



ICC Austin

Cooperative Housing for Students, Not for Profit

Contract Documentation

1) **Proof of Enrollment** – ICC requires that all Members be enrolled at least part-time (6 credit hours or more) at a local, accredited, non-profit institution. The following are acceptable documents for proof of enrollment (name must be visible on the document).

- Current semester class schedule
- Future semester class schedule
- Letter from registrar or advisor office (must be on official school letterhead)
- Acceptance letter if you are a newly admitted student

Avalon & French House Members These two houses are designated for upper division/graduate students. Please submit proof of upper division (60+ credit hours) or graduate standing along with your proof of enrollment.

Summer Members Only Proof of enrollment is not required for summer contracts.

2) **Proof of Income** – There are three ways to submit proof of income. You can use a contract guarantor, submit documentation of your ability to pay, or pay the entire contract in full upon signing.

- Guarantor – Must sign a contract guaranty. Guarantors must live in the United States.
- Payment in Full –All rent for the duration of the contract, security deposit & new member fees.
- Proof of financial aid - showing 2x the amount of the **total** contract
- Proof of income – paycheck stubs showing **you** make 2x the amount of monthly rent
- Proof of savings – copy of bank statement demonstrating 2x the amount of the **total** contract
- ***International Students*** : A copy of your student visa will suffice for proof of income.

3) **Felony Background Check** – ICC Austin will conduct a felony background check on all potential members prior to offering a housing contract. We obtain this information from www.publicdata.com.

4) **Photo ID** –Driver's license or passport.