to pay for the semester charges, five installment payments due July 1st, August 1st, September 1st, October 1st, and November 1st is available by enrolling in CCNY's TuitionPay Plan offered through Sallie Mae. However, the five-

installment option may only be available if you sign up by July 1st.

Residents who attend other Schools (Not CCNY) - Non-CCNY students who reside in The Towers will have a Towers account that is separate from their school account, which is the same as in previous years. The semester payment is due to The Towers on or before August 15, 2013, **OR** the semester payment may be made in five installment payments due July 1st, August 1st, September 1st, October 1st, and November 1st. Written requests to use pending financial aid for housing fees will be approved on a case-by-case basis, based upon the submission and review of supporting documentation from the school and/or lending institution.

Important Information for ALL students

- 1) Current residents will be able to choose between the Annual License Agreement with a term of August 26, 2013 through July 31, 2014 and the Academic License Agreement with a term of August 26, 2013 through May 31, 2014. License Agreements for one semester only are not available. Move-In date for all fall residents will be Sunday, August 25, 2013.
- 2) In order to renew your contract for 2013-2014, your current Towers account must not be delinquent. If you have a balance owed on your Towers account at the time of contract signing, you will **NOT** be permitted to renew your contract. Please note that if there is anticipated financial aid on your account, the amount of the anticipated financial aid will be credited toward your current balance.
- 3) If you wish to remain living in the EXACT SAME ROOM in which you currently reside, you will need to submit your Renewal Application with your parent-signed/notarized original Continuing Guaranty of License Agreement form by Friday, March 1st at 4:30 PM. Please be aware that failure to do so means that you will not be guaranteed your exact same room, and you may have to move-out with all of your belongings during the Turn period (August 1st - August 25th), if you renew your contract for a different room. Once your completed Renewal Application and Continuing Guaranty of License Agreement form is received, you will be scheduled for a contract signing appointment during the week of March 4th. **Your renewal of your contract for 2013-2014 is NOT complete and final until you have signed your new License Agreement.**

If you renew your contract for the exact same room (Annual Agreement Only), you will be permitted to stay in your room during the Turn period (August 1st - August 25th), IF you sign a waiver, agreeing to clean the common areas (i.e., kitchen area, bathroom, and common area if applicable) in preparation for your new roommates. Should you fail to clean your apartment common areas as described in the waiver, you will be charged for professional cleaning. If you do not agree to clean your common areas, then you will have to completely move-out of your room on July 31st and will be able to move back in on August 25th.

- 4) If you wish to move to a NEW ROOM, you will need to submit your Renewal Application with your original notarized Continuing Guaranty of License Agreement form by Friday, March 1st at 4:30 PM. Once your completed Renewal Application is received, you will be scheduled for a contract signing appointment during the week of March 18th based upon when your Renewal Application is received (i.e., Residents who submit their Renewal Application early will have earlier appointments to select their new room). **Your renewal of your contract for 2013-2014 is NOT complete and final until you have signed your new License Agreement.**

If you choose to relocate to a new room for 2013-2014 and you currently have an annual contract that ends on July 31st, you will have to completely move-out on July 31st. You will be able to move-in to your new room on August 25th. You will not be able to stay in the building or keep your belongings in the building from August 1st through August 25th. Failure to move-out on July 31st may result in a substantial holdover fee, per the terms of your current contact Agreement.

- 5) If you do not submit a Renewal Application by Friday, March 1st, at 4:30 PM and/or sign your renewal License Agreement by 4:30 PM on March 15th (if you are staying in the exact same room) or by 4:30 PM on March 29th (if you are moving to a new room), you will not be guaranteed your exact same room and/or will have limited choice in selecting your new room. Current residents who submit Renewal Applications after the March 1st, deadline will be scheduled for contract signing appointments during the week of April 1st. Any Renewal Application received after 4:30 PM on April 5th, will not be able to personally select a room and will be assigned to a room during the New Resident Application process. **Your renewal of your contract for 2013-2014 is NOT complete and final until you have signed your new License Agreement.**

- 7) Please keep in mind that your License Agreement is a legally-binding contract, and you will be responsible for the entire fee for the term of your License Agreement. Requests for Cancellation of the License Agreement received in writing (via the Petition for License Agreement Cancellation form) received on or before April 1, 2013 will be approved without penalty. Request to cancel received after April 1, 2013 and on or before May 1, 2013 will result in the assessment of a \$1000 cancellation fee. Request for Cancellations received after May 1, 2013 will result in the entire License Fee remaining due and payable, per your License Agreement.

- 8) Per your License Agreement, The Office of Housing and Residence Life reserves the right to make changes to room assignments at any time.

- 9) **Your renewal of your contract for 2013-2014 is NOT complete and final until you have signed your new License Agreement.**

THE TOWERS HOUSING RENEWAL APPLICATION



APPLICANT INFORMATION

Name: _____
Permanent Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: (____) - _____ CCNY or CUNY E-mail Address: _____
Cell Phone: (____) - _____ Personal E-mail Address: _____
Social Security Number: _____ Date of Birth: ____ / ____ /19
School Attending as of Fall 2013: _____ Gender: _____
Expected Date of Graduation: _____ Expected Major: _____
Student Status for Fall 2013: Freshman Sophomore Junior Senior Graduate Student

PARENT/GUARDIAN/EMERGENCY CONTACT INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: (____) - _____ Cell Phone: (____) - _____
Work Phone: (____) - _____ E-mail Address: _____

TERMS AND CONDITIONS

Applicant understands that if, at any time, there are vacant bedrooms in the applicant's assigned apartment, Capstone Management reserves the right to assign roommates without prior notice and/or relocate the applicant to another unit. Applicant further understands that roommate compatibility is not guaranteed.

Applicant represents that all of the above information is true and complete and authorizes the verification of same by reasonable means. Any misrepresentation or omission may be cause for the rejection of this application and/or the termination of the Housing License Agreement. Applicant further authorizes free exchange of information between The City College of New York and Capstone Management, including but not limited to the applicant's student status, academic records, judicial records, and financial records to be used to determine whether this application shall be approved or disapproved.

Applicant understands and agrees that a reservation fee in the amount of \$400.00 has been waived for residents renewing in 2013-2014. Requests for Cancellation of the License Agreement received in writing (via the Petition for License Agreement Cancellation Form) on or before April 1, 2013 will be approved without penalty. Request for Cancellation of the License Agreement received after April 1, 2013 and on or before May 1, 2013 will result in the assessment of a \$1000 cancellation fee. Request for Cancellation received after May 1, 2013 will result in the entire License Fee remaining due and payable according to the payment schedule in the License Agreement.

Applicant understands that a financially responsible Guarantor is required for the completion of the sign-up process, and that failure or refusal to provide a Guarantor may result in the cancellation of this application and any resultant Housing License Agreement.

I, the Undersigned Applicant, have read and agree to all terms and conditions set forth in this application. I understand that this application is part of my Housing License Agreement, especially those areas regarding earnest monies. I understand that the renewal of my License Agreement is not complete and final until I have signed the 2013-2014 Towers License Agreement.

Applicant Signature _____

Date _____

RENEWAL ROOMMATE MATCHING FORM

Resident Information

Name: _____

Cell Phone: (____) _____ - _____

School E-mail Address: _____

Home Phone: (____) _____ - _____

Personal E-mail Address: _____

Gender: Male Female

Preferred E-mail Address: School Personal

School Attending for Fall 2013: _____

Major(s): _____

Student Status: Freshman Sophomore Junior Graduate

Preferred Bedroom Type: 1BR Shared 2BR Shared 3BR Private 4BR Private

Requested Roommates (if applicable)

Name: _____

Phone: (____) _____ - _____

Name: _____

Phone: (____) _____ - _____

Name: _____

Phone: (____) _____ - _____

If Possible, I would like to be assigned the following: Graduate Floor Quiet Living Floor

Sophie/Honors Engineering/Architecture

Preferences

The following information will be used for roommate matching only. Please complete this form as if you were talking to a prospective roommate; your honesty will benefit both you and your roommates. Roommate compatibility is not guaranteed. *Check all items that apply.*

Smoking: I smoke. I do not smoke. It bothers me if others smoke.

NOTE: The Towers is a smoke-free community.

Alcohol: I drink. I do not drink. I cannot drink; I am not of age. It bothers me if others drink.

NOTE: The Towers is an alcohol-free community.

Studying: I prefer to study in my bedroom. I study less than 1 hour/day. I prefer to study in the morning.

I prefer to study in the living room. I study 1-3 hours/day. I prefer to study in the afternoon.

I prefer to study at the library. I study more than 3 hours/day. I prefer to study at night.

On most weeknights I:

Watch TV Study Listen to Music Entertain Friends Go Out Work

On most weekends I:

Watch TV Study Listen to Music Entertain Friends Go Out Work

Other people consider me to be:

Immaculately Clean Very Messy
Extremely Quiet Really Outgoing
Morning Person Night Person

I give The Towers permission to release this information to prospective roommates.

Signature: _____

Date: _____

CONTINUING GUARANTY OF LICENSE AGREEMENT

FOR VALUE RECEIVED, and in consideration of and as an inducement for the execution of that certain License Agreement (the "Agreement") between CAPSTONE ON-CAMPUS MANAGEMENT, LLC., as agent for Educational Housing Services, the owner of The Towers at The City College of NY ("OWNER"), and _____ (the "Licensee"), regarding the use of a portion of the property known as The Towers at The City College of New York (the "Premises"); the undersigned Guarantor, either a parent, legal guardian, sponsor or indemnitor of Licensee being at least twenty-one years of age, hereby absolutely and unconditionally guarantees to OWNER the full and prompt payment of all fees, additional fees, and any and all other sums and charges payable by Licensee under the Agreement, as well as the performance by Licensee of all other covenants, terms, conditions and agreements of the Agreement to be performed and observed by Licensee. Guarantor hereby covenants and agrees that if default shall at any time be made by Licensee in the payment of any such fees or the performance of the covenants, terms, conditions or agreements in the License, Guarantor will pay to OWNER, within 10 days of OWNER mailing notice of default to Guarantor, such fees and other sums and charges due to OWNER, and perform and fulfill all of such terms, covenants, conditions and agreements and will pay OWNER all damages and expenses, including OWNER's reasonable attorney's fees that may arise as a consequence of any default by Licensee under the Agreement or by the enforcement of this Guaranty.

This Guaranty is an absolute, continuing and unconditional guaranty of payment and of performance. It shall be enforceable against Guarantor without the necessity of any suit or proceedings on OWNER's part of any kind or nature whatsoever against Licensee and without the necessity of any notice of nonpayment, notice of protest, notice of dishonor, notice of non-performance, presentment, notice of non-observance, notice of acceleration or acceptance of the Guaranty, or any notice or demand, all of which Guarantor hereby expressly waives. Guarantor hereby agrees that the validity of this Guaranty and the obligations of Guarantor hereunder shall in no way be terminated, affected, diminished or impaired by reason of the relief of Licensee from any of Licensee's obligations under the Agreement by the rejection of the Agreement or the imposition of any stay in connection with proceedings under any bankruptcy law now or hereafter in effect or otherwise.

This Guaranty may be enforced against Guarantor without the necessity of recourse against Licensee or any other person or entity. Guarantor consents that any proceedings to enforce this Guaranty or related rights may be brought in the State of New York, and Guarantor consents to personal jurisdiction of such State's courts and agrees that the venue of any action to enforce this Guaranty shall lie in New York, New York.

This Guaranty shall be a continuing guaranty, and the liability of Guarantor hereunder shall in no way be affected, modified or diminished by reason of any assignment, renewal, modification or extension of the Agreement or any sub-licensing of the Premises or by reason of any modification or waiver of or change in any of the terms, covenants, conditions or provisions of the Agreement, or by reason of any extensions of time that may be granted by OWNER to Licensee or by reason of any other accommodations, alterations, modifications or other indulgences granted by OWNER to Licensee, whether or not Guarantor has knowledge or notice thereof.

The License together with this Guaranty may be assigned by OWNER without notice to Guarantor. An assignment by OWNER of the License and/or the fees and other receipts thereof made either with or without Guarantor's knowledge or notice shall not release Guarantor from any liability hereunder. Guarantor shall be and remain unaffected (a) by any understanding or agreement that any other person, firm or corporation was or is to execute this or any other guaranty or any other document or instrument evidencing or guaranteeing the License; or (b) by resort on the part of OWNER, or failure of OWNER to resort, to any other security or remedy for the collection of amounts owed by Licensee under the Agreement; or (c) by the bankruptcy, insolvency, dissolution or incapacitation of Guarantor, Licensee, or any other person, and in case of any such bankruptcy, the failure of OWNER to file a claim against such bankrupt's estate, or the failure of OWNER otherwise to seek remedies as a consequence of such events.

All of the rights and remedies of OWNER under the Agreement or under this Guaranty are intended to be distinct, separate and cumulative, and no such right or remedy therein or herein shall be construed as a waiver or exclusion of any other right or remedy available to OWNER.

This Guaranty shall be binding upon the heirs, administrators, executors, successors and assigns of Guarantor and shall inure to the benefit of OWNER, its successors and assigns. This Guaranty shall be governed by and construed in accordance with the laws of the State of New York

IN WITNESS WHEREOF, the undersigned Guarantor has executed this Guaranty this _____ day of _____, 20_____

GUARANTOR'S SIGNATURE: _____

Print Name: _____

Address/City/State/Zip: _____

Driver's License / State ID Number: _____ Telephone (Home): _____

Social Security Number: _____ Telephone (Work): _____

Employer: _____ Email: _____

STATE OF _____, CITY/TOWNSHIP OF _____: I HEREBY CERTIFY, that on this _____ day of _____, 20____, before me, the subscriber, a Notary Public in and for the State and City/Parish aforesaid, personally appeared _____, who made oath in due form of law that he/she/they executed the foregoing Guaranty for the purposes therein contained.

Place Stamp/Seal Here

Notary Public

My Commission Expires: _____



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THE TOWERS AT CCNY HOUSING FEES FOR 2013-2014

Room Type	Academic Agreement (August 26, 2013-May 31, 2014)	Annual Agreement (August 26, 2013-July 31, 2014)
4 Bedroom/2 Bath (Single occupancy bedroom)	\$7,835/semester \$15,670/year Per Person	\$8,455/semester \$16,910/year Per Person
3 Bedroom/2 Bath (Single occupancy bedroom)	\$7,974/semester \$15,948/year Per Person	\$8,693/semester \$17,386/year Per Person
2 Bedroom/1 Bath (Double occupancy bedroom)	\$5,535/semester \$11,070/year Per Person	\$5,945/semester \$11,890/year Per Person
1 Bedroom/1 Bath (Double occupancy bedroom)	\$6,450/semester \$12,900/year Per Person	\$6,975/semester \$13,950 year Per Person

INFORMATION FOR 2013-2014!!!

FOR RESIDENTS ENROLLED AT CCNY— CCNY students who reside in The Towers will be charged the semester payment of their housing fee on their CCNY tuition bill. A five-installment payment plan for the semester is available by enrolling in the CCNY's TuitionPay Plan through Sallie Mae.

FOR RESIDENTS ENROLLED AT OTHER CUNY INSTITUTIONS — Non-CCNY students who reside in The Towers will have a Towers account that is separate from their school account. The semester payment must be made to The Towers at the start of each semester OR in five installments that are due over the course of the semester.