

## 2024 SUMMER HOUSING ADJUSTMENT FORM

Name: Last \_\_\_\_\_ First \_\_\_\_\_ UID# \_\_\_\_\_

*Please complete this form and submit the requested supporting documentation if applicable.*

**\*Requests must be submitted by August 30, 2024 to be considered.\***

- The Housing status currently used by the Financial Aid & Scholarships Office is incorrect. (See Sec. A, B & C)
  
- I want to request an increase to cover a higher rent cost than what I have been awarded for in the standard budget below. My portion of monthly rent is \_\_\_\_\_ (See sec. B & C)

### Standard Budget Used

Undergraduate:	Off Campus 12,259 Academic year (\$1,362 monthly)	On Campus \$16,991 Academic Year (\$1,888 monthly)
Graduate :	Off Campus \$13,640 Academic Year (\$1,516 monthly)	—

*We will allow an increase up to your current documented rent cost that exceeds our standard allowance above. **\*Rent may be capped based on the Los Angeles housing standards . \*\*Rent adjustments will be funded with loans, and only for your current summer enrollment period. Rent may be equally divided with all named on lease agreement.***

### SECTION A: Change in Housing Status (Check One)

<p style="margin: 0;"><b><u>From</u></b></p> <p><input type="checkbox"/> On-Campus   <input type="checkbox"/> Off-Campus   <input type="checkbox"/> Commuter</p>	<p style="margin: 0;"><b><u>To</u></b></p> <p><input type="checkbox"/> On-Campus   <input type="checkbox"/> Off-Campus   <input type="checkbox"/> Commuter</p>
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### Definition and Instructions

- On-campus** (*residence halls, residential plazas or residential suites only*): Do not complete section B or C of this form. We can verify this information with our housing office.
- Off-campus** (*apartment, fraternity/sorority, co-op*): Please refer to section B and C.  
(**University-owned apartment** - Do not complete section B or C, we can verify with housing )
- Commuter** (*living with parents or relatives*): If you check commuter status, no further documentation is required with this form. **Do not mark commuter if you are living with your children and/or spouse/partner, please indicate off-campus.**

STAFF: Student on Housing Report Y: \_\_\_ N: \_\_\_ Status (Circle One): ON/OFF Amt \$ \_\_\_\_\_ STAFF Initials \_\_\_\_\_

### SECTION B: Proof of payment

If you are applying for a rent increase, **proof of payment** must be supplied.\*

- Electronic Transfer Payment applications such as **Venmo/ Zelle/Apple Cash/etc.** must be accompanied by a bank statement with a clear indication of the transaction amount.
- Cleared rent check (front and back copy) via bank account made out to landlord, rental company or a roommate whose name appears on the lease, or
- Copies of Money Orders or Cashier’s Checks that specify both purchaser and payee. **No cash receipts**
- If rent is paid with cash, copies of bank statements reflecting rent payment for at least two (2) months in the exact amount.

\*\* Note: If you pay your portion of rent to your roommate, you must submit (in addition to your rent payment) proof of your roommates’ rent payment to the landlord/rental company.\*\*

(Over)

**SECTION C: Housing Contract/Lease Information (Check One)**

- CURRENT LEASE AGREEMENT** listing all tenants and valid signature page with your name for the 2024 Summer, or 2024-25 academic year.
- SUBLEASE** with your name and the original lease contract for the 2024-25 academic year.
- SIGNED HOUSING CONTRACT:** for fraternities, sororities, University owned apartments or co-ops with your name for the 2024-25 academic year.

**If you are unable to provide a lease agreement or housing contract, please have your roommate or landlord complete the section below.**

Note: If your roommate is completing this section, you must also submit a copy of your roommate's lease agreement.

I, \_\_\_\_\_,  
Name of Roommate or Landlord (Circle to indicate who)

declare that \_\_\_\_\_,  
Student Name

resides at \_\_\_\_\_,  
Street Apartment Number City State Zip Code

and pays \$ \_\_\_\_\_ per month for rent.

The terms of residency are: \_\_\_\_\_ month to month \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

\_\_\_\_\_ long-term: from \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

\_\_\_\_\_  
Roommate/Landlord Signature ( ) Telephone Number Date Signed

\_\_\_\_\_  
Landlord's Email

\_\_\_\_\_  
Landlord's Phone  
Best times to call

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HOW TO SUBMIT**

<p><b><u>Message Center</u></b> Log on to MyUCLA. Go to: Message Center– Ask question</p> <ul style="list-style-type: none"> <li>• Under “Topic” enter “Financial Aid: Housing Adjustment Form/Changes” <ul style="list-style-type: none"> <li>• Submit with all required documents <ul style="list-style-type: none"> <li>• Fastest processing method</li> </ul> </li> </ul> </li> </ul>	<p><b><u>ONLINE</u></b> Log on to MyUCLA&gt; click Finances and Jobs tab&gt; Financial Aid and Scholarships click&gt; View All Documents. Attach form as necessary.</p>
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