**FSH Additional Adult Occupant FAQ’s**

**ALL AAO REQUESTS MUST BE APPROVED BY THE ASSISTANT DIRECTOR OF FAMILY SERVICES.** Any AAO not approved by the A.D. of Family Services is in violation of your FSH Housing Contract.

**Q. Who is eligible to be an Additional Adult Occupant (AAO)?**
**A.** A qualified Additional Adult Occupant (AAO) is a regularly enrolled, full-time, UCSC Student 18 years or older. Roommates may not take on additional “roommates” or sublet their room or any portion of the apartment.

**Q. How many AAO’s can I have?**
**A.** FSH Households are limited to one AAO at a time. An AAO can be: a single, eligible UCSC student or an eligible UCSC student and their child(ren). Maximum occupancy of FSH apartments is 5 people. Infants under the age of 2 years are not counted in the total occupancy.

**Q. Can I add an AAO to my apartment if I already have an Intent to Vacate Form on file?**
**A.** No, if you already filed the Intent to Vacate Form or you are expected to file, you may not add an AAO to your apartment.

**Q. How much rent is appropriate for an AAO?**
**A.** The primary contract holder agrees to charge no more than 50% of the total rent.

**Q. Can FSH split the rent payment between my student account and my AAO’s student account?**
**A.** No, monthly FSH rent remains the sole responsibility of the Primary Contract Holder and will only be posted to the Primary Contract Holder’s Student Account. Rent payment arrangements are made strictly between the Primary and the AAO and should be arranged prior to move-in.

**Q. If the AAO I rent to, damages my apartment, am I responsible for it when I move out?**
**A.** Yes, Primary Contract Holders are responsible for the apartment (rent, damages, etc.) as the housing contract is between the Primary Resident and the FSH Office.

**Q. Can I charge the AAO a security deposit?**
**A.** The primary may wish to require a pre-paid security deposit in order to cover possible damages or charges incurred by the AAO. The law requires deposit money to be refunded within twenty-one days of the date of the end of the lease agreement (or submit a detailed list of deductions).

**Q. What do I do if I want my AAO to move out of my apartment?**
**A.** The University is not required to intervene in any disputes over rights to the apartment, nor to take action against one occupant in favor of the other. Disputes over possessions or use of the apartment are civil matters between the occupants in which the University will not intervene. For more information Primary Contract Holders should contact http://www.dca.ca.gov/publications/landlordbook/evictions.shtml.

Further questions or concerns should be addressed to FSH Office at (831) 459-4080.

*Updated 1/2018*
FSH Additional Adult Occupant Information Form

Applying For Apartment #: ______

**Additional Adult Occupant Information:**

AAO Name: ___________________________ Date of Birth: ________________

Last, First (Please Print) Month/Day/Year

UCSC Student ID #: ___________________

UCSC Affiliation: ___ Undergrad (Fresh. Soph. Jr. Sr.) – College ____________

___ Graduate – Division ______________________________

Phone Numbers: Home: (_____)_____________ Cell Phone: (_____)_____________

**Email: ____________________________

Name

Date of Birth

Child(ren):  1. ____________________________

Last, First (Please Print)

2. ____________________________

Last, First (Please Print)

Please Note:

A copy of your photo ID is required at the time of application, UCSC Student ID Card is preferred.

Some form of proof of relationship for each child listed above is required at the time of application. Some acceptable forms of proof are as follows: birth certificates, custody and/or guardianship papers, and proof of pregnancy dated within the last 30 days.

**FSH Office regularly sends out important notices and community alerts via email. I agree to have my email added to the FSH email list serve. I understand that only the primary contract holder is required to receive these email notifications and I can unsubscribe from the list at any time.**

Signature of Additional Adult Occupant ___________________ Date ____________

(For Office Use Only)

ID’s Received: _______ Proof of Relationship Received: _______

Initial Initial

Verified By ___________________ Date ___________________