

# NMT Apartment Information

For any questions please email [apt-housing@nmt.edu](mailto:apt-housing@nmt.edu)

## Room Condition Reports (RCRs)

Room condition reports are due 2 weeks after move-in. To complete your RCR:

1. Log into [https://app.reslifecloud.com/nmt\\_residents/](https://app.reslifecloud.com/nmt_residents/)

**user ID:** NMT student email address **password:** your email password

2. Under Room Condition select "Complete Your Room" Condition Record

Enter any information you would like noted and select save. If you do not enter any information, you agree to what is already noted in the pre-inspection report we completed before you moved in.

## Work Orders

If there is an issue with your building or apartment, please email [apt-housing@nmt.edu](mailto:apt-housing@nmt.edu) so we can submit a work order for you. We will update you with the work order number. Once a non-emergency work order is submitted to Facilities Management, you should expect FM to respond within one to three business days. Work orders are generally addressed between the hours of 10 am and 5 pm, Monday through Friday. Allow sufficient time for non-emergency work orders to be completed. If a request is not addressed within a few business days, please email us back at [apt-housing@nmt.edu](mailto:apt-housing@nmt.edu) so our office can communicate directly with Facilities Management.

## Lock Outs

If you are locked out of your apartment, please notify us [apt-housing@nmt.edu](mailto:apt-housing@nmt.edu) or 575.835.5050 if Monday through Friday between the hours of 8am and 5pm. If you are locked out after hours, nights, weekends, or holidays please call Campus Police.

Non-Emergency Call: 575-835-5011 (off-campus or mobile phones) or extension 5434 or "0" (on campus). They will call the person on-call to get you back in your room. After the first week of classes, if a resident has been assisted with more than two lock outs, the student's account will be charged \$15 for the third room access and \$5 for any other lock outs our staff assists the student with during the semester. This is the lock out form:

<https://form.jotform.com/222344098507154>.

## Emergencies

In case of emergency please call Campus Police. Emergency: ext. 5555 or 911 (campus phones); 575-835-5555 (off-campus or mobile phones). Please also notify [apt-housing@nmt.edu](mailto:apt-housing@nmt.edu). Emergencies could include things like floods, fires, power outages, urgent medical issues, etc. The average response time for Facilities Management On-Call (FMOC) is 45 minutes to an hour for emergent issues (i.e., active flooding). The average response time for Campus Police is 15 minutes. If Campus Police is going to be longer than

15 minutes due to a high volume of calls or short staffing, they will provide you an estimated time frame.

### **Parking**

There is resident parking at both Desert Willow and Mountain Springs apartments. If you live on campus, you may be required to register your vehicle. This does not cost, but assures that if we need to contact you to move your vehicle, we can get ahold of you.

### **Trash**

Always put trash in the dumpsters. Please break down your boxes. Furniture does not go in the trash- let us know if something needs to be removed and we can make arrangements to haul it away.

### **Laundry**

Both apartment complexes have laundry facilities. Please bring your own laundry detergent and fabric softener. Please read all the instructions for before use. Laundry units are in MSA B1 and DWA D and F sections. Lounge areas are in MSA B1 and DWA B section.

### **Animals**

Wildlife, including birds, squirrels, stray cats, snakes, and ducks can be found around the apartment buildings and on campus. Please do not feed the wildlife.

### **Grounds**

Desert Willow Apartments will have grounds crews out mowing and cleaning/trimming the grounds. They will be doing this every Wednesday starting at 8am. Please make sure that all of your personal items have been picked up from the grounds and moved to the porch to allow the crews to do their job more effectively. Any items on the grass or in the way will be removed. Please do not have gardens out there. Leave the landscaping boulders where they are. The NMT Community Garden at Leroy and Bullock is available for you to garden.

### **Alcohol and Drug Use**

Tech students who are 21 years of age or older may only consume alcohol if all residents over the apartment unit are 21 years of age or older. No drug use is allowed, including the use of marijuana.

### **Responsibility for Damage or Loss**

The Student's signature on the Unit Condition Report establishes the Student's acceptance of the condition of the living space and its contents at the time of occupancy and, therefore, becomes the standard for the living space and its contents at the termination of occupancy. The Student specifically agrees to be liable for damage or other loss incurred to

the building, apartment, room, furniture and/or equipment that is not the result of ordinary wear and tear. Damages that occur to common areas that are not attributable or chargeable to a specific individual or group shall be shared equally by the residents of the living area where those damages occur (group billing process). The University and the Student shall cooperate in the care of the dwelling and grounds. The Student is responsible for exercising reasonable care in keeping University property in an orderly, safe and sanitary condition. The Student is expected to notify Auxiliary Services staff of damage or needed repairs in a timely manner via the established work order procedure.

### **Apartment Entry**

The Student specifically agrees to be bound by the Search and Entry procedures of the University. Of particular note: The University Auxiliary Services staff may enter a room/house/apartment, after knocking, without written authorization when there exists immediate and compelling cause, i.e., loud noise, complaints from other residents, emergency circumstances (such as fire evacuation), or similar overt occurrences. Auxiliary Services staff also may enter rooms for reasons within the scope of responding to Work Requests. Evidence of regulatory or statutory violations that exist in plain and open view of the entering staff members may be used in initiating disciplinary procedures. Upon presentation of reasonable cause, the Director of Auxiliary Services or his/her superior may issue authorization for the search of a designated room/house/apartment and the contents thereof. The University's Search and Entry policy is found in the current "Handbook for Students."

### **More Information**

More information about living in the NMT apartments can be found here: <https://www.nmt.edu/studentlife/apartments.php> and in the New Mexico Tech Apartment Housing Agreement that you signed. A copy can be found here: <https://www.nmt.edu/studentlife/License%20Agreement%20Alternate%20Version%202022.2.pdf>. The Student Handbook also has information for you: <https://www.nmt.edu/studenthandbook/>.