# 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.

## 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.

## 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.

## 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.

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

## 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/grad-housing-resources

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# 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.

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# 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 result in a late fee charge of $25.00. Occupant will be responsible for paying all fines related to his/her apartment.

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# 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.

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