

# SOLANO PARK AT UC DAVIS LEASE APPLICATION

Please read the information below before submitting the Solano Park Application:

*\*\*Faculty, Staff, Post-Doc, and Visiting Scholar are not eligible for Solano Park.\*\**

## Application Process & Information

- Complete the application along with a \$20 non-refundable application fee (**check or money orders only**) made payable to **UC REGENTS** and submit it in person to the Student Housing Office or Solano Park Office or mail to:  
**University of California Davis**  
**One Shields Ave, 160 Student Housing,**  
**Davis, CA 95616-8712**
- ***Faxed and emailed applications are not accepted.***
- UC Davis Student Housing accepts Solano Park housing applications on a year round basis.
- Applicants do not need to be a current UC Davis student in order to apply, however student status will be checked prior to making a housing offer.
  - If an applicant is moving between October & mid-June, they must be registered full-time in order to receive a housing offer.
  - If an applicant is moving between mid-June & September, they must be admitted for the upcoming Fall quarter/semester in order to receive a housing offer.

## Eligibility & Waiting list Information

While Solano Park's first priority is to house students with children, Student Housing supports the university's commitment to provide campus housing to all eligible students. The estimated waiting periods listed below may vary depending upon the number of applicants on the waiting list, time of year, and number of vacancies available. The waiting list is prioritized using the following priorities in conjunction with the date/time the application is received.

*NOTE: Regardless of the date an application is received, offers will always be extended based on month requested and by applicant type.*

### Waiting List Priority

Priority 1: Students with Children

Priority 2: Married students and domestic partnerships

Priority 3: Graduate students without children

Priority 4: Undergraduate students without children

### Waiting Period\*

0-6 months

0-6 months

6-9 months

6-12 months

*\*Wait times are based on the desired move in date (example: If a Graduate student without children submits an application in March with an August move in date, the projected wait time begins in August). Between October – April the average wait time may be shorter. Between May – September are the most requested months, therefore, wait times may be longer.*

- Applicants should only list themselves as a married student, student with partner, or student with children **IF** their spouse, partner, or children will be living with them. Spouse/Partner will be required to be present at lease signing for verification.
- Documentation will be required for verification. See below for specific documentation to include with your application.
  - Students with children - A copy of each child's birth certificate or proof of pregnancy
  - Married students - A copy of their marriage certificate with this application.
  - Students with partners – A copy of their California Declaration of Domestic Partnership with this application.
  - If the marriage or birth certificate is not in English, it can be translated by a professional translator, or anyone who is fluent in both languages (other than yourself or anyone residing with you). It must be translated word for word. The translator must sign verifying that they are fluent in both languages and that the information is accurate.
- Submitting a housing application does not guarantee housing will be available.
- Priority for two-bedroom units will be given to students with families (children or spouse/partner). Single graduate and undergraduate students are restricted to one-bedroom units unless two students are living together or by exception from Student Housing. Unrelated, non-student adults are not allowed as occupants unless by exception from Student Housing. All exceptions must be in writing to the Student Housing office.
- To continue living at Solano Park, you must be a registered full-time student during all academic sessions. Registered status is verified regularly.

- Any changes in your status must be conveyed to Student Housing prior to accepting a lease offer.
- **Any falsification of documents or misrepresentation of facts is grounds for canceling housing application or termination of lease.**

### **Housing Offers Process & Information**

When an applicant's application reaches the top of the waiting list based on priority, the date/time it was received, AND an apartment is available, the Solano Park Representative will make an offer of housing. Waiting periods can exceed 6 – 9 months depending on availability and the applicant's location on the waiting list.

- Offers are sent by email. **Please check your email often and respond by all deadline dates.** It is the sole responsibility of the applicant to ensure that all information provided on application remains accurate, including contact information.
- Applicants are given an available move-in date based on their desired move-in month as well as the required deposit in their offer email. Depending on availability, applicants may receive an offer any time before or during your desired move-in month. A lease can begin on *any date* during your desired move in month.
- Applicants will be given 2 business days to respond to a housing offer.
  - If applicant accepts a housing offer, a lease signing appointment will be scheduled. Please note: adult occupants listed on the lease must be present at the lease signing appointment. See Lease Signing information below for exceptions.
  - If an applicant declines their first offer, their application date/time will be unchanged and they will be emailed asking for a new desired move-in month. **IF THEY DECLINE THEIR SECOND OFFER, THEIR APPLICATION DATE WILL BE CHANGED TO THE DATE THEY DECLINE THE SECOND OFFER. If the third offer is declined the applicant must re-apply.** If the applicant fails to respond to an offer by the deadline, their application will be cancelled.
  - If an applicant does not receive a lease offer for their desired move in month, they will be emailed asking for a new desired move-in month.

### **Lease Signing & Check-In Appointments**

Applicants can sign their lease any time before the lease commences.

- Security deposit (provided in the offer email) and first's month rent is typically due within two weeks of accepting a housing offer to secure the apartment.
- Applicants not available in person within two weeks can be provided a scanned lease to sign and return with security deposit and first's month rent by request. Applicants will then be expected to sign the original lease at their check-in appointment.
- All adult occupants listed on the lease must be present at the lease signing appointment. Because married students or students with a partner have priority for housing at Solano Park, they need to be available at the lease signing appointment for verification purposes.
  - If a student's spouse or partner cannot move in at the start of the lease, an exception may be granted to allow them move in within 6 weeks of the lease commencing with prior approval by Student Housing. Exceptions are not guaranteed.
  - If a student's spouse or partner do not move in within 6 weeks of the lease commencing, the student is expected to submit a 42-day notice to move out.
- Check-In appointment date and time will be set at the lease signing appointment. At the check-in appointment students will be issued keys, review the rules and regulations for Solano Park, receive parking information (as necessary), and receive valuable information regarding living at Solano Park.
  - Additional adults living in the unit are expected to be available for a check-in appointment to sign the key card giving them access in the event that they are locked out.
- Students will be required to submit an apartment condition inventory and verification of PG&E being set up in their name within 3 business days of checking-in. Students that fail to put PG&E in their name will be charged a \$25 fee and are responsible for all PG&E costs from their official check-in date.

*Information in this document is subject to change without notice. UC Davis Student Housing has taken reasonable efforts to ensure that the information contained herein is timely and accurate. Applicants are responsible for familiarity and compliance with the most current version of this document at all times.*

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the university on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.) The University of California is an affirmative action/equal opportunity employer. Inquiries regarding the university's equal employment opportunity policies may be directed to: Rahim Reed, Associate Executive Vice Chancellor-Campus Community Relations, Offices of the Chancellor and Provost, UC Davis, One Shields Ave, Davis, CA 95616; (530) 752-2071; fax (530) 754-7987 email [rreed@ucdavis.edu](mailto:rreed@ucdavis.edu). Speech or hearing impaired persons may dial (530) 752-7320 (TDD).

Before submitting, please review the first page of instruction and our website for detailed information. Submit the completed application in person to the Student Housing Office or Solano Park Office or mail it along with the \$20 non-refundable application fee (**check or money order only**) to UC REGENTS:

University of California Davis  
One Shields Ave, 160 Student Housing  
Davis, CA 95616-8712

PRINT CLEARLY

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
UC Davis Student ID Number

\_\_\_\_\_  
Birth Date (M/D/YYYY)

\_\_\_\_\_  
Move in Month (MONTH/YEAR ONLY)  
(NOT ACCEPTED: "ASAP", a range of dates, specific date, etc.)

**CONTACT INFORMATION**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Cell Phone (include Area Code)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Email Address

**ADDITIONAL INFORMATION**

Do you require any special accommodations?  Yes If yes, please complete a [Request for Special Accommodations](#)  No

UC Davis Student Status: **\*Faculty, Staff, Post-Doc, Visiting Scholar NOT ELIGIBLE**  Undergraduate  Graduate  Law Student

**Applicant Type: SELECT ONE** You may not list yourself as a Married Student/Domestic Partner, or Student with a Child unless your spouse, partner or children will be residing with you. In addition, **copies of marriage certificates, birth certificates, or Domestic Partnerships must be submitted with this application.**

Student with a Child  Married Student/Domestic Partner  Single Graduate without Children  Single Undergraduate without Children

**Apartment (s): SELECT ONE OR MORE**

**Please note: Washer/Dishwasher hookups are not available.**

Only select the apartment type you would be willing to live in. If applying for more than one apartment type, rate your 1<sup>st</sup> and 2<sup>nd</sup> choices.

Solano Park 1 Bedroom  
 1<sup>st</sup> choice  2<sup>nd</sup> choice

Solano Park 2 Bedroom (Student Families have priority)  
 1<sup>st</sup> choice  2<sup>nd</sup> choice

**Floor Preference:** Select one or more.  1<sup>st</sup> Floor  2<sup>nd</sup> Floor  3<sup>rd</sup> Floor (available for Solano 1 bedroom only)

**Family Status** – You may have up to two related adults or one unrelated, eligible student adult living with you in an apartment, depending on the apartment size. A maximum of three (3) residents shall be allowed in a 1-bedroom unit and a maximum of five (5) residents shall be allowed in a 2-bedroom unit.

\_\_\_\_\_  
Additional Adult Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Birth date (m/d/yy)

\_\_\_\_\_  
Child (under 18 years old)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Birth date (m/d/yy)

\_\_\_\_\_  
Child (under 18 years old)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Birth date (m/d/yy)

\_\_\_\_\_  
Child (under 18 years old)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Birth date (m/d/yy)

**Applicant's Signature (required)**

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the university on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.) The University of California is an affirmative action/equal opportunity employer. Inquiries regarding the university's equal employment opportunity policies may be directed to: Rahim Reed, Associate Executive Vice Chancellor-Campus Community Relations, Offices of the Chancellor and Provost, UC Davis, One Shields Ave, Davis, CA 95616; ((530) 752-2071 fax (530) 754-7987) email [rreed@ucdavis.edu](mailto:rreed@ucdavis.edu). Speech or hearing impaired persons may dial (530) 752-7320 (tdd).

[www.housing.ucdavis.edu](http://www.housing.ucdavis.edu)

[studenthousing@ucdavis.edu](mailto:studenthousing@ucdavis.edu)

Phone: (530)752-2033

FOR OFFICE USE ONLY

Date/Time Received:

Receipt Number:

updated 4/2017