



Summer Intern APPLICATION and Contract Addendum Summer 2023 for the Grohmann Tower

Dear Potential Summer 2023 Intern Resident: Thank you for your interest in being a resident of the Grohmann Tower for the Summer of 2023. We welcome you to apply for one of the anticipated vacancies. We have specific dates that we can accommodate this year due to our conversion from quarters to semesters.

1) REVIEW INTERN MOVE-IN INFORMATION – please review these items:

- **Intern Application** (*please complete all sections*).
- **Contract for Summer 2023** (*you are responsible for knowing and abiding by all aspects*).
- **Rental Price: \$3100 for June 10 through August 10.** (*Price is for full apartment but can be split equally if living with a roommate*). Paid in two installments, June 15th, and July 15th.

2) SUMMER INTERN RESIDENTS - please note the following:

- **Application** - complete this form and return it to the Building Manager (*email preferred*) at your earliest convenience.
- **Apartment Assignment** - your application may be accepted without a specific apartment assignment...this acceptance guarantees you a residential space within the Tower.
- **Contract Agreement** - once your application has been accepted and an apartment has been assigned (or scheduled to be assigned) to you, you will be asked to complete a contract acceptance agreement and return it to the Building Manager within the specified time period. Please note penalties for terminating a contract agreement once it is signed. **ONCE YOU SIGN THE CONTRACT, YOU ARE COMMITTING TO THIS FINANCIALLY.**
- **Security Deposit** – no security deposit is required.
- **Picture ID:** Applications must include a copy of your University ID.

APARTMENT AVAILABILITY:

- Apartments are being rented from Saturday, June 10th at Noon through Thursday, August 10th at Noon. You may request additional days, but this is not guaranteed. Our current leases end May 31st and we need time to turn over those apartments. In addition, we have to have time to turn over them again in August for new fall residents. If additional days are approved, they are rented at \$50 per day.
- Residence Hall rooms are also available at a lower rate by contacting living@msoe.edu.

RENT/FEES:

- Rent is paid in two equal installments: June 15th and July 15th. The rent total for your requested dates of residency will be split equally and charged on those two dates. A late fee of \$75.00 will be charged for any late payments.
- Cancellation/Termination of Submitted Contract – if cancelled within 14 days of submittal – no penalty. If start or departure dates change (within the dates requested) after the contract is signed, you are still responsible for the full payment of your requested dates.
- Residents are only responsible for the amount stipulated in their own individual contract.
- You can pay your rent at: <https://commerce.cashnet.com/twra>



**2023 GROHMANN TOWER
INTERN APPLICATION
(Summer Only)**

Date/Time Received by Tower:

Please complete the following and return to Rick, Building Manager, at gagliano@msoe.edu. Please note that this request is for you individually and a roommate(s) will have to complete their own form and include your name (if applicable).

1. DATE: _____ Name: _____

2. SS (last 4 digits) #: _____ 3. Gender: _____ 4. Birthdate: _____

5. Phone: _____ 6. Email: _____

7. Permanent Address:

(#, street, city, zip)

8a. University/College:

(where you attend during the academic year, include city and state)

8b. I have attached a copy of my University ID with this application: ____ YES or ____ NO

9. Parking Needed? (All parking will be assigned to Viets Parking Structure): ____ YES or ____ NO

10. Roommate Situation Requested: Choose one.

____ I want to **LIVE ALONE** (I will be the sole occupant of the apartment and paying full rent)

____ **ASSIGN** me a **ROOMMATE** (I will be assigned a random roommate or moved into an apt that has a vacancy)

____ I want to **SHARE AN APT** (with specific names) _____

11. Requested Summer Occupancy Dates:

a) ____ June 10, 2023 - August 10, 2023

b) ____ (Special Start) _____ through

(Special End) _____

REASON for a Special Date Start/End:

NOTE: If approved, any additional days are billed at a rate of \$50 per day.



GROHMANN TOWER APARTMENTS

233 E. Juneau Avenue, Milwaukee, WI 53202

INTERN CONTRACT ADDENDUM (2023-2024)

The Apartments on (floors 4 thru 10) include:

- *All utilities – heat, air conditioning, electricity, and water. Internet also included.*
 - *Appliances – stove, refrigerator, and microwave oven. Drapes included.*
 - *Furniture – kitchen table, bed, and mattress (twin XL), dresser, desk, and chair (per person).*
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1. **MSOE POLICIES AND PROCEDURES.** The Resident agrees to comply with the terms of this contract addendum, and with the MSOE Student Conduct Code, and all policies, rules, and regulations as written and published by MSOE and Grohmann Tower Apartments. Grohmann Tower is 100% smoke-free (vape/e-cig, etc.) in all areas, including apartments. Resident agrees to abide by the Fatal Five (Serious Rule Violations) and understands that violating one of those policies may result in immediate removal from the Grohmann Tower.
2. **UTILITIES.** The University agrees to provide heat, air conditioning, electricity, water, and internet. These services are included in the rent charges.
3. **APPLIANCES.** MSOE will provide a stove, refrigerator, and microwave oven in each unit. These appliances are included in the rent charges. Additional major appliances including, but not limited to deep freezers and additional refrigerators are prohibited. If installed, these appliances will be subject to a surcharge for the period of time used and will have to be removed immediately. Floors 11 thru 14 also include washer/dryer and dishwasher.
4. **FURNITURE.** On floors 4-10, MSOE will provide each unit with beds, mattresses, desks, dressers, and chairs equal to the number of actual occupants in each unit along with a single kitchen table (one per apartment). This furniture is included in the rent charges.
5. **PARKING** - Vehicle parking for residents of the Grohmann Tower Apartments is handled and maintained by MSOE Public Safety. Parking will be located in the Viets Parking Structure. <https://www.msoe.edu/campus-experience/student-support-services/campus-safety/student-parking-permit-application/>
6. **EARLY TERMINATION/CANCELLATION OF CONTRACT.** Each Resident may cancel their contract, at no penalty, by notifying the Building Manager in writing within 14 days of signing and submitting their contract and prior to occupying the apartment (for this contract period). If the resident has occupied the apartment and cancels their contract, the resident will be responsible for any days that they have left on their agreement. If the resident's contract is cancelled by MSOE as a result of policy violations by the resident, the resident is still responsible for the balance of the contract payments until the contract ending date.
7. **SECURITY DEPOSIT.** There is no security deposit required. The Resident may be liable for any charges for cleanliness or damages. Apartments must be returned to the same condition as it was when you moved in. It must be cleaned and ready for immediate occupancy.
8. **LOSS OF INTERN STATUS.** Residents must maintain "INTERN" status as noted above. If residents lose their intern status by voluntary means (they elect to no longer be employed) or by mandatory means. If a resident status is lost due to MSOE terminates this agreement because of material breach of the MSOE Student Conduct Code and/or contract violations (including non-payment or outstanding rental balances), the resident would still be financially responsible for the balance of their rent payments. Students who retain their student status but choose to no longer live in the Grohmann Tower Apartments are still responsible for the rental payments for the entire duration of their rental agreement (regardless if they choose to vacate their apt before the ending date of this agreement). The Building Manager will work with the resident on an appropriate vacate timeline and date.
9. **ASSIGNMENT.** The Resident agrees not to sublet their apartment or transfer from one apartment to another. Residents/Occupants remaining within apartments with vacant residential space(s) may be required to move to a new location (at the discretion of the Building Manager) at any time during their contract period or will be billed for the entire rent of the apartment.
10. **COED BUILDING.** The Grohmann Tower Apartments are coed by floor. Same sex is required in each apartment.

11. **GUESTS.** No guests of the Residents may occupy the property for longer than three (3) days without the consent of the Building Manager. Roommates should be consulted when having overnight guests. Residents are responsible for the conduct of their guests at all times while they are in the Tower. Residents may be subject to contract cancellation as a result of a guest's behavior. Residents should escort their non-resident guests between their apartments and building entrances/exits. Do not leave guests unescorted at any point in the Tower.
12. **PETS.** Pets (of any type) are NOT allowed in the apartments or in the building (even temporarily).
13. **SOLICITING.** The Resident agrees not to give solicitors or salespersons access to the premises unless approved.
14. **COMMUNICATIONS.** All notices and communications from the Resident to MSOE pursuant to this Agreement should be directed to the Grohmann Tower Apartment Building Manager, 233 E. Juneau Avenue, Milwaukee, Wisconsin 53202, (414) 277-7228. Notices and communications from MSOE to the Resident will be considered sufficient if placed/sent to the Resident's apt mailbox, campus, or listed email, or posted on their apartment door.
15. **MAINTENANCE.** The Resident agrees that no alterations or improvements, including but not limited to paint, wallpaper, and permanent shelving units will be made to or upon the premises without written consent from the Building Manager. In addition:
 - a. The Resident will not fasten items (TVs, shelves, etc.) to the walls.
 - b. The Resident agrees not to add any additional fixtures other than those supplied by the University.
 - c. We encourage residents to use nails over command strips to hang pictures, etc.
 - d. The Resident shall not duplicate any MSOE-issued keys or IDs. The Resident agrees to report lost keys immediately to the Building Manager. Keys will be replaced by MSOE for a charge of \$5 per key. The cost to change a lock cylinder is \$50. \$25 per lock-out (if staff assists resident to open the apartment door).
16. **DELAY IN REPAIRS.** The Resident understands and agrees that if repairs to be made by MSOE are delayed by circumstances reasonably beyond its control, the obligations of the Resident herein shall not be affected whatsoever, nor shall any claim accrue to the Resident against MSOE for such delay.
17. **LIABILITY, SAFETY, SANITATION, INSPECTION.** MSOE is not liable for damage, fire, or loss of money or valuables to any person, or for the loss of or damage to any Resident's property, or personal injury sustained on the premises except such damage or injury caused by the active neglect of MSOE. MSOE strongly urges all Residents to obtain apartment insurance coverage ("Renters" insurance or similar). MSOE and the Resident further agree that each forfeits the right of action it may later acquire against the other for loss or damage to property in which either may have an interest, where such loss is caused by fire, or any hazards covered by MSOE's insurance on said premises. In addition, the following will apply to this Agreement:
 - a. The Resident is responsible for any damage caused by the Resident and/or their guests to the apartment, the complex, its appliances, and equipment, and for maintaining the apt in a safe and sanitary manner. In the event the Resident and/or guests of the Resident damage(s) the apartment, appliances, or equipment, and/or leaves it unclean, the Resident is responsible for repair, replacement, and cleaning charges. The apartment must be returned to the same condition it was at move-in. Residents are strongly encouraged to purchase individual renters insurance.
 - b. The Resident shall permit MSOE access to the premises for inspection. Notice will be given to one of the apartment occupants (via email/phone) or placed on that apt's door pertaining to access for all lawful purposes, including repair and maintenance.
 - c. Apartment entry/search.
 - i. A Resident's room may be entered to ensure cleanliness, pest control, maintenance, and general repair within the Resident's living area, in cases of emergency and for periodic health/building inspections.
 - ii. There is a possibility that noise problems might exist in rooms where the occupant(s) is not in the area and/or cannot be contacted (e.g., alarms, ringing telephone, music too loud, screaming/noise). A situation such as this could create an undesirable environment for neighboring residents. In a situation such as this, authorized MSOE staff members can enter the room to alleviate the problem.
 - iii. A Resident's apartment may be entered to enforce MSOE's Student Conduct Code or confront/stop contract violations.
 - d. The following personnel shall be authorized to enter the apartment rooms under the conditions prescribed:
 - i. MSOE Grohmann Tower Apartment Building Manager or designee.
 - ii. Authorized members of MSOE's maintenance staff and Authorized MSOE personnel.

- iii. Authorized members of MSOE's Public Safety Department. In all cases (except immediate danger situations) MSOE Public Safety Department personnel may be requested to enter the room with another authorized MSOE employee.
 - e. The Resident shall remove personal trash in an appropriate manner. Apartments must be kept clean. Failure to maintain a clean and sanitary apartment (dishes, clothes, bathrooms, etc.) is a contract violation.
 - f. The Resident shall not store combustible, flammable material, or motorized vehicles in their apartments.
18. **USE OF PUBLIC AREAS.** Entranceways, landings, stairways, hallways, and other public areas shall not be obstructed by the Resident or Resident's guests(s), nor used for any other purpose than ingress or egress to the premises. No furniture or bulky articles shall be stored in any public area of the building at any time.
19. **INVENTORY.** At the time of initial occupancy of an apartment, each Resident shall receive one copy of an inventory form. If changes are to be made, this form should be updated and returned to the MSOE Grohmann Tower Building Manager within ten (10) days of taking occupancy of the apartment. Except for those items specifically noted by the Resident in detail on the inventory, Resident accepts the premises and the appliances and furnishings in as is condition. The inventory is used only to assess damages and is not a warranty or promise by the University that any item listed on the inventory, but not present on the premises, will be provided. Resident may not remove or loan any item provided with the premises without Building Manager approval. No painting of apartments allowed. Residents may ask for assigned furniture to be returned to storage rather than remain in the apartment.
20. **ILLEGAL DRUGS AND ALCOHOL USE.** The Resident agrees that violation of any federal, state, or local laws regarding the use of controlled substances in or around the premises constitutes a breach of this contract agreement. The use of alcohol by minors, including guests of the Resident, on the premises also constitutes a breach of this contract agreement by the Resident, allowing MSOE to terminate this contract agreement.
21. **ABANDONED PROPERTY.** If the Resident is physically absent from the apartment and the University has reason to believe in good faith that Resident has vacated the apartment with no intent to continue residence, then the apartment will be deemed conclusively to have been abandoned by the Resident and the University may immediately terminate the Agreement and retake possession of the premises. In addition to any of the other remedies, the University may enter the abandoned premises to perform decorating and repairs and to re-let the apartment. The Building Manager should also be notified during occupancy in the event that Resident anticipates extended absences from the apartment in excess of fourteen (14) days, no later than the first day of the extended absence. A determination that the premises have been abandoned shall also constitute a conclusive determination that all personal property of Resident remaining on the premises has been abandoned. Resident shall pay to the University any costs associated with removing such personal property from the premises. Any property left in storage, after a resident vacates the property, is considered abandoned.
22. **DESTRUCTION OF PREMISES.** If the premises are damaged or destroyed by fire or casualty, MSOE may terminate this Agreement by notice to the Resident. The notice of termination must begin within 15 days after the occurrence of the casualty. Within 15 days after notice of termination has been given, the Resident must surrender the premises to MSOE (Surrender Date). After the Surrender Date, MSOE and the Resident are released from any further obligations or liability under this Agreement, with the following exceptions:
- a. All charges accruing through the Surrender Date must be paid in full, and
 - b. The security deposit will be retained or returned as provided in this Agreement. The Resident has no obligation to pay charges accruing after the Surrender Date. MSOE shall not be liable for any reasonable delay or to provide housing for the Resident during repairs. MSOE, in its sole discretion, may elect whether or not to repair or rebuild.
23. **LEGAL ACTION.** The Resident understands and agrees that in the event it becomes necessary for the University to enforce the terms and conditions of the Agreement by legal means, or otherwise, and if by such action the University suffers additional expense, including attorney fees and court costs, then the Resident shall reimburse the University for such costs and expenses as additional monies due under this contract agreement.
24. **RIGHT TO RE-ENTER.** If Resident fails to pay charges pursuant to this Agreement or violates any other terms of this contract agreement, the University may terminate the Agreement, re-enter the premises, and regain possession. Repossession of the premises by the University will not constitute forfeiture or termination of the Resident's obligation to pay all charges for the apartment under this Agreement. The University reserves the right to change the locks to prevent the terminated resident from entering the premises or apartment.
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ADDITIONAL ADDENDUMS TO THIS CONTRACT AGREEMENT:

- a) **IT Acceptable Use Policy:** Residents agree to abide by the IT Acceptable Use Policy.
<https://msoe.s3.amazonaws.com/files/resources/msoe-acceptable-use-policy.pdf>
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- b) **Fatal Five:** Residents are required to abide by the Fatal Five Agreement, which clarifies those items that may result in immediate termination of a Resident's contract agreement.

Some behaviors and policy violations may result in immediate contract termination. In general, these include behaviors that cause harm to oneself or to others, threaten harm, are potentially harmful, or represent a risk to persons or property, which is unacceptable to apartment living.

The following are behaviors and policy violations that may result in immediate contract termination. Examples of this behavior include, but are not limited to:

1. **FIRES:** *The accidental or intentional setting of a fire.*
2. **FIRE EQUIPMENT:** *Placing false fire alarms and/or tampering with firefighting and detection equipment (including pull stations, smoke detectors, 'screamer boxes', sprinkler heads, fire extinguishers and/or boxes, etc.).*
3. **WEAPONS:** *Possession of a dangerous weapon (as determined by Public Safety).*
4. **BALCONY/DECKS/ROOFS:** *The accidental or intentional throwing, dropping and/or falling of any objects off of a building railing/ledge/window, balcony, or deck; the placing of items on the balcony or deck railing/ledge; the climbing over or onto a railing/deck/balcony, gaining access to a closed balcony/deck or walking upon the roof of the building (unless escorted by Tower/University Staff).*
5. **BEHAVIOR:** *Intentional violent behavior toward another person.*

RESIDENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS (INVITED or UNINVITED) AT ALL TIMES IN THE BUILDING.

RESIDENTS MAY FACE CONTRACT ACTION AS A RESULT OF THEIR GUESTS CONDUCT/BEHAVIOR.

Guests should always be escorted to and from your apartment to protect your residency status.

GROHMANN TOWER ADDRESS: 233 E. Juneau Avenue, Milwaukee, WI 53202

TOWER OFFICE: 414-277-7228

BUILDING MANAGER: Richard Gagliano gagliano@msoe.edu