

DUNCAN UNIVERSITY SUITES
555 South 300 West Cedar City, Utah 84720

Surround yourself with a fun, clean atmosphere where students choose not to smoke, or drink yet love the wonderful things of life. You will easily make new friends in a safe, clean, and comfortable environment.

2025-26 Academic Year Housing Application and Contract

 Annie's 375 S 300 W 2 bedrooms, 1 bath 1 block from campus (4 girls)	 Cooper 365 S 300 W 2 bedrooms, 1 bath 1 block from campus (4 girls)	 C. Basement 365 S 300 W 3 bedrooms, 1 bath 1 block from campus (3 girls)	 Nana's 239 W Shakespeare Ln 2 bedrooms, 1 bath Across the street from campus (2 girls)	 White House 395 S 300 W 5 bedrooms, 2 baths 1 block from campus (7 girls)	 W. H. Basement 395 S 300 W 2 bedrooms, 1 bath 1 block from campus (3 girls)
<input type="checkbox"/> Shared room \$1040/Semester	<input type="checkbox"/> Shared room \$1175/Semester	<input type="checkbox"/> Private room \$1560/Semester	<input type="checkbox"/> Private room \$2400/Semester	<input type="checkbox"/> Shared room \$1125/Semester <input type="checkbox"/> Private room \$1625/Semester	<input type="checkbox"/> Shared room \$940/Semester <input type="checkbox"/> Private room \$1440/Semester

Application For: ☐ 2025-26 Academic Year (Fall & Spring) ☐ 2026 Spring Only

Name (Last, First, Middle):	Name you go by:	Birth Date (mm/dd/yyyy):
Current Cell Number:	Email Address:	Current or proposed major:

Class Standing: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Will you be bringing a car? Yes <input type="checkbox"/> Year _____ Make _____ Model _____ Color _____ No <input type="checkbox"/>
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Permanent Address (number, street, apartment # or PO Box, city, state, and zip code):

Emergency Contact:	Emergency contact phone number (Include area code):
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Your Acknowledgement and Acceptance

By signing this application, I am aware of and agree to the following:

1. I understand that the purpose of the \$300 security deposit accompanying this application is to guarantee Duncan University Suites that I will be occupying the facility, and that I will leave it clean and in good condition. I understand that I will be charged for any damages that I make to the home.
2. I understand that \$60 of the security deposit is non-refundable (application, carpet and deep cleaning fee) and that the refundable balance of the deposit (\$240) does not apply to rent.
3. I understand that after signing this application, I will have a three-day grace period with which to cancel this contract. After that grace period I will be held accountable for the entire contract.
4. I have read and agree to abide by the 2025-2026 Duncan University Suites' Occupancy Contract for the full term of the contract.

Tenant Signature (required)

Owner's Signature

Date

Date

Duncan University Suites

2025-26 Academic Year Occupancy Contract

1. APPLICATION: A completed and signed housing application agreeing to the terms and conditions of the 2025-26 Academic Year Occupancy Contract plus deposit are necessary before a student can be considered for a room.

2. LENGTH OF AGREEMENT: The terms of this contract apply to the FULL ACADEMIC YEAR, (FALL AND SPRING SEMESTERS). If started after the beginning of fall semester, the agreement is in effect for the balance of the academic year.

3. TERMS OF THE CONTRACT: The contract runs from the beginning of fall semester to the end of spring semester. If a tenant needs to vacate their residence for any reason (getting married, moving home, going on semester abroad, etc.), prior to the end of this contract, they must inform Duncan University Suites of their intent to move, and find another student to replace them.

4. OCCUPANCY: The contractual agreement begins upon receipt of room keys or door pad code and is terminated at 6:00 p.m. on the last day of final exams for spring semester. Tenants who are granted permission to occupy accommodations prior to the scheduled check in date or stay after the scheduled check-out date may do so if permission is granted and shall be charged a daily rate of \$20 per day for the extra days to be paid in advance.

5. DEPOSIT USE: The \$300 security deposit is required to reserve a room for you at Duncan University Suites. \$60 of this security deposit is non-refundable. This security deposit will act as a security, transfer, damage, and cleaning deposit and will be held for the full length of the contractual agreement. Tenants may allow their deposit to be carried forward to hold a reservation for the following summer or academic year.

6. DEPOSIT REFUND: The \$240 refundable portion of the deposit will be refunded upon completion of the contractual agreement for the full term. In the event that a tenant moves out prior to the completion of their full term contract, they must find a replacement and a \$100 transfer fee will be deducted from their deposit. The deposit refund will be forfeited in the event that the resident moves out without completing a proper check-out as outlined below.

7. CANCELLATION POLICY: A 100% refund of deposit (\$300) will be given if cancellation is made within 3 days of signing the 2025-26 Academic Year Application and Contract. If cancellation is made prior to April 15, 2025, the full \$240 refundable portion of the deposit will be refunded. Cancellation after these dates will result in the forfeit of the entire deposit.

8. CHECK-OUT PROCEDURES: The tenant shall follow the following check-out procedures: (1) Pick up cleaning instructions from Duncan University Suites. (2) Thoroughly clean their personal space and assigned common areas. (3) Remove all personal belongings from their residence. (4) Make an appointment to check out. Unless all of these items are satisfactorily completed, a proper check-out has not been executed, and the deposit refund will be forfeited.

9. LIABILITY RESPONSIBILITY: Duncan University Suites assumes no responsibility for loss or damage to clothing, valuables, money, or other personal property, from fire, theft, malfunction of mechanical equipment, water damage, or other causes.

10. CHECK-IN/CHECK-OUT DATES: Check-in date is Saturday, August 23, 2025. Check-out date is Saturday, April 25, 2026.

11. RENT PAYMENTS: The tenant agrees to pay the amount of rent as printed on the 2025-2026 Academic Year Housing Application and Contract. Fall Semester rent is due **August 15, 2025**. Spring Semester rent is due **December 15, 2025**. Late fees will be assessed after these dates - \$10 for the first day and \$2 for each day thereafter. Types of payments accepted include cash, check, money order, and venmo.

12. UTILITIES: To save tenants the hassle of putting utilities in their name, paying deposits, and collecting from roommates each month, the landlord will collect a \$225 utility payment at the beginning of each semester from each tenant. The landlord will then pay the following utilities: gas, electricity, water, sewer, garbage, and high speed internet. In the event that utilities go over the amount collected, tenants will be responsible for the overage.

13. PETS: The tenant agrees to keep no pets on premises.

14. STANDARDS: The tenant agrees to abide by the following standards: No smoking, drinking, illegal drugs, stealing or any other unlawful practices while living in Duncan University Suites. The tenant agrees to take good care of the apartment and its furnishings. The tenant agrees to respect the rights of others in adjoining apartments and neighborhoods. The tenant is not to have overnight guests (female only) without written permission from roommates and owners.

15. UPKEEP: The owner agrees to make repairs that go with reasonable wear and tear on the apartment; but damages brought by the neglect or carelessness of the tenant will be charged to the tenant. It is specifically agreed that no adhesive attachments will be made to the walls and woodwork that will mar the paint.

16. ACCESS: It is mutually understood and agreed that the owners shall have access to the apartment at all reasonable times to inspect, protect and maintain the property; and in case either party has given notice of termination of this lease, the owners may show the apartment to any prospective renter.

17. CONDITIONS: Failure of tenant to keep any of the above agreements constitutes sufficient cause for immediate termination of this lease. If tenant breaks this agreement and any court proceedings are necessary, the owner is entitled to be repaid their attorney's fees and court costs.