

# Graduate Housing

## Eligibility

Leaseholders must be a registered full-time student.

## Responsibility of Information

Occupant is responsible for knowing the content of all materials published and distributed by Housing Services.

## Rent/Fine Payment

Rent is due the first day of each month. Late payments results a late fee charge of \$25.00.  
Occupant will be responsible for paying all fines related to the apartment.

## Damages

Nails, screws, shelves, or other permanent decorations which damage the apartment are prohibited. Residents will be held responsible for any damages in their apartments and common areas. Cost of damages may exceed your security deposit.

## Fire Safety

Fire equipment should only be used in an emergency.

Tampering with or disabling equipment is against federal law.

Hanging any items from fire equipment (including sprinklers) is prohibited.

All residents are required to follow all fire prevention protocol listed in their apartment.

## Quiet Hours

Quiet hours are observed in all University housing, including interior and exterior space. Quiet hours are from 10:00 pm to 8:00am Sunday night through Friday morning and from 12:00 am (midnight) to 10:00am on Saturday and Sunday.

## Entry

Authorized University personnel (Housing Services, Facilities, and LUPD) have the right to enter your apartment at any time in order to repair or inspect for maintenance reasons, for conduct or safety reasons, or if there is reason to believe a University violation is being or has been committed.

## Roommates and Family

Occupant is permitted to have family members and/or roommates, reside in his/her apartment where the occupancy permits. Any persons residing in a Saucon Village apartment for longer than 14 days must be registered and be approved by Housing Services prior to moving in, and will be counted towards occupancy. Occupant is responsible for communicating all University policies and regulations to his/her family members and roommates.

## Guests

Occupant is permitted to have guests in his/her apartment and must follow all University guidelines. Guests residing in Saucon Village apartments are limited to 14 days or less and do not need to be reported. Guests are not permitted to become roommates after their guest period. All guests residing in Packer House and 230 West Packer are limited to three (3) days or less and must be reported to Housing Services by the day of arrival by submitting a Guest Policy Acknowledgement Form.

This guide is a quick reference to answer questions you may have about your lease agreement. You and your guests are responsible for knowing and abiding by these policies and all other distributed and posted policies. For a complete list of policies, review your Housing Contract and the General Provisions for Occupancy (GPO). This guide is an abbreviated version of the information.

**Terms of Lease:** You have signed a lease for a designated amount of time. You are responsible for the condition of your apartment for the duration of your lease. Subletting is not permitted. Occupant will need to give Lehigh University 30 days notice to terminate a housing contract and penalties apply.

## Keys

All keys need to be issued through Housing Services. Keys issued to an individual can not be given to anyone else.

## Cleaning

All cleaning is the responsibility of the occupant(s) of each apartment, including bathrooms and kitchens. Please refer to the cleaning guidelines available on the Housing Services Graduate Housing website for specific areas to clean.

## Common Area Storage

All personal items should be kept inside your apartment. Stairs, exits, hallways, and outside the building must remain free and clear at all times. Doormats are permitted.

## Sub-Leasing

Subleasing of apartments or rooms are not permitted. Leaseholders who are away from the University for more than thirty (30) days should notify Housing Services.

## Emergency Protocol

Residents should be familiar and follow Lehigh's evacuation plan during any emergency situations.

## Prohibited Items/Activities

This list is not all encompassing, please refer to your GPO for the full list.

- Any cooking appliances outside of the kitchen area
- Flammable or combustible items
- Candles, incense, and wax warmers
- Charcoal (pre-lit) and/or lighter fluid
- Door hangers (on exterior/exit doors)
- Pets (except for non-predatory fish in less than 10 gallon tank)
- Portable heating units
- Personal Washers/Dryers
- Propping doors of any kind
- Tobacco and smoking (Lehigh University is smoke free)
- Weaponry and/or ammunition

For more information about these policies and other housing concerns, contact our office at 610-758-3500 or online at

[go.lehigh.edu/graduate](http://go.lehigh.edu/graduate)

Email: [inhouse@lehigh.edu](mailto:inhouse@lehigh.edu)

