

## **FAMILY HOUSING ELIGIBILITY & ASSIGNMENT POLICY**

### **MISSION**

Family Housing is provided to support the unique needs of students with families as they pursue academic studies at UC Riverside.

### **ELIGIBILITY**

In general, a “family” is defined as an established long-term relationship with an exclusive mutual commitment in which family members (i.e. spouses, Domestic Partners, children/legal dependents) share the necessities of life and on-going responsibility for their common welfare.

It is expected that “family” members are eligible at the time of application for Family Housing. Therefore, verification of eligibility may be requested at any time commencing with submission of a Family Housing Application up to the signing of a Family Housing Contract.

All Family Housing assignments consist of an Academic Year Lease effective with the student family’s move-in date and expiring June 30. Leases are renewable annually as long as eligibility is maintained.

The size of a “family” cannot exceed the maximum legal occupancy limits of Family Housing units, as indicated below. Also note that Two-Bedroom units are limited to families with children/legal dependents.

One-Bedroom Units	3 persons
Two-Bedroom Units	5 persons

### **Eligibility Criteria for Couples**

1. At least one spouse/Domestic Partner must be a consistently-enrolled, full-time student as defined by the University of California, Riverside, Office of the Registrar.
2. Spouses/Domestic Partners must be at least 18 years old.
3. Neither spouse/Domestic Partner may be in an existing marriage or Domestic Partnership with anyone other than the individual with whom they intend to contract for residency.
4. Spouses/Domestic Partners and all other eligible family members must be in residence concurrently on a permanent, full-time basis to maintain eligibility. Conflicting permanent addresses, remote jobs, and similar conflicts will void eligibility.
5. Spouses/Domestic Partners agree to notify UCR Housing Services of any change in the status of the marriage/Domestic Partnership. Should the change in relationship cause the resident to be ineligible to live in Family Housing, the resident will be required to vacate the unit pursuant to the Housing Contract. In order to initiate a new Family Housing agreement following the termination of the current marriage/Domestic Partnership, the spouse/Domestic Partner will need to submit a new Family Housing Application and be subject to a new waiting period.
6. **REQUIRED DOCUMENTATION / VERIFICATION:**
  - a. Spouses/Domestic Partners will be required to show a valid government-issued photo identification card, preferably a California Driver’s License.
  - b. Exclusive relationships may be verified through one of the following forms of documentation:
    - a marriage certificate
    - a State Domestic Partnership certificate
    - documents indicating the existence of a jointly-owned bank account for 12 consecutive months with a minimum \$1,000 balance
    - a vehicle registration indicating a jointly-owned vehicle for a minimum of 12 consecutive months
    - a jointly-filed Income Tax Return for the previous year to that in which housing is being requested
  - c. Any falsification of documents or misrepresentation of facts is grounds for cancellation of the Family Housing Application, withdrawal of a Family Housing assignment offer, or immediate eviction and campus discipline

### **Eligibility Criteria for Parents & Children / Legal Dependents**

1. Child(ren) must be a minor, under 18 years of age.
2. A parent, single or otherwise, must have at least 50% legal physical custody of child(ren).
3. REQUIRED DOCUMENTATION / VERIFICATION:
  - a. A certified Birth Certificate or court document indicating 50% legal, physical custody
  - b. Verification of legal dependency for family members other than minor children must include one of the following:
    - i. a certified court document
    - ii. an Income Tax Return from the most recent filing period
    - iii. documentation of cohabitation for a period of at least 12 consecutive months
  - c. Any falsification of documents or misrepresentation of facts is grounds for cancellation of the Family Housing Application, withdrawal of a Family Housing assignment offer, or immediate eviction and campus discipline

### **Eligibility Criteria for Post-Doctoral Scholars**

1. Post-Doctoral Scholars will only be considered for Family Housing assignments in the absence of a wait-listed, full-time enrolled student.
2. Post-Doctoral scholars and their family members must meet all eligibility requirements previously outlined for "Couples" and "Parents & Children/Legal Dependents."
3. At least one spouse/Domestic Partner must be classified as a Post-Doctoral Scholar, as defined and verified by appropriate campus personnel
4. Families that include a Post-Doctoral Scholar are limited to a maximum 24 consecutive month lease term regardless of whether the Post-Doctoral appointment is extended beyond 24 months or another member of the family accepts a Post-Doctoral Scholar appointment.
5. REQUIRED DOCUMENTATION / VERIFICATION:
  - a. A copy of the Post-Doctoral Scholar appointment letter will be requested between the submission date of a Family Housing Application and the signing of a Family Housing Contract.
  - b. Verification by UCR Housing Services of Post-Doctoral Scholar status with appropriate campus personnel
  - c. Any falsification of documents or misrepresentation of facts is grounds for cancellation of the Family Housing Application, withdrawal of a Family Housing assignment offer, or immediate eviction and campus discipline

### **APPLICATION PROCESS**

- Admitted UCR students or individuals classified as Post-Doctoral Scholars who meet eligibility requirements may submit a Family Housing Application.  
NOTE: Post-Doctoral Scholars will only be considered for Family Housing assignments in the absence of a wait-listed, full-time enrolled student. Please see **Eligibility Criteria for Post-Doctoral Scholars** above.
- A Family Housing Application must be completed in order for a student family to be considered for a Family Housing assignment.
- UCR Housing accepts Family Housing Applications on a year round basis.
- It is recommended that students apply for Family Housing as soon as possible after being admitted to the University. Wait periods for assignments can exceed one year in length.

### **WAITING LIST PROTOCOL**

- All Family Housing applicants will be placed on a waiting list prioritized by the date/time on which an Application is received.
- There is no guarantee of housing associated with submission of a Family Housing Application.
- Wait periods can exceed one year in length.
- Extenuating Circumstances  
Many families have extenuating circumstances influencing their need or desire for Family Housing. It is impossible for UCR Housing Services to objectively distinguish the measure of hardship for each family. In order to avoid undermining the integrity of the housing process for other applicants, extenuating circumstances and hardship will not be considered during the assignment process and exceptions to the Eligibility & Assignment Policy for UCR's Family Housing will not be accommodated.

## **HOUSING OFFERS**

- As Family Housing units become vacant, applications on the Family Housing waiting list are reviewed according to the date/time stamp of submissions.
- A Housing representative will contact applicants utilizing both the student's campus email address and a telephone number provided on the respective Family Housing Application.
- It is the sole responsibility of the applicant to ensure that all information provided in the Family Housing Application remains accurate, including eligible family member and contact information. The application can be revised at any time by contacting the Housing Services Administration Building.
- Applicants will be given a maximum of 48 hours to respond to a Housing offer. After 48 hours, the unit for which the applicant was eligible will be offered to the next eligible applicant. Failure to respond within 48 hours to two different housing offers will result in removal from the waiting list.
- Special preferences, such as location, cannot be accommodated. Americans with Disabilities Act (ADA)-related needs should be communicated as early as possible.
- An applicant is permitted to decline one housing offer and remain at their current location on the waiting list. If the applicant chooses not to accept a second housing offer, they will be removed from the waiting list and invited to re-apply with a new submission date, if they are still interested in Family Housing.
- All Family Housing assignments consist of Academic Year leases effective with the student family's move-in date and expires June 30. Leases are renewable annually as long as eligibility is maintained.
- All proofs of eligibility, appropriate identification, and a \$200 Security Deposit must be submitted at the contract signing.

Last Revised 1/17/17