

# LAKE CARL BLACKWELL

## ANNUAL CAMPSITE/CABIN

### GENERAL PROCEDURES

1. Complete background check, print and sign.
2. Schedule an appointment at the Property Management office (405-744-3855)
3. Bring the completed form to the Property Management office at 618 N Monroe in Stillwater.
4. Also bring either a check, or \$35 cash (No CC accepted, and we don't keep change), as well as your driver license

We will submit your background check upon receipt of payment and all required documentation. Normal processing time is from two to three days. When the background check is complete, you will be contacted in order to determine your preferences.

If sites are currently available, you will be told the site numbers that are available at that time, or offered to be placed on the waiting list. Depending on the results of the background check, a \$500 or greater deposit will be required either for a site, or to be placed on the waiting list. Until both the deposit is paid, and the waiting list document is signed, you will not be considered to be officially on the waiting list.

If a person on the waiting list has requested a site that becomes available, they will be contacted, given 5 days to either accept or reject the site. If accepted, an appointment will be made to sign the License Agreement. If rejected, a charge per the waiting list document will be made to their account, and that person will move to the bottom of the waiting list. (It is very important to be sure that a site would be accepted when offered as you will out the waiting list document.)

If the person does not accept an offered site, we would move to the next person who specified that site. Only when no one on the list accepts the site will it be advertised to the public.

We do not hold sites for anyone when we have not performed a current background check. Sites not specified on the waiting list are on a first come, first chance basis for those that have passed the background check and paid the required deposit.

This document is a general overview only, and may be superseded as policies and procedures change.

# 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)

<b>Current address:</b>		Date moved in:
City:	State:	ZIP Code:
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly payment or rent:	
Owner/agent:		Owner/agent phone:
Owner/agent address:		
<b>Previous address:</b>		Date moved in/out:
City:	State:	ZIP Code:
<input type="checkbox"/> Owned <input type="checkbox"/> Rented	Monthly payment or rent:	
Owner/agent:		Owner/agent phone:
Owner/agent address:		
<b>Previous address:</b>		Date moved in/out:
City:	State:	ZIP Code:
<input type="checkbox"/> Owned <input type="checkbox"/> 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:	
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly payment or rent:		How long?
Previous address:			
City:	State:	ZIP Code:	
<input type="checkbox"/> Owned <input type="checkbox"/> 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:				

Dear Lake Carl Blackwell Customer;

Congratulations! You are now on the waiting list for a cabin or campsite of your choosing at Lake Carl Blackwell. Please read the information below carefully to help prevent misunderstandings. Also remember that 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.
2. When a campsite or cabin that meets the specifications provided you will be notified via telephone in the order of the waiting list. OSU will call all numbers provided in an attempt to contact you. 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 \$75.00 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) working days. 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 with in 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.
6. Please indicate your acceptance of these terms by your signature below.

Please indicate by circling your specific request for a campsite or cabin.

1<sup>st</sup> available campsite in any campground                      1<sup>st</sup> available campsite in any campground on the water only,

1<sup>st</sup> available campsite in campground BC, DR, PG, TH, FR, BJC, SSB, CP (circle at least one)

1<sup>st</sup> available campsite on the water only in campground BC, DR, PG, TH, FR, BJC, SSB, CP (circle at least one)

Specific campsite # \_\_\_\_\_

Specific cabin # \_\_\_\_\_

1<sup>st</sup> available cabin

1<sup>st</sup> available 1 bedroom cabin only

Indicate any other special request here \_\_\_\_\_

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.

\_\_\_\_\_  
Customer Name – Print and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone 1

\_\_\_\_\_  
Phone 2

\_\_\_\_\_  
EMAIL

For OSU Property Management: