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, HOUSING• DINING• HOSPITALITY (HDH) offers campus housing to graduate and professional students and undergraduate couples and families. In response to the Graduate and Professional Student Experience and Satisfaction Committee Report and at the direction of academic administration, housing will be offered to new incoming single students and couples for a two year term. Furthermore, the Report states, “… early placement will enhance student recruitment and maximize the educational and social benefits that on-campus housing provides…”

III. ELIGIBILITY
a. Graduate and Professional students are eligible if:
   i. They have formally accepted the UC San Diego Offer of Admission or have submitted their intent to matriculate in courses leading to a degree granted by UC San Diego; and maintain full-time status enrolled in at least twelve units each academic quarter.
   ii. They are currently enrolled full time in at least twelve units in courses leading to a degree granted by UC San Diego; and maintain full-time status enrolled in at least twelve units each academic quarter (with the exception of their final quarter in which they may enroll part-time).
   iii. They are on an approved leave of absence.

b. Undergraduate students are eligible if they are in a committed relationship or have children, and:
   i. They have formally accepted the UC San Diego Offer of Admission or have submitted their intent to matriculate in courses leading to a degree granted by UC San Diego; and maintain full-time status enrolled in at least twelve units each academic quarter.
   ii. They are currently enrolled full time in at least twelve units in courses leading to a degree granted by UC San Diego; and maintain full-time status each academic quarter (with the exception of their final quarter in which they may enroll part-time).

c. Partners and spouses are eligible upon submitting documentation in compliance with the University of California’s Definitions and Required Documents for family member eligibility. Provide a valid marriage certificate, registered domestic partnership, or schedule an appointment with the Residential Services Office to document couple status.

d. If a student’s partner plans to reside away from the apartment for more than one quarter, then the student must find an eligible roommate during the partner’s absence.

e. Community eligibility:
   i. Coast Apartments, Mesa Residential Apartments, One Miramar Street Apartments, Mesa Nueva, and the Rita Atkinson Residences: Designed to house graduate and professional students (singles, couples, and students with children), and undergraduate couples (with or without children) and single parents.
   ii. Single Graduate Apartments: Designed to house single graduate and professional students.

f. Students are not eligible if:
   i. They are working toward their second Bachelor’s degree, second Master’s degree, post-doctorate degree; or they are enrolled in the Extension or Limited Status Programs.
IV. APPLICATION
   a. Eligible students interested in residing in HDH must submit a housing application online.
   b. Applicant will receive an email confirmation of receipt of the application.
   c. Each academic quarter, 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 has missed the update request once, 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. ROOMMATE GENDER IDENTITY
   a. UC San Diego continues to evolve in its opportunities for students who live in campus housing regarding the LGBTQ community.
   b. UC San Diego’s commitment to house transgender, genderqueer and gender nonconforming students via discussions based on individual and specific needs all have developed out of the expressed needs of students.
   c. Students 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: reslifeliaison@ucsd.edu

VI. PREFERRED ROOMMATE PORTAL
   a. HDH has implemented a Preferred Roommate Application that will allow eligible single waitlist applicants the opportunity to self-select their roommate.
   b. All interested applicants who have a current HDH Wait List application and who would like to participate in this process, can complete a Preferred Roommate Application by logging in to the Preferred Roommate Portal here: https://hdh.ucsd.edu/ARCHRoommate/
      i. Create your profile
      ii. Search and select your potential preferred roommate
      iii. Connect with your preferred roommate
   c. Completing a Preferred Roommate Application does not change an applicant’s Housing Waitlist Application date.
   d. Offers are based on several factors and primarily starting with the availability of a full apartment and the earliest Housing Wait List Application date (not the preferred roommate application date) between the confirmed Preferred Roommates.
   e. Confirmed Preferred Roommates must wait for a full apartment to become available which can take longer than waiting for a single space vacancy.
   f. Contact information provided during the Preferred Roommate application process will be shared between confirmed Preferred Roommates so that they can make their own arrangements to meet and/or communicate between each other.
   g. A Preferred Roommate can still accept a single space offer which will break the connection between the Preferred Roommates in which a new connection will have to be made if the remainingPreferred Roommate desires.
   h. At any time, any one or both of the Preferred Roommates may break a connection, seek an alternate Preferred Roommate or archive their Preferred Roommate application entirely.

VII. ROOMMATE OFFERS
a. Offers are made in the following priority order:
   i. New incoming students nominated by their department/school for priority status
   ii. Students referred by the Office of Students with Disabilities (OSD) to receive priority housing
   iii. Students with children
   iv. All other students 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
   v. Roommate and Gender
c. Communication process:
   i. Once an apartment becomes available that meets the applicant’s requests, HDH will send an e-
      mail message to the applicant.
   ii. In addition, HDH will attempt to reach the applicant by phone on two different days at two
      different times to provide additional details regarding the offer.

VIII. OFFER RESPONSE

a. Applicant has two days from receipt of the offer notification email to respond.
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.
   iv. Once the incoming student signs the electronic rental agreement, the HDH Centralized Leasing
       Office will send an email to all roommates providing the contact information of the incoming and
       current students.
   v. The applicant must pay the first month’s rent on or before the rental agreement start date. If the
      first month’s rent is not received on or before the rental agreement start date, the applicant
      forfeits the apartment and it will be offered to another student.
c. If the applicant refuses the offer:
   i. And this is the first offer, the applicant will maintain the 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, which will be added to the end 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 six 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 an
      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 rental agreement 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
IX. RENTAL AGREEMENT TERMS
   a. Duration
      i. Single students and couples will receive a non-renewable fixed term rental agreement for a total of two years.
      ii. Students with children will receive a month-to-month rental agreement for Coast Apartments, Mesa Residential Apartments, Mesa Nueva, One Miramar Street Apartments, or Rita Atkinson Residences. This agreement will continue on a monthly basis through the student's normative time to degree period plus one year, as long as the student continues to meet HDH housing eligibility requirements.
      iii. As a recruitment tool, new incoming students nominated by their departments for priority status will receive a month-to-month rental agreement. This agreement will continue on a monthly basis through the student's normative time to degree period plus one year, as long as the student continues to meet HDH housing eligibility requirements.
      iv. Registered students with the Office for Students with Disabilities, must provide a current Authorization for Accommodation (AFA) to the Residential Life Liaison. These students will receive a fixed term rental agreement for a total of two years. Authorization must be renewed annually with OSD.
      v. Students wishing to terminate their two year fixed term rental agreement prior to the agreement end date must submit a 30 day notice of intent to vacate.
      vi. Students on a fixed term rental agreement are not required to provide a 30 day notice of intent to vacate if they are vacating on the day of the rental agreement end date.
   b. Room Type
      i. Single students will receive an offer for one room in a two bedroom apartment. The office will assign another resident to the second bedroom in the apartment.
      ii. Single students who applied for the Single Graduate Apartments are assigned one room in a four bedroom apartment. The office will assign three additional residents to the second, third, and fourth bedrooms.
      iii. Students with children and student couples are offered the entire apartment (except Single Graduate Apartments).

X. MOVE-IN PROCESS
   a. Applicants will receive an email which includes information on the move in process.
   b. Upon move in residents will receive keys and a move-in packet including community information.
   c. An ARCH Handbook has been prepared to help acquaint residents with their communities and give them a better understanding of the services, facilities, policies, and procedures. The information in this handbook is incorporated into the rental agreement and HDH reserves the right to change the rules in the handbook by rescinding, amending, or making such other rules and regulations as deemed necessary to provide for the comfort and convenience of all residents and for the safety, care, proper maintenance, and cleanliness of the premises.

XI. RESIDENCY
   a. Requests for Exceptions/Appeals: Any resident or wait list applicant with a request for an exception or appeal, may submit an electronic request for review to the ARCH Advisory Committee (ARCHAC). The resident must complete and submit their appeal online and will receive a confirmation email. A notification of the decision by ARCHAC will be emailed to the resident or applicant.
   b. Carpet/vinyl replacements: Residents may request an inspection of the carpet and vinyl to determine if it needs to be replaced. If the carpet/vinyl is to be replaced, the resident is responsible for moving the personal items from the area prior to the replacement. If the carpet does not need to be replaced we do...
offer an annual complimentary carpet cleaning.

c. Eligibility checks: Residents are required to remain eligible during the term of their rental agreements and eligibility is checked on a quarterly basis. If a resident is not meeting the eligibility requirements, he/she will receive a courtesy letter that provides them with three 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, he/she will receive a Three Day Notice to Perform Covenant or Quit. This notice requires the resident to prove eligibility or vacate the apartment within three days.

d. Noise violations: Residents who violate quiet hours (documented by a Resident Security Officer, campus police, or University employee) will receive written notification of the violation. Repeat violations will jeopardize the resident’s housing privileges.

e. Patio/Balcony guidelines: Patio/balcony guidelines were established to ensure the residents’ safety, maintain the building structures, prevent pest infestations, and to provide an aesthetically pleasing environment. The patio/balcony guidelines apply to patios, balconies, and entryways of the apartments. Patio/balcony inspections are completed on a quarterly basis. Residents will receive written notification of any items not in compliance with the guidelines. Residents will receive a second and a third/final notice requesting the item be corrected within a one week time frame. If the item is not corrected within this three week time frame, and the resident has not contacted the office to request an extended time frame, then the resident will be served with a Notice of Termination of Tenancy. If the resident corrects the issue upon receiving the Notice of Termination of Tenancy, the notice will be rescinded.

f. Pet policy: Residents are permitted to have caged birds, fish in aquariums with 30 gallon or less capacity, and two indoor cats. A refundable $250 pet deposit is required for one or two indoor cats. A resident may submit a written request to have an animal not included in the pet policy. The request will be reviewed by the General Manager. A resident found in violation of the pet policy will be served with a Three Day Notice to Perform Covenant or Quit. If the resident corrects the issue upon receiving the Notice to Perform Covenant or Quit, the notice will be rescinded.

g. Rent delinquencies, deferments, and payment plans: Rent is due and payable (without invoicing) on the first of every month. If a resident foresees any difficulty in paying the rent on time, he/she may submit a request for rent deferment. For additional information regarding rent deferments and the process HDH follows to collect delinquent rent, please refer to the ARCH Handbook.

h. Sublease: Residents are permitted to sublet. The resident and the individual subletting must complete a sublease form. The resident remains financially responsible for paying the rent; and must provide key(s) and parking permit(s) to the individual subletting the apartment. The resident may not charge rent in an amount greater than what the University charges the resident.

XII. 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.

i. 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

ii. The resident may submit a written notice which includes:

1. Resident’s name;
2. Apartment number;
3. Vacate Date; and
4. Signature.
iii. 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:
   i. 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.
   ii. Residents are encouraged to request a preliminary inspection two weeks prior to the 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.

XIII. 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