



UNC CHARLOTTE  
Housing and Residence Life

**Residence Coordinator Agreement  
Concerning University Provided Housing**

I understand that the University of North Carolina at Charlotte ("University") requires that Residence Coordinators live in on-campus apartments and provides such housing. My acceptance of employment also constitutes my agreement to the following terms related to housing provided to me by the University:

1. I agree to make no substantial modifications to the apartment without the University's prior written approval. I agree to pay for any costs incurred by UNC Charlotte to restore the apartment to its condition as initially provided (normal wear and tear excepted) whether or not I am still employed by the University.
2. I agree to vacate the apartment after termination of my employment on a date to be determined by the Department of Housing and Residence Life. I agree that any persons living with me in the apartment shall vacate the apartment on or before the date I am required to vacate the apartment.
3. I shall not allow any non-approved person to occupy the apartment except for occasional visits by guests limited to a two-week stay. I understand that I must be present when guests are using the apartment. The Senior Associate Director of Housing and Residence Life can grant exceptions to the time limit. At no time will I permit residency by more individuals than the apartment is designed to accommodate (as determined by the Department of Housing and Residence Life).
4. I understand that I may request that one additional adult co-habitant and/or my dependent children be allowed to live in the apartment. Prior approval is required before anyone can be allowed to reside in the apartment. I understand that the provision of on-campus housing to my adult co-habitant and/or my dependent children is conditioned upon a satisfactory criminal background check, the execution of an Apartment Accommodations Agreement, and observance by my adult co-habitant and/or my dependent children of all laws and University policies. **I understand that I am prohibited from collecting rental payments from any co-habitants, children and/or guests.**
5. I understand that I will have to move from my current apartment to another apartment on campus if, for any reason, the Department of Housing and Residence Life determines it is necessary. The Department of Housing and Residence Life will determine the schedule for any necessary relocation(s). I agree that any persons living with me in the apartment shall relocate on the date I relocate.
6. I understand that I, and those who reside with me, am expected to abide by all laws and policies applicable at UNC Charlotte.
7. I understand that I, and those who reside with me, cannot operate a continuing business from the apartment. This includes, but is not limited to, using university computers and/or computer connections, using the campus address and/or mail services, using the campus telephone number and/or phone service for the purposes of conducting an outside business.
8. I understand that, subject to certain conditions, I am allowed to have fish and one dog or one cat in the apartment. Submission of a completed pet agreement and the University's prior written approval is required before a dog or cat can be brought onto campus.
9. I understand that my apartment will be inspected/inventoried on or near my last date of occupancy and that I need to turn in all of my keys to my supervisor before leaving campus.
10. Should the University incur expense to enforce any portion of this agreement, I agree to pay reasonable costs of such collection or enforcement, including reasonable attorney's fees, whether or not I am employed by the University at the time.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date