I. MISSION
UC San Diego's, HOUSING• DINING• HOSPITALITY (HDH), is committed to supporting the academic mission of the university by providing customer focused housing. As a self-supporting operation, we recognize the importance of fiscal responsibility in order to maintain below-market rates. We continuously strive for open communication, consistent operating practices, and respect for diversity and individual needs. In support of the environment we engage in sustainable practices and partner with vendors who share in our common goals. We embrace customer choice by providing flexible options and value-added amenities with a forward-looking approach and openness to new opportunities.

II. TWO YEAR HOUSING PROGRAM
In support of the academic mission of the University of California San Diego, HOUSING• DINING• HOSPITALITY (HDH), offers campus housing to Faculty, Fellows, Post-Doctoral Scholars, Visiting Scholars, and Staff.

With the implementation of the two year policy, we hope to reduce the wait time for applicants to allow more faculty and staff to benefit from living at La Jolla Del Sol (LJDS) as a transitional housing option. In addition, shorter wait times will attract faculty and staff to the University as they will be able to benefit from residency at LJDS by familiarizing themselves with UCSD, La Jolla and the San Diego area, meeting fellow LJDS residents, creating networking opportunities, and attending community events.

III. ELIGIBILITY
a. LJDS is designed to house full time permanent Faculty, Fellows, Post-Doctoral Scholars, Visiting Scholars, and Staff. Housing is offered to faculty and staff based on classification categories. The categories are as follows:
   1. FI, Ladder-rank Faculty to whom a commitment has been made at the time of recruitment as part of the Academic Affairs Faculty Housing Priority Program (FHPFP)
   2. FII, Academic Senate members holding the following titles:
      a. Professorial Series (Assistant, Associate and Full Professor)
      b. In-Residence Series (Assistant, Associate and Full Professor)
      c. Acting Associate Professor and Acting Professor
      d. Lecturer and Senior Lecturer with security of employment.
   3. FIII, Non-Academic Senate members holding the following titles:
      a. Professional Research Series (Assistant, Associate and Full Researcher)
      b. Specialist Series (junior, Assistant, Associate and Full Specialist)
      c. Acting Assistant Professors, Acting Instructors
      d. Visiting Professors (Assistant, Associate and Full Professors)
      e. Visiting Researcher
      f. Supervisors of Physical Education (Junior Assistant, Associate and Full Supervisor)
      g. Librarian Series (Assistant, Associate and Librarian)
      h. University Librarian Series (Assistant and Associate)
      i. Curator in Library
      j. Adjunct Professor Series (Assistant, Associate and Full Adjunct Professor)
      k. Adjunct Lecturer and Adjunct Senior Lecturer
      l. Visiting Lecturer and Visiting Senior Lecturer
      m. Lecturer and Senior Lecturer
      n. Clinical Professor Series (Assistant, Associate and Full Clinical Professor)
      o. Continuing Education Specialists
      p. Program Coordinators

REVISED 2-5-2018
q. Academic Administrators
r. Supervisor of Field Placement
s. Supervisor of Teacher Education
t. Associate in_____ (e.g. Biology) Non-Students

4. FIV, Postdoctoral Scholars holding the following titles:
   a. Postgraduate Researchers
   b. Post M.D.’s
   c. Other postdoctoral scholars (for example Visiting Scholars or Visiting Graduate Students)

5. S5, University Management and Staff Personnel

IV. APPLICATION
   a. Eligible faculty and staff interested in residing in LJDS may submit a housing application at https://hdh.ucsd.edu/ARCHWaitList/ARCHMainMenu.aspx. Eligible faculty members are required to apply within thirty (30) days of accepting a position with UC San Diego.
   b. The applicant will receive an email confirmation of receipt of the application.
   c. Twice a year, in March and October, applicants will receive an email which requires the applicant to update his/her information in order to stay on the waitlist. If the applicant does not update his/her information, the application will be removed from the waitlist and the applicant will receive an email notification. If the applicant is still interested in housing and contacts the office within 6 months to request reinstatement of the application, the office will reinstate the application as of the original application date.

V. GENDER IDENTITY
   a. UC San Diego continues to evolve in its opportunities for students, faculty and staff who live in campus housing regarding the LGBTQ community.
   b. UC San Diego’s commitment to house transgender, genderqueer and gender nonconforming students, faculty and staff via discussions based on individual and specific needs all have developed out of the expressed needs of students.
   c. Students, faculty and staff are provided an opportunity to indicate on their Housing Waitlist Application their gender, gender identity and expressions. Here is the Housing Waitlist Application link: https://hdh.ucsd.edu/ARCHWaitList/ARCHMainMenu.aspx. Select “Submit New Online Application” tab.
   d. Our Resident Life Liaison is available to answer any questions that you may have and to provide the appropriate campus resources. Contact: reslifeliasison@ucsd.edu

VI. OFFERS
   a. Offers are made in the following priority order:
      i. FI (FHPP)
      ii. Categories FI, II, FIV, S5 are grouped as a single applicant pool and offers are made to these based on application date.
   b. Offers are made based on the following factors:
      i. Priority status
      ii. Application date
      iii. Need housing by date
      iv. Housing preferences
   c. Communication process:
      i. Each applicant will receive a phone call, on two different days and at different times of the day.
      ii. Each applicant will receive 1 e-mail message requesting the applicant contact the office to receive offer information.

REVISED 2-5-2018
VII. OFFER RESPONSE

a. Applicant has two days to respond, coinciding with the first phone call.

b. If the applicant accepts the offer:
   
i. The application is removed from the waitlist; and the applicant will receive an email notification.
   
ii. Applicants are not eligible to re-apply, unless:

   1. They would like to relocate during their two year term; or
   2. They vacate prior to their two year term and want to fulfill their two year housing allocation at another time.

iii. The applicant will receive an electronic rental agreement which must be signed within 24 hours of receipt unless other arrangements are made with the office.

iv. The applicant must pay the first month's rent on or before the rental agreement start date unless other arrangements are made with the office. If the first month's rent is not received on or before the rental agreement start date and other arrangements are not made with the office, the applicant forfeits the apartment and it will be offered to the next faculty or staff member on the waitlist.

c. If the applicant refuses the offer:
   
i. And this is the first offer, the applicant will maintain their original application date and position on the waitlist and will receive one additional offer.
   
ii. And this is the second offer, the application will be archived; and the applicant will receive an email notification. The applicant may submit a new application. The application will be added to the bottom of the waitlist.

d. If the applicant does not respond to the offer:
   
i. And this is the first offer, the application will be archived; and the applicant will receive an email notification. If the applicant is still interested in housing and contacts the office within 6 months of not responding to the offer to request reinstatement of the application, the office will reinstate the application as of the original application date.

ii. And this is the second offer, the application will be archived; and the applicant will receive email notification. The applicant may submit a new application. The application will be added to the bottom of the waitlist.

e. If the applicant wishes to cancel the acceptance of the offer prior to the rental agreement start date:
   
i. The applicant must submit in writing a written request to cancel the rental agreement prior to 12:01 a.m. on the rental agreement start date.

f. If the applicant wishes to cancel the acceptance of the offer on or after the rental agreement start date and has not picked up keys or moved into the apartment:
   
i. The applicant must submit a 30 day written notice of intent to vacate.

   ii. The applicant will be responsible for paying the rent for 30 days from receipt of the notice or until the apartment is re-rented and a new resident moves in, whichever comes first.

VIII. RENTAL AGREEMENT TERMS

a. Residency and Apartment Type
   
i. All eligible residents applying will be primary residents and will be offered the entire apartment.

   ii. All partners, spouses, children and roommates will be additional residents.

b. Duration

   i. Faculty and staff (including FHPP) will receive a non-renewable fixed term rental agreement providing a total of two years of housing. If the faculty has previously resided in LJDS since July 1, 2015, this residency period will be deducted from two years to determine the term of the rental agreement. Requests for term extensions can be made via the exception process outlined in section X, paragraph (a), below, and must be submitted 90-days prior to the expiration of the lease term.
ii. Faculty and staff, who were currently residing in LJDS on or before June 30, 2015, will continue on their current rental agreement in their current apartment with month-to-month terms. If they apply for another apartment, they will receive a new non-renewable fixed term rental agreement providing a total of two years of housing.

IX. MOVE-IN PROCESS
   a. The new resident may pick up their key(s), parking permit(s), and move in packet as early as the rental agreement start date.
      i. If the rental agreement start date falls on a normal business day, the resident may pick up the key at the office between 8 a.m. and 4:30 p.m.
      ii. If the rental agreement start date falls on a Saturday, the resident may pick up the key at the office on Friday between 3 p.m. and 4:30 p.m.
      iii. If the rental agreement start date falls on a holiday, the resident may pick up the key at the office one business day prior to the holiday between 3 p.m. and 4:30 p.m.
      iv. Residents may also make arrangements in advance to pick up their key(s) after normal business hours. Key(s) are left in a lockbox located outside of the office. The resident is provided the lockbox number and combination in advance.
   b. The resident must bring the following items when picking up the key(s):
      i. Picture ID;
      ii. Personal check, money order or cashier’s check for the first month’s rent and pet deposit (if applicable);
      iii. Proof of Renter’s Insurance;
      iv. Vehicle registration in resident’s name (if applicable);
      v. San Diego Gas and Electric account information (if applicable);
      vi. Copy of child’s birth certificate (if applicable).

X. RESIDENCY
   a. Requests for Exceptions/Appeals: All faculty and staff requests for an exception should be submitted via the Community office.
   b. Eligibility checks: Residents are required to remain eligible during the term of their rental agreements.
      If a resident is not meeting the eligibility requirements, they will receive a courtesy letter that provides them with 3 days to prove eligibility or submit a 30 day written notice of intent to vacate. If the resident does not respond to the courtesy letter, they will receive a Three Day Notice to Perform Covenant or Quit. This notice requires the resident to prove eligibility or vacate the apartment within 3 days.
   c. Community Handbook: An LJDS Community Handbook has been prepared to help acquaint residents with their community and give them a better understanding of the services, facilities, policies, and procedures. The information in this handbook is incorporated into the rental agreement. You may find it here: Community Handbook
   d. Rent delinquencies, deferments, and payment plans: Rent is due and payable (without invoicing) on the first of every month. If rent is not received by the fifth of the month, a $20 liquidated damage charge will be assessed to the resident’s housing account. If a resident foresees any difficulty in paying the rent on time, they may visit the community office prior to the fifth of the month to complete a written request for rent deferment. If the written request is submitted prior to the fifth of the month, the $20 liquidated damage charge will be waived up to 3 times per calendar year. If a $20 liquidated damage charge posts to the resident’s account, the office will waive it one time in a calendar year at the request of the resident.
The following actions will be taken in an effort to collect the delinquent balance of a resident who does not respond to a request for payment:

1. A courtesy email will be sent around the 6th of the month to request payment.
2. If payment is not received by the middle of the month:
   a. A “hold and restrict” will be placed on the resident’s account and the UC San Diego records.
   b. The resident will be served a Three-Day Notice to Pay Rent and Perform Covenant or Quit.
3. If the rent is not paid within three days of service of the Three-Day Notice to Pay Rent and Perform Covenant or Quit, the University will initiate legal proceedings to recover possession of the premises.
4. Residents who receive three legal notices (Three-Day Notice to Pay Rent and Perform Covenant or Quit) within a twelve-month period may be evicted from their apartment. Residents who are evicted are ineligible to live at LJDS in the future.

   e. Sublease: The purpose of the sublease program is to allow residents to maintain their housing status while away from UC San Diego to work, study, perform academic field research, and/or take an approved leave of absence. Residents are not eligible if they are continuing to work on campus during the sublease period. Academic year subleases are for a maximum of 3 quarters. Individuals subletting during an academic quarter must meet the eligibility requirements. Summer subleases are for a maximum of 3 months. Individuals subletting during the summer must be affiliated with the University, however, do not need to meet the eligibility requirements. Residents looking to sublease their apartment, and non-residents looking for apartments to sublet, may submit profile applications on the ARCH Graduate Housing Application Portal. The resident remains financially responsible for paying the rent; and must provide key(s), parking permit(s), and gate transmitter(s) to the individual subletting the apartment. Resident may not charge rent in an amount greater than what the University charges the resident. The resident and the individual subletting must complete a sublease form at the office.

XI. VACATING PROCESS

   a. Residents who plan to vacate on the date their fixed term agreement ends are not required to submit a written notice to vacate to the office. Residents will receive notification approximately 60 days in advance notifying them of the end of their agreement.
   b. Residents with a month to month agreement or residents who wish to leave prior to the end of their rental agreement end date must submit a written notice 30 days prior to their move out date.

1. Notice of Intent to Vacate: The resident may use the 30 Day Notice of Intent to Vacate form available at the office and on the Housing website; or
2. The resident may submit a written notice which includes:
   a. Resident’s name;
   b. Apartment number;
   c. Vacate Date; and
   d. Signature.
3. If Resident provides less than 30 days advance notice of intent to vacate, the resident will be responsible for paying the rent through the 30 day notice period or until the apartment is re-rented and the new resident moves in, whichever comes first.
c. Preliminary Inspection:
   1. An office representative will enter the apartment on the 2nd business day after receiving a notice of intent to vacate to complete a preliminary inspection. The purpose of the inspection is to determine the number of days required to prepare the apartment for a new resident.
   2. Residents are encouraged to request a preliminary inspection two weeks prior to their vacate date to determine what items need to be corrected.

d. Key/Parking Permit Return: Residents must return their key(s) and parking permit(s) to the office by 12 midnight on their vacate date. Residents will incur a charge if the key(s) and parking permit(s) are not returned.

e. Move Out Inspection: On the first business day after the resident vacates the apartment, an office representative will enter to inspect. Residents may arrange to be present at this inspection by contacting the office. The representative will assess the condition of the apartment to confirm it has been cleaned, there is no evidence of damage, and returned to the condition in which it was received except for normal wear and tear. A move out inspection form will be completed. If the apartment is not clean, the representative will assess the damages and complete a summary of charges which documents the costs incurred to return the apartment into its original condition. If damage charges are assessed, a copy of the move out inspection and the summary of charges will be sent to the resident within 3 weeks of vacating the apartment.

f. Last Month's Rent: The last month’s rent is due and payable by the first of the month. The resident's account will be charged the full amount of the rent until he/she vacates the apartment and returns the key(s) and parking permit(s). Within 21 days of vacating the apartment, the resident's account will be adjusted to show the prorated amount of the rent that is owed; and the resident will receive an itemized statement of the damage charges that were assessed, if applicable. The resident may pay the prorated amount if moving before the end of the month. The prorated amount is equal to the daily rental rate multiplied by the number of days the resident is responsible for paying the rent. If the prorated rent is not received by the 5th of the month, a $20 liquidated damage charge will be assessed.

XII. CONTACT INFORMATION:
   a. Please contact the HDH Centralized Leasing Office with any questions at: HDHgradhousing@ucsd.edu or 858-534-2724
   b. Or if you have any community specific questions, you can contact the community at: http://hdh.ucsd.edu/arch/pages/ContactUs.html