

LAKE CARL BLACKWELL

ANNUAL CAMPSITE/CABIN GENERAL PROCEDURES

Application Process

1. Complete and sign the required forms:
 - Application
 - Background Check Authorization
 - Site Interest Form
2. Schedule an appointment with the Property Management Office at 405-744-3855.
3. Bring the completed and signed forms to the Property Management Office located at 618 N. Monroe, Stillwater, OK
 - Hours: Monday-Friday 8:00-5:00 closed 12:00-1:00 for lunch
4. Bring payment and identification:
 - A check or exact cash for the required fees/deposit and your driver's license
 - Credit cards are not accepted, and we are unable to provide change.

Background Check and Processing

Your background check will be submitted once payment, and all required documentation has been received. Normal processing time is two to three business days.

If campground sites are available at the time your application is processed, you will be informed of the available campground and site numbers. If no suitable sites are available, you may request to be placed on the waiting list.

You are not officially placed on the waiting list until both the required deposit has been paid and all required documentation has been signed and submitted.

Waiting List Process

When a site becomes available, the first person on the waiting list whose preferences include that particular site will be contacted. That person will have three business days to either accept or decline the site.

- If the site is accepted: An appointment will be scheduled to complete and sign the License Agreement.
- If the site is declined: A \$100 charge, as outlined in the waiting list document, will be assessed to the person's account, and they will be moved to the bottom of the waiting list.
- For this reason, it is very important to list only sites that you would be willing to accept if offered.

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If the person contacted does not accept the available site, we will contact the next person on the waiting list who has requested that specific site. A site will only be advertised to the general public after no one on the waiting list has accepted it.

Important Information

We do not hold or reserve sites for individuals who have not completed a current background check.

Sites that are not specifically requested on the waiting list are offered on a first-come, first-served basis to individuals who:

- Have successfully completed the required background check
- Have paid the required deposit.
- Have received notification their application was approved.

This document is intended as a general overview of the application and waiting list process. Policies and procedures may change, and the current policies and procedures in effect at the time of application will supersede this general overview.

For questions contact:

Risk and Property Management

Property Manager (405) 744-3855

*Nightly and weekly rentals may contact the park office at (405) 372-5157 for questions and reservations.

Non-refundable Rental Application Fee: \$ _____

CWID _____

License Application – Lake Carl Blackwell

Applicant Information (A copy of photo identification for all applicants must be submitted with this application)

Name:	Last	First	Middle	Preferred
Date of birth:	E-mail:		Phones:	

Residential History (Provide last five years residential history)

Current address:			Date moved in:
City:	State:	ZIP Code:	
☐ Own ☐ Rent	Monthly payment or rent:		
Owner/agent:		Owner/agent phone:	
Owner/agent address:			
Previous address:			Date moved in/out:
City:	State:	ZIP Code:	
☐ Owned ☐ Rented	Monthly payment or rent:		
Owner/agent:		Owner/agent phone:	
Owner/agent address:			
Previous address:			Date moved in/out:
City:	State:	ZIP Code:	
☐ Owned ☐ Rented	Monthly payment or rent:		
Owner/agent:		Owner/agent phone:	
Owner/agent address:			

Employment Information

Current employer:			
Employer address:			How long?
City:	State:	ZIP Code:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (Please circle)	Annual income:	

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phones:
Relationship:		E-mail:	

Co-applicant Information (Copy of Photo ID & five year residential history required)

Name:			
Date of birth:	E-mail:	Phone:	
Current address:			
City:	State:	ZIP Code:	
☐ Own ☐ Rent	Monthly payment or rent:		How long?
Previous address:			
City:	State:	ZIP Code:	
☐ Owned ☐ Rented	Monthly payment or rent:		How long?

Co-applicant Employment Information

Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Annual income:	

References

Name:	Address:	Phone:

Other Information

Have you, any co-applicant, or any other occupant ever been evicted or asked to move out of a rental property? ☐ No ☐ Yes

If yes, please explain. _____

Have you, any co-applicant, or any other occupant ever broken a rental or lease agreement? ☐ No ☐ Yes

If yes, please explain. _____

Have you, any co-applicant, or any other occupant ever declared bankruptcy? ☐ No ☐ Yes

If yes, please explain. _____

Have you, any co-applicant, or any other occupant ever been sued for non-payment of rent? ☐ No ☐ Yes

If yes, please explain. _____

Have you, any co-applicant, or any other occupant ever been sued for damage to a rental property? ☐ No ☐ Yes

If yes, please explain. _____

Have you, any co-applicant, or any other occupant ever been charged with or convicted of a crime (excluding minor traffic violations)? ☐ No ☐ Yes

If yes, please explain. _____

Are you, any co-applicant, or any other occupant subject to a registration requirement under a state sex offender registration program? ☐ No ☐ Yes

If yes, please explain. _____

Read and Review Carefully:

I am applying to license recreational property at Lake Carl Blackwell. I understand that Lake Carl Blackwell is owned and operated by Oklahoma State University ("Manager").

I understand that the application fee for this Application is non-refundable. To the best of my knowledge, all statements made in this Application are truthful. I understand that, even if this Application is approved and I enter into a lease, if it is discovered that I provided false or misleading information on this Application, I may be evicted and my security deposit may be forfeited.

I understand that, in compliance with the Fair Credit Reporting Act and as part of reviewing my Application, Manager will investigate the information herein contained, and I waive all right of action against Manager or the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges for any consequences resulting from such investigation. I understand that this investigation may include gathering information as to my character and mode of living, criminal record, verification of my employment and rental histories, and contacting people with whom I am acquainted and requesting further information considered necessary in order to determine whether or not to approve this Application. I expressly consent to such investigation.

I understand that, if Manager approves my Application and I enter into a Lease Agreement with Manager, this Application, its contents and any information gathered by Manager during the application process become a part of and subject to the Lease Agreement. This information may be used by Manager or turned over to a third party collection agency in the event I do not meet my financial and other obligations to the Manager under the Lease Agreement.

By signing this Application, I consent to Manager retrieving my credit report from a qualified credit bureau in order to review my credit history. I understand and agree that Manager, Manager's agent and/or a third party collection agency to whom the Manager sends my account for collection may retrieve my credit report in the future during the process of collecting any debt owed by me.

I understand that it is MY responsibility to inform Manager of any changes in contact information.

Signature of Applicant:	Date:
Signature of co-Applicant:	Date:

Office Use Only: Assigned Cabin/Campsite: _____ BRS Records _____ Contact DB Updated _____ Picture ID _____

License Application – Lake Carl Blackwell

Personal Information – File with Background Check

Destroy when no longer needed

Applicant Information

Name:	Last	First	Middle	Preferred
Date of birth:		SSN:		
DL State/#:		Expiration Date:		
Notes:				

Co-Applicant Information

Name:	Last	First	Middle	Preferred
Date of birth:		SSN:		
DL State/#:		Expiration Date:		
Notes:				

LAKE CARL BLACKWELL SITE INTEREST FORM

Please read the information below carefully. In order to License a cabin/campsite at Lake Carl Blackwell, your Bursar account must be current both at the time you ask to be on the list and at the time a License Agreement is signed.

1. You have deposited funding equivalent to the highest deposit currently charged for the cabin/campsite type and area you have selected. As the deposit required is tied to the fee charged for that cabin/campsite, additional (or less) deposit may be required for the cabin/campsite actually licensed when the opportunity arises. A bursar account has been established for you.
2. When a campsite or cabin meets the specifications provided you will be notified via telephone in the order of the waiting list. It is your responsibility to update contact information, as necessary. You will be given three (3) business days to make a decision regarding licensing the cabin/campsite that has become available from the date of our call.
3. If you do not return the call within that time frame, or you elect not to accept the available cabin/campsite as offered, a \$100.00 processing fee will be posted to your account, and you will drop to the bottom of the waiting list.
4. If you notify us that you will accept the site, an appointment to sign the License Agreement will be made within five (5) business days from the date of notification. Failure to sign the License Agreement within that time frame will constitute rejection of the cabin/campsite, and will activate the terms in paragraph 3
5. Your deposit will stay on file until applied to a site or you request a refund. OSU will try to provide you with your specific request for a lot or cabin within that time frame. If OSU is unable to provide you with this request during that first year, you can request your full deposit returned at no charge.
 - If you elect to cancel your waiting list contract before a (1) year period ends, you will receive your deposit less a \$100.00 processing charge.
 - The deposit will transfer to your new site if one is established.
 - When you receive a site, you are removed from the waiting list. You may rejoin the waiting list by adding an additional \$500 deposit.

I understand that I am allowed to have only one site-if I have one site and accept another, I must give up the first site. I understand I am responsible for both sites until the original site is Licensed to someone else. Please indicate by circling your specific request for a campsite or cabin.

1st available campsite in any campground 1st available campsite in any campground on the water only

1st available campsite only in campground BJC CP DR FR PG TH SSB (circle at least one)

1st available campsite on the water only in campground BJC CP DR FR PG TH SSB (circle at least one)

Specific campsite(s) # _____

Specific cabin # _____

1st available cabin

1st available 1 bedroom cabin only

Indicate any other special request here _____

_____ Customer Name (Print)

_____ Customer Signature

_____ Email _____ Phone _____ Date

OSU Property Management acknowledges the receipt of \$500.00, which is a deposit to hold the customer on a waiting list for a Cabin/Campsite as listed above. _____