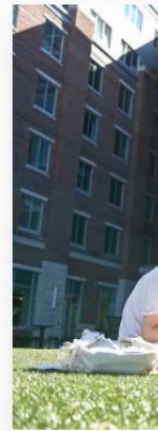


## Housing Application – University of Tennessee at Chattanooga

Go to [utc.edu/managemyhousing](http://utc.edu/managemyhousing) and click the button in the “Student Housing” box.

# Manage My Housing

/ Manage My Housing



### Student Housing

- Current Students:
  - View assignment details
  - Submit Maintenance request
  - Select Move In appointment
  - Submit Room Change Form
  - Select Checkout appointments
- Apply for Academic Year Housing
- Apply for Spring Housing
- Apply for Summer School Housing

[Click Here](#)

### Summer (

- UTC affi  
or confe
- UTC stu  
compan

[Click Here](#)

Click "Login" using your UTC id and password. See your acceptance letter for information about your UTC id and visit [utc.edu/pw](http://utc.edu/pw) for information about your initial password.



Login

Hi , Welcome to  
Manage My Housing!

Student Login:

LOGIN

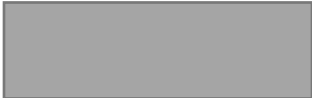


Click "Apply for Housing" in the top bar.



☰ Apply for Housing

Log Out



## Welcome to Manage My Housing!

Use the blue navigation bar or click on the 3-line icon (☰) in the top left corner to show the menu.

**APPLY & \$25 APPLICATION FEE:** complete your application and pay the \$25 application fee, which is a one-time fee per student.

**ROOMMATE SEARCH:** to edit/update roommate questions, groups or search for roommates, click Apply for Housing, select the application by clicking continue and then click the roommate questions or group link on the left.

### Application Fee Unpaid

You have not paid the \$25 application fee yet. The application fee can be paid in the 'Apply for Housing' link in the menu.

This notification will go away once you have completed the payment.

### Application Summary

You do not have any active applications. Select 'Apply for Housing' in the blue bar.

### Booking Summary

#### Active Booking (Checked in)

You do not have an active booking.

#### Upcoming Bookings

You do not have any upcoming bookings.

### Meal Plan Summary

You do not have any meal plans to show.

Select the term that you would like housing for.



☰ Apply for Housing

Log Out

## Select Your Application (CR)

Please select an application below:

Academic Year 2021-2022

(8/11/2021 - 5/4/2022)

APPLY

Summer 2021

(5/17/2021 - 8/4/2021)

APPLY

Click "Save & Continue."



- Current Student Housing Application
- Contract Preview (2021-2022)
- Contract Addendum Preview
- Parental Guarantor
- Profile Information
- Emergency and Missing Person Contact
- Roommate Matching
- Questions
- Room Preferences
- Application Fee Payment
- Application Fee Receipt

## Current Student Housing Application

Welcome to the Current Student Housing Application. The form will take 5 to 10 minutes to complete. Your progress will be saved if you are unable to complete the form in one visit.

**SAVE & CONTINUE**

Review the Contract and click "Save & Continue."

Apply for Housing Log Out

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Current Student Housing Application

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## UTC Housing and Residence Life Contract

### 2021-2022

#### Terminology

- Housing Defined:** "Housing" shall be:
  - Location:* North or South Campus (or a temporary overflow location)
  - Building:* Bed, and Unit to be assigned by UTC Housing and Residence Life
- Commencement Date Defined:** "Commencement Date" shall be: 8/11/21 at 8 AM
- Expiration Date Defined:** "Expiration Date", Contract End Date shall be: 5/4/22 at 12 PM
- Winter Break:** In addition, residence halls close for approximately four (4) weeks during winter break, and Residents are not permitted entry during that time
  - Closed for Winter Break:** December 8th at 12pm (noon) to January 7 at 8am
- Resident Defined:** "Resident" shall be the student submitting the housing application
- University Defined:** "University" shall be: University of Tennessee at Chattanooga Department of Housing and Residence Life
- Landlord Defined:** "Landlord" shall be: University Department of Housing and Residence Life
- Rent Defined:** "Rent" shall be due and Payable on the dates shown in the following "Payment Schedule"
- University Official Defined:** "University official" shall mean an employee of the University when acting in the course and scope his or her employment duties

#### Proposed: Rates for Fall 2021 and Spring 2022

- Decosimo, 4 Bedroom 2 Bath (Private Room), \$3,782
- Stophel, 4 Bedroom 2 Bath (Private Room), \$3,782
- Walker, 4 Bedroom 2 Bath (Private Room), \$3,782
- UCF, 4 Bedroom 2 Bath (Private Room), \$3,782
- Bolling, 4 Bedroom 1 Bath (Private Room), \$3,152
- J.O., 4 Bedroom 1 Bath (Private Room), \$3,152
- Decosimo, 3 Bedroom 2 Bath (Private Room/bath), \$4,202
- Decosimo, 3 Bedroom 2 Bath (Shared), \$3,782
- Guerry, 3 Bedroom 2 Bath (Private Room), \$3,782
- Guerry, 3 Bedroom 2 Bath (Shared Room), \$3,362
- Bolling, 3 Bedroom 1 Bath (Private Room), \$3,362
- J.O., 3 Bedroom 1 Bath (Private Room), \$3,362
- Guerry, 2 Bedroom 1 Bath (Private Room), \$3,572
- Guerry, 2 Bedroom 1 Bath (Shared Room), \$3,152
- Stophel, 2 Bedroom 1 Bath (Private Room), \$4,202
- Lockmiller, 2 Bedroom 1 Bath (Private Room), \$3,572
- Lockmiller, 2 Bedroom 1 Bath (Shared Room), \$2,732
- UCF, 2 Bedroom 2 Bath (Full Bed, Shared Room), \$3,362
- West Campus, 2 bedroom 2 Bath for 4 residents, \$3,914
- West Campus, 2 bedroom 1 Bath for 4 residents w/ living area, \$3,914
- Decosimo, 1 Bedroom 1 Bath (Private Room), \$4,518
- Stagmaier, 1 bedroom Suite Style Bath (Private), \$3,152
- Decosimo, 1 Bedroom 1 Bath (Shared Room), \$3,362
- Stagmaier, 1 Bedroom Suite Style Bath (Shared), \$2,521
- West Campus, 1 bedroom 1 bath for 2 residents, \$4,120

Rates above are proposed rates for 2021-2022 subject to board approval.

- Fall 2021 payments are due August 2021, per the University Bursar's Office
- Spring 2022 payments are due December 2021, per the University Bursar's Office

#### Terms and Conditions

This Housing Contract is made and entered into by and between the "Landlord" and "Resident" under guidelines established by the "University" on the "Commencement Date" on which Resident agrees to the terms and conditions of this Housing Contract.

- LEASED PREMISES:** Landlord leases to Resident, and Resident leases from Landlord, rental space which consists of the exclusive use and occupancy of the bedroom (the "Bedroom") assigned to the Resident (or Resident, in shared bedrooms) and the shared use and occupancy of the kitchen and/or living/dining area.

Review the Contract Addendum and click “Save & Continue.”

Apply for Housing Log Out

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## Contract Addendum Preview

### COVID-19 PANDEMIC CONTRACT ADDENDUM AND ACKNOWLEDGMENT

This COVID-19 Pandemic Contract Addendum and Acknowledgment is part of your UTC housing contract and is designed to inform you about what you may experience if you live in an on-campus residence hall at the University of Tennessee at Chattanooga during the academic year.

As you are aware, we are currently experiencing a global pandemic due to the worldwide outbreak of COVID-19, and circumstances are continually changing. As such, the University is not able to accurately predict what the conditions will be like when the academic year begins, and what precautions the University may have to implement in on-campus residence halls throughout the academic year in order to react to the changing circumstances. You should be aware that if you live in an on-campus residence hall, the University cannot guarantee that the residence hall will be free of coronavirus. You will be living with other students who could contract the virus, and you will be sharing common areas which may include bathrooms. By signing this Addendum, you understand and agree that the University needs the flexibility to implement whatever procedures it deems appropriate to minimize the risks posed by coronavirus.

#### BASIC HYGIENE

During the COVID-19 pandemic, you are advised to take certain precautions to minimize your exposure to COVID-19. There is currently no vaccine to protect against contracting COVID-19. The best way to prevent infection is to avoid being exposed to this virus. You can reduce your risk by taking the same measures as you would to prevent infection from the flu and the common cold:

- Wash hands often with soap and water for a least 20 seconds.
- Use hand sanitizer, with at least 60% alcohol if soap/water is not available.
- Avoid touching your eyes, nose, or mouth.
- Avoid contact with people who are sick.
- Stay home while you are sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.

#### ACKNOWLEDGMENT

While the University cannot predict every situation that a student may encounter living in a residence hall, you should acknowledge the following current expectations of students who live in residence halls:

- I understand that I am required to complete the Student Reintegration Safety Training.
- I understand that I may be required to show proof of a negative COVID-19/coronavirus test to enter the residence hall and check into my assigned room, and may be required to have additional testing during the academic year.
- I understand that I may be required to have a seasonal flu vaccine and a coronavirus vaccine if one is developed.
- I understand that I may be required to have my temperature taken and/or obtain a thermometer and have it in my possession in order to enter the residence hall and check into my assigned room.

Review Parental Guarantor and click “Save & Continue.”

## Parental Guarantor

By paying the prepayment and accepting a room assignment, you are agreeing to the terms of the UTC Housing Parental Guarantor and certifying that you have discussed this in full with your parent, legal guardian or sponsor. Furthermore, you are stating that your parent, guardian or sponsor understands and accepts the following terms.

The Housing Contract is incorporated herein and has been entered into by the resident, subject to completion as appropriate. UTC Housing, requires, as a condition of the acceptance by Landlord of the Housing Contract, a guarantee by the prospective Resident's parent(s), guardian, or other sponsor. The requirement of this Guaranty is in recognition that most Residents in such community do not have independent financial means, but this Guaranty shall be in force irrespective of the financial means of the Resident.

Guarantor (legal parent, guardian or sponsor) authorizes Landlord to use reasonable and necessary means to obtain payment from the parent, guardian or sponsor in the event the Resident's financial obligations have not been fulfilled.

The Guarantor(s) acknowledges that it shall have liability under this Guaranty, notwithstanding any of the foregoing:

- That the Landlord renews the Housing Contract, grants Resident extensions of time within which to pay amounts due or perform any of Resident's obligations under the Housing Contract, or the fact that the Guarantor was not notified of any changes or amendment to the Housing Contract;
- The inability of the Resident or any other guarantor to be responsible under the Housing Contract or this Guaranty by virtue of their legal incapacity or disability
- The fact that the guarantor was not given prior notice of the default by Resident under the Housing Contract.
- In addition to the amounts guaranteed, Guarantor(s) agrees to pay a reasonable attorney's fee and all costs imposed under the terms of the Lease or required as appropriate in enforcement of this Guaranty.

THE EXECUTION OF THIS DOCUMENT IS A MATERIAL INDUCEMENT FOR LANDLORD TO ENTER INTO A HOUSING CONTRACT, AND LANDLORD FULLY RELYING UPON THE DUE AND VALID EXECUTION BY THE APPLICANT WHOSE NAME IS SHOWN ON THE ELECTRONIC HOUSING APPLICATION SYSTEM. FURTHER, THIS GUARANTY SHALL REMAIN IN EFFECT FOR THE ENTIRE TERM OF THE HOUSING CONTRACT, OR ANY SUBSEQUENT HOUSING CONTRACT, IN WHICH THE RESIDENT HAS ENTERED.

SAVE & CONTINUE



Check your profile information and click "Save & Continue."

Apply for Housing Log Out

## Profile Information

First Name:  
[REDACTED]

Last Name:  
[REDACTED]


UTC ID:  
[REDACTED]

Gender:  
[REDACTED]

Birth Date  
[REDACTED]

If the above information is incorrect, please contact the Records Office at (423) 425-4416 to update your information.

**SAVE & CONTINUE**



Phone: (423) 425-4304  
Email: [housing@utc.edu](mailto:housing@utc.edu)  
Web: [utc.edu/housing](http://utc.edu/housing)

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Fill in the Emergency Contact information. The Missing Person section is optional. Click “Save & Continue.”

Apply for Housing Log Out

### Emergency Contact

Contact Name

Relationship

Home Phone

Work Phone

Cell Phone

Address 1

Address 2

City

State

Zip Postcode

### Missing Person/Optional Contact

The Department of Education requires that, in addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by UTC in the event the student is determined to be missing for more than 24 hours. The contact information provided will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. If a student has identified such an individual, UTC will notify that individual no later than 24 hours after the student is determined to be missing.

Contact Name

Occupation

Relationship

Home Phone

Cell Phone

Address 1

Address 2

City

Fill in the Roommate Matching Questions. These questions must be answered, but “No Pref” may be selected for many questions if the student has no preference or is not sure. Click “Save & Continue.”

Apply for Housing Log Out

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- Roommate Matching Questions**
- Room Preferences
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- Application Fee Receipt

## Roommate Matching Questions

### Portal Questions

You view your room/suite primarily as:

(Please Select)

You view your room/suitemate to be someone with whom you:

(Please Select)

Would you want to shop/cook/eat with your roommate?

(Please Select)

You intend for you and your room/suitemate to:

(Please Select)

Would you like your roommate to check with you before having friends over?

(Please Select)

Do you like to have people in the apartment?

(Please Select)

Which best describes your tolerance for noise in your room/suite while sleeping?

(Please Select)

Which best describes your tolerance for noise in your room/suite while studying?

(Please Select)

How do you generally keep your room?

(Please Select)

How often do you clean your room?

(Please Select)

How often do you clean your bathroom?

(Please Select)

Do you clean up dishes immediately after eating?

(Please Select)

Approximately what time do you anticipate waking up on a weekday?

(Please Select)

You will be required to select 3 preferences. Click “Add Preference” to have additional boxes listed below. Click “Save & Continue.”

If you want to be a part of Go Global Living and Learning Community, please select **Stophel (Private with laundry)- 4 bedrooms (private) 2 bath for 4 residents** as your first choice AND email [international@utc.edu](mailto:international@utc.edu) to let us know that you are interested in our community.

Apply for Housing Log Out

## Room Preferences

Building preferences are not guaranteed and are subject to availability.

Reference links to UTC Housing website for more specific information:

- [Residence Halls](#)
- [Rates](#) are for the 2019/2020 academic year. Please anticipate a change for 20/21 rates.

Building	Room Type	Floor Plan
Decosimo	Private without laundry	4 bedroom (private) 2 bath for 4 residents
	Private without laundry studio	1 bedroom studio (private) 1 bath for 1 residents
Johnson Obear	Private without laundry	4 bedrooms (private) 1 bath for 4 residents
	Private without laundry 3p	3 bedrooms (private) 1 bath for 3 residents
Lockmilller	Private without laundry	2 bedrooms (private) 1 bath for 2 residents
	Private with laundry	4 bedroom (private) 2 bath for 4 residents
Stophel	Private with laundry 2p	2 bedroom (private) 1 bath for 2 residents
	Private with laundry	4 bedroom (private) 2 bath for 4 residents
UCF	Shared with laundry	2 bedroom (shared) 1 bath for 4 residents
	Private with laundry	4 bedroom (private) 2 bath for 4 residents
Walker	Private with laundry	4 bedroom (private) 2 bath for 4 residents

**ADD PREFERENCE**

Order	Room Preference
1	<input type="text" value="Private with laundry"/> <span>DELETE</span>
2	<input type="text" value="Private without laundry"/> <span>DELETE</span>
3	<input type="text" value="Shared with laundry"/> <span>DELETE</span>

Please add at least 3 preferences.

**SAVE & CONTINUE**


Click "Save & Continue."

☰ Apply for Housing Log Out

## Application Fee Payment

There is a one-time application fee of \$25 for each student. Our records indicate you have not made this payment. Please click save & continue below to start the payment.

**SAVE & CONTINUE**



Phone: (423) 425-4304  
Email: [housing@utc.edu](mailto:housing@utc.edu)  
Web: [utc.edu/housing](http://utc.edu/housing)

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Click "Pay Now," and you will be redirected to the payment site.

Apply for Housing Log Out

## Application Fee \$25


Item Description	Total Amount (\$)
Housing Application Fee	\$25.00
<b>Total:</b>	<b>\$25.00</b>

Please have your credit card information available before proceeding beyond this point.

If you receive an error making the payment, check the following:

- Verify your card information is correct
- Try another internet browser (The payment portal is compatible with all browsers, but changing which one you use may clear up the errors.)
- Contact us at 423-425-4304 or at [housing@utc.edu](mailto:housing@utc.edu)

**PAY NOW**



Phone: (423) 425-4304  
Email: [housing@utc.edu](mailto:housing@utc.edu)  
Web: [utc.edu/housing](http://utc.edu/housing)

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