



MASONVALE

WAITLIST FORM

I understand that I am under no obligation to lease the first or second choices of apartments. Completion of this form enables the Masonvale Leasing Office to contact me when a home is available. Additionally, I understand that completion of this form does not guarantee housing at Masonvale. Residency depends on availability, approval from Lincoln Check or other credit checking authority and Masonvale qualifications.

Name: _____

Name: _____

Name: _____

Address: _____

Address: _____

Address: _____

Cell No: _____

Cell No: _____

Cell No: _____

Email: _____

Email: _____

Email: _____

Preferred Move in Date:

Specific Needs (if any):

	# of Bedrooms	Floorplan Name
1 st Choice:		
2 nd Choice:		

Clients' Signature

Print Name

Date

Masonvale/LPC Representative Signature

Date

4350 Staffordshire Lane Fairfax, VA 22030 phone 703.865.4870 fax 703.865.4866
masonvale@lincolnapts.com www.Masonvale.com

Exhibit B

Priority System and Initial Rental Procedures

RENTAL UNITS PRIORITY SYSTEM

I. Initial Leases - Initial Leases of Rental Units shall be made to prospective Lessees in the following categories in the following order of priority:

- a. Designated faculty, staff or other persons who are identified by George Mason University ("Mason") to be priority lessees (e.g. candidates and categories whose recruitment or retention will significantly advance institutional development);
- b. New¹ tenured, tenure-track, research faculty and term faculty recruits;
- c. New full-time classified staff, or full-time administrative/professional faculty, with specialized skill sets (e.g. IT, management), or with higher than average turnover and vacancy rates;
- d. Existing tenured, tenure-track, research faculty and term faculty ;
- e. Existing full-time classified staff or full-time administrative/ professional faculty with specialized skill sets (e.g., IT, management), or with higher than average turnover and vacancy rates;
- f. INTENTIONALLY DELETED
- g. Full-time administrative/professional faculty and full-time classified staff (without regard to turnover);
- h. Other University employees;
- i. Full-Time George Mason University graduate and professional students;
- j. Employees of organizations affiliated with the University (NVCC, INOVA, SI, and public school teachers of Fairfax County/City, Prince William County and Loudoun County);
- k. City of Fairfax or Fairfax County employees, including employees of the public school system.

¹ Faculty and staff shall retain the status of "New" employees, for purposes of this priority system, until the sooner of the second anniversary of their employment at Mason or such time as the employee has been offered to lease a unit type of either their first or second preference; at which point the employee's priority/position on the waitlist will reflect this change in status.

Masonvale Rental Priority System Verification Form

Masonvale units are assigned based upon a priority system as defined on Exhibit B. Lease terms may vary depending upon availability as determined by Masonvale management, but generally will range from twelve (12) to twenty-four (24) months.

Please note: If a new faculty member has not yet received a paycheck, he/she must attach a signed offer letter to this form for verification purposes.

Directions:

1. Applicant completes the form and circles their anticipated priority level on page 2.
2. Masonvale management submits form to Mason Human Resources & Payroll for verification.
3. Human Resources returns form to Masonvale management.

Applicant Name (please print legibly): _____
(Last) (First)

Employment start date for new or existing Mason employees: _____
(MM - DD - YYYY)

Mason College/Department/Program: _____

Position: _____ G#: _____

Full Time Graduate Student

Mason Employee Type:

- Instructional Faculty
- Tenured
 - Tenure Track
 - Term

- Research Faculty
- Tenured
 - Tenure Track
 - Term

Administrative Professional Faculty

Classified Staff

Other Mason employee _____
(please specify - e.g. wage, adjunct, etc.)

Mason Employee Status:

- Full-time
- Part-time

Signature of applicant: _____ Date: _____
(MM - DD - YYYY)

For Mason HR & Payroll Office Use Only:

Check all that apply:

_____ High Turnover/High Vacancy _____ Specialized Skill Set _____ Designate as Priority "A"

Priority Designation:

Remarks:

HR & Payroll Signature _____ Printed Name _____ Date: _____
(MM - DD - YYYY)