

**Subject:** 2016 Apartment Living Lottery Process

**Date:** Tuesday, February 9, 2016 at 9:22:21 AM Central Standard Time

**From:** Department of Residence Life <ResidenceLife@creighton.edu>

**To:** Bluejay, Billy

**CC:** ResidenceLife <residencelife@creighton.edu>



February 9, 2016

Dear Billy Bluejay,

We hope your spring semester is off to an excellent start! This e-mail is regarding the **2016 Apartment Living Lottery Process** in which you will sign up for next year's apartment. The pre-process will start today, **February 9th, 2016**. The Apartment Lottery is open to all current resident Sophomores, Juniors, and non-graduating Seniors. Davis Square and Opus Hall consist of 2, 3, and 4 bedroom apartments for upperclassmen students and are 12 month leases.

All residents who wish to live on campus next year in Opus or Davis must complete the following pre-process steps by **Tuesday, February 17, 2016 at noon** in order to be eligible to participate in the Apartment Lottery. **You will NOT be allowed to sign up for an apartment or renew an apartment without completing these steps! No exceptions!**

**Step #1: PAY YOUR \$75 APARTMENT RESERVATION FEE** (Note: If you receive a full scholarship that includes room and board, your Reservation Fee may be waived. Please contact [ResidenceLife@creighton.edu](mailto:ResidenceLife@creighton.edu) for information)

- Log onto your NEST account.
  - At the bottom of the Main page, click the link for "Residence Life"
  - Click the "Housing Re-Contracting for returning students" link and complete the QuickPay steps outlined below.
    - Pay your \$75.00 Reservation Fee
      - Click on this link to pay your non-refundable \$75 room reservation fee.
      - A QuickPay webpage will launch in a new window or tab depending on your browser
      - Select your payment preference from the drop down box, and enter your payment information. Click "Submit" when finished
      - Review your payment information and click "Confirm", then close or log off the QuickPay webpage.
      - Return to the NEST screen & click on the link "Click here after making your payment". You must click this link in order for the system to acknowledge your payment.

You will receive an e-mail receipt once payment has been received. Please understand that the \$75.00 apartment reservation fee is non-refundable unless the Department of Residence Life cannot provide you with housing. In the Fall semester, the reservation fee will be applied to your room account. Failure to complete the process to sign up for an apartment will result in a forfeiture of your apartment reservation fee.

#### **Step #2: STARREZ PORTAL PROCESS: CREATE OR JOIN A ROOMMATE GROUP**

This process opens February 9, 2016 and is available only to those who have paid their \$75 reservation fee.

- When the portal is opened on February 9th, visit the NEST to login to StarRez.
- Click on the Residence Life link on the main page, and select the link to direct you to the Housing Portal.
- Create and complete a housing application for the 2016-2017 Academic Year.
- After your application is complete, you will be asked to create a group, join a group or search for roommates. Please follow the prompts inside the portal to complete your roommate group formation. Additional information is available on our website as well as in the Portal to explain this process.
- Verified Roommate Groups will receive a lottery time. During your lottery time, visit the StarRez portal, and make your housing selection. *Note: The group leader will be responsible for selecting the housing option for the group.*

#### **Step #3: RECEIVE YOUR ROOM FOR THE 2016-2017 YEAR**

- Read the housing agreement and terms. This is a legally binding Agreement between you and the University and you will be held to the conditions written therein. Please review it carefully before accepting the conditions of this Agreement.
- Sign the agreement in the portal
- Until you sign the housing agreement, your housing for the 2016-2017 year is not guaranteed.

#### **Additional Process Information**

##### ***Same Apartment RENEW: February 16-February 19***

If you are presently living in Opus or Davis and want to continue to live in the same space, you must pay the Apartment Reservation Fee and complete the steps in the StarRez Portal. You will be given the opportunity to re-contract with your current roommates, or have the option to form a new roommate group with current on campus residents (sophomore, juniors, non-graduating seniors). Once you have a verified roommate group you may select to renew your room in StarRez from February 16th at 8am to February 19th at noon. Only verified groups will have this process available to them.

**Note: If you have not completed these steps by February 19th, your apartment will be released into the Apartment Lottery.**

##### ***Change Apartment Lottery: February 23-24***

If you are presently living in Opus or Davis and want to change apartments to another apartment in Opus or Davis, you must pay the Apartment Reservation Fee and complete the steps in the StarRez Portal. You will be given the opportunity to re-contract with your current roommates, or have the option to form a new roommate group with current on campus residents (sophomore, juniors, non-graduating seniors). Once you have a verified roommate group, you will receive a lottery time. At the appropriate time, use the Portal to select your housing option for the next year. Only verified groups will have this process available to them.

##### ***New Apartment Lottery: February 26-27***

Residents currently living on-campus in Sophomore housing who wish to live in Opus or Davis for the 2016-2017 year must pay the Apartment Reservation Fee and complete the steps in the StarRez Portal. You will be given the opportunity to re-contract with your current roommates, or have the option to form a new roommate group with current on campus residents (sophomore, juniors, non-graduating seniors). Once you have a verified roommate group, you will receive a lottery time. At the appropriate time, use the Portal to select your housing option for the next year. Only verified groups will have this process available to them.

##### ***Off-Campus Students:***

If you are planning on pulling in a roommate who presently lives off campus, those students will also have to complete the above process, but can only do so after receiving approval from the Department of Residence Life. Preference will be given to those students currently residing on campus. If your preferred roommate is currently an off-campus student (not studying abroad) and would like to participate in the Apartment Lottery process, please email [residencelife@creighton.edu](mailto:residencelife@creighton.edu). We cannot guarantee spaces for off-campus students, however we will attempt to accommodate them as space becomes available.

##### ***Agreement Terms:***

Please note that apartment living agreements for Davis Square and Opus Hall will be a 12-month agreement, running from May 18, 2016 to May 14, 2017. Summer rent cannot be deferred until the Fall semester. Sub-leasing for the summer is not permitted

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Should you have any questions, please contact the Department of Residence Life or visit the Department of Residence Life website at <http://www.creighton.edu/ResidenceLife>.

Thank you,

DEPARTMENT OF RESIDENCE LIFE