



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 First Advantage or other credit checking authority and Masonvale qualifications.

Name: _____

Address: _____

Cell No: _____

Email: _____

GMU: G# _____

Name: _____

Address: _____

Cell No: _____

Email: _____

GMU: G# _____

Name: _____

Address: _____

Cell No: _____

Email: _____

GMU: G# _____

Preferred Move in Date:

Specific Needs (if any):

	# of Bedrooms	Floorplan Name
1 st Choice:		
2 nd 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. New¹ 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;

¹Faculty 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: