



## FAMILY HOUSING ELIGIBILITY & ASSIGNMENT POLICY

### **MISSION**

Family Housing is provided to support the unique needs of students with families of their own 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, and minor 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. Minimally, eligibility will be verified during the contract signing process and on a quarterly basis once a student is a contracted resident.

Family Housing leases and assignments are effective with the student family’s move-in date and expire on the following June 30, or the last day of the month in which the student resident graduates, whichever is earlier.

Post-Doctoral Scholars are eligible during an approved Post-Doctoral Scholar appointment up to a maximum of 24 consecutive months, whichever expires first. Renewed Post-Doctoral Scholar appointments will not extend eligibility beyond the maximum 24 month limit. Split appointments may not add up to more than a maximum 24 month residency.

Leases are renewable annually as long as eligibility is maintained.

### **Eligibility Criteria for “Couples”**

1. At least one spouse/Domestic Partner must be a consistently-enrolled, full-time registered 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 nor domestic partnership with anyone other than the individual with whom they intend to contract for residency.
4. Spouses/Domestic Partners 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. If the change in relationship causes the student resident to be ineligible to live in Family Housing, the student resident and their entire family will be required to vacate the Family Housing unit pursuant to the Housing Contract. In order to initiate a new Family Housing agreement following the termination of a marriage/domestic partnership, the eligible student will need to submit a new Family Housing Application and be subject to a new waiting period.
6. REQUIRED DOCUMENTATION FOR VERIFICATION OF ELIGIBILITY:
  - a. Spouses/Domestic Partners will be required to show a valid government-issued photo identification card, preferably a California Driver License.
  - b. Exclusive relationships may be verified through one of the following forms of documentation:
    - a government-issued marriage license
    - a government-issued 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, immediate eviction, and campus discipline.

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

1. Child(ren) must be a minor, under 18 years of age.
2. Parents (single or otherwise) and legal guardians must have at least 50% legal physical custody of child(ren).
3. Parents and/or legal guardians will be required to show a valid government-issued photo identification card, preferably a California Driver License.
4. REQUIRED DOCUMENTATION FOR VERIFICATION OF ELIGIBILITY:
  - 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 clearly indicating dependency
    - 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, immediate eviction, and campus discipline

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

1. Post-Doctoral Scholars and their family members must meet all eligibility requirements previously outlined, including for "Couples" and "Parents / Legal Guardians & Minor Child(ren) / Legal Dependents." At least one spouse/Domestic Partner must be classified as a Post-Doctoral Scholar, as defined and verified by appropriate campus personnel.
2. 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.
3. REQUIRED DOCUMENTATION FOR VERIFICATION OF ELIGIBILITY:
  - 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, immediate eviction, and campus discipline

## **OCCUPANCY LIMITS & ELIGIBILITY**

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 minor children/legal dependents.

### **One-Bedroom Units    3 persons**

1. \*Student Resident/Post-Doctoral Scholar AND Spouse / Domestic Partner
2. \*Student Resident/Post-Doctoral Scholar AND/OR Minor Child(ren) / Legal Dependent(s)
3. \*Student Resident/Post-Doctoral Scholar AND Spouse / Domestic Partner AND Minor Child(ren) / Legal Dependent(s)

### **Two-Bedroom Units    5 persons**

1. \*Student Resident / Post-Doctoral Scholar AND Minor Child(ren) / Legal Dependent(s)
2. \*Student Resident / Post-Doctoral Scholar AND Spouse / Domestic Partner AND Minor Child(ren) / Legal Dependent(s)

## **APPLICATION PROCESS**

- Admitted UCR students or individuals classified as Post-Doctoral Scholars who meet eligibility requirements may submit a Family Housing Application.
- 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 consistently exceed two years in length.

### **RELOCATION REQUESTS FOR CURRENT FAMILY HOUSING RESIDENTS**

- To request a relocation to another unit, the student family must meet the Eligibility and the Occupancy Limit requirements enumerated in this policy.
- Student / Post-Doctoral Scholar must email [housinginfo@ucr.edu](mailto:housinginfo@ucr.edu) and include the following information: Full Student /Post-Doctoral Scholar Name, SID or CID, a description of the new arrangement you desire and the reason for the requested change.
- If approved, a Family Housing Application for the current resident will be submitted on the resident's behalf and the student family will be added to the Family Housing wait list based on the date and time of the submitted request.
- Current resident relocations are not guaranteed.

### **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 consistently exceed two years in length.
- Extenuating Circumstances  
Many, if not all, families have extenuating circumstances or conditions influencing their need or desire for Family Housing. In order to avoid undermining the integrity of the housing process for applicants, extenuating circumstances, hardship, perceived or actual special student status, and documented physical conditions will *not* be cause for exceptions to the Eligibility & Assignment Policy for UCR's Family Housing.

### **HOUSING OFFERS**

- As Family Housing units become vacant, applications on the Family Housing waiting list are reviewed according to the date/time stamp of submission and eligibility for the vacant unit(s).
- 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 visiting the MyHousing portal.
- 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.
- Applicants must be prepared / able to move in within 30 days of accepting a housing offer.
- 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.
- Family Housing leases and assignments are effective with the student family's move-in date and expire on the following June 30, or the last day of the month in which the student resident graduates, whichever is earlier. Leases for the families of Post-Doctoral Scholars may not exceed 24 months.
- Leases are renewable annually as long as eligibility is maintained.
- All proofs of eligibility, appropriate identification, and a \$200 Security Deposit must be submitted no later than the contract submission due date.
- Post-Doctoral Scholars
  - A minimum of four (4) Family Housing units will be made available to Post-Doctoral Scholars at Oban Family Housing on a continual basis. If available, up to four (4) additional units will be assigned to Post-Doctoral Scholars based on their eligibility for said units. UCR Housing Services will determine which specific units shall be designated for Post-Doctoral Scholars at its sole discretion.
  - In the absence of an adequate number of Post-Doctoral Scholars on the Family Housing waiting list to fill the four (4) Family Housing units guaranteed to Post-Doctoral Scholars, UCR Housing Services will proceed to assign all vacant Family Housing spaces to wait-listed, full-time enrolled students.