

## CTS & University of Chicago Graduate Student Housing

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One of your many options for housing in the area around Chicago Theological Seminary is the University of Chicago's Residential Services. For the convenience of our students, CTS has entered into an agreement with the University of Chicago, which affords CTS students the opportunity to reside in University of Chicago graduate residences. Through this agreement with the U of C, CTS students are considered for university housing alongside U of C students. Rental charges for those who choose this option are billed directly from CTS and paid to CTS. Apartments ranging from studio to 2 bedrooms are typically available. Individuals, families, and students wanting to share an apartment are welcome. A significant benefit to this housing is that it does not require the typical sizable deposits or fees of other apartments, only a \$200 application fee. Students who wish to apply for university housing must do so through the CTS Finance Office and not the University of Chicago Residential Service.

Here are the steps CTS students should follow to apply for U of C housing:

1. Review the apartments listed on the University of Chicago Residential Services website, <http://rs.uchicago.edu>, and click on the tab marked "Graduate Student Housing." There you can find a list of properties with a comparison chart of all properties and details, including approximate rent ranges, for each individual property. If you have questions about the information provided, feel free to contact our Director of Community Life, Rev. Lisa Goods at [lgoods@ctschicago.edu](mailto:lgoods@ctschicago.edu) or 773.896.2424.
2. Download, print, and fill out the application, listing your housing preferences. \* The application can be found at on the CTS website at (insert hyperlink). You can also get a hard copy from the Director of Community Life, Lisa Goods by fax, mail, or in person. Please do not fill out the online application on the University of Chicago website. (In order for CTS students to be eligible for housing, the applications need to come through the CTS Finance Office.) Where the application asks for your graduate school or department, write in "CTS"; you should do the same where it asks for a student ID#.

*\*Note:* The application does not ask for the address of the property you would prefer; instead, it asks for the qualities you are looking for in a property, i.e. # of bedrooms, pet-friendly, parking needs, etc. You are then matched to an apartment based on your stated preferences (see step #5) and availability.

3. Return the application and \$200 application fee to CTS. Although the application asks that the check be made out to the University of Chicago, please make the deposit check payable to Chicago Theological Seminary, NOT THE UNIVERSITY OF CHICAGO.
4. We will submit your application to the U of C. Once the university receives your application, you should receive a confirmation email from the University of Chicago Residential Services Office. Questions about the status of your application should be directed to [housing@ctschicago.edu](mailto:housing@ctschicago.edu).
5. The U of C will then assign you an apartment, and communicate that assignment to you by email. Attached to the email will be an offer letter, a lease, and other relevant documents. If pictures of the apartment are available online, a link will be sent to those pictures as well.
6. You have 5-7 days to look over the offer and come to a decision. (The due date will be stated in the email/offer letter.) You may request from the U of C an in-person appointment to see the apartment. If you are not able to visit it yourself within the stated timeframe, a CTS staff person *may* be able to

visit the apartment for you and provide pictures and notes. Please contact Rev. Lisa Goods at [lgoods@ctschicago.edu](mailto:lgoods@ctschicago.edu) or 773.896.2424, to make these arrangements.

7. You will then accept or decline the assigned apartment. If you decline the apartment, you may request that they assign you a different apartment. (However, there is no guarantee the new assignment will be more in line with your preferences.) *If you decline the assigned apartment and decline the opportunity to be reassigned, you may request a refund of your \$200 housing application fee. Please note that it can take up to 30 days to receive your refund. If you decide to accept the assigned apartment, please follow the remaining steps.*
8. If possible, print and bring the lease to the CTS Finance Office. \* You will complete and sign the attached lease for the apartment as the "Tenant" only; a CTS administrator will sign the lease as the primary leaseholder. (Be sure to complete any Resident Information forms with your own email address and the phone number you will use in Chicago; future communications will come to that contact information.) The Finance Office will submit the signed lease agreement and related forms to the University of Chicago for you.

\*Note: If you are not able to complete these steps in person, you may send the lease and additional forms with your signatures to the Controller, Michele Carr ([mcarr@ctschicago.edu](mailto:mcarr@ctschicago.edu)) or by fax at 773.643.1334.

9. You will then sign a sub-lease agreement with CTS. \* (See above note in step #8)
10. Once the U of C receives the signed lease documents, they will send you an email with your copy of the signed documents as well as the amount of rent owed for the current month. Please see CTS Controller, Michele Carr with any questions about this amount.
11. The U of C will send an additional email that will include instructions on moving into your apartment as well as the amount of rent due based on the number of days in the first month you will live in the apartment.
12. Once you move in to your apartment, you will send your rent payments directly to CTS. You may receive an automatically generated email inviting you to pay your rent online through Net Pay. *Please do not use the Net Pay online system; per our lease agreement, CTS students MUST pay their rent directly to CTS.* Michele will issue monthly bills that will show the amount of rent due; payments may be made in the Finance Office. (Failure to pay rent on time will result in the same consequences as late tuition payments, i.e. late fees, inability to register for next semester's classes, etc.)
13. The University of Chicago will contact both you and CTS in May of the following year, giving continuing students the option to renew their leases for the next school year. If you wish to renew your lease see Michele Carr in the CTS Finance.

If you have questions about this process, please contact the Director of Community Life, Lisa Goods or the Controller, Michele Carr, at the contact information below:

Rev. Lisa Goods, Director of Community Life  
773.896.2428  
[lgoods@ctschicago.edu](mailto:lgoods@ctschicago.edu)

Michele Carr, Controller  
773.896.2442  
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