



**Toronto Baptist Seminary & Bible College**  
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## HOUSING APPLICATION

Please complete as fully as possible. This form requires Acrobat Reader 8 in order to be submitted online to [deborah@tbs.edu](mailto:deborah@tbs.edu)\*

### PERSONAL INFORMATION

Mr.	Family Name	First Name	Middle Name
Mrs.			
Miss	Address	Marital Status	
Ms.			
City		Prov./State	Postal Code
Telephone		Cell Phone	
Birth Date	Email	Gender	
MM/DD/YY			

Please list all food allergies and intolerances:

### HOUSING PREFERENCES

*Move in date requested	Accommodations	If shared, requested roommate's name (if known)
MM/DD/YY	Single      Shared	
*Room location (please number in order of priority)		
First floor	Second floor front	Second floor middle
		Second floor back
		Third floor front
		Third floor back

\* Students may move in up to 4 days early (before the beginning of school) at no extra charge. While we cannot guarantee you will get your desired floor or bedroom location, we will make every attempt to accommodate your request.

### What you need to know

This completed application is required to apply for student housing at TBS residences. A complete application includes the receipt of two references. To be eligible to reside at TBS residences you must maintain current student status either at TBS or another educational institution. Proof of your student status will be requested.

Applications will be processed on a first-come, first-served basis (first priority to TBS students and then to other Christian students who are studying elsewhere in the city). We suggest submitting this application no later than **June 30** for first priority. After June 30 room assignments will be based upon room availability.

If you are not a TBS student, please fill out page 2.

You will be notified in the first week of July of your room's availability. You will then have 5 business days to submit a deposit to hold the room for you. The deposit will become your damage deposit for the year. If you cancel your room **before** August 1, you will incur an administration fee. You will forfeit the entire deposit if you cancel **after** August 1 unless a suitable replacement for the room is found.

TBS reserves the right to make changes in housing priorities and procedures as deemed necessary. Changes will become effective whenever the appropriate Seminary officers so determine and may apply to both prospective residents and those residents already residing at TBS residences.

I understand that this application does not guarantee me a right to a room, and that the right to reside in TBS residences will be based on the Seminary's housing priorities and room availability. Unless you have received an official acceptance for the residence in writing from the Seminary Office, you will not have a room reserved for you. Students wishing a room starting in the winter term (January entrance) may not receive confirmation until the end of December and dependent on availability.

Please consult the HOUSING FEE SCHEDULE for current rates.

Signature (if not submitted online)	Today's date
<b>X</b>	MM/DD/YY

*By submitting this form, I attest that the information provided herein is, to the best of my knowledge, complete and accurate.*

Click here to submit this form to [deborah@tbs.edu](mailto:deborah@tbs.edu) using your default email application.  
 Webmail users: Save this completed form on your computer and email to [deborah@tbs.edu](mailto:deborah@tbs.edu)  
 Visit [www.adobe.com](http://www.adobe.com) to download the latest Acrobat Reader for free.

For office use only	Non-TBS student Proof of student status	Housing Reference Forms 1 received      2 received	Date application received  MM/DD/YY
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## GENERAL INFORMATION

### HOUSING CONTRACT

After you have received written confirmation from TBS that you have a room reserved for you, a residence deposit must be received to hold the room. You will also be required to sign a housing contract and lifestyle statement detailing many issues regarding residence life. In signing the contract you are agreeing to rent the room for a minimum of eight months (or previously agreed upon timeframe). If you move out before the eight months are up you will lose your deposit and be required to pay 25% of the remaining rent to break the contract. In signing the lifestyle statement you are agreeing to abide by the code of conduct as stated. If you are found to be in violation of the lifestyle statement your housing contract may be revoked and you may be asked to leave the residence.

### ROOMS

Rooms are furnished with a single bed, mattress, three-drawer desk with attached lighted two-shelf hutch with bulletin board, desk chair and three-drawer dresser and closet.

Internet access is available in each room both wirelessly and hard wired. Personal routers are not allowed as they will conflict with the current system.

Members of the opposite sex are not allowed in your room for any reason.

Rooms include:

- Shared access to one of three bathrooms in each house.
- Shared access to a modestly equipped, full-size kitchen in each house for light meal preparation.
- Common room in each house for group fellowship.
- Access to a land line is available in each house. Long distance can be accessed with a phone card.
- Access to a washer and a dryer in the basement of each house.
- Parking for one personal vehicle per student.
- Access to an assortment of exercise equipment in the Seminary building basement.

### LINENS

The student is responsible for providing all of the bed linens, pillows, and towels. The only provision is made for those flying into the city and cannot bring these items on the plane.

### MEAL PLAN

A minimum of a half meal plan must be purchased by all students who live in residence. Meals must be eaten in the cafeteria located in the church.

All full-time TBS students must purchase a full meal plan (breakfast, lunch and supper for five days of the week).

See the HOUSING FEE SCHEDULE for current meal plan rates.

### FEE PAYMENT

You are required to sign an eight-month lease (or the agreed upon rental time frame). Students are responsible for their rent unless TBS can find a suitable replacement for their rental income.

All fees are due at the beginning of the semester for one semester at a time. Summer rent/internet is due at the beginning of each month.

Cash or personal cheque is acceptable for payment.

### DEPOSITS

A key deposit is required (see HOUSING FEE SCHEDULE) and is refundable upon return of key at move out.

Room deposit (from your application deposit) is refundable upon inspection for cleanliness and damage.

### MOVE OUT

Students must move out by April 30th unless they are staying for the summer. Provision may be made to allow moving the weekend immediately following April 30. Rooms must be left in a clean and damage-free state to have the deposit returned. If an inspection cannot take place at move out, a cheque will be mailed to your forwarding address. If you plan to return to TBS residence the following fall you may leave your deposits on your account for the next year.