



2008-09 OCA MEMBERSHIP PACKET

Thank you for your interest in joining the Off Campus Association (OCA)!

OCA's Membership Fee is \$60. This fee covers the \$150 deposit required by Alabama Power as well as the \$100 deposit required by AlaGasCo. Coverage of the \$50 Tuscaloosa Water Deposit or \$75 Northport Water Deposit is available for an additional \$15. As a courtesy to our members, we also notify the utility companies of your need for service so that you do not have to contact each utility!

INSTRUCTIONS FOR JOINING BY MAIL, FAX OR AFTER HOURS DROP SLOT

In order for us to accept your membership by mail or fax, you must send us the following: COMPLETED MEMBERSHIP FORM & COMPLETED MEMBERSHIP CHECKLIST. Please be sure to fill out everything on the Membership Form and Checklist. Place N/A in any blank that does not apply to you. We REQUIRE the name, address, and telephone number of your parents or next-of-kin, so please do not leave this information blank. **Be sure to sign the contract found on the lower right side of the Membership Form.**

A COPY of your University of Alabama ID. If you do not have your UA ID, please send a copy of your letter of acceptance or class schedule for the upcoming semester AND a copy of your driver's license.

Payment in full for the necessary fees. We accept personal checks, money orders and credit cards (VISA, MasterCard, Discover). Checks and money orders should be made payable to OCA. To charge your fees, please fill out the credit card information section on the Membership Checklist OR visit our website, www.BamaOCA.com and choose Pay Now.

If you would like a receipt, please send us a self-addressed, stamped envelope.

Upon receipt of all requested information, we will enter your membership information and notify the utility companies of your request for service. We are happy to provide the service request as a courtesy to our members, however, we in no way imply or guarantee that the service will be connected on the exact date you request as the utility companies are responsible for their own connection schedules.

IMPORTANT NOTICE: OCA covers DEPOSITS only. We do not cover installation or account establishment fees. Alabama Power charges \$40 to all new customers on the first bill. We DO NOT COVER THIS FEE!

To send your application by mail, please send it via Regular US Mail to:

Off Campus Association
1004 7th Avenue
Tuscaloosa, AL 35401

PLEASE DO NOT SEND via any method that requires a signature for delivery. Our office is not open in the mornings when signature deliveries are usually made. We WILL NOT go to the Post Office, UPS, or FedEx to sign for failed attempted deliveries.

If you would like to fax your information, our fax number is (205) 752-4895. If faxing, you must pay by credit card (include charge information on the checklist or pay online at www.BamaOCA.com) The fax machine is on 24 hours a day, 7 days a week. Faxes received after the close of business will be processed the next business day.

To drop of your application after hours, we have a Mail Drop Slot in our front door. Please place your completed application, checklist and copy of your Action Card or Schedule and Driver's License in an envelope and insert it in the slot. Applications received after hours will be processed the next business day.

Questions? Take a look at the FAQ Sheet in this packet, visit the FAQ page on our website www.bamaoca.com/faq.html or send an email to info@offcampusassociation.com.

Frequently Asked Questions about Joining OCA

When do I need to join?

You can join OCA anytime WITHIN 30 DAYS of your move-in date OR anytime after you move in. The utility companies will not take an order for service more than 30 days prior to your move-in date. It is best to join at least four days prior to the date you want service to help insure that your utilities will be on when you need them.

Do I need to contact the utilities?

OCA will notify the utility companies whose deposits we cover of your need for service. We will request the service for you on the date you put on your form. Our REQUEST is NOT A GUARANTEE that the service will be connected on that date. Please see item #11 on the Terms and Conditions on the Application Form in this packet for an in-depth explanation.

Do my roommates need to join, too?

No. Only one person per apartment or house needs to join. The utilities will all be placed in one person's name and that person will be the one responsible for seeing to it that the bills are paid.

What about Phone, Cable, and High Speed Internet?

PHONE: AT&T is the primary phone provider for the Tuscaloosa area. You can call AT&T at 1-888-757-6500 from inside Alabama. Out of state, call 1-800-753-3320. When you call, be sure to ask them what you can do to avoid a deposit.

CABLE: Comcast is the provider for the vast majority of Tuscaloosa. A Comcast Representative, Chuck Harris, frequently offers OCA members a special deal on installation and/or service. You can call Chuck at 205-233-3617. The direct number for Comcast is 205-345-0424. OCA is unable to offer any Comcast services because they do not charge deposits, they charge up front fees for installation and services.

HIGH SPEED INTERNET: Your choices in Tuscaloosa for High Speed internet are Comcast Cable or AT&T DSL. The contact numbers for their internet services are the same as above.

What if I don't need Gas Service?

The basic membership covers the \$150 Power Deposit and/or the \$100 Gas Deposit. If you don't need gas service at your address, leave the section on gas service on the application blank. If you later move to an address that requires gas service, it will be covered at no additional charge as long as your membership is current.

Why will I have to renew?

The utility companies require us to drop inactive members in October of each year. Therefore, we require all members who want to remain active to renew between August 1 and September 30. The maximum renewal fee is only \$20. If you have not been a member for a full year when it is time to renew, your fee will be less than \$20. You don't have to renew after you establish credit with the utility companies. To see whether you have established credit, call each utility and ask them if you need to renew your OCA membership.

What happens if I don't renew?

Your name will be placed on the "Drop List" that is provided to the utility companies. If you have not established your own credit with the utility companies, they will require you to either reinstate your OCA membership or pay your deposit. Some utility companies send out notices. Others just place the deposit on your October or November bill. If you receive a notice, or see a deposit on your bill, you can [reinstate your membership](#).

Where is OCA Located?

OCA is located on 7th Avenue, just off Bryant Drive. We are about half way between Coleman Coliseum and Bryant-Denny Stadium, behind Letters Gift Shop.



2008-2009 MEMBERSHIP FORM

Type (Check One): NEW MEMBER RENEWAL OR REINSTATEMENT

Member Information:

NAME _____ SS# _____
Last First Middle

ADDRESS FOR SERVICE _____ Apt. # _____

CITY _____ ZIP CODE _____ U.A. P.O. Box _____

APT. COMPLEX NAME (if applicable) _____

LOCAL PHONE # (if known) _____ CELL PHONE # (_____) _____

LANDLORD NAME _____ LANDLORD PHONE _____
(Management Co. name is acceptable)

DATE LEASE BEGINS _____ LEASE LENGTH: (Circle) 6 mos 12 mos Other _____

OTHER NAMES ON LEASE _____

U of A E-MAIL _____ C.W.I.D.# _____

PERSONAL E-MAIL _____

DRIVERS LICENSE # _____ Issuing State: _____

BIRTHDATE _____ MAJOR _____ CIRCLE ONE: FR SO JR SR GR

EMPLOYMENT _____
Company City/ST Position Phone #

TEAM, CLUB, SORORITY OR FRATERNITY AFFILIATIONS _____

ROOMMATE'S NAMES _____
**Roommates are NOT considered members of The Off Campus Association!*

NEXT OF KIN'S NAME* _____ PHONE #(_____) _____
**This must be your parents OR someone in the UNITED STATES that does not live with you!*

NEXT OF KIN ADDRESS _____
Street City ST ZIP

RELATIONSHIP (Circle): Parent Sibling Aunt Uncle Grandparent Other: _____

How did you find out about OCA? CW Ad Apt. Guide Ad Friend Landlord Internet Other _____

Phone number where you can be reached during OCA's Office Hours (Noon-4 p.m.) in case of any questions about this form (_____) _____

If we are unable to reach you, is there anyone else that will be able to get a message to you? If so, provide:
 NAME _____ Phone# _____ Relationship _____

Utility Information

CIRCLE DEPOSITS YOU WANT OCA TO COVER: POWER GAS* WATER

DATE YOU WANT POWER and/or WATER CONNECTED (PLACED IN YOUR NAME): ____/____/____
month day

***IF YOU NEED GAS SERVICE**, AlaGasCo must come inside your residence to connect the gas. They do not make appointments, and will install the service between the hours of 8 a.m. & 6 p.m. Please choose the date for service as well as an option for allowing AlaGasCo inside your residence: DATE YOU WANT GAS SERVICE: ____/____/____
month day

Gas is on-no connection necessary Someone will be home Door will be unlocked
 Key in mailbox Key under mat See Resident Manager I will call AlaGasCo

PLEASE READ AND SIGN THE CONTRACT BELOW:

By signing this form, I hereby indicate that I have read, and understand, accept, and agree to the following terms and conditions:

- I must be a current student, staff member, or faculty member of The University of Alabama, Tuscaloosa or a current student at Shelton State in Tuscaloosa.
- I will pay my utility bills in a timely manner and will not allow them to become delinquent, nor will I leave any unpaid utility bills upon disconnection of my services. I understand that OCA only guarantees the usual and customary deposits, and that OCA does not assume responsibility for any connection or establishment fees. OCA also will not assume responsibility for additional deposits required due to extraordinary circumstances such as disconnection for non-payment or residences with unusual utility requirements (extra meter, etc.).
- I agree to reimburse OCA for all debts utility companies require OCA to pay on my behalf, irrespective of any disagreement with any utility as to the accuracy of the bill, plus a 21 percent (21%) service charge and any fees associated with notification or collection of the amount due. Reimbursement is due WITHIN 10 days of notice from OCA. OCA reserves the right to elect to charge interest on any account that is more than 30 days past due.
- The verification or adjustment of all utility debts rests entirely with myself and the utility companies. I give OCA's employees permission to discuss my utility account(s) and to share any information I provide to OCA with utility employees. I further give OCA's employees permission to contact me at my home, on my cell phone, or place of employment regarding utility charges or other related matters or membership issues.
- I must pay all expenses, attorney's fees, and all court costs incurred in collecting any debts I owe to OCA. Jurisdiction shall lie in Tuscaloosa County, AL.
- OCA has the right to change charges and procedures without notice. Membership in OCA carries no right of ownership and is a non-voting membership.
- OCA reserves the right to refuse, revoke, or suspend my membership if I violate any of these terms.
- I understand that this membership is not transferable under any circumstances, and that my roommates are not considered members of OCA.
- This membership form is a request for an extension of credit to me from OCA. It may be refused if it is not filled out completely, or if my past credit history is unsatisfactory to OCA. I understand that each utility company has the right to refuse service if my past credit history is unsatisfactory to the utility or if there is a prior balance due. If the utility companies refuse service to me, OCA will refund my fees less a \$15 processing fee, if I notify OCA within three working days of the utility's refusal of service.
- I will not leave any utility services in my name for anyone else to use. I understand that I bear full responsibility for payment of all utility bills incurred in my name, including those incurred during times when I was not occupying the residence where the service was used.
- I understand that OCA will request that my service(s) be connected on the date I placed on this form. I understand that OCA's request for service IS NOT A GUARANTEE that the service will be connected on that date. During popular moving times (including but not limited to July-Sept and Dec-Jan) the utility companies are frequently overbooked. If the date requested is overbooked, the utility companies will connect on the next AVAILABLE date. I understand that OCA is not responsible for the schedules of the utility companies. OCA is not responsible under any circumstances for any damage or inconvenience which might arise from the failure of a utility company to connect service to my residence, OR from the disconnection of service from my residence, and agree to hold OCA harmless from same.
- If I move, I will notify OCA of my new address within two weeks of moving.
- I MUST RENEW MY MEMBERSHIP EACH AND EVERY YEAR BETWEEN AUGUST 1 & SEPTEMBER 30 OR MY MEMBERSHIP WILL BE CANCELLED WITHOUT NOTICE. IF MY MEMBERSHIP IS CANCELLED, I WILL HAVE TO PAY A \$30 REINSTATEMENT FEE REGARDLESS OF THE LENGTH OF MY MEMBERSHIP.

Signature: _____ Date: _____

OCA Membership Checklist (Please fill out and return with Membership Form):

NAME: _____ SS# _____

FEE COMPUTATION:

Check Services Needed:	Enter Fee Amt.
_____ Basic Membership (REQUIRED) Covers \$150 Power Deposit & \$100 Gas Deposit	\$ <u>60.00</u>
_____ Coverage of \$50 Tuscaloosa Water Deposit FEE: \$15 Tuscaloosa Water restricts coverage of their deposit to STUDENTS ONLY. Sorry, no Faculty/Staff coverage of this deposit is available.	\$ _____
_____ Coverage of \$75 Northport Water Deposit** FEE: \$15 ** If you are living in Northport and need the Northport Water deposit coverage, you must also enclose a separate check for your connection fee made payable to Northport Water for \$25	\$ _____
TOTAL FEES: \$ _____	

PAYMENT METHOD (Circle One): CHECK MONEY ORDER CREDIT CARD PAID ONLINE (if paid online, you do not have to reenter card info here)

CREDIT CARD TYPE (Circle One): VISA MasterCard DISCOVER

CREDIT CARD NUMBER: _____ **Exp. Date:** _____

NAME AS IT APPEARS ON THE CARD: _____ **CVV#** _____ (3-digit # from back)

HAVE YOU: (Please check off when completed—if not applicable enter n/a)

- _____ Verified the accuracy of your address? (If you're NOT SURE please contact your landlord)
- _____ Verified that the date you have requested service is on a WEEKDAY and does not fall on a WEEKEND?
- _____ Completed the membership application in full—no blank spaces, parents or next-of-kin info provided?
- _____ Signed the contract at the lower right hand side of the Membership Form?
- _____ Communicated with any roommates to insure that only ONE PERSON is joining. In the event of more than one roommate joining per residence, the first application will receive preference. Upon request, any subsequent application for the same residence will be refunded, less a \$10 processing fee.
- _____ Enclosed payment (check or money order made payable to Off Campus Assoc., OR provided credit card info)
- _____ Enclosed a copy of your UA ID or driver's license and letter of acceptance/class schedule?
- _____ NORTHPORT RESIDENTS: Enclosed a separate check for \$25 made payable to Northport Water for your connection fee?

THANK YOU!