



**WAITLIST FORM**

I understand that I am under no obligation to lease the first or second choices of apartments. Completion of this form enables the Masonvale Leasing Office to contact me when a home is available. Additionally, I understand that completion of this form does not guarantee housing at Masonvale. Residency depends on availability, approval from Lincoln Check or other credit checking authority and Masonvale qualifications.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cell No: \_\_\_\_\_

Cell No: \_\_\_\_\_

Cell No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Move in Date:

\_\_\_\_\_

Specific Needs (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	# of Bedrooms	Floorplan Name
1 <sup>st</sup> Choice:		
2 <sup>nd</sup> Choice:		

\_\_\_\_\_  
Clients' Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Masonvale/LPC Representative Signature

\_\_\_\_\_  
Date

## Exhibit D

### *Priority System and Initial Rental Procedures*

#### **RENTAL UNITS PRIORITY SYSTEM**

**I. Initial Leases** - Initial Leases of Rental Units shall be made to prospective Lessees in the following categories in the following order of priority:

- a. Designated faculty or staff or other persons who are identified by George Mason University ("Mason") to be priority lessees (e.g. candidates and categories whose recruitment or retention will significantly advance institutional development);
- b. New<sup>1</sup> tenured, tenure-track, research faculty and term faculty recruits;
- c. New full-time classified staff, or full-time administrative/professional faculty, with specialized skill sets (e.g. IT, management), or with higher than average turnover and vacancy rates;
- d. Existing tenured, tenure-track, research or term faculty;
- e. Existing full-time classified staff or full-time administrative/ professional faculty with specialized skill sets (e.g., IT, management), or with higher than average turnover and vacancy rates;
- f. Reserved.
- g. Full-time administrative/professional faculty and full-time classified staff (without regard to turnover);
- h. Other University employees;
- i. Full-Time George Mason University graduate and professional students;
- j. Part-Time George Mason University graduate and professional students;
- k. Employees of organizations affiliated with the University;
- l. City of Fairfax or Fairfax County employees, including employees of the public school system; and
- m. Active members of the United States Military.

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<sup>1</sup>Faculty and staff shall retain the status of "New" employees, for purposes of this priority system, until the sooner of the second anniversary of their employment at Mason or such time as the employee has been offered to lease a unit type of either their first or second preference; at which point the employee's priority/position on the waitlist will reflect this change in status.

## Masonvale Rental Priority System Verification Form

Masonvale units are assigned based upon a priority system as defined on page two. Terms may vary depending upon availability as determined by Masonvale management, but generally will range from twelve (12) to twenty-four (24) months.

**Please note:** If a new faculty member has not yet received a paycheck, he/she must attach a signed offer letter to this form for verification purposes.

Directions:

1. Applicant completes the form and circles their anticipated priority level on page 2. If applicant selects priority "c" or "e," approval from their President's Council member is required. See below for details.
2. Masonvale management submits form to Mason Human Resources & Payroll for verification.
3. Human Resources returns form to Masonvale management.

Applicant Name (please print legibly): \_\_\_\_\_  
(Last) (First)

Employment start date for new or existing Mason employees: \_\_\_\_\_  
(MM – DD – YYYY)

Mason College/Department/Program: \_\_\_\_\_

Position: \_\_\_\_\_ G#: \_\_\_\_\_

Full Time Graduate Student

**Mason Employee Type:**

Instructional Faculty

Tenured

Tenure Track

Term

Research Faculty

Tenured

Tenure Track

Term

Administrative Professional Faculty

Classified Staff

Other Mason employee \_\_\_\_\_

(please specify – e.g. wage, adjunct, etc.)

**Mason Employee Status:**

Full-time

Part-time

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

(MM-DD-YY)

**For priorities "a" and classified staff or Administrative/Professional faculty in priority list categories "c" and "e" only:** Applicant must have his/her President's Council member complete this section. A list of President's Council members can be found at <http://www.gmu.edu/admin>. The applicant or the President's Council member then sends the form to Human Resources & Payroll at MS 3C3 (or fax at 703.993.2601) for priority verification.

President's Council member checks all that apply:

High turnover/High vacancy

Specialized skill set

Designated as priority "a" employee

Signature of President's Council Member \_\_\_\_\_ Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

(MM-DD-YY)

**For Mason Office Use Only:**

Preliminary  Verification of applicant information completed by \_\_\_\_\_ Date: \_\_\_\_\_

(Please print)

Final  Verification of applicant information completed by \_\_\_\_\_ Date: \_\_\_\_\_

(Please print)

Remarks: