

SUNY Potsdam Residence Life

Incomplete Townhouse or Apartment Application 2025-2026

Step 1

Please fill out the student information in the table below. You can submit this with up to 3 individuals to attempt to be matched with other incomplete students in the Townhouse (4/5 max) or with one individual to be paired into a 2-person Apartment.

Student Information						Office Use Only	
Student	First Name	Last Name	Date of Birth	Signature	Date	Priority #	License
1							
2							
3							
By filling out this form and submitting it, I understand that I am agreeing to the housing license for the entire 2025-2026 Academic Year and the Additional Townhouse/Apartment Agreement located on the back of this form if I am placed into a Townhouse or Apartment.							Average

Step 2

Please select one option below for matching purposes:

I only want to live with male student(s).
 I only want to live with female student(s).
 I do not have a preference of male/female.

Step 3

Please sign and date here to indicate that you understand if you are assigned as part of a group (Townhouse or Apartment) that you cannot decline this assignment and must plan to take occupancy for the Fall 2025 semester in this assignment.

Signature: _____ Date: _____

Step 4

This completed form must be brought to the Residence Life Office or emailed to reslife@potssdam.edu by March 3, 2025 at 12pm (noon). We will do our best to match complete groups from these individual/incomplete requests upon receipt of all applications. Filling out this form does not guarantee that you will end up in a Townhouse or Apartment.

Residence Life will communicate by March 5th to let you know if your group was successful or not successful and your placement for next year if you were successful.

Fall 2025 – Spring 2026 Townhouse & Lehman Apartment Living Agreement

By choosing to live in a Townhouses or Lehman Apartment, I agree to the following conditions:

- I will live in the Townhouse/Apartment for the **ENTIRE 2025-2026 Academic Year** unless I do one of the following:
 - Withdraw, Take a Leave of Absence, or Graduate from SUNY Potsdam
 - Student Teach outside of the Potsdam area or Study Abroad in the Spring 2026 Semester
 - Become a Resident Assistant for SUNY Potsdam Residence Life
- I understand that there will be additional costs to live in the Townhouses & Apartments including, but not limited to:
 - The cost difference of a Townhouse/Apartment versus other living options on campus.
 - Paper Goods (bathroom tissue, paper towels, etc...) [Townhouses Only]
 - Cleaning Supplies (bathroom, kitchen, dish soap, dishwasher soap, etc...)
 - Cooking/Eating (pots, pans, dishes, silverware, etc...)
- I understand that there will be additional responsibilities by choosing to live in a Townhouse/Apartment such as:
 - Cleaning (kitchen, bathrooms, living rooms – maintaining a healthy level of cleanliness)
 - Shoveling snow & Sanding in the winter (10 feet from front door and the entire back patio is the responsibility of the residents) [Townhouse only]
- I understand that it costs more to live in a Townhouse/Apartment and I will not be considered for a room change to another location on campus, unless it is a another Townhouse or Apartment.
- I understand that SUNY Potsdam has a 2-year (4 semester) residency requirement for new students. If I have not met this requirement, I am required to have a full PACES meal plan while living in the Townhouse/ Apartment.
- I understand that if I am to be found in possession of a pet (other than a fish in a 10 gallon or less aquarium) or if I am found to have smoked or allowed smoking in my Townhouse/Apartment, that I will be billed for the cost of a professional cleaning of the entire Townhouse/Apartment.
- I understand that in order for the college to be in compliance with NY State Fire Code I am not allowed to bring non-state issued furniture into my Townhouse/Apartment. I also understand that absolutely no college issued furniture is to leave the Townhouse/Apartment at any time.
- I understand that in order to be compliant with NY State Fire Code, I must attend a mandatory Fire Extinguisher Training session as directed by Residence Life and the Office of Environmental Health and Safety or that I may be removed from my Townhouse/Apartment assignment.
- **REQUESTS TO BE RELEASED FROM COLLEGE HOUSING FOR STUDENTS AGREEING TO LIVE IN THE TOWNHOUSES & APARTMENTS WILL NOT BE CONSIDERED.**
- **I understand that if each individual in this complete group that entered the process does not sign and agree to this agreement with the intent to move into the designated Townhouse/Apartment in the Fall 2025 semester, that the entire group will be removed from the Townhouse/Apartment.**
- **I understand that should someone in this Townhouse/Apartment Withdraw, Graduate, Leave to Student Teach, Study Abroad, become and RA during the Fall 2025 or 2026 Spring Semester, that we will have 1 week to identify a replacement. After 1 week, Residence Life will have the ability to utilize the space for any student wishing to move into the Townhouse/Apartment.**