

HOUSING SITE APPLICATION

Contact Information

Full Name: _____ Phone: _____ Email: _____

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Contact person if other than owner: _____ Phone: _____ Email: _____

Housing Information

Description of site: _____

Please list any restrictions or special instructions for students:

We ask the following questions for students who have allergies:

	YES	NO
Does someone in the household smoke?	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Are there pets?	<input type="checkbox"/>	<input type="checkbox"/>
Please specify: _____		

Will students have access to the following (check all that applies):

<input type="checkbox"/> Laundry facilities	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Internet
<input type="checkbox"/> Bed linens	<input type="checkbox"/> Bath Towels	<input type="checkbox"/> Garage

Agreement and Signature

By agreeing to accept a student as a guest in your home, a voluntary housing relationship will be established between you, as the homeowner, and the student. The University of Kentucky, University of Louisville and/or either UK or UofL Central AHEC Office do not participate in this voluntary relationship. It is our expectation that you will provide a safe environment for the student(s) you agree to house just as you would to your other houseguests. It is recommended that your homeowner's liability coverage is checked in advance to clarify responsibility in the event a student is injured on homeowner property.

All health profession students of both the University of Kentucky and University of Louisville have completed a background check. Should you agree to accept houseguests the UK or UofL AHEC office will conduct a background check on the homeowner and any occupant of the home who is over 18 years of age for the safety of all parties. Homeowner agrees to immediately notify UK or UofL AHEC of any changes in occupancy of the home.

Signature: _____ Date: _____

You agree not to discriminate on the basis of race, color, religion, sex, age or natural origin with regard to the acceptance of a student for placement in your home.

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK

Date: _____

Contact Information

Full Name: _____ <i>First Middle Initial Last</i>	Maiden/Other Last Name Used: _____
Address: _____ <i>Street Address</i> <i>City, State Zip</i>	
Driver's License: _____ <i>Drivers License Number</i> <i>State Issued</i>	
Date of Birth: _____ Social Security Number: _____	

Contact information for other individuals living in the home over 18 years of age

Full Name: _____ <i>First Middle Initial Last</i>	Maiden/Other Last Name Used: _____
Address: _____ <i>Street Address</i> <i>City, State Zip</i>	
Driver's License: _____ <i>Drivers License Number</i> <i>State Issued</i>	
Date of Birth: _____ Social Security Number: _____	

This authorization and consent for release of personal information acknowledges that the University of Kentucky and University of Louisville (hereafter "University") and/or its agent, may now, or at any time I am assigned a University student for housing, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include criminal history information of file in local, state or federal agencies; and motor vehicle records.

I authorize and consent for full release of records (either orally or in writing) to the authorized representative of University. In addition, I release and discharge the University and its agents to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with University arising from retrieving and reporting this information. After reading this document, I fully understand its contents and authorize the background verification.

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK – page 2

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense?
(Excluding minor traffic violations)

YES NO

2. Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal criminal offense?

YES NO

3. Have you ever received probation or community supervision for any federal, state, or municipal criminal offense?

YES NO

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

YES NO

5. As of the date of this authorization, do you have any pending criminal charges against you?

YES NO

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF HOUSING AGREEMENT WITH THE UNIVERSITY WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE UNIVERSITY.

Signed this _____ day of _____, 20____.

Home Owner (Print Name)_____

Home Owner Signature:_____

STUDENT HOUSING AGREEMENT

As part of the clinical rotations with the University of Kentucky AHEC or University of Louisville AHEC, students are allowed to occupy various housing sites in the area. During the rotation, it is the responsibility of the student to keep the housing in good order. The following guidelines must be understood and adhered to during the rotation:

For student housing arranged by AHEC:

- Areas used or shared by students must be kept clean and orderly for the duration of the stay.
- Upon departure, students are expected to thoroughly clean the room/apartment for the next student and will get rid of any food in the refrigerator and dispose of any trash.
- Students will not duplicate any keys during the rotation and will return the key upon departure.
- **NO GUESTS OR OVERNIGHT VISITORS ARE ALLOWED IN THE HOUSING SITE.**
- Students will keep utility costs to a minimum, conserving as much as possible.
- Students will maintain all contents of the room/apartment. Any items broken will be the student's responsibility to replace. Students will notify the homeowner or contact person as soon as possible if there is anything broken or not functioning.
- **NO PETS ARE ALLOWED AT ANY TIME. NO EXCEPTIONS!**
- University of Kentucky AHEC and University of Louisville AHEC affiliated housing sites are designated as "drug-free".
- **ABSOLUTELY NO SMOKING OR DRUGS ARE ALLOWED AT ANY TIME.**
- Personal care items are the responsibility of the student.

For ALL student housing:

A scholarship/fellowship payment received by a candidate for a degree is generally not taxable income to the student if it is used for "qualified expenses." Qualified expenses are defined by the Internal Revenue Service (IRS) and include tuition and required fees, and/or for books, supplies, and equipment required of all students in the course. These payments do not need to be reported to the IRS by the student or the university.

A scholarship/fellowship used for expenses other than qualified expenses is taxable income. Taxable scholarships are generally referred to as stipends and are payments for which no services are rendered or required. Examples of stipends are payments that can be used for living and incidental expenses such as room and board, travel, non-required books and personal computers, etc. The granting department is responsible for correctly determining the amount, which should be classified as a stipend, but such determination is always subject to review and reclassification by the Tax Department.

A stipend paid to a non-resident alien with an F-1, J-1, M-1, or Q-1 visa is subject to U. S. income tax withholding at a rate of 14% unless tax treaty relief is available. Currently, state taxes are not required to be withheld by the University even though the payments may be taxable in the state. This, however, is subject to changes in state legislation. A taxable scholarship/fellowship is not subject to FICA withholding since the payment is not for services.

Students from countries that have a tax treaty with the U.S. that includes a scholarship article may claim exemption or a reduction of the 14% withholding if the payment meets the requirements of the treaty. The student must, however, complete the required forms at the university's Tax Department.

Students are responsible for reporting these payments and remitting any tax due with their personal income tax return at the end of the year.

AGREEMENT & SIGNATURE OF STUDENT

I have read and understand the above conditions, and I understand that AHEC housing will not be provided unless I have signed this agreement.

Signature

Printed Name

Date