



Inter-Cooperative Council at the University of Michigan

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CO-OP

Waitlist Form

please print!

Date: _____

1. Name _____
 Current Address _____
 City _____ State _____ Zip _____
 Phone (must have an answering machine) _____
 Email address _____
2. Permanent Address _____
 City _____ State _____ Zip _____
 Phone (must have an answering machine) _____
3. Other places we may be able to reach you between now and the starting date of your intended contract:
 Phone _____ Dates you can be reached there _____
 Phone _____ Dates you can be reached there _____
4. I prefer to be contacted by ___ phone or ___ email. (You may have as little as 24 hours to respond.)
5. Gender _____
6. Have you ever lived in an ICC co-op house? _____
 If so, which House(s) _____ and When _____
7. Will you be a student during the period of your contract? _____
*For Fall/Winter Contracts you must be taking at least 8 undergraduate college credits, be a graduate student, be ICC or NASCO staff, or otherwise qualify according to S.R. 4.141.
 *For Spring/Summer Contracts you must be taking at least 8 undergraduate college credits (during contract period or during the following Fall), be a graduate student, be ICC or NASCO staff, or otherwise qualify according to S.R. 4.141.
8. Contract period desired: Year(s) _____ to _____
 Please check one of the following: Fall/Winter _____ Winter Only _____
 Spring/Summer _____ Spring Only _____ Summer Only _____
 Fall Only _____ (Fall Only limit applies; House approval and Fall Only Fee payment required)
10. Desired Houses (Please indicate room size or apartment type if applicable):

11. Waitlist policies. Please initial that you have read and understand each of the following:

_____ I understand that two weeks before the starting date of a contract, all waitlists and holds will cease, and the spaces will be given away on a first-come first-served basis.

_____ I understand that waitlist applicants are ranked in the following order:

1. Current Members
2. New Members
 - a. Students
 - b. Non-students

Within each category, applicants are ranked by the date and time the waitlist form is received.

_____ I understand that I may waitlist for three (3) houses.

_____ I understand that I may take houses off my waitlist at any time before a space is held for me. If I want to add any new houses, however, a second entry will be made for me (with the new houses) at the end of the list.

_____ I understand that if a space becomes available, a message will be left on my phone or sent to my email (whichever I checked above). If I am offered a space more than 30 days before the contract begins, I will have 72 hours to respond. If I am offered a space less than 30 days before the contract begins, I will have 24 hours to respond. If I do not respond in time, the place will go to the next person on the list.

_____ I understand that if I sign for one house, I may waitlist for another house. I am able to switch houses with no obligation to the former house as long as I do so before June 30th for Fall/Winter Contracts, or before April 15th for Spring/Summer contracts. If I switch after these dates, I will be responsible for house charges until that space is filled.

Signature _____ Date _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____ Time: _____

Added to list: _____

Offered Space: _____

Outcome: _____