

UNIVERSITY COOPERATIVE HOUSING ASSOCIATION (UCHA, “The Co-op”)

APPLICATION FORM for 2024-25 Academic Quarters

500 Landfair Avenue, Los Angeles, CA 90024

Website: www.uchaonline.com • Email: admissions@ucha.coop • Phone: 310-208-8242

UCHA is a non-profit student housing facility where the members work together to keep the cost of living down. As such, we depend on the cooperative contribution and conduct of each member and welcome those that appreciate this principle and are willing to contribute towards our successful operation. Each member is required to perform a chore obligation of four to five hours per week, take their turn cleaning their bathrooms, and observe all rules, policies and other contractual obligations.

**ELIGIBILITY:** Members must be 18 years of age or older by the time they check in. **You must be a FULL-TIME STUDENT, researcher or faculty member** at an accredited U.S. college or university **EACH QUARTER** you live here. Student status options are listed on our Apply page of our website.

**Step 1a: APPLICATION:** This application must be emailed along with proof of student or staff status (I-20, admission letter, class schedule, etc.), and a copy of a valid State ID/Driver’s license or Passport.

**Step 1b: APPLICATION FEE:** **You must pay a \$35.00 (U.S.) application fee (non-refundable) OR, if you wish to move in within 4 months.** Use the link to pay by Paypal, debit or credit card.

\$35 Application Fee (1-2 week processing): [https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=5G9KLPZ22LA8S](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=5G9KLPZ22LA8S)

**Step 2: ADMISSION:** Once accepted, you will receive an offer to reserve your space in an email. To reserve your space, you will be instructed to make a payment of the **\$650.00 (non-refundable)** Reservation Fee, which will be credited towards the first room & board payment (think of it as first month’s rent). Please do NOT send the **\$650.00** until invited to do so by UCHA. Do NOT assume you have been admitted until you receive confirmation that we have received the \$650 reservation fee. We will send that confirmation in writing by email, along with other check-in information.

**Step 3: CHECKING IN:** Checking in must be done *in person* and may only be done during office hours, 10am-6pm Mon-Fri. Hours vary during breaks and the holiday seasons; to confirm these times, please email: admissions@ucha.coop.

*Please bring two forms of photo ID, one from the college you will be attending in Los Angeles, or an admission letter.*

**PAYMENTS DUE AT CHECK-IN:**

Upon arrival, you will be required to pay

- 1) the **\$200.00** membership fee (**non-refundable**),
- 2) the **\$1,200.00** security deposit (**refundable after moving out**), and
- 3) any additional Room & Board, if applicable, per the First Payment Schedule (see table on this page)

Failure to pay this entire amount will result in UCHA refusing your admission on the spot. All payments must be made by Cash, Debit or Credit Card, Money order or Traveler’s checks. **We do not accept personal checks.**

**ROOM & BOARD FIRST PAYMENT SCHEDULE:** Room and Board due at check is determined by when you move in.

<b>Before the Quarter Begins</b>	Already-paid \$650 Reservation Fee + <b>\$30.00 per day until the official check-in date</b>
<b>1<sup>st</sup> Month of the Quarter</b>	Already-paid \$650 Reservation Fee (nothing additional at check-in)
<b>2<sup>nd</sup> Month of the Quarter</b>	Already-paid \$650 Reservation Fee + <b>pro-rated remainder of the quarter</b>
<b>3<sup>rd</sup> Month of the Quarter</b>	Already-paid \$650 Reservation Fee (applied to next quarter) + <b>pro-rated remainder of the quarter</b>

**CONTRACT PERIOD:** Housing is per quarter, and members are responsible for the entire quarter’s room and board fees (i.e. rent), even if you move out early. The quarterly amount is divided into three installments, with each part due on the **first** day of each month.

**ROOM ASSIGNMENTS:** Members compete for their choice of rooms based on *seniority* shortly after each quarter begins. It is common that you may be in a temporary room until the room-change event occurs, but once you select a room through this event, you are not required to move again unless you choose to do so.

## APPLICATION FORM

Gender Pronouns: She/Her  He/Him  They/Them  Other: \_\_\_\_\_

Family (Last) Name	Date of Birth
First Name	Country/State of Birth
Street Address	Citizenship
City	E-mail
State and Zip	Phone

Quarter you want to move in: Winter 2024 <input type="radio"/> Summer 2024 <input type="radio"/> Spring 2024 <input type="radio"/> Fall 2023 <input type="radio"/>	<i>UCHA quarter and all check-in/out dates are based on the UCLA calendar. Please refer to the UCHA website for more information.</i>	When would you like to move in? Month: _____ Year: _____	Do you need parking? Yes <input type="radio"/> No <input type="radio"/> <i>Subject to availability</i>
Are you a Full-Time student? Yes <input type="radio"/> No <input type="radio"/>	College you will attend while at the Co-op : UCLA Undergraduate <input type="radio"/> UCLA Graduate <input type="radio"/> UCLA Research <input type="radio"/> UCLA EAP <input type="radio"/> UCLA Faculty <input type="radio"/> UCLA Visiting Scholar <input type="radio"/> UCLA Extension <input type="radio"/> SMC <input type="radio"/> Other: _____	Degree/Major/Certificate Program of study: _____	
		Student ID#	
Have you lived here before? No <input type="radio"/> If yes, when? From: _____ till: _____		Were you expelled/Evicted?: _____ Have you applied to UCHA before? No <input type="radio"/> If yes, when? _____	

Have you been evicted by a previous landlord? No  If yes, Explain: \_\_\_\_\_

Is there a current member you plan to live with, or are you applying with someone you plan to live with? No

Yes, I want to live with \_\_\_\_\_, who is a Current Member  Applicant

How did you learn about UCHA? \_\_\_\_\_

Name of the person paying the application fee		Relationship to the applicant	
Will this person also pay for the reservation fee? <i>(if the applicant is accepted to the co-op)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, name of the person paying the reservation fee		Relationship to the applicant	

### EMERGENCY CONTACTS

Full Name	Full Name
Relationship	Relationship
Street Address	Street Address
City-State-Zip	City-State-Zip
Home Phone	Home Phone
Work Phone	Work Phone

## CONSENT

I, \_\_\_\_\_, hereby, declare that on this day \_\_\_\_\_, I have read and understand the requirements as outlined below, that I must complete in order for my membership to remain in good status and for me to continue living at the University Cooperative Housing Association (UCHA).

Failure to complete these requirements will result in being summoned by the Membership Committee or the Board of Directors and possible membership termination and dismissal from the UCHA premises. *Kindly place your initials in the box to the left of each paragraph to indicate you have read and understand the content.*

**Complete weekly chore shifts (4 hours).** Missing more than 2 chore shifts (8 hours) constitutes grounds for summons and possible membership termination. New members start with either kitchen or facilities. Be prepared on your check-in day to choose an available shift (department / day and time) based on your personal schedule. As you learn about the UCHA, you can find different departments to contribute your time (gardening, accounting, office crew, mail crew, social crew etc.)

**Complete quarterly project hours (QPH: 4 hours).** Missing your QPH will lead to a \$35 fine. QPH projects are to be done once a quarter. The goal of these projects is to make the UCHA a better place. It can be anything from cleaning the supply closet to painting a mural. Ask our QPHO for more details ([qpho@coop.com](mailto:qpho@coop.com))

**Complete bathroom cleanings** (if you do not have a private bathroom). Missing more than 4-bathroom shifts constitutes grounds for summons and possible expulsion. As a member, you are required to clean your (shared) bathroom(s) three times per quarter. You will only be cleaning your hallway's bathrooms. We have bathroom inspections to ensure all members are cleaning to standards .

**Paying your room and board payment on time.** Please check your online portal account for your monthly bill. The statements are usually posted in the last week of the month for next month's bill. It is your responsibility to check your account statement and make your room and board payment on time, which is always the first of the month. Failure to make this payment on time will lead to a summons and possible expulsion.

**I hereby authorize UCHA to contact the person/s mentioned above in the event of an emergency, and disclose any information as deemed necessary by UCHA.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify, with my signature below, that I understand all of the policies and conditions stated in this application, and that the information I have given is correct and truthful. My signature also authorizes UCHA to verify my student status, credit history, and any or all information listed, and I am aware that I/or my family members may be contacted regarding and to recover any debts I may incur while at UCHA. I also understand that failure to disclose the truth will be grounds for immediate withdrawal of admission, and termination of my contract, and understand that the UCHA also reserves the right to make any changes, deny or withdraw any offer of admission, or cancel reservation, and for no cause.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Email to [ADMISSIONS@UCHA.COOP](mailto:ADMISSIONS@UCHA.COOP): 1) this signed application  
AND 2) proof of student or faculty status (I-20, admission letter, class schedule, etc.)  
AND 3) a copy of a valid State ID or Driver’s license or Passport.

→ Pay the Application Fee Or Application + Express fee (links on front page)

**If admission is not gained for the quarter applied, a formal request (by mail/ email) must be made for an application to be considered for another quarter. You can make this request only 2 times after which you will need to submit a new application.**

**FOR OFFICE USE ONLY:**

Approved	Not Approved
_____	
Admissions	
Application quarter changed:	
Date of first request: _____	
Date of second request: _____	

Fee	Amount	Receipt	Date
Application fee	\$35.00		
Reservation fee	\$650.00		
Member fee	\$200.00		
Deposit	\$1200.00		
Early check-in charge	\$30 per day		