

THE PARKS AT UCDAVIS

APARTMENT TRANSFER REQUEST

Please read these important instructions before submitting the Transfer Request:

- Complete the application and submit it in person or by mail to:
University of California Davis
One Shields Ave, 160 Student Housing
Davis, CA 95616-8712
- Transfers only occur between October 1 and March 31 each year unless Student Housing grants an exception to policy.
- A new leaseholder may not submit a request to transfer until they have resided in their current apartment for at least 6 months. If there is a medical need, the request must be supported by documentation from a professional.
- Apartment transfers are granted based on the date the application was received.
- All transfer offers are sent via email.
- An offer for a transfer can occur any time between October 1 and March 31.
- The leaseholder is subject to additional overlapping rent charges as well as charges for cleaning, repairs and/or lock changes for the apartment they are vacating from.
- The leaseholder is expected to respond by all deadlines, otherwise, the transfer application will be cancelled.
- Our office will email the leaseholder in September to re-affirm their interest in transferring for the upcoming transfer season.
 - Failure to re-affirm interest in transferring will result in the transfer application being cancelled.

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.

Before submitting, please review the first page of instruction for detailed information.

LEASEHOLDER INFORMATION

Last Name	First Name	UC Davis Student ID
UC Davis Email Address	Home Phone	Mobile Phone
Park Apartment Address	City	State
		Zip Code

TRANSFER INFORMATION

An offer for a transfer can occur at any time between October 1 and March 31.

Desired Apartment: Solano Park (1 bedroom) Solano Park (2 bedroom) Orchard Park (2 bedroom)

1st Floor 2nd Floor 3rd Floor
 1st Floor 2nd Floor
 1st Floor 2nd Floor

Reason for Request: _____

Family Status:

Please list names of all occupants in addition to the leaseholder that will live in the apartment for the entire lease period. 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. Please attach birth certificates for biological children and documentation for custodial relationships & pregnancies if not already submitted to the Student Housing office.

Additional Related M F _____

Adult: Name Birthdate (mm/dd/yyyy)

Relationship to Leaseholder If Future Custodial Relationship, indicate anticipated arrival date

Child (under 18): M F _____

 Name Birthdate or pregnancy due date (mm/dd/yyyy)

Relationship to Leaseholder If Future Custodial Relationship, indicate anticipated arrival date

Child (under 18): M F _____

 Name Birthdate or pregnancy due date (mm/dd/yyyy)

Relationship to Leaseholder If Future Custodial Relationship, indicate anticipated arrival date

Child (under 18): M F _____

 Name Birthdate or pregnancy due date (mm/dd/yyyy)

Relationship to Leaseholder If Future Custodial Relationship, indicate anticipated arrival date

Leaseholder Signature Date

The University of California does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, medical condition, citizenship, ancestry, or marital status. The University of California is an affirmative action/equal opportunity employer. Call (530) 752-2071 for more information. Speech or hearing impaired persons may dial (530- 752-7320 TDD).

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

UC Davis Student Housing www.housing.ucdavis.edu studenthousing@ucdavis.edu phone: (530) 752-2033

FOR OFFICE USE ONLY

<input type="checkbox"/> BANNER Check	<input type="checkbox"/> Personnel Action Form (PAF)	<input type="checkbox"/> Dept. Letter	<input type="checkbox"/> Other _____
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