

## The Towers Room Reservation Process

So now that you have decided you would like to reside in The Towers, you are probably thinking...how do I start the process? Below are the steps to you must take in order to reside in The Towers:

1. Apply online by visiting [www.ccnytowers.com](http://www.ccnytowers.com) and click on "Apply Now". Don't forget to pay your \$25 non-refundable application fee
2. At the end of the application process you will be prompted to print out a "Continuing Guaranty Form." Once you print this form, you must have it filled out and mailed into our office at the address listed on the form. It is very important to note the following:
  - a. The form must be filled out by someone other than the applicant
  - b. The form must be notarized
  - c. The original form must be received into our office

*\*\*\* This form is usually signed by someone other than the applicant who is 21 or older that will take financial responsibility if the resident defaults on their payments.*

3. Once you apply, we will contact you within a week to sign your Housing License Agreement.
4. You will have 2 options to sign your Housing License Agreement:
  - a. Schedule an appointment to sign your Agreement in-person
  - b. Request to sign your Housing License Agreement electronically
5. If you decide to sign your Housing License Agreement in-person, during your appointment, you will be required to make a \$400 Reservation Fee payment (this payment can be made using check, money order, credit or debit card), bring a valid government issued photo ID and submit your notarized original Continuing Guaranty Form (if it was not previously submitted). **If you are 17 years and under, a parent and/or guardian must also be present at the time of signing.**
6. If you decide to sign your documents electronically the documents will be emailed to you. You will have three (3) business days to complete signing the forms and submit payment. You will have the option to mail in your \$400 Reservation Fee payment or call and make a payment over the phone.
7. Once all your documents are received and reviewed, you will receive an email confirmation that a space has been reserved for you.
8. A space will not be reserved for you if you are missing any of the following: Housing License Agreement, Original Notarized Continuing Guaranty Form, \$400 Reservation Fee or \$25 Application Fee.

If you have any additional questions regarding the application process, please feel free to contact us at 917-507-0070 or by e-mail at [towers@ccny.cuny.edu](mailto:towers@ccny.cuny.edu).