



Residential and Student Service Programs

UC Berkeley Housing Office
2610 CHANNING WAY
BERKELEY, CA 94720-2272

(510) 642-4109
APTS@BERKELEY.EDU

FAMILY STUDENT HOUSING: CHANGES REQUEST FORM

To submit your request for changes on your Family Student Housing rental agreement, please follow the steps below:

1. Fill out and sign the Family Student Housing: Changes Request Form
2. Depending on your request, you will be required to submit the following documentation:
 - A copy of your current student photo id card or a copy of your acceptance letter to the University
 - A copy of your appointment letter from your UCB department or registration with the VSPA, indicating your start/end date
 - Your Marriage Certificate, Domestic Partner Certificate, or 2 documents verifying that you are in a committed relationship
 - Each child's birth certificate or adoption papers
 - Proof of custody if you are claiming single parent status, or an affidavit
 - Doctor's verification of pregnancy with due date
3. Submit the completed form, along with required documentation, to the UC Berkeley Housing office for review
4. The UC Berkeley Housing office will contact you once a decision has been made regarding your request

As of this date, _____, I, _____,
(MM/DD/YYYY) (Print Name)

request to incorporate the following changes to my rental agreement for my apartment located at

_____: (please check appropriate box below)
(University Village Address)

☐ **Change the name of account holder**

*In order for a name change to be approved, the current account holder must not owe any overdue rental payments.

Current Information:

Tenant name _____ SID/Client # _____

Email _____ Telephone # _____

Updated Information:

New account holder name _____

University status (please circle one) - Undergraduate - Graduate - Post Doctoral Fellow -Visiting Scholar - Faculty - Staff

Relationship to current account holder _____

Reason for change: _____

☐ **Add occupants to rental agreement**

☐ **Remove occupants from rental agreement**

Name: _____ Relationship: _____

Name: _____ Relationship: _____

☐ **Change of School Status (e.g. undergrad to grad)** _____

☐ **Other changes** _____

Current Account Holder Signature

Date

New Account Holder Signature

Date

Received by Office Staff

Date

Approved by UC Berkeley Housing

Date