

2007-2008 HOUSING AUDIT FORM

Deadline: November 26, 2007

In order to ensure your financial aid award has been assessed using the correct housing status, the Financial Aid Office needs to verify your living arrangements for the current academic year. You must complete **Section A**. **Read Sections B and C carefully and complete only ONE of them.**

The deadline to submit the required documentation is November 26, 2007. Failure to comply with this request will result in our assumption that you are commuting from home or living with relatives. **This will cause a reduction in your financial aid, including University grant and or Scholarship Recognition Award.** Once the reduction occurs, it cannot be reinstated under any circumstances!

SECTION A: Student Information

Name

UCLA ID#

Current Housing Status: (Please circle one)

On-campus (*residence halls, Hilgard Houses only*): Please submit a signed copy of your residence hall contract or your Notice of Acceptance letter. **DO NOT COMPLETE SECTIONS B OR C OF THIS FORM.**

Off-campus (*apartment, university owned apartment, fraternity/sorority, co-op*): Please refer to section B or C.

Commuter (*living at home with parents or relatives*): If you circle commuter status, no further documentation must be submitted with this form. **Do not mark commuter if you are living with your children and/or spouse, INDICATE OFF-CAMPUS.**

Student Signature _____ Date _____

SECTION B: Housing Contract/Lease Information

Please attach to this form, photocopies of the front and back of one of the following:

1. **CURRENT LEASE AGREEMENT** with your name for the 2007-2008 academic year.
2. **SUBLEASE** with your name for the 2007-2008 academic year.
3. **SIGNED HOUSING CONTRACT** for fraternities, sororities, University owned apartments or co-ops.

You must also submit one of the following: (continue to page #2)

1. PROOF OF PAYMENT:

- Cleared (canceled) rent check made out to landlord, rental company or a roommate whose name appears on the lease, or
- Copies of Money Orders or Cashier's Checks, or
- If rent is paid in cash, copies of bank statements reflecting rent payment for at least two (2) months.

OR

- 2. UTILITY BILL:** The bill must be in your name and the address on it must be the same as the address on the lease. Utility bills refer to gas, water, and electric services. **Cell phone or cable service bills are NOT considered a utility** for the purposes of this audit.

SECTION C: Roommate or Landlord Agreement

If you are unable to provide a lease agreement or a housing contract (as specified in section B), your roommate or landlord may complete this section. **You must also submit proof of a rent payment or a utility bill in your name (please see instructions above for acceptable documentation).**

NOTE: If your roommate is completing this section, you must also submit a copy of his or her 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
_____ long-term: from _____ to _____
Month Day Year Month Day Year

Roommate/Landlord Signature Telephone Number Date Signed

**RETURN TO: UCLA FINANCIAL AID OFFICE
A-129J MURPHY HALL
BOX 951435
LOS ANGELES, CA 90095-1435**

OR FAX TO: 310-206-7419