

Please carefully read this important document before signing any agreements with us.

Are You Ready?

If you're ready to sign your contract and to guarantee the hall and room style of your choice, use this checklist to make sure you're completely informed:

- I have read through the brochure and I have picked the Private Residence Hall that has the right price point, and the right services, location, and amenities that I need.
- I understand that as a UW-Madison student living at Campus Connect, I can participate in ALL of the events and activities offered by the University, and in all of the Campus Connect programming that is available throughout the year.
- I have read the cancellation policy and understand that if I do not get accepted by UW-Madison, or I decide to attend another school that's not in Madison, I will be released from my contract if I notify you by 6/1/10.
- (If applying after 6/1/10) I understand that the cancellation option deadline has passed, and that by signing this my Contract Acceptance Signature Form, I am committing to living in a Campus Connect Private Residence Hall.
- I understand that I must have a guarantor sign my Contract Acceptance Signature Form.
- I realize that if I do not return my Contract Acceptance Signature Form by the due date listed on it, hall and room styles will be available on a first-come, first-served basis.
- I am aware that Campus Connect Private Residence Halls are privately owned and managed and are not part of the UW-Madison Division of University Housing.
- I am making the right choice with Campus Connect Private Residence Halls!

Target Dates

Date 1	Return your Contract Agreement Signature Form by the date listed on your form	See date on your contract
Date 2	Watch your mail/e-mail. A welcome packet with an executed Contract Agreement Signature Form is on it's way back to you. Once you have this form, relax, and know that you'll be living in one of the best residence halls available!	Within five business days
Date 3	Last day to let us know if you need to cancel your Contract (see policy below). After this date, you will be responsible for the full contract amount.	June 1, 2010
Date 4	Watch the mail for your Roommate Assignment and complete move-in information!	Mid-July, 2010

Cancellation Policy

- If you are denied admission to UW-Madison, you will be released from your contract if you notify us of the denial by June 1, 2010. We'll simply need a copy of the official denial letter for our records.
- If you choose to attend another school that's not in Madison, we will release you from your contract provided you notify us of your plans by June 1, 2010 and provide written documentation.
- Contracts received after June 1, 2010 cannot be cancelled.

If you're set on UW-Madison, there's no reason to wait to guarantee your space!

- 5. REPAIRS.** Owner shall keep the Premises and the Building in good repair. Resident is responsible for minor repairs including, but not limited to, light bulbs, fuses, and clogged toilets. Repairs that are required to protect the health and safety of the Resident will be performed at the earliest practical time. Owner is not responsible for completing repairs by a specific date when unusual circumstances, or acts of the Resident, prevent such completion. All requests by Resident for non-emergency maintenance services shall be considered both authorization and receipt of proper notice to enter the Premises and make repairs. After-hours maintenance requests must be a life or property threatening emergency; non-emergency after hours (after 5:00 PM on weekdays or on weekends) maintenance requests will be assessed a minimum \$50.00 trip charge plus \$35.00 per hour labor charge (one-hour minimum) on the rental account.
- 6. APARTMENT CONDITION AND CLEANING.** Resident shall keep the area in and around the Premises in a clean and habitable condition and in good repair, normal wear and tear accepted. If Premises are kept by Resident in an unsanitary condition that renders the Premises, the Building, and other residents susceptible to health hazards or pest infestation, these conditions will be documented and corrective measures will be taken by the Owner. The Resident shall be responsible for material costs and labor costs of no less than \$35.00 per labor-hour for these corrective measures. The Premises and the Building fire exit doorways shall be kept clear at all times. Resident may clean the inside and/or outside of the windows of the Premises; however, Owner is not responsible for window cleaning. Owner is responsible for one functional telephone line and jack per Unit, but not the monthly cost. The Resident shall pay the cost of any additional telephone installations, service, or modifications. Additions or alterations of wiring are prohibited without written consent of the Owner. Resident shall not alter, redecorate, cause any contractor's lien to attach to the Premises, or paint any portion of the Premises without written consent of Owner. Resident shall not affix any object(s) to the exterior of the Building (e.g. satellite dishes, wiring of any sort, advertising banners or political signage), nor shall Resident display any type of signage in windows of the Premises. Any citation or fine, which may be assessed for violations of City or Wisconsin health, safety or recycling/refuse codes, which are issued or assessed because of the actions or inactions of Resident, shall be paid by Resident.
- 7. FURNISHINGS.** Resident assumes full responsibility for all Furnishings provided by owner and agrees to return them to Owner at the expiration of the Lease Term in like condition as when received, excepting normal wear and tear. Resident shall be responsible for any loss, breakage, or other damage of Furnishings. Resident is responsible for returning all Furnishings to their original position in the Premises prior to checkout at the end of the Lease Term. No Furnishings shall be moved outside the Unit. A \$50 charge or replacement cost (whichever is greater) will be assessed to Resident for each item of Furnishings that is not returned to its proper place or is damaged. Waterbeds and non-free standing lofts are not allowed in the Premises. Freestanding lofts are acceptable if either provided by Owner or installed by resident with written consent of Owner.
- 8. DAMAGES.** Payment for repairs or damages caused by Resident, or guests or invitees, during the Lease Term, normal wear and tear accepted, shall be the responsibility and liability of Resident. Upon being billed by Owner, Resident shall make payment no later than the next rental payment due date.
- 9. PEST CONTROL.** Resident agrees to allow Owner, without interference, to engage in chemical and mechanical pest control measures within the Premises and the Building and grounds wherein the Building is located.
- 10. BUILDING COMMON AREAS.** No furniture may be removed from any Building Common Areas. Missing Building Common Area furniture is presumed stolen and reported to authorities as such by Owner. Any Resident who removes Building Common Area furniture, or who has Building Common Area furniture in their Unit, will be charged \$100, and may be subject to further disciplinary action. Damage to common areas will be assessed to those responsible. If the perpetrator(s) are identified, the damage will be assessed equally to individuals involved. Resident agrees to pay Owner for all repairs made necessary as a result of misuse, neglect, carelessness, misconduct or fault of Resident or Resident's guests to furnishings, premises of property, such charges are due and payable as they occur.
- 11. CONSIDERATION OF NEIGHBORS.** Resident shall observe and comply with all aspects of this Community Policy and agrees not to create or maintain a nuisance or other disturbance that infringe upon the comfortable living conditions or privacy of other residents. Resident further agrees to not engage in retaliatory behavior against any neighbor who makes any complaint about the Resident. Resident agrees that behavior on the part of Resident that violates any terms of this Community Policy is grounds for a disturbance fee of \$100 to be charged to the rental account per occurrence and/or termination of the Lease by Owner.
- 12. RIGHT TO ENTRY.** Upon at least 24 hour advance notice to Resident, Owner and its agents and employees shall have the right to enter the Premises to inspect, repair, or otherwise maintain the Premises; for housekeeping, maintenance or other management purposes with respect to the Bedroom or the Unit; or to perform any work or other necessary repairs as may be determined as a result of any inspection of the Premises. Owner may enter without advance notice if (a) Any of the residents of the unit requests or consents to a proposed entry, (b) a health or safety emergency exists, or (c) Resident is absent and Owner reasonably believes entry is necessary to protect the Premises from damage.
- 13. SOLICITATION.** Solicitation and/or canvassing of any kind, without the prior consent of Owner, are not permitted in the Premises or in or about the Building. Residents are requested to notify Owner if they observe any solicitation or canvassing.
- 14. USE OF PREMISES.** Resident shall use the Premises for residential purposes only. Resident shall not use the Premises or any part of the Building for any commercial or business purpose. Resident shall use and occupy the Premises and the Building in compliance with all applicable local, state and federal laws, and any rules and regulations of any governmental board having jurisdiction over the Building. Resident shall not use or keep in or about the Premises or Building: handguns, firearms, or weapons of any type; explosive, flammable or hazardous substances; or anything that would adversely affect coverage by any insurance policy.
- 15. USE OF WINDOWS, SCREENS.** Resident shall not place anything whatsoever on the outer windowsills or ledges, or display, post or erect anything on the windows themselves or about the Premises or in the Building except in designated areas. Window screens may not be removed under any circumstances. Each and any time a window screen is removed or missing, the Resident(s) will be charged as a penalty \$150. Any Resident who throws any object from a window, balcony or roof may be subject to immediate eviction, civil and/or criminal prosecution.
- 16. POSTING.** No posters, staples, memo boards, decals or other materials are allowed on any doors, cabinets or furnishings in the Bedroom, the Unit or the Building Common Areas. Residents are strictly prohibited from affixing any object to any ceiling or wall area in their Premises or any Building Common Area ceiling or wall.
- 17. PERSONAL PROPERTY AFTER VACATING PREMISES.** Owner shall have the right to dispose of personal property left in and about the Premises after Resident vacates the Premises, in accordance with Madison city ordinances. Resident shall be charged \$35 an hour for disposal of property left in the Premises or the Building.
- 18. STORAGE.** Resident acknowledges that the Premises are limited to the interior dwelling unit only and that any items stored in hallways, basements, or other Building Common Areas, or outside the Building may, without notice, be removed and disposed of by Owner and Resident releases Owner from any liability in conjunction therewith. Furnishings that Resident requests Owner move into or out of the Premises after the commencement of this Lease may be moved at the Owners discretion and at a charge of \$35 per item. Bicycles are not allowed in the Premises or the Building Common Areas. Resident must store a bicycle in designated locations only. Any Resident who leaves a bicycle in a Building Common Area will be charged as a penalty \$75 for each offense.
- 19. BALCONIES.** Resident acknowledges and agrees that the balconies are not to be used as storage. Only non-upholstered, single seat furniture can be put on the balconies. Bicycles, couches, grills, kegs, satellite dishes, trash, banners, towels (hanging items of any kind), posters, etc. are strictly prohibited. No materials of a flammable or combustible nature will be utilized or stored on the exterior balcony. Resident agrees to comply with reasonable requests made by Owner to immediately remove unauthorized items from the balcony and the Owner (with proper 24 hours notice) may remove unauthorized items from the balcony. Any Resident who throws any object from a window, balcony or roof may be subject to immediate eviction, civil and/or criminal prosecution. Resident acknowledges that behavior that violates the terms of this Community Policy is grounds for a penalty charge of \$150 per occurrence to be charged to the rental account and/or termination of the Lease by Owner, eviction or other charges.

- 20. SLEEPING IN COMMON AREAS.** Floor lounges, study rooms, lobbies, recreation rooms and other Building Common Areas may not be used for overnight sleeping.
- 21. GUEST/INVITEES.** Resident is responsible for the conduct and actions of Resident's guests and invitees, while such guests and invitees are present in the Building. From time to time, Owner may require that Resident's guests and invitees present valid identification at the front desk and sign in the registry before being allowed entry to the Building and may restrict access by guests. Resident shall limit simultaneous guests to a number that is appropriate for the safe use of the Premises and Building, in the reasonable determination of Owner. Guests may not stay longer than six nights consecutively without prior written consent from the Owner and all residents named on the Lease. Unauthorized occupancy for longer than six consecutive nights by any person(s) not named on the Lease shall be considered an unauthorized sublet (as set forth in section 25 below), and may be considered a breach of the Lease.
- 22. ILLEGAL DRUGS OR SUBSTANCES.** The possession, use, and/or distribution of illegal drugs or substances are strictly and absolutely prohibited in or around the Bedroom, the Unit or the Building Common Areas. Violators of this rule are subject to immediate eviction, civil and/or criminal prosecution. Owner herewith notifies Resident of its zero tolerance policy for violations of this rule.
- 23. LAUNDRY ROOM.** Articles left in laundry rooms or other Building Common Areas for more than 12 hours may be disposed of by Owner.
- 24. PARKING.** Parking is by permit only in specified areas. Residents wishing to park motor vehicles on Owner property must first enter into a parking Addendum with Owner. Residents that have a fully executed parking Addendum must display a parking permit in their vehicle as designated in the parking Addendum. There is a fee for each replacement parking permit, tag or electronic opener as noted on the parking Addendum. Owner shall not be liable for any damage or loss to Resident's motor vehicle or its contents.
- 25. SUB-LEASING.** All Sub-Lease Agreements must be made by completion of a form approved by and submitted to the Owner. Sub-Leases are an uninterrupted continuation of the term of this Lease; as a condition of a Sub-Lease, no assessments or inspections by Owner shall be made, no changes to any furniture provided by Owner shall be made, nor shall any cleaning or promises to improve or repair be made by Owner. No Resident under this Lease will be released, by admittance of Sub-Lessees to the Premises, from obligations set forth in this Lease. Proposed sub-lessees must submit to the resident application process and meet the standards required of all potential residents; approval of and permission for sub-leasing shall not be unreasonably withheld. Upon applicant approval, the Sub-Lease Agreement must be signed by all Residents, sub-lessees, Guarantors and Owner to be valid. A \$105.00 fee must be paid by Resident to cover the cost of administration processing, applications processing and Sub-Leases. Anyone occupying the Premises who is not a signer to the original Lease or a valid Sub-Lease Agreement will be considered a trespasser. The security deposit paid by the original Resident shall be held by Owner for the full term of the original Lease. No other security deposit shall be accepted by Owner. Resident shall pay a \$500.00 fee for unauthorized subleasing, without affecting the Owner's right to proceed against the Resident for having an unauthorized resident.
- 26. TRASH AND RECYCLING.** Each Resident is responsible for putting trash in the proper trash containers. Resident shall comply with the local recycling ordinance. Any Resident who does not comply with the ordinance or who leaves, dumps, or disperses garbage in the hallways, elevator, parking area, driveway, yard, sidewalk or anywhere other than the appropriate trash receptacle shall pay Owner a minimum \$100.00 charge per incident. The Resident shall also pay any fines imposed by any governmental agency as result of the Resident's acts.
- 27. CONDITIONS AFFECTING HABITABILITY.** The Premises and the Building IS NOT currently cited for uncorrected building or housing code violations. If within the Premises or building any of the following conditions exist, this information will be listed on a separate addendum: no hot or cold running water, lack of operating plumbing or sewage disposal, unsafe or inadequate heating facilities, no electric service, unsafe electrical systems or hazardous conditions. Owner shall show copies of any uncorrected code violations to the Resident before this Lease is signed or any deposit is accepted.
- 28. ADVERSE CONDITIONS.** If fire or other casualty damages the Premises, payment of installments shall abate to the extent that full use of the Premises is diminished. If the damage is so extensive as to render the Premises untenable, the installments shall cease until the repairs are made or this Lease may be terminated by either Resident or Owner and the installments prorated to the date of the damage that rendered the Premises untenable.
- 29. CHECK-OUT APPOINTMENT.** Resident agrees not to vacate the Premises without first contacting Owner.
- 30. LEASE EXPIRATION.** Occupancy is deemed to be concurrent with Lease Term unless Owner is notified by Resident in writing of Resident's early vacation. Resident understands that this Lease expires at NOON on the last day of the Lease Term. Premises must be vacated, and the checkout appointment completed with all keys, garage door transmitters, and parking tags returned to the Owner at this time. Resident must provide Owner with a forwarding address. Failure to vacate the Premises in timely fashion shall, by Wisconsin law, result in a charge to the Resident, pro-rated daily, of double the daily rent. This charge may be waived with the written approval of Owner only if prior arrangements have been agreed upon.
- 31. FUTURE REFERENCES.** Resident should be aware that Owner may be contacted by other property owners for future housing and credit references. Our references will be based on our contacts and rental experience with the Resident.
- 32. PETS.** Pets ARE NOT permitted without prior authorization of Owner. Residents shall pay a penalty of \$350.00 per occurrence of an unauthorized pet being found in the Premises.
- 33. SMOKING.** Smoking is prohibited in the common areas of the Building including, but not limited to, lobbies, community rooms, hallways, laundry rooms, stairwells, elevators, enclosed parking facilities, pool areas, and restrooms contiguous thereto. Smoking is prohibited within 30 feet of any entrance/exit to the facility.
- 34. RENTER'S INSURANCE.** Owner is not responsible for any damage to Resident's personal property. Resident agrees to obtain, from an insurance company licensed to do business in Wisconsin, a policy of renter's insurance to protect Resident's personal property. The policy shall have a minimum limit of liability for bodily injury and property damage of \$100,000. Resident shall maintain such insurance in force during the entire term of the Lease. Failure by Resident to comply with this provision of the Community Policy shall be considered a Default under the Lease.
- 35. SEVERABILITY AND READJUSTMENT.** If any provision of the Lease or the Community Policy, or any remedy herein provided, is determined by a court of law to be invalid, then such provisions shall be deemed automatically adjusted to conform to the requirements for validity as declared at such time and, so adjusted, shall be deemed a provision of this Lease as though originally included herein. In the event that the provision invalidated is of such a nature that it cannot be readjusted, such provision shall be invalid and deemed omitted from this Lease. In either case, the remaining provisions of this Lease shall remain in full force and effect.
- 36. ENTIRE AGREEMENT.** Resident expressly understands and agrees that this Lease contains the entire agreement between Owner and Resident and that Owner is not and shall not be bound by any representations, agreements or promises, whether oral or written, not contained in this Lease and the Community Policy. The Lease and this Community Policy may not be modified orally.
- 37. TERMINATION.** Owner may terminate this Lease and grant Resident release from all included terms upon Owner's receipt of parts (a), (b) and (d) or parts (a), (c) and (d) prior to the June 1st that precedes commencement of the Lease Term: (a) a signed written request from Resident requesting termination under this section and stating that Resident has been denied admission to the University of Wisconsin-Madison and has enrolled in an alternate academic institution for the upcoming academic year; (b) a copy of a signed letter from the University of Wisconsin-Madison which indicates the denial of admission; (c) receipt showing payment of tuition or housing for Resident for the upcoming academic year at the alternative academic institution; and (d) such other evidence as Owner may request to show that Resident has been denied admission to the University of Wisconsin-Madison or will be attending an alternative academic institution for the upcoming academic year. Any such request made by Resident shall be irrevocable. Termination of this Lease and the release of Resident shall be effective only upon Owner agreeing that the above conditions have been satisfied.
- 38. TENANT AND LANDLORD RIGHTS AND RESPONSIBILITIES.** Resident acknowledges an opportunity to review a copy of the City of Madison Tenant and Landlord Rights and Responsibilities informational brochure is available on the Owners website.

AGENCY NOTICE: Resident understands that Owner's agent is an employee of SBA Management Services, Inc. and is representing the Owner's interests and in that capacity owes duties of loyalty and faithfulness to the Owner. However, the agent is obligated to treat all parties fairly and in accordance with Fair Housing laws and standards.

Non-Standard Rental Provisions

A. CHECK-IN/CHECK-OUT FORM: Resident(s) acknowledges receipt of the combined check-in/check-out form, and agrees to complete and return the form to Owner within seven (7) days of occupancy of the leased Premises. Within 30 days, you may submit a written request to Owner to view the photographs maintained by Owner, which document the physical damages, or defects that were charged to the security deposit of the previous resident(s) (City of Madison properties only).

B. SECURITY DEPOSIT WITHHOLDING: In addition to the standard security deposit deductions allowable under ATCH 134.06, the landlord may deduct the following items from the security deposit, if not paid by Resident(s) by the end of the Lease Term.

1. Unpaid late fees as specified in this Lease and/or Community Policy; Actual, unpaid service charges, filing fees, and process service charges related to collection efforts for any past due rental account; Unpaid trash fines; Unpaid furniture fees (if applicable); Unpaid administrative fees incurred during the application and lease-signing process; Unpaid fees for checks returned from the bank not negotiated.
2. Unpaid parking rent; Unreturned parking permits, electronic garage door openers or garage access cards. Parking permits and garage door opener must be returned by noon on the last day of the lease term or the cost thereof will be deducted from the security deposit.
3. Unpaid water/sewer fees, or other usage fees for utilities or allocated services payable to Owner as contracted in the Lease, to include electricity, gas, internet, cable TV and telephone.
4. All costs related to carpet cleaning as a result of unusual damage caused by resident abuse, and all costs related to returning and all other flooring material (wood, ceramic tile, linoleum/vinyl etc.) to an "as received" or "subsequently improved" condition, normal wear and tear accepted. This may include, but is not limited to, professional cleaning to remove stains and professional repair and/or replacement of flooring due to non-removable stains, tears and deep scratches, burns or odors caused during the term of this Lease.
5. Cleaning, repair and repainting costs related specifically to pet damage and pet odor. Any unpaid fee for any unauthorized pets found in the Premises.
6. Unpaid fee for any unauthorized Sub-Lease. The processing fee for authorized Sub-Leases (those that use SBA Management Services forms and are signed by the Owner) will also be deducted from the security deposit if not paid at the time the Sub-Lease is signed.
7. Damage caused by failure of Resident to report or repair an on-going problem or condition within the premises (e.g. leaking plumbing that subsequently damages walls or flooring).
8. Unpaid fines for violations of health or safety codes, trash or recycling ordinances, or labor charges for trash separation and removal by SBA Management Services employees.
9. Labor charges related to after-hours non-emergency maintenance requests.
10. Any items remaining in the apartment or on building premises after the lease expires. All items requiring additional disposal fees will be charged accordingly.
11. Mitigation costs allowable under Chapter 704 of the Wisconsin Statutes, including, but not limited to, advertising costs, rental commissions, sublet fees, and/or showing fees.
12. Charges for re-keying or changing locks, or replacing keys or access cards (including laundry cards) if all such keys are not returned at the end of the tenancy; unpaid charges for replacement keys and/or re-keying during the term of the tenancy, as a result of the loss of keys by Resident or other circumstances caused or created by the Resident, or as a result of a request for re-keying or keys by the Resident.
13. While the Owner does not expressly prohibit smoking within individual rental units, Resident understands that they will be held liable for the cost of the labor and materials associated with removing and remedying any smoke damage, related cleaning, painting, or other damages within the unit. This liability extends to whatever work becomes necessary as a result of smoking inside the unit.
14. Repayment of any promotional offers or rental incentives/concessions extended to Resident in advance.
15. It is agreed and understood that labor cost, per labor-hour, deducted from the security deposit, either for cleaning or repair work, will be charged at a minimum of \$35.00 per labor-hour, whether contracted to an outside party or performed by an employee of SBA Management Services. Total labor and material costs will vary according to task; there are no fixed charges. Estimates of or receipts for charges will be provided with security deposit settlements.

C. OTHER: Owner and Resident agree that Owner will not enter into an agreement to rent the Leased Premises to another Resident for the subsequent lease period until after the commencement date of the accompanying Lease referenced by this document. This only applies to properties in the City of Madison.

CAMPUS CONNECT

At the University of Wisconsin-Madison



HIGHLANDER
HOUSE 101

121 West Gilman St. • Madison, WI 53703
Fax 608-284-2075
608-255-5070 or 800-949-5070



LUCKY 101

777 University Ave. • Madison, WI 53715
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608-237-2624 or 877-36-Lucky



REGENT 101

1402 Regent St. • Madison, WI 53711
Fax 608-258-1466
608-258-4900 or 800-456-0223

Learn more at: www.sba-CampusConnect.com