

CTS & University of Chicago Graduate Student Housing

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 student housing. 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 3 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 security deposits or fees of other apartments, only a \$200 application fee. **Students who wish to apply for university housing must contact the Controller, Michele Carr, prior to submitting an application.**

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>, by clicking on the "Your Properties" link in the upper right hand corner. There you can find a list of available properties including approximate rent ranges, for each individual property. If you have questions about the information provided, feel free to contact the Controller, Michele Carr at mcarr@ctschicago.edu or 773-896-2442.
2. Approximately 60 days prior to your anticipated move in date, you should apply for your desired housing choice by clicking the "Apply Now" button below the property that you are interested in. If the property does not have an "Apply Now" button, there are not currently any units available at that particular property. Keep in mind that inventory is updated on a daily basis, In order to complete your application you will need to pay a \$200 application fee. This fee is a requirement of the University of Chicago and cannot be waived.
3. **Immediately after submitting your online application, you must contact the Controller, Michele Carr at mcarr@ctschicago.edu or 773-896-2442 to let her know that you have submitted the application. The University of Chicago will not process your application until they receive confirmation from the Controller that you are or will be a student at Chicago Theological Seminary. Failure to notify the Controller in a timely manner will result in your application being denied.**
4. 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 residential@uchicago.edu. If your requested apartment is no longer available, CTS will work with the University of Chicago to find a suitable alternative for you.
5. If your application is approved and the requested apartment is available, the University of Chicago will send CTS a lease for the apartment. Upon receipt of the lease, CTS will prepare a sub-lease agreement and send you both the lease and sub-lease agreement for signature

along with any other required documents. Please complete the resident information form and lead based paint disclosure (if applicable) and sign the lease and sub-lease as the “Tenant”. Return all forms and signed leases to the Controller, Michele Carr by email at mcarr@ctschicago.edu or in person. CTS will sign the lease as the primary leaseholder and return the lease to the University of Chicago. You will receive a copy of the signed lease once the University of Chicago has signed the document.

6. Included with the lease will be instructions on moving into your apartment. Questions related to move in dates should be directed to the University of Chicago Residential Services office.
7. **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.*** The CTS Finance Office will issue monthly invoices that will show the amount of rent due; payments may be made in person in the Finance Office or online through the student portal. (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.)
8. **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 the Controller, Michele Carr in the CTS Finance Office.

If you have questions about this process, please contact the Controller, Michele Carr at mcarr@ctschicago.edu or 773-896-2442.