

FAMILY STUDENT HOUSING

ACCOUNT CHANGE REQUEST

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

1. Fill out and sign this form.
2. Depending on your request, you will be required to submit supporting documentation (more details provided on [page 2](#)).
3. Submit this completed form and required documentation to apts@berkeley.edu.
4. UC Berkeley Housing will contact you once a decision has been made.

RESIDENT INFORMATION

Name: _____ Student ID Number: _____

Apartment: _____ (Building # & Unit #)

REQUESTED CHANGE(S)

Change the name of the account holder

New Account Holder Name: _____ SID Number: _____

University Status (check one): Student Postdoc Visiting Scholar

Relationship to Current Account Holder: _____

Add occupants to and/or remove occupants from the rental agreement

Add Remove Name: _____ Relationship: _____

Add Remove Name: _____ Relationship: _____

Add Remove Name: _____ Relationship: _____

Add Remove Name: _____ Relationship: _____

Relocate to a different apartment - Provide brief explanation for the relocation request below:

SIGNATURE (REQUIRED)

Current Resident Signature: _____ Date: _____

New Account Holder Signature: _____ Date: _____

Office Staff Signature: _____ Date Received: _____

REQUIRED SUPPORTING DOCUMENTATION

Please review the documentation required depending on the type of account change you are requesting listed below and make sure to submit all required documents along with this form. If you have any questions, you can contact Family Student Housing at apts@berkeley.edu.

TO CHANGE THE ACCOUNT HOLDER:

- Photo ID (such as a driver's license or passport) of the new account holder
- The acceptance letter/Cal1 ID card or appointment letter of the new account holder

TO ADD OCCUPANTS TO THE RENTAL AGREEMENT:

- Photo ID (such as a driver's license or passport) for anyone 18 or older
- If possible, travel documents (such as plane tickets) showing the expected arrival date
- For spouse/domestic partner: marriage or domestic partnership certificate
- For children: birth certificate or adoption papers of each child; if you are claiming single parent status, also submit proof of custody or a notarized single parent affidavit
- For direct relative (such as parents or siblings): birth certificates showing the familial relationship

TO REMOVE OCCUPANTS TO THE RENTAL AGREEMENT:

- The occupant(s) being removed need to submit their own signed copy of this form

TO RELOCATE TO A DIFFERENT APARTMENT DUE TO FINANCIAL HARDSHIP:

- Documents that show change in financial circumstances after accepting the housing offer

TO RELOCATE TO A DIFFERENT APARTMENT DUE TO AN INCREASE IN FAMILY SIZE:

- All required documents listed above to add occupants to the rental agreement
- For an unborn baby: doctor's verification of pregnancy and expected due date (Please note: once the baby is born, their birth certificate will need to be submitted so they can be added to the rental agreement)

TO RELOCATE TO A DIFFERENT APARTMENT DUE TO MEDICAL ACCOMODATIONS:

- The tenant needs to complete the ADA Housing Accommodations Form and provide supporting documentation to the housing accommodations team to be approved for medical accommodations prior to relocation

UC Berkeley Housing

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housing.berkeley.edu
apts@berkeley.edu