

# FORT HAYS STATE UNIVERSITY

Department of Residential Life

## NON-RESIDENT OCCUPANT FORM

For Office Use Only

Received:

Date \_\_\_\_\_

Time \_\_\_\_\_

Approved

Denied

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Applicable for family housing in **Wooster Place ONLY**. If you have a spouse, partner, or child that will be living with you, please complete this form and turn it in with the required documentation for review. This must be submitted prior to the individual moving into the space. One-bedroom apartments have an occupancy limit of two and two-bedroom apartments have an occupancy limit of four. No more than two adults may occupy any apartment.

Return this form to:

**FHSU Residential Life, McMIndes Hall Room 126, Hays, KS 67601-4099**

**Email: srl@fhsu.edu | Phone: 785-628-4245 | Fax: 785-628-4138**

**Personal Information** – Please answer all questions. *The resident is the student who has completed the housing contract, the non-resident occupant is the family member(s) living with the student.* If there are more than two non-resident occupants, provide the same information for the additional minors on the back page of this form.

**Resident Name** \_\_\_\_\_ FHSU Student ID No. \_\_\_\_\_  
*Last (Family) First Middle*

### Non-Resident Occupant #1

Name \_\_\_\_\_ Date of Birth (if minor): \_\_\_\_\_  
*Last (Family) First Middle*

◆ Birth Gender Description:  Male  Female ◆ Relationship to Resident:  Spouse/Partner  Child

◆ Has this individual ever entered a guilty plea or plea of no contest to a felony offense, been placed on probation for or entered into a diversion program for felony offense, or been convicted of a felony? \*  Yes  No

### Non-Resident Occupant #2

Name \_\_\_\_\_ Date of Birth (if minor): \_\_\_\_\_  
*Last (Family) First Middle*

◆ Birth Gender Description:  Male  Female ◆ Relationship to Resident:  Spouse/Partner  Child

◆ Has this individual ever entered a guilty plea or plea of no contest to a felony offense, been placed on probation for or entered into a diversion program for felony offense, or been convicted of a felony? \*  Yes  No

\* Persons who have been convicted or entered a plea to a felony charge, may not be eligible for University housing. Non-resident occupants must self-disclose felony conviction information on this form or at any point while living on campus if their status changes. Failure to do so may result in immediate termination of the resident's housing contract and removal from campus housing.

**Required Documentation** – The documentation below must be provided for each non-occupant resident with this form.

#### Spouse/Partner

- If married, submit your marriage license or certificate
- If not married, the following conditions must be met:
  - non-resident occupant cannot be married to anyone else and must be at least 18 years of age;
  - the relationship has been in existence for a period of at least 12 consecutive months;
  - both parties have shared the same residence previously and intend to do so indefinitely;
  - provide documentation of one of the following: a joint mortgage, lease or title; durable property or health care powers of attorney; joint ownership of a motor vehicle; joint checking or credit account; or have a child together.

#### Minor Child

- Submit the child's birth certificate or birth announcement from hospital

**Acknowledgment** – Resident and non-resident occupants 18 years of age and older must sign this acknowledgment (typing your name constitutes as a signature).

**We hereby affirm that the information stated above is true and correct to the best of our knowledge. The resident agrees to notify the Residential Life Office immediately of any changes in the status of the relationship. If there is a change in the relationships, the Resident (contracted student) will be responsible for the terms and conditions of the contract, while the Non-Resident Occupant will move out of the apartment at no-cost and within a reasonable amount of time.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Non-Resident Occupant

\_\_\_\_\_  
Date