



HOUSING AND FOOD SERVICES

The UNIVERSITY of OKLAHOMA

Terms and Conditions of the 2025-2026 Kraettli Apartments Housing Contract

These Terms and Conditions constitute the Kraettli Apartments Housing Contract (“Contract”) between You (also referred to as Resident) and the Board of Regents of the University of Oklahoma (“University”). You are responsible for reading and understanding these terms and conditions, the policies and procedures identified on the University Housing and Food Services website (<https://www.ou.edu/housingandfood>), and other housing-related materials distributed or provided to You. Failure to read or understand this information does not excuse You from complying with this Contract.

Your signature (electronic or wet ink), acknowledgment, or payment of fees or other charges indicate Your acceptance of this Contract.

1. Definitions:

- 1.1. “Kraettli Apartments Community Living Guide” means the policies and information adopted by the University for Kraettli, which is incorporated by reference.
- 1.2. “Student” means an individual eligible under Section 3.1 and 3.2.
- 1.3. “You” or “Your” means the eligible individual under Section 3 below, and parents or legal guardians, if the eligible individual is under 18 years old. For the purposes of rights, responsibilities, and other obligations, except for individuals under 18 years old, any individuals eligible to reside in a Unit under Section 3.6 is included in “You” and are bound by the terms and conditions of this Contract in the same manner as the eligible individuals in Sections 3.1, 3.2, 3.3, or 3.4.
- 1.4. “Kraettli” means the Kraettli Apartment Complex located at 405 Wadsack Drive, Norman Oklahoma 73072.
- 1.5. “Roommate” means another eligible individual under Section 3.1, 3.2, 3.3, and 3.4 who signed a separate Contract.
- 1.6. “Unit” is the room or apartment that You are assigned by the University.

2. Length of Contract: This Contract covers one academic year (summer 2025 term, fall 2025 term, and spring 2026 term), starting the first Monday after the University’s 2025 spring finals week for undergraduate classes, and ending on the first Monday after the University’s 2026 spring finals week for undergraduates. The dates are posted on the University’s academic calendar (<https://www.ou.edu/registrar/academic-records/academic-calendars>). The University will announce the date when You are able to move into Your Unit.

3. Eligibility: Only eligible individuals are permitted to reside in Kraettli. Eligible individuals are:

- 3.1. Students enrolled in or participating in classes, courses, or other programs at the University of Oklahoma’s Norman Campus.
- 3.2. For this Contract, a student must be enrolled in and attending at least twelve (12) undergraduate hours or six (6) graduate hours for credit each semester on the Norman Campus.
- 3.3. University faculty and/or University staff.
- 3.4. University visiting scholars and/or guest lecturers who are contracted or appointed to work at the University for one or more academic years.

- 3.5. Individuals participating in a University sponsored program or approved activity where the University has agreed to provide housing or make it available. Individuals eligible under this provision are required to maintain and satisfy the requirements for participating in the University sponsored program or approved activity.
 - 3.6. Individuals determined to be eligible by the Assistant Vice President for Student Affairs or their designee.
 - 3.7. The spouse, sibling, or children of an individual eligible under Sections 3.1, 3.2, 3.3, or 3.4. Unless otherwise eligible, any individual eligible under this Section 3.6 is no longer eligible (i) if the spouse, sibling, or parent is no longer eligible under Sections 3.1, 3.2, 3.3, or 3.4 or (ii) if the individual is no longer a spouse.
 - 3.8. Notwithstanding anything to the contrary, regardless of another eligibility status, any person required or obligated to register under the Oklahoma Sex Offender Registration Act, the Mary Rippy Violent Crime Offender Registration Act, or required or obligated to register as a sex offender or a violent crime offender under laws of another state or country shall not be eligible to reside in a Unit at Kraettli.
- 4. Rates and Payments:** Estimated rates for Your Unit are published on the Housing and Food Services website at (<https://www.ou.edu/housingandfood>). Final rates are published at the same location once the rates are approved by the Board of Regents of the University of Oklahoma, but no later than thirty (30) days before classes of the Summer 2025 semester begin. The final rates published on this website are incorporated by reference. You are responsible for paying the rates and all other charges for Your Unit. You should check this website periodically to find the final rate for your Unit.
- 4.1. The University has the right to increase rates at its discretion. If the University elects to increase rates, it will give You at least 45 days advance written notice.
 - 4.2. Rental Payments: Your Bursar statement reflects the rates and other charges You owe. Any payments You make will also appear on Your Bursar statement. You should periodically review Your Bursar statement to ensure it accurately reflects any payments You make.
 - 4.3. You are required to make all payments according to the University Bursar policies and procedures: https://www.ou.edu/bursar/bill_pay.
 - 4.4. The University reserves the right to modify or change the due dates for payment by providing You with at least five (5) days' written notice.
- 5. Deposit and Fees:** You are required to pay a nonrefundable application fee upon submitting an application and a security and cleaning deposit upon signing this Contract. These amounts and other information are located at (<https://www.ou.edu/housingandfood/housing/halls-and-apartments/kraettli-apartments>).
- 5.1. Use of Deposit: The University may apply the deposit against any outstanding charges and fees due and owing under this Contract, when it is terminated, or You are released. If there are no outstanding charges or fees, the deposit amount will be returned to You, at the University's option, as either a credit on Your Bursar account, check, or other electronic funds transfer.
- 6. Termination of Contract:**
- 6.1. Voluntary Termination by Resident: To voluntarily terminate this contract prior to the contract termination date specified in Section 2, You must submit an Intent to Vacate form, which can be submitted via the Housing Portal.
 - 6.1.1. If you submit the Intent to Vacate form fewer than 30 days before vacating Your unit, you will be charged a \$200 early move-out penalty.

- 6.2. Loss of Eligibility: If You are no longer eligible to occupy the Unit as set forth in Section 3, this Contract automatically terminates. You will have 48 hours to vacate the unit.
 - 6.3. Termination due to Violation of Contract: The University may terminate this contract if you violate the terms of this Contract or the Kraettli Apartments Community Living Guide as determined by the Director of Housing Administration or designee, the Student Code of Conduct or other applicable University policies, or You receive a Direct Administrative Action requiring Your removal from the University campus.
 - 6.3.1. You will have forty-eight (48) hours from the date you are notified of this termination to vacate the Unit as set forth in this Contract unless the University, in its sole discretion, determines You pose a threat to other people, the campus community, or University property. If the University determines You pose such a threat, it may restrict Your access to the Unit or require You the immediately vacate the Unit and University property.
 - 6.4. Other Terminations: The University may also terminate this contract if:
 - 6.4.1. You do not move into the Unit or otherwise abandon the Unit.
 - 6.4.2. You make any false statements or misrepresentations on Your application or Contract
 - 6.4.3. The University provides 30 days written notice of termination.
 - 6.4.3.1. If Your roommate's Contract is terminated, You are responsible for all rates and other charges after the date Your roommate vacates.
 - 6.5. Upon notice of termination, the University reserves the right to commence legal proceedings or other authorized steps to remove You from the Unit, recover any amount You may owe under this Contract, and any other steps required to protect the University community and property. If the University is required to commence legal proceedings to recover any amount due under this Contract, the University is entitled to recover attorney fees and costs where authorized by law.
 - 6.6. Except for individuals eligible under Sections 3.3, 3.4 and 3.5, You have the right to appeal the decision to terminate this Contract by making a request to the Assistant Vice President for Student Affairs except where You receive a Direct Administrative Action or Your Contract is terminated under section 6.3.
7. **Vacating the Unit**: Regardless of the reason, when You move out of the Unit, You are required to ensure the Unit, including Unit common areas, furnishing, fixtures, and other items listed on the Apartment Inventory and Receipt Form are in as good a condition as they were when You moved in (absent ordinary wear and tear), the Unit and common areas are clean and sanitary, and all Your personal belongings and property are removed.
 - 7.1. You must follow the procedures for moving out of the Unit in the Contract, Intent to Vacate Form, and Kraettli Apartments Community Guidelines and complete all check-out forms.
 - 7.2. Failure to leave the Unit in a clean and sanitary condition after You move out will result in You being charged a Cleaning Fee, or in the case of common areas shared with another contract holder, a prorated portion of that fee. You may also be charged for any required or necessary repairs.
 - 7.3. Any personal property or belongings remaining in the Unit or its common areas for more than thirty (30) days after you move out will be deemed abandoned. The University is not responsible for any loss or damage to Your belongings or personal property after You move out. You may be charged for storage, removal, or destruction of abandoned property. The University reserves the right to dispose of abandoned property, including, but not limited to, keeping, selling, donating, or destroying the property. The University reserves the right to retain the proceeds from any property disposal.

8. **Violation of Contract:** If You violate this Contract, the University can terminate it or take other action against You, including temporarily or permanently removing You from the Unit, prohibiting You from registering from housing in the future, charging and collecting fines permitted in the Contract, the Kraettli Apartments Community Living Guide, Housing and Residential Life Community Living Policies, or other University policy, referring You to Student Conduct, or exercising any other rights or remedies outlined in this Contract or allowed by law.
9. **Unit Assignments and Roommates:** Unit assignments are based on Your needs and preferences, Roommate selection, availability, priority, and other criteria. Although the University makes every attempt to place You in the Unit of Your choosing, Your choice may not be available. Failure to receive Your requested Unit is not a basis for terminating or canceling this Contract.
 - 9.1. Roommates: You have the option to request specific Roommates.
 - 9.2. Selecting a Roommate: All roommate requests must be mutual. Both You and Your preferred Roommate must identify each other's full name and OU Sooner ID number.
 - 9.3. Roommate Assignment: The University is not responsible for providing a roommate to Your Unit. You will be charged the entire rent amount for Your Unit prior to adding a roommate to Your Unit.
 - 9.4. Roommate's Contract: Your Roommate must execute a separate Contract with the University. If Your roommate's Contract is terminated, You are responsible for all rates and other charges after the date Your Roommate vacates.
10. **Housing Accommodations:** Disability-related accommodations for students must be requested through the Accessibility and Disability Resource Center (ADRC). Disability-related accommodations for employees of OU must be requested through the Office of Human Resources (HR) in advance. If necessary, assignment changes will be made after Housing and Residence Life receives notice of an approved accommodation from the ADRC or HR office. The University will make every effort to make accommodations; however, requesting accommodation after you receive your unit assignment may impact the University's ability to meet Your needs.
 - 10.1. All other non-disability-related requests for special accommodation must be received by the Housing Office in writing and are not guaranteed.
 - 10.2. You will be assigned Housing based on the criteria identified in this Contract. If You require a reasonable accommodation because of a religious need or have other special housing needs, please contact the Housing Office for assistance.
11. **University's Responsibilities:**
 - 11.1. Nondiscrimination: The University, in compliance with all applicable federal and state laws and regulations, will not discriminate against You or others on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to, admissions, employment, financial aid, and educational services.
 - 11.2. Under Oklahoma law, the University is not a landlord, and this Contract does not create a landlord-tenant relationship.
 - 11.3. The University will provide you with a Unit (based on availability) in which you may reside subject to the terms and conditions set out in this Contract.
 - 11.4. The University provides maintenance and repairs to the Unit. From time to time, certain other improvements may be necessary. Maintenance, repairs, or improvements to the Unit may occur while You are occupying the Unit, and in some cases can require relocation.
 - 11.5. There is no reduction in rent for relocation due to maintenance, repairs or improvements.

11.5.1. More information concerning maintenance and repairs is located at (https://www.ou.edu/facilities/maintenance_requests) and in the Kraettli Apartment Community Living Guide.

11.5.2. Any maintenance or repair requests You make constitute permission to enter the Unit.

12. Amenities:

12.1. Utilities: The University provides water, internet access, cable TV (limited to one connection in the living room), sewage, trash, and electricity to the Unit. Costs for these utilities are included in the rates. The University does not guarantee an uninterrupted supply of or access to utilities and will use its best efforts to restore utilities following an interruption. The University is not responsible for any damages or losses (including to Your electronic devices or equipment) caused by a utility interruption or outage, regardless of the cause. The University is not obligated to provide any utilities not already installed or connected to the Unit.

12.2. Furnishings, Kitchen Equipment, and Household Items: All Units are equipped with refrigerators, kitchen sink, and stoves. These items are, including their condition, identified in Your Apartment Inventory and Receipt Form. More information concerning furnishings can be found in the Kraettli Apartment Community Living Guidelines.

12.3. Furnished Units: Some Units include furnishings like couches, chairs, tables, beds and mattresses, and similar items (“Furnishings”). Furnishings are identified in the Apartment Inventory and Receipt Form. The University does not provide household or kitchen equipment like small wares, linens, pots and pans, decorations, or other items.

12.3.1. Except as provided in the Apartment Inventory and Receipt Form, the University does not provide and is not responsible for providing any other Furnishings, fixtures, or equipment.

13. Force Majeure: If your Unit is damaged, unavailable, or made uninhabitable because of unforeseen circumstances beyond each Your or the University’s reasonable control, including, but not limited to: National Weather Service forecasted weather events, hurricanes, tsunamis, floods, ice storms, lightning, landslide or similarly cataclysmic occurrence, or other acts of God; extended power outages; epidemics, pandemics, or related outbreaks if declared by the World Health Organization or federal government; county, state, or national declaration(s) of emergency as issued by an authorized government entity; war, acts of terrorism, or acts of public enemies; sabotage, riots or civil disturbances; or material destruction of facilities, this Contract is terminated at no cost or expense to You or the University. Notwithstanding anything to the contrary, this Contract is not terminable under this paragraph if the University offers or provides an alternative room or living arrangements within 90 days of the unforeseen event’s occurrence.

14. Your Responsibilities:

14.1. Policy Compliance: As a condition of residency in Your Unit, You agree to follow state and federal laws and University policies, including, but not limited to, the Student Code, the Academic Code, the Housing and Residential Life Community Living Policies, and Kraettli Apartments Community Living Guide, public, health, fire, and safety policies and orders, and other applicable policies as implemented by the University, including any amendments to the foregoing.

14.2. You must respect other’s rights to use and enjoy University Housing and facilities, especially their right to access facilities and live in clean and safe environments free from excessive noise.

14.3. You, Your Roommates, and other eligible persons identified in Section 3.6 are the only individuals permitted to occupy the Unit. You cannot sublease or license any part of the Unit or other areas to another person.

- 14.4. You are responsible for the conduct of Your guests and invitees while they are in the Unit and other housing and food service facilities. You must always escort them. You understand that if Your guest or invitee violates University policy, You may be in violation of this Contract and can be held responsible for their conduct.
 - 14.5. You are responsible for reporting any maintenance issues or concerns within 24 hours for non-emergency items and immediately for emergency items. Failure to do so may result in charges to Your bursar account for damages and repairs and possible termination of this Contract.
 - 14.6. You may not make any alterations or install fixtures or hardware other than picture nails in the Unit; and You are responsible for any damages due to any alteration You may cause to the Unit or the hardware or fixtures within it.
 - 14.7. You understand this Contract is a binding, legal obligation and that you will honor its terms, including making all payments for housing, food services, and other charges as set forth in the Contract.
 - 14.8. You may use the Unit and all common areas only for residential purposes. You are prohibited from conducting business or commercial activity.
 - 14.9. You must execute an Acknowledgement of Waiver of Immunization and the Lead-Based Paint Hazards Disclosure before moving into the Unit.
- 15. Pet Policy:** Information regarding pets can be found in the Kraettli Apartments Community Living Guidelines, or by contacting the Kraettli office at (405) 325-4431 or kraettli@ou.edu.
- 16. Personal Property:** The University is not responsible for the loss or damage to any of Your personal belongings or property regardless of the cause. You are encouraged to obtain renters or other insurance coverage to protect against damage or loss.
- 17. Inspection of Premises:** Although You have a limited right of privacy in Your Unit, the University reserves the right to enter the Unit for maintenance, repairs, and inspections, to perform pest control, cleaning, safety and health inspections, welfare checks, as authorized by another occupant, to retrieve University property, in cases of an emergency, or when a University official has reasonable grounds to believe that You, another occupant, guest, or invitee is or may be violating a University policy or the law.
- 17.1. An inspection may be required as a condition of Contract renewal. Should the results of the inspection indicate that You and/or Your Roommates are in violation of this Contract, the University reserves the right to deny the opportunity for You to renew Your Contract.
 - 17.2. If the University needs access to the Unit for inspections, for maintenance, to make repairs, or to perform pest control, the University will use its best efforts to provide You with reasonable notice of the time the University will access Your Unit and what it will be performing.
- 18. Damages and Cleaning:** You are responsible for all damages to Your Unit, Furnishings, equipment, fixtures, and other items listed on the Apartment Inventory and Receipt Form, including a prorated share of damage to the Unit's shared common areas. You are not responsible for damages resulting from ordinary use, wear, and tear.
- 18.1. You and Your Roommates are also expected to keep the Unit, including Unit common areas, reasonably clean, neat, and uncluttered. If the University determines the state of the Unit, or the Unit common areas, may create a health, safety, or pest concern, the University reserves the right to clean the Unit and common areas to its satisfaction. In such an event, You will be charged a \$250 Cleaning Fee, or in the case of common areas a prorated portion of that fee.

19. Parking: A parking permit is not required for You to park at Kraettli. This Contract does not permit You to park a vehicle on other University property. To park a vehicle on other University property, You must obtain the appropriate parking permit from Parking & Transportation Services (<https://www.ou.edu/parking>).

19.1. You cannot park inoperable vehicles in any University parking area. All inoperable vehicles will be impounded at Your expense if the vehicle is not removed or repaired within thirty (30) days.

20. Holidays and University Breaks: Except as otherwise required, You are permitted to stay in the Unit over holidays and University breaks. However, some University services, access to campus dining options, and other facilities may be reduced, restricted, or unavailable during these periods.

21. Additional Information:

21.1. You and Your Roommates are jointly responsible for the Unit and its common areas. This means if there is a violation of this Contract You can both be held responsible. The rates, charges, or other fees charged under this Contract are split evenly between You and Your Roommates unless otherwise agreed upon by the University.

21.2. From time to time, the University may be required to amend, modify, or change this Contract or University policies. These amendments, modifications, or changes are hereby incorporated into this Contract and You agree to be bound to them.

21.3. Your name, postal and email address, and telephone number are considered public directory information unless a FERPA restriction is placed on this data. If You wish to restrict some or all of this directory information You must complete the appropriate forms.

21.4. The University is not required to pursue every violation of this Contract. The University's decision not to or failure to pursue any violation of this Contract is not a waiver of the University's right to subsequently insist on performance or pursue any remedy allowed by this Contract or law.

21.5. You are permitted to use the University's networks and information technology systems, subject to all applicable laws and University policies. The University is not an Internet Service Provider.

21.6. All notices, correspondence, and other communications required under this Contract will be made to Your "ou.edu" email account. You are responsible for checking this email account and all information the University sends to You using this account. Failure to check Your account or forwarding emails to another account is not an excuse for missed action on University business. You should also use this account for conducting all University-related business.