

ATTENTION ANNUAL LICENSE CUSTOMERS! PLEASE READ CAREFULLY

License renewals will begin on April 20, 2017 and go through May 31<sup>st</sup>. If a renewal is not completed by May 31, the site is subject to being Licensed to another person. There are several changes to the License Agreement this year, so please be sure to read the attached renewal addendum carefully. Only those sections noted have changes, and changes have been highlighted.

1. A major change is that all License Fees and utility charges will be due on the 10<sup>th</sup> of the month beginning with the new License terms. If you have scheduled automatic payments after the 10<sup>th</sup>, it will be necessary to contact the bursar and your bank to reschedule those payments. OSU Property Management recommends that each Licensee set up access to their Bursar Account in order to check billing, or set up automatic payments on or before the 10<sup>th</sup>. If your email address is current and valid, you should watch your email for statements. Contact the OSU Bursar office at 405-744-6008 for assistance. The email you give us on the renewal will be used as your billing email.
2. There are several things that may reflect your ability to renew your License Agreement. First, if you have a non-allowable holding tank, you will not be able to renew until the holding tank is removed. For questions regarding the holding tank, please contact Brian at 405-624-3618.
3. Your account must be current in order to renew your license agreement.
4. Those who have had 3 (three) late fees charged during the current term of their License Agreement will be allowed to renew only with payment of the entire term of the new License Agreement in advance. These customers will have to come to our office to renew their License Agreement and make payment.
5. If you have received notice of violations, those items must be satisfied prior to renewal.

**As you are aware, Lake Carl Blackwell Campgrounds are for recreational use, not residential. Accordingly, in order to renew you must include two of the following:**

1. Utility bill, in Licensee's name, from place of residence.
2. Property tax form
3. Lease in Licensee name if leasing.

Renewal Documents can be returned

1. in person at the OSU Property Management office, 618 N Monroe, Stillwater OK.
2. by fax at 405-744-7888.
3. by email [chuck.fleischer@okstate.edu](mailto:chuck.fleischer@okstate.edu) .

While walk-ins are allowed and accepted during the renewal process, please remember that walk-ins will be served on an as-available basis between appointments. If you wish to make an appointment to discuss the renewal, or have questions regarding the status of your renewal, please call Chuck at 405-744-3855. Our office hours are 8:00-12:00 and 1:00 to 5:00.

**Please remember that your License Agreement is not valid until signed by OSU Property Management.**

## LAKE CARL BLACKWELL

### LICENSE ADDENDUM-RENEWAL 2017

It is my intention to renew my License Agreement for CABIN # \_\_\_\_\_, at Lake Carl Blackwell, at the rate in effect for the prior term plus electrical charges, due and payable on or prior to the first day of the month. The term of this renewal shall be for the time period July 1, 2017 through June 30, 2018..

I understand and agree that all terms and conditions of the original License Agreement remain in effect, EXCEPT the sections noted below replace the terms in the corresponding sections of your original License Agreement:

**3. FEES:** Licensee has paid, to Licensor as fee for the described property the total sum of xxxxx , for use fees payable at a rate of \$xxxxx, monthly without demand, for the above site. In addition, Licensee agrees to pay billed electric cost by the 10<sup>th</sup> of the succeeding month, at OSU Bursar, or at such other place as the Licensor may designate. **A late fee of \$25.00 will be assessed for any payment not posted prior to the 10<sup>th</sup> day of the month, including partially applied payments.** Payments to any account will apply to the oldest charges of any type on the account, so the account must be current for all charges to prevent late fees. **Each Licensee must purchase appropriate access and use permits-none are included with the License Agreement.**

**5. UTILITIES:** Licensor agrees to furnish electrical service, billed to the Licensee by the meter on site, and water service (where available) at no extra cost, only for normal household purposes. **Electrical service may be locked out in instances where payments are late.** Non-domestic utility usage is not permitted. Watering grass with the domestic water system is not permitted. **No household appliance shall be operated outside the caBIN.** Garbage service is provided by the placement of dumpsters in the campground.

The electric meter is read on approximately the 15<sup>th</sup> of the month, and Licensee agrees that utility bills will be paid prior to the 10<sup>th</sup> of the next month after billing or late charges will apply.

### LAKE CARL BLACKWELL PAYMENT POLICY

University policy requires all payments to be applied to the oldest charges on your account. Therefore, in order not to receive a late payment charge, as well as other potential adverse consequences, your account must be current on **all** charges, including tuition, dining, athletics, parking, and all other fees.

Fees are due without demand under the License Agreement on the 1<sup>st</sup> of the month. Any time a payment is not **POSTED PRIOR** to the **10<sup>th</sup> day** of a month, a \$25.00 late payment penalty will be added to the account. If the payment made does not bring the account **CURRENT** on all Lake Carl Blackwell charges, a late payment penalty will be added.

1. Licensee understands and agrees electrical service maybe discontinued if a late fee is added to the account until the account is confirmed current. LCB staff cannot access the Bursar system to check accounts.
2. Licensee understands and agrees that upon the second consecutive Late Payment, Lake Carl Blackwell reserves the right to terminate utility services until such time the payment is made, and an additional deposit of \$200 is paid.
3. If the total past due equals or exceeds the equivalent of two months fees, your License Agreement will be terminated, charges applied for the balance of the term of the License Agreement, and the provisions for Default contained in the License Agreement will be enforced regarding property on site.

4. If any three non-consecutive payments are late in any License term, renewal will be allowed only if the entire term of the next renewal is paid in advance.
5. Make checks payable to Oklahoma State University. Include your CWID to insure proper credit to your account. Payments by mail should be sent to: OSU, Office of the Bursar, PO Box 1583, Stillwater, OK 74076-1583. Payments in person by check or cash at 113 Student Union, Stillwater, OK. 74078 (405-744-5993). Other payment options **include automatic payments, on-line Credit Card payments and on-line Web Checks.** For more information on payment options, go to <http://bursar.okstate.edu>

My signature at the bottom of this form indicates and reaffirms my agreement with all terms of the original License Agreement and Payment Policy as signed as well as the terms modified by this addendum and its attachments. By my signature, I acknowledge I have previously received a copy of the Lake Carl Blackwell Rules and Regulations. I understand that this renewal is not effective until signed by OSU Property Management.

Name \_\_\_\_\_ (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

\*\*\*Licensee agrees it is their responsibility to keep contact information current\*\*\*

\_\_\_\_\_  
OSU Property Management

\_\_\_\_\_  
Date

NOT VALID UNTIL SIGNED BY OSU PROPERTY MANAGEMENT

Please return this addendum to:

VIA MAIL: OSU PROPERTY MANAGEMENT Attention Chuck Fleischer 618 N Monroe Stillwater, OK 74078

VIA FAX: 405-744-7888

VIA EMAIL: [chuck.fleischer@okstate.edu](mailto:chuck.fleischer@okstate.edu)

If not completed prior to JUNE 1, 2017 OSU Property Management may release a site to the public.