

UNIVERSITY COOPERATIVE HOUSING ASSOCIATION (UCHA CO-OP)

APPLICATION FORM – 500 Landfair avenue, Los Angeles, CA 90024

Website: www.uchaonline.com Fax # 310 824 0112 Tel # 310 208 8242

The UCHA co-op is a non-profit organization that offers low cost housing to students from UCLA and other colleges. What is unique about the co-op is that most of its day-to-day chores and activities are conducted by the student members (i.e. residents) themselves that live here. Members are responsible for the efficiency of the organization, which includes part-taking in decision making, problem solving and general operational activities. As such, we depend on the cooperative contribution and conduct of members and welcome those that appreciate this principle, and are willing to contribute towards its successful operation. This application must be forwarded with a **\$35.00** (U.S.) application fee (**non-refundable**). Payment of the **\$1,000.00 (refundable)** deposit will only be accepted at check-in. Payment of the deposit is not a requirement for approval and is **not** a guarantee of admission. A decision regarding your application will be made thereafter (approx. time: 2-4 weeks). Applicants **may not** at anytime assume that admission has been granted until in receipt of **official confirmation** from UCHA **in writing**. On receipt of an offer of admission a space may be **reserved** thereafter, by payment of the **\$500.00 (non-refundable)** Reservation fee, which will be credited towards the 1st room & board payment (Applicants are requested **not to** send the **\$500.00** until invited to do so by UCHA). All other payments i.e. **\$150.00** membership fee (**non-refundable**) and any pro-rated room/board (see the reverse for details), will be receipted only after a space is offered, and the offer of admission is accepted. Housing is per quarter, and residents are responsible for the entire quarter's room and board (i.e. Rent) fees regardless of the actual days spent at UCHA in a quarter, but pay in monthly installments due on the **first** day (of each month). At the Co-op, members compete for their choice of rooms based on **seniority**. As such, new members should expect to be in a Triple room (**at least** the first quarter of their residence at UCHA) until sufficient seniority is earned. All payments must be made by: Cash, Visa, Master card, Money order or Traveler's checks (Please make all Money orders or Traveler's checks payable to "UCHA."). **We do not accept American Express, the Discover card, or personal checks.**

EXPRESS FEE: Applicants wishing to have an early response to their applications may request so by payment of a **\$20.00 (non-refundable)** express fee along with the \$35.00 application fee. (UCHA reserves the right to decline an Express fee request and such requests, will only be accepted from applicants moving in within four months of the date of submission of the application). On receipt of this request, UCHA will post or E-mail a response on the status of an application within **3** business days.

We welcome and encourage you to visit the co-op and take part in an official tour. For tour times call-**310 208 8242**

Thank you and we look forward to having you stay with us here at the UCHA co-op.

Quarter applying for (Circle one): Fall _____, Winter _____, Spring _____, Summer _____.

(The UCHA Co-op quarter and all check-in/out dates are based around the UCLA undergraduate calendar – Students applying to UCHA, including those attending schools with different start/end dates, should be and are assumed to be prepared to observe this schedule).

Mr. _____ Ms. _____, Family (Last) Name _____ First Name _____

Date of Birth _____ Country/State of Birth _____ Citizenship _____

Mailing Address: _____

Street _____ City _____ State/Zip code _____

E-mail _____ Phone _____ Cell _____ Fax _____

Social Security/Passport # _____ Country _____ Driver's License # _____

State/Country _____

When would you like to move in? Day ____ Month ____ Year ____ . Are you a Full-Time student? Yes ____ No ____ .

College you will attend while at the Co-op (Circle one):

UCLA Undergraduate *UCLA Graduate* *UCLA Staff* *UCLA (student) Research Staff* *UCLA Visiting Scholar*
UCLA EAP *SMC* *UCLA Extension* *ALC* *Other (Specify) _____*

(PLEASE NOTE, YOU NEED TO BE A **FULL-TIME** STUDENT THE QUARTER OF RESIDENCE AT THE UCHA CO-OP.).

PARENT'S NAME: MOTHER _____ FATHER _____

ADDRESS: _____

Street _____ City _____ State/Zip code _____

CONTACT PHONE: Home _____ Work _____

Contractual Obligations: All members are required to perform a chore obligation of four/five hours per week. Also, members are required to perform an additional four hours per quarter in fulfillment of their Quarter Project Hours (QPH).

