Returning Students
Welcome to Lawrence Apartments! The following checklist outlines all the documents and forms that you must complete prior to your occupancy date. These forms must be submitted before you can receive the keys to your apartment.

☐ Security Deposit
  o Students who are assigned an apartment are required to pay a security deposit prior to moving into their apartment. Submit your security deposit, equal to the first month’s rent listed on your Housing Contract. We encourage all tenants to make their security deposit payments electronically.
  o If you are retaining your unit or transferring to another apartment, you do not need to pay a new security deposit. Your current deposit will transfer over for this year.
    ▪ Electronic Payments for Security Deposits Only
      • View instructions for making a security deposit payment electronically via ACH (Automated Clearing House). To ensure proper recording of the transaction, please request that the sending institution provide your PUID and name in the reference field of the transfer.
  o After you have made the electronic payment, enter your security deposit information into the MyHousing Portal and upload the receipt of transfer/payment.

☐ Renter’s Insurance
  o You must secure renter’s insurance for your apartment. The specific policy requirements are as follows:
    ▪ Personal Property Protection
      • Each roommate will need to have their own individual policy, in the contract holder’s name. The minimum required coverage is $4,000 of personal property insurance.
    ▪ Personal Liability Coverage
      • If you have been assigned a pet friendly unit and have a pet, you must also carry personal liability coverage. The minimum required coverage is $100,000 of personal liability insurance, in the contract holder’s name. You may keep pets only after registering them with Graduate Student Housing at My Housing for Graduates when applying for housing.
    ▪ Insurance Carriers
      • Insurance policies can be purchased from the provider of the resident’s choice. Most providers allow for online signup. The
University does not require the contract holder to buy coverage from any specific vendor.

- **Proof of Coverage**
  - Proof of all required insurance coverage must be provided to Graduate Student Housing prior to the contracted move in date and upon contract renewal or upon request. All residents with pets are required to provide Graduate Student Housing with proof of liability insurance before their contracted move in date.
  - You must upload a copy of your insurance policy via the MyHousing Portal. Because this is a contractual requirement, failure to provide proof of insurance will be considered a violation of the terms and conditions of occupancy.

- Residents are required to submit documentation of insurance annually, prior to the start of each contract year. (if you are retaining your unit, you need to upload proof of insurance that starts the date your current policy ends.)
  - After you have secured renters’ insurance, submit your policy information to the MyHousing Portal and upload the proof of insurance document.

- **Pet Requirements**
  - If you have been assigned a pet-friendly unit, you must upload the following documents in the MyHousing Portal:
    - Proof of additional insurance.
    - A clear photograph of the pet.
    - A pet license, if the pet is a dog.
    - Vaccination records.
    - A completed and signed pet agreement.

**Move-In Day: See your contract for the approved move-in date.**

- If you arrive on any other approved date, you must arrive between 9:00 am and 4:00 pm, Monday through Friday. These are the hours of the Service Point, where you will pick up your key packet on the A Level of the New South Building.
- If you are scheduled to arrive outside of business hours or at any time on weekends, you can pick up your key packet at Public Safety, 200 Elm Drive, First Floor.
  - If you are arriving, after hours or on the weekend, please email thepoint@princeton.edu to ensure your keys are sent to Public Safety.
  - If arriving by car, you can park in the Theater Garage.
- Have a photo ID (US driver’s license, state ID, or passport) ready at this time.
• Once you have collected your move-in packet, you can move into the Lawrence Apartments.