

MARQUETTE APARTMENT LEASING GUIDE 2027-2028

Welcome to the Marquette University Apartment Leasing Guide. This guide is designed as a checklist to help you through the entire lifecycle of the tenancy process - from the application, to lease signing, through move-in, and all the way until lease ending and move-out.

The following steps provide a generally chronological timeline that starts in the fall semester each year - the time during which students apply for on-campus apartments for the *following* year.

Details on each step are available on the University Apartments website. Additionally, email communications are commonly sent to applicants and residents throughout the year. Please follow the hyperlinks or refer to your Marquette email when the icons (like those to the right) indicate when more in-depth information is available. As always, any questions can be directed to the University Apartments office at apartments@marquette.edu.



Sections:

Apartment Selection / Application Process

Lease Signing

Apartment Tenancy: Move-in, Residency, Lease Renewal, and Move-Out

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Apartment Selection: Eligibility

Enrolled at Marquette

☐

and

21-years old

or

2 years post
High School

or

Lived in res halls
for 2 years

☐

In order to enter into a lease with the Marquette University Apartments, individuals must be enrolled as a Marquette student. This applies both to enter a lease (i.e. you must be enrolled at the time of application and lease signing) and throughout the time period during which you are leasing. (Please note that any change in enrollment status does not preclude nor exempt any individual from fulfilling a leasing contract that is already signed).



ELIGIBILITY

First- and second- year undergraduates are required to live in the on-campus Residence Halls. Students who will have fulfilled this requirement, students who will be 21 years of age at the start of their future lease, or students who are at least 2 years removed from high school graduation are eligible to reside in the University Apartments.

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Apartment Selection: Applications - Deposits and Waivers

Submit a \$300 Deposit

- Online
- Check
- Money Order

or



Pass the University
Apartment
Leasing Quiz

Every individual who plans to live in the University Apartments must apply by either submitting a \$300 deposit or by passing the University Apartments Leasing Quiz. Submitting an application grants you access to the Apartment Selection system, where you can either:



- Choose and book an available apartment
- Be pulled into an apartment booking by a roommate who is completing the booking process

Deposits

The \$300 deposit is akin to earnest money; those who pay the deposit will have this amount credited towards their future fall semester rental charges. Therefore, the deposit is not returned at the conclusion of the leasing term, nor is the deposit refundable.



The deposit can be paid in 2 ways:

- Online via e-check, credit card (fees may apply), or debit card (fees may apply)
- In person at the Office of Residence Life with a check or money order

Leasing Quiz

The University Apartments Leasing Quiz is designed to test your knowledge on apartments, leasing, sustainability, and safety. Individuals who pass the quiz will be entered into the application process and will have the deposit waived.



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Apartment Selection: Timeline and Deadlines

The application and Apartment Selection Process runs concurrently for:

- Current residents who plan to renew or switch apartments for the upcoming year
- New applicants who wish to book the remaining apartments for the upcoming year

Current residents are given the first option to renew or switch apartments for future year. After they have done so, new applicants may select from the remaining available apartments.

Due to the limited number of units in the Marquette system, we cannot guarantee the availability of any apartment type.

However, the University Apartments - as a whole - do not typically fill up. Certain buildings (such as those with single units), and certain apartment types (such as studios and one-bedrooms) do tend to fill quickly; other buildings and types generally remain available to all applicants.

The timeline and deadlines for Apartment Selection for the 2026-2027 academic year are:



Current Residents:

October 12 th -26 th :	Submit Deposit
or	or
October 12 th -23 th :	Pass Leasing Quiz
October 19 th -26 th :	Re-book Same Apartment
October 28 th :	Book Different Apartment

New Applicants:

October 12 th -26 th :	Submit Deposit
or	or
October 12 th -23 th :	Pass Leasing Quiz
Oct. 30 th - Nov. 2 nd :	View Selection Time
November 2 nd :	Apartment Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/11	10/12	10/13	10/14	10/15	10/16	10/17
	Deposit Collection Available					
	Leasing Quiz Available					
10/18	10/19	10/20	10/21	10/22	10/23	10/24
						Last Day
Current Apartment Students Rebook Same Apartment Booking						
10/25	10/26	10/27	10/28	10/29	10/30	10/31
Last Day			Current Apartment Students New Apartment Booking		Selection Time Viewing Available	
Last Day						
11/1	11/2	11/3	11/4	11/5	11/6	11/7
Last Day			University Apartments Waitlist Opens			
	New Student Apartment Booking					

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Apartment Selection: Choosing an Apartment Type - Roommates

Determine the apartment size(s) for your roommate group

☐

Your choice of apartment type may be largely based upon the number of roommates in your group.

Some apartment buildings

have double-occupancy bedrooms, meaning that booking up to 2 people per bedroom is possible.

Being flexible with your choices is advantageous, as not all apartment types may be available.



APARTMENT CAPACITY



ROOMMATE GROUP
APARTMENT POSSIBILITIES



Verify your Roommates

☐

All roommates must meet the eligibility requirements as listed above. All on-campus apartments are single gender. (Non-binary or transitioning students should contact the University Apartments for accommodations).

Understand Lease Types

☐

All leases at The Marq are *individual* leases. All other apartments offer *joint* leases between roommates.



LEASE TYPES

Apartment Selection: Choosing an Apartment Type - Amenities and Furnishings

Review amenities when choosing an apartment type

☐

Amenities, furnishings, and utilities vary by building.

Deciding what is necessary and important to you and your roommates can help you narrow your focus when choosing an apartment type.



AMENITIES



FURNISHINGS



UTILITIES

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Apartment Selection: Apartment Tours / Open Houses / Housing Checklist

View the Apartments



Viewing the space in which you plan to live is an integral part of the apartment search process and can help narrow your search as you explore apartment options.

Open House Tours of the University Apartments are available during the fall semester's Apartment Selection Process. Dates and times for these Open Houses are posted on the University Apartments website.

Individual tours of University Apartments may be available through building apartment managers.



[TOUR INFORMATION](#)



[IMAGE GALLERY](#)

Housing Checklist



As you continue with your apartment search, it is a good idea to complete the Housing Checklist. This form allows you to make comparisons of different apartment types and provides guidance on additional matters to consider as you plan your future tenancy.



[HOUSING CHECKLIST \(PDF\)](#)

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Apartment Selection: Policies, Procedures, and Final Considerations



Please review and understand these issues as you prepare for Apartment Selection.

Deposit / Waiver Required

☐

Each person planning to live in the University Apartments must pay a deposit or receive a waiver by passing the Leasing Quiz.

Deposits Non-refundable

☐

Deposits are non-refundable and are credited toward the future fall semester's rental charges.

Apartment Capacity

☐

At least one person per bedroom is required when booking an apartment during Apartment Selection. *(Single-space bookings at The Marq will be available at the conclusion of the process).*

Swapping Roommates
Not Allowed

☐

Due to limited availability, swapping roommates after Apartment Selection is not allowed. The individual making a booking for an apartment must remain in that space, or the apartment will be distributed to a waiting list applicant.

Fall Semester Required

☐

If making a booking during Apartment Selection, you must plan to sign a lease that includes the future fall semester. *(Please see more about flexible lease lengths below).*

Roommate Lease Length

☐

When planning your tenancy, we recommend that all roommates thoroughly discuss their lease length plans, as variable lengths between roommates may affect your lease / rental costs. We recommend that all roommates sign the same length lease.

Selection Priority

☐

Current residents are given the first opportunity to select an apartment, provided that they meet the deposit/waiver and booking deadlines. New applicants are then provided with a randomly-assigned time to book the remaining apartments.

Landlord Rights

☐

The Office of Residence Life retains the right to change or update policies, bookings, or procedures at any time.

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Apartment Selection: Preparation

Review Availability

☐

Live, up-to-date apartment availability can be viewed in the Campus Living system.

This will continue to change throughout the Selection Process.



[APARTMENT AVAILABILITY](#)

View Walkthrough

☐

A video walkthrough of the Campus Living system will help you become familiar with the steps and format.



[VIDEO WALKTHROUGH](#)

Determine who will complete your booking

☐

If you are booking with roommates, the individual with the earliest selection time will complete the booking for all of you. You will need your roommates' MUID numbers.

Review Rates

☐

Due to the leasing flexibility in the University Apartments, lease lengths and roommates

can affect your individual rental rates each term. Please review rental rates, discuss leasing plans with your roommates, and use the Rental Calculator to better understand the potential costs of your apartment.



[RENTAL RATES](#)

Be Flexible!

☐

Please remember: there is no guarantee of an available apartment. Therefore, we encourage you to be flexible with your apartment choices, but remind you that you *shouldn't* choose a “backup” apartment, simply because your preferred type is unavailable. You should only choose an apartment if you fully plan to lease that particular apartment type.

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Apartment Selection: Booking a University Apartment

Apartment booking takes place through the Campus Living system in Checkmarq.



APARTMENT BOOKING
STEP-BY-STEP

Log-in / Campus Living



Log into Checkmarq, then navigate to the Housing section. Once in Campus Living, you can select “The Marq Selection” or “Apartment Selection” (for all other buildings) under the University Apartments heading.

Add Roommates



You must add your roommates before viewing the apartments. Add each roommate, and confirm them, using their MUID.

- Each roommate must submit a deposit / waiver
- Do not add yourself as your own roommate

Search / Select an
Apartment



Use the drop-down fields to search by building or apartment type, then select an apartment by clicking on the lock icon.

Assign Roommates / Buyouts



Use the drop-downs to assign / buyout each bedspace. You must have at least one person per bedroom when making a booking.



BEDSPACE SELECTION

Buyouts: Selecting a buyout does not automatically incur any additional cost. It simply closes off that bedspace so that only you (and any roommates) are booked into the apartment.

The Marq: Bedspace

assignment *does* matter for

The Marq. Please use the

floorplans for The Marq to correctly assign yourself and your roommates into The Marq Apartments.



MARQ FLOORPLANS

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Apartment Selection: Final Notes

Booking Confirmation

☐

If you successfully selected an apartment, you will receive a Booking Confirmation from the University Apartments Office; this may occur several weeks after Apartment Selection. Please remember that Apartment Selection is simply a booking, or reservation, process; you will eventually confirm this reservation by signing a lease.

Prepare for Lease Signing

☐

In advance of signing your lease, there is a plethora of information online to prepare you for the process.



[LEASE SIGNING INFO](#)

Waiting List

☐

The Apartment Waiting List will be available following the Apartment Selection Process. The waiting list is designed for individuals who were unable to book an apartment during the selection process. The waiting list is *not* for those who booked an apartment, then wish to attempt to switch to a different apartment type.

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Lease Signing: Preparation



A great deal of attention should be paid to the lease signing process.

Read/Review the Lease ☐

A copy of the lease is available online. Before signing, residents should read, understand, and ask questions about all clauses, rules, and regulations outlined in the lease.



[LEASE SIGNING](#)

Review Rental Rates ☐

Rental rates, the rental calculator, and a brief explanation of the billing periods/protocols are available online. Additionally, reviewing how roommates and lease type may affect your individual rental rate will help you better understand your financial obligations.



[RATES](#)



[LEASE TYPE](#)



[CAPACITY](#)

Determine Lease Length ☐

Variable lease lengths are available in the University Apartments.



[LEASE LENGTH](#)

When signing, it is recommended that:

- All roommates sign the same length lease
- Residents sign for only the amount of time they are certain to be leasing

While there are some exceptions - for example, Summer Leasing has its own unique flexibility - residents should fully understand the ramifications of their lease length choices.



[SUMMER LEASING](#)

Understand Subletting ☐

Once signed, the only way to remove oneself from a lease is via subletting. Cancelling a lease - for any reason - is not an option.



[SUBLETTING](#)

FAQs / Questions ☐

Read the FAQs and ask questions!



[LEASE FAQs](#)

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Lease Signing

Lease Signing takes place through Campus Living in Checkmarq.



[LEASE SIGNING](#)
[STEP-BY-STEP](#)

Log-in / Campus Living

☐

Log into Checkmarq, then navigate to the Housing section. Once in Campus Living, you can select “Sign your Lease.”

Select Leasing Dates

☐

Review the information and select your leasing dates.

Review Details

☐

Review the apartment information, roommates, leasing dates, and rental rates.

Sign the Lease

☐

Review the final contract and digitally sign using your MUID and confirmation code (which you can email to yourself through the online system).

Finalize Your Lease

☐

Ensure that you proceed through all steps to transmit your signed lease to the University. Save a copy of your lease for your records (a copy will also be sent to your email).

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Apartment Tenancy: Preparation

Prior to your move-in, you should plan your tenancy by reviewing the following matters.

Review Leasing Details ☐

In the late spring / early summer, the University Apartments office typically sends an email detailing your individual leasing details: apartment information, roommates, and projected rental costs based upon the lease length choices made by you (and your roommates). You should review and retain this information for your records.



Plan for Rental Charges ☐

There are several key reminders regarding rental charges:

- Rent is billed via students' MU Central Bursar accounts as a Housing Charge; you must check with the Financial Aid office as to how any scholarships / loans might be applied
- Rent is assessed on a *semester* basis (not monthly)
 - Monthly payment plans may be available
- A portion of The Marq August lease falls during the summer billing period; every resident will therefore partial summer charge on their accounts

Financial Aid ☐

Opt: Monthly Billing ☐

Marq Summer Bill ☐



FINANCIAL AID



BURSAR

Electric Service (Start) ☐

In every University Apartment (except McCabe), residents are responsible for Starting Electric Service with WE Energies or through the Resident Portal at The Marq. Starting / Setup can be completed prior to move-in.



ELECTRICITY

Renter's Insurance ☐

Renter's Insurance is recommended for *any* apartment.



RENTER'S
INSURANCE

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Apartment Tenancy: Move-In

Move-in details will be sent ~1 month prior to the start of leases.



[MOVE-IN](#)

Key Checkout

☐

Key checkout occurs at individual apartment buildings' front desks. Your MUID is required to sign out keys.

Building Access

☐

Building Access is via MUID or fob issued by The Marq.

Early Move-In

☐

Early move-in may be requested by emailing the University Apartments office. Early move-ins are not guaranteed and may incur additional rental billing when granted.

What to Bring

☐

Recommendations on what to bring (and not to bring) for move-in can be found on the Move-In webpage.

Electric Service (Start)

☐

Starting your apartment's Electric account should be completed at Move-In (if you have not already done so).



[ELECTRICITY](#)

Apartment Condition Report

☐

You must complete an Apartment Condition Report within the first week of your Lease Start date.



[APARTMENT
CONDITION REPORT](#)

Update Address

☐

To ensure that you receive mail at your new apartment, please update your address with the Postal Service.



[MAIL](#)

Policies and Procedures

☐

Review the University / Residence Life Policies and Procedures.



[POLICIES](#)

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Apartment Tenancy: Living in your Apartment

Apartment Managers ☐

Each apartment building has a live-in, student apartment manager. Please feel free to contact your manager with any questions about:

- Mail and Packages (Front Desk operations)
- Building Access (ID issues)
- Key issues



[MANAGERS](#)



[MAIL / PACKAGE
DELIVERIES](#)

Facilities/Maintenance ☐

For most buildings, maintenance and work requests run through Facilities Planning and Management. Work Requests can be logged online via the Work Request / TMA system. For The Marq, please contact the building management or use the Resident Portal.



[MAINTENANCE](#)

Internet / Wi-Fi / Printing ☐

Internet connectivity, Wi-Fi, computer, and printing issues are handled by ITS / Tech Squad.



[TECH SQUAD](#)

Laundry ☐

Laundry is managed by Speed Queen Laundry Services. Problems and requests can be logged through their online system.



[LAUNDRY](#)

Meal Plans ☐

Meal Plans are available to Apartment and off-campus residents.



[MEAL PLANS](#)

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Apartment Tenancy: Renewal

Fall-only / Spring Renewal

☐

For residents who signed fall-only leases (ending in December), renewal information will be sent in late September.

Residents who signed full year or academic year leases are already leasing for the spring, and thus do not need to take part in this process.

Apartment Renewal

☐

Apartment Renewal for subsequent academic years begins during the preceding fall semester. (Renewing or booking the same or a different apartment for a future June or August lease begins in the preceding October).



APARTMENT
SELECTION

Extensions

☐

Extensions, or short-term renewals, are managed on a case-by-case basis.



EXTENSIONS

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Apartment Tenancy: Move-Out

As with Move-in, several important responsibilities must be managed prior to and during Move-Out.



MOVE-OUT

Lease Ending Form

☐

Several weeks prior to the end of your lease, you will be asked to provide you Move-Out date and plans via the online *Lease Ending Form*.

Extensions

☐

Short-term extensions can be requested via the *Lease Ending Form*. The Lease Ending form is *not* for leasing renewals.



EXTENSIONS

Cleaning

☐

As you prepare to move-out, your apartment must be returned to move-in-ready condition. Full cleaning responsibilities will be emailed to all residents.



Electric Service (Stop)

☐

Residents with WE Energies accounts must contact the utility provider to Stop their service in their apartments.



ELECTRICITY

Update Address

☐

Residents must update their address with the Postal Service. Mail and packages received after a resident's tenancy cannot be forwarded and will be returned to sender.



MAIL

MU Central Billing

☐

Please ensure that your account with MU Central is settled. If damage or move-out charges are assessed after your tenancy, these will be communicated via Emarq within one month of the lease end date.

Key Return

☐

Keys must be returned and signed back into the front desk of your building.