



VET TECH
INSTITUTE®

A Career That **Loves You Back™**

HOUSING HANDBOOK

MOVING TO, LIVING IN, AND GETTING AROUND PITTSBURGH

PLEASE CONTACT: THE DEPARTMENT OF STUDENT SERVICES
412-391-7021



Last updated 7/28/2016

HOUSING SUMMARY

Your participation in the housing process is as follows:

- Attend a housing tour
- Student must complete and return the housing questionnaire
- Student and Cosigner must complete and return the rental application
- Pay the \$200 security deposit and credit check fee made payable to Vet Tech Institute
- Approximately 3 weeks before move-in, contact your roommate and connect the required utilities

MOVE-IN DAY:

The date is **non-negotiable**. All students must move in on a designated date given to you by the school. Usually, that date is the day before classes start.

The Vet Tech Institute actively assists distance students with off-campus housing. We work hard to develop and maintain good relationships with apartment complexes and dorms so that our distance students have affordable and appropriate off-campus housing choices. These choices are usually accessible to public transportation, part-time employment, and located in relatively safe communities. The Vet Tech Institute will be involved in your housing from the time you tour to the time you graduate. We will take you on a tour of several apartment complexes, negotiate with the landlords to get more competitive pricing, assist in roommate matching, be there to help you on move-in day, and remain in contact with the landlords to assist you with any concerns that may arise.

In order to maintain this relationship, we remain actively involved while you are a tenant. In addition to assisting you with any landlord concerns, we also do apartment inspections to assure your landlord that you are living responsibly.

The following pages illustrate samples of the apartment complexes recommended by the Vet Tech Institute. There is no guarantee that the exact apartment you see will be yours. The apartments will vary by availability. You will receive an apartment similar to those seen in the following pages.



SUMMARY OF RECOMMENDED HOUSING

PLAN OPTIONS**

**Apartment Style Living:
Unfurnished
Includes heat, water,
sewer and trash**

**Option 1:
Efficiency
Starting at \$375**

**Option 2:
1 bedroom/1 bath
Starting at \$480**

**Option 3:
2 bedrooms/1 bath
Starting at \$520-\$800**

**Dormitory Suites:
Furnished
Includes heat, AC, water,
sewer, trash and electric**

**Option 1:
Shared room
Starting at \$360**

**Option 2:
Private room
Starting at \$560**

**\$200 Application Fee /
Security Deposit**

SOME OF THE COMFORTS

- Minutes to downtown & Greater Pittsburgh Airport
- Laundry facility onsite
- Fully equipped kitchen
- Extra storage for each apartment
- Limited balconies available
- Grills allowed on balconies (propane only)
- Cable TV included in rent at some locations
- Air conditioning
- Short distance to malls & grocery stores
- Free parking/ each student can bring a car
- Short distance to bus stops
- Short distance to part-time employment
- Utilities will vary by apartment location
- Most apartments will be + electric, but others will be + electric & additional utilities.

NOTE: Security Deposit and credit application should be completed and returned to the Student Services Office at the Vet Tech Institute. Students must include a cosigner on their application and should include a check for \$200 made payable to the Vet Tech Institute. We will forward it to the apartment managers. Rent for all apartments ranges from \$360 - \$800 a month per student + utilities.

**All rental prices listed above are subject to change

Vet Tech Institute Housing Department

1-800-570-0693

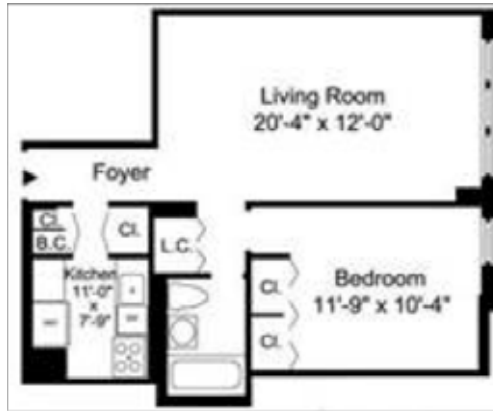
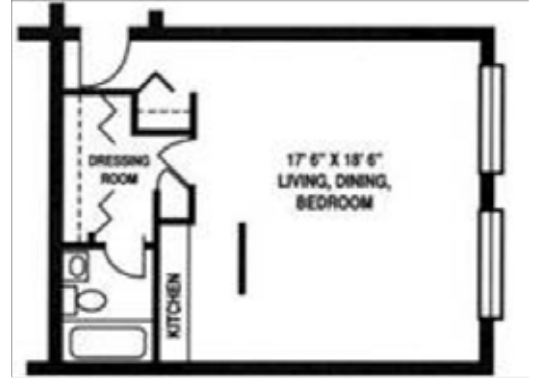
125 Seventh Street, Pittsburgh, PA 15222

Housing@VetTechInstitute.edu



SAMPLE FLOOR PLANS

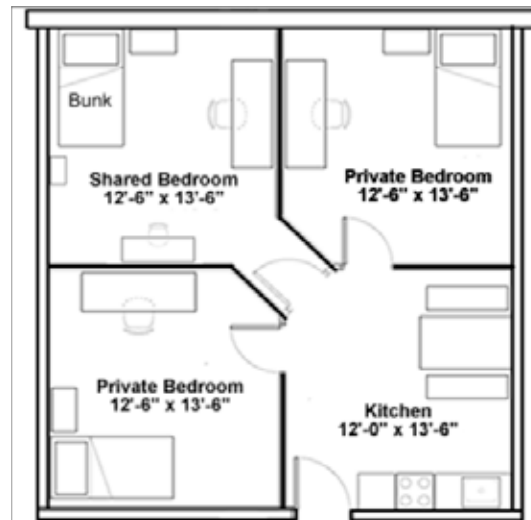
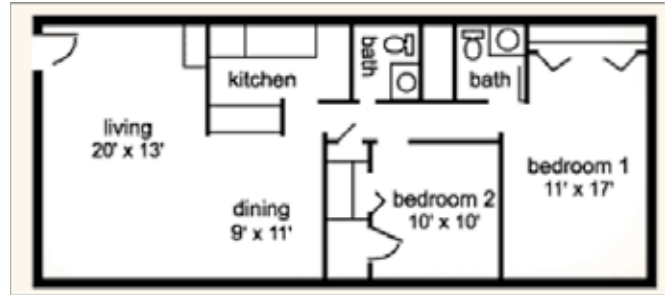
EFFICENCY FLOOR PLAN



1 BEDROOM FLOOR PLAN



2 BEDROOM FLOOR PLAN



DORMITORY SUITE FLOOR PLAN

Vet Tech Institute
Housing Department

SAMPLE PHOTO OF APARTMENTS



Vet Tech Institute
Housing Department



ROOMMATE QUESTIONNAIRE

TODAY'S DATE: _____

**Please complete this form by putting an "X" in the appropriate boxes
and mail it back to the Vet Tech Institute in the enclosed envelope.**

Name: _____ Start Date: _____ Male Female

Street Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Home Phone#: _____ Cell #: _____ Birthday: _____ Age: _____

Admissions Rep: _____ Your High School: _____

1. I WILL NOT need a roommate I WILL need a roommate
2. I WILL NOT be bringing a car to school I WILL be bringing a car to school.
3. I am a: NON-Smoker Smoker OK to live with a smoker
4. I am interested in high-speed internet I am NOT interested in high-speed internet
5. During my weekends, I will be:
 In the apartment Away from the apartment, traveling, or staying with friends.
6. I enjoy: (check all that apply)

<input type="checkbox"/> Reading books	<input type="checkbox"/> Going to restaurants /bars	<input type="checkbox"/> Playing sports
<input type="checkbox"/> Going to the movies	<input type="checkbox"/> Watching TV	<input type="checkbox"/> Watching Sports
<input type="checkbox"/> Building things	<input type="checkbox"/> Listening to Music	<input type="checkbox"/> Cooking
<input type="checkbox"/> Playing video games	<input type="checkbox"/> Going to the gym	<input type="checkbox"/> Drawing
<input type="checkbox"/> Skateboard/Rollerblade	<input type="checkbox"/> Arts/ Crafts	<input type="checkbox"/> Church Activities
<input type="checkbox"/> Shopping/going to the mall	<input type="checkbox"/> Hunt/ Fish/ Camp	<input type="checkbox"/> Dance/ Cheerleading
<input type="checkbox"/> List hobbies, interests & sports participated in: _____		

7. I describe myself as:

<input type="checkbox"/> Outgoing	<input type="checkbox"/> Extrovert	<input type="checkbox"/> Athletic
<input type="checkbox"/> Socialite	<input type="checkbox"/> Partier	<input type="checkbox"/> Bookworm
<input type="checkbox"/> Shy	<input type="checkbox"/> Quiet	<input type="checkbox"/> Moody
<input type="checkbox"/> Introvert	<input type="checkbox"/> Organized	<input type="checkbox"/> Sloppy

8. I listen to:

<input type="checkbox"/> Country	<input type="checkbox"/> Alternative / Modern Rock	<input type="checkbox"/> Top 40
<input type="checkbox"/> Classic Rock	<input type="checkbox"/> Heavy Metal	<input type="checkbox"/> R & B
<input type="checkbox"/> Rap	<input type="checkbox"/> Hard Rock / Punk	<input type="checkbox"/> Classical/ Jazz
<input type="checkbox"/> Disco	<input type="checkbox"/> Oldies	<input type="checkbox"/> No Music

ROOMMATE QUESTIONNAIRE

9. Which best describes you?

- I keep my room neat & clean. I am fairly neat, & clean up when things are messy.
 I am unorganized & only clean as needed. I am completely unorganized & sloppy.

10. Please rank the housing scenario 1-6 (1 = you like the most and 6 = you like the least, and so on.)

- A. Dorm - Furnished 3 bedroom suite with a private room _____
B. Dorm - Furnished 3 bedroom suite with a shared room _____
C. Apartment - Un-Furnished 1 bedroom for only 1 student _____
D. Apartment - Un-Furnished efficiency for only 1 student _____
E. Apartment - Un-Furnished 2 bedroom for 2 students _____

11. Please rank your apartment complex by name 1-2 (1= the one you want the most, and so on).

1. _____ 2. _____

12. List your monthly rent price range: \$ _____

13. Do you dislike of any specific animal to the point that you could not live in the same place?
(such as snakes, ferrets etc) If yes, what animal. _____

14. Are you planning on bringing an animal? Which type & size etc. _____

15. Explain in detail exactly what you are looking for in a roommate. (*attach more paper if needed*)

16. Give any unusual habits a roommate should be aware of in advance.

17. Give any information about special physical needs you will require in your living arrangements. (such as asthma etc) (*attach more paper if needed*)

18. Other information / **Roommate Request:** _____

19. **Date of Housing Tour** you attended / will be attending: _____

NOTE: ** While we are a pet friendly school, we recommend that you leave all of your pets at home with a loved one.

If you are coming with a reptile or other caged animal it MUST be kept in your own bedroom and MUST be caged at all times.

Rental Credit Application

Date of Application: _____

Date of Occupancy: _____

Apartment Name/Size Apartment Wanted: _____

\$200 Security Deposit: Payable to the Vet Tech Institute & we will forward to the Landlord for you.

PERSONAL INFORMATION: Applicant = Student Co-Applicant/Guarantor = Parent or other Co-Signer

Applicant's (Student) Full Name: _____ **Date of birth:** _____

Social Security: _____ - _____ - _____ **Drivers License No./State** _____

Full Current Address: _____

Home Phone Number: _____ **Cell Phone Number:** _____

Co-Applicant's (Guarantor) Full Name: _____ **Date of birth:** _____

Social Security: _____ - _____ - _____ **Driver's License No./State** _____

Full Current Address: _____

Home Phone Number: _____ **Cell Phone Number:** _____

Full Name of Other Residents (Non VTI student who will be living with you)	Full Current Address & Phone	Date of Birth & Social Security Number	Drivers License Number & State

How many pets do you own that you will be bringing with you? _____

Kind of Pets, Breeds, Weight and Age: _____

In Case of Personal Emergency, Notify: _____

Full Current Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

RESIDENT HISTORY (Applicant/Student)

1. Current Landlord or Mortgage Co: _____ **Telephone:** _____

Date From: _____ **Date To:** _____

Monthly Payment (\$): _____ **Reason for Moving:** _____

2. Previous Address: _____

Previous Landlord or Mortgage Co: _____ **Telephone:** _____

Date From: _____ **Date To:** _____

Monthly Payment (\$): _____ **Reason for Moving:** _____

BANKING REFERENCES (if you are under 21 this will be your co-signer's/guarantor's information)

Bank Name & Branch: _____ Telephone: _____
Checking Acct. No: _____ Savings Acct. No: _____
Loan Acct. No: _____ Monthly Payment (\$): _____

EMPLOYMENT INFORMATION

Applicant's (Student) Employer: _____ **Date From:** _____ **To:** _____
Employer's Address: _____ Telephone: _____
Position: _____ Supervisor: _____ Gross Monthly Salary: _____

Co-Applicant's (Guarantor) Employer: _____ **Dates From:** _____ **To:** _____
Employer's Address: _____ Telephone: _____
Position: _____ Supervisor: _____ Gross Monthly Salary: _____

Other Resident's Current Employer: _____ **Dates From:** _____ **To:** _____
Employer's Address: _____ Telephone: _____
Position: _____ Supervisor: _____ Gross Monthly Salary: _____

OTHER INFORMATION: (List information of vehicle that you will bring with you to the apartment)

Make / Model: _____ Year: _____ Color: _____ Tag No. / State: _____
Make / Model: _____ Year: _____ Color: _____ Tag No. / State: _____

Total Gross Monthly Household Income (\$): _____

(If you are under 21 this will be your co-signer's/guarantor's information)

If there are other sources of income that you would like us to consider, please list income, source and person (Banker Employer, etc.) who we can contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount (\$): _____ Per: _____ Source: _____ Telephone: _____
Amount (\$): _____ Per: _____ Source: _____ Telephone: _____

Comments: _____

HAVE YOU/STUDENT, CO-APPLICANT/GUARANTOR, OR OTHER RESIDENT EVER:

Been Sued for non-payment? Yes No Been Evicted or Asked to Move Out? Yes No
Broken a Rental Agreement or Lease Yes No Been Sued for Damage to Rental Property? Yes No
Declared Bankruptcy? Yes No

I hereby make this application for an apartment and certify that this information is correct. I authorize you to obtain my rental history, licensing records, and consumer credit report from your credit reporting agency, which will appear as an inquiry in my file. I authorize the apartment complex to run a criminal background check on the applicant. I also authorize the apartment complex to share my information with the Vet Tech Institute.

Applicant's (Student) Signature: X _____ **Date:** _____

Co-Applicant's (Guarantor) Signature: X _____ **Date:** _____

Other Resident's Signature: X _____ **Date:** _____

Penn Commons Application for Vet Tech Institute Students

Applicant's Information

First Name:		Last Name:		MI:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Address:		City:		State:	Zip:
Cell No:	Alt No:	Email:			
Date of Birth:	Soc. Sec. No:		Driver's Lic. State & No:		
May we text you? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we Facebook you? Yes <input type="checkbox"/> No <input type="checkbox"/>		Twitter account name:		
Emergency Contact 1: Name:			Cell No:	Alt No:	
Emergency Contact 2: Name:			Cell No:	Alt No:	

Tell Us A Little About You

Do you have a specific roommate in mind? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, who?
When do you like to go to bed? Early <input type="checkbox"/> Late <input type="checkbox"/>	Which better describes how much private time you like? A lot <input type="checkbox"/> A little <input type="checkbox"/>
Which describes you better? Outgoing <input type="checkbox"/> Quiet <input type="checkbox"/>	Which describes you best? Studious <input type="checkbox"/> In-between <input type="checkbox"/> Social <input type="checkbox"/>
Do you tolerate people who smoke outside? Yes <input type="checkbox"/> No <input type="checkbox"/>	How would you describe your room at home? Clean <input type="checkbox"/> Messy <input type="checkbox"/> Disaster <input type="checkbox"/>
Any special requests or needs?	
Have you ever been convicted of any crime? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide details:

Cosigner/Guarantor Information (Note that Cosigner/Guarantor must be present on move-in day)

First Name:		Last Name:		MI:
Address:		City:		State: Zip:
Cell No:	Alt No:	Email:		
Date of Birth:	Soc. Sec. No:		Driver's Lic. State & No:	
Employer:	Length of employment:		Current monthly income:	
Employer Address:		City:		State: Zip:
Current title:	Supervisor:		Supervisor Phone No:	
Spouse: First Name:	Last Name:		Birth Date:	Cell No:

Information About Your School and Housing Preferences

School You Will Be Attending: VTI School	Preferred Move in Date:	Lease Term Months Desired:
Room Type	Monthly Rate Per Student*	Room Type Preferences
Shared Room	\$390	1 st Choice <input type="checkbox"/> 2 nd Choice <input type="checkbox"/> 3 rd Choice <input type="checkbox"/>
Private Room	\$580	1 st Choice <input type="checkbox"/> 2 nd Choice <input type="checkbox"/> 3 rd Choice <input type="checkbox"/>
Private Room With Window	\$610	1 st Choice <input type="checkbox"/> 2 nd Choice <input type="checkbox"/> 3 rd Choice <input type="checkbox"/>

Authorization: I hereby authorize Penn Commons or designee of Penn Commons to use the above information to run credit and criminal background checks, verification of employment, and other such investigations defined necessary for the disposition of this application. I understand that incorrect or misleading information on this application may lead to denial of or removal from housing. I further authorize Penn Commons and my school to share information pertaining to financial aid, discipline, and student status.

Deposits from accepted applicants are required to reserve housing spots. Earlier submissions of deposits are favored in assigning room type preferences. All deposits must be paid prior to moving in. The deposit becomes the Security Deposit upon moving in.

Application Fee is nonrefundable and must be paid in order for the application to be processed. Written notification of cancellation must be received 60 days prior to move-in date to receive any refund of the deposit

Residents must be students. Penn Commons may relocate students within Penn Commons. More information about Penn Commons policies and regulations is available upon request.

Make checks payable to: Vet Tech Institute Mail to: 125 7th Street, Pittsburgh, PA 15222

Application Fee: \$50 Deposit: \$150 Total: \$200

*Monthly rates are per student for a 16-month lease; shorter leases carry higher rates. Rates shown above are for VTI School students entering in 2016.

Student Signature: X

Cosigner/Guarantor Signature: X