

Graduate Housing

Sub-Leasing

- Subleasing of apartments or rooms are not permitted.
- Leaseholders who are away from the University for more than 30 days need to notify the Office of Residential Services to submit a Temporary Occupant Replacement.

Roommates, Family, and Guests

Occupant is permitted to have family members, roommates, and guests reside in his/her apartment where the capacity permits (set in your housing contract). All such persons residing in a Saucon Village apartment for longer than two (2) weeks must be reported to the Office of Residential Services within three (3) days of moving in and out. Packer House and 230 West Packer may not have guests for more than 3 consecutive days and they must be recorded by the day of arrival.

Rent/Fine Payment

Rent is due the first day of each month. It is payable online or at the Office of the Bursar. Late payments results a late fee charge of \$25.00. Occupant will be responsible for paying all fines related to his/her apartment

Common Area Storage

All stairs, exits and hallways must remain free and clear at all times.
Doormats are permitted

Outside the Building

Bicycles may be stored at the available bicycle racks. All other personal items must be stored inside your apartment, including grills, shoes, children's toys, strollers, etc.

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.

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 .

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 Residential Services Graduate Housing website for specific areas to clean and appropriate cleaning products.

Entry

Authorized University personnel 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.

Keys

All keys need to be issued through the Office of Residential Services. Keys issued to an individual can not be given to anyone that is not an occupant.

Laundry Room

Occupants are expected to follow all laundry room guidelines.

Emergency Protocol

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

Learn more here:
financeadmin.lehigh.edu/content/emergency-evacuation-protocol

Prohibited Items

This list is not all encompassing, please refer to your GPO for the full list. **All prohibited items will be confiscated.**

- Any and all flammable or combustible items
- Any cooking appliances outside of the kitchen area
- Unapproved air conditioners
- Candles, incense, and/or wax warmers
- Charcoal (pre-lit) and/or lighter fluid
- Door hangers (on exterior/exit doors)
- Hoverboards
- Pets (except for non-predatory fish in less than 10 gallon tank)
- Portable heating units / Space heaters
- Washers/Dryers
- Weaponry and/or ammunition

Prohibited Activities

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

- Creating excessive noise and/or violating designated quiet hours
- Dropping, throwing, hanging, or shooting objects from windows
- Posting notices
- Propping doors of any kind
- Removing University property
- Smoking inside or closer than 15 feet from building

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 Res Services.

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

financeadmin.lehigh.edu/content/graduate-housing-resources