



611 Park Point Drive, Unit 4 • Rochester • New York • 14623
585-424-6104
www.Parkpointrit.com

Reservation/Administrative Fee Policy

1. A \$200 Reservation and \$75 Administrative Fee is required in advance to become eligible for placement at Park Point at RIT and will be held in accordance to the laws of the State. Please make a check or money order payable in U.S. dollars to **Wiljeff, LLC**. Cash will not be accepted.
2. The Reservation will be returned to applicants if application is not accepted. In the event the Park Point at RIT is full, the applicant may elect to be placed on a waiting list or request that the Reservation be returned. Please note that all requests to Park Point at RIT must be made in writing.
3. The \$200 Reservation and \$75 Administrative Fee assures compliance with the terms and conditions of the Park Point at RIT Student Housing License Occupancy Agreement which the applicant will receive once accepted as a resident of Park Point at RIT.
4. Should the applicant be placed on the waiting list, his or her acceptance for placement will be determined by the date that the \$200 Reservation and \$75 Administrative Fee were received.
5. If the applicant must withdraw his or her application due to circumstances beyond their control, a refund may be issued if the applicant submits a written request for release 60 days prior to their scheduled move-in date describing the circumstances and providing a copy of official third party documentation substantiating reason beyond applicant's control.

If the reason for the application withdrawal is due to a change or withdrawal from college, the applicant must provide a letter indicating his or her intentions no later than 60 days prior to their scheduled move-in date. You must also include a copy of the letter from the college acknowledging that you have officially withdrawn.

Sufficiency of such reasons is subject to review and discretion by the Park Point at RIT Property Management. Once approved, your \$200 Security Deposit will be returned to you within 90 days.

I fully understand the terms and conditions of the Reservation Policy.

Applicant Name

Signature

Date