



Irvine Campus  
Housing Authority

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University Hills Rental Apartments and Townhomes  
Priority Categories and Rental Process

In 1983, The Regents of the University of California and the Irvine Campus Housing Authority executed a ground lease to facilitate the development, construction, and administration of UCI’s faculty and staff housing program. The ground lease authorized ICHA to develop for-sale and rental housing on the UCI Campus and to sublease the land. With respect to the rental housing, the following summarizes the priority categories and the process adopted for offering available rental apartments to eligible applicants.

Priority Categories

Category 1	• Newly recruited Senate Faculty and Senior Management Group (SMG)*
Category 2	• Current Senate Faculty and SMG members
Category 3	• Newly recruited non-Senate Academic Staff and Management and Senior Professionals (MSP)*
Category 4	• Current non-Senate Academic Staff and MSP members
Category 5	• Other UCI staff

\* Applicants remain in this category for 2 years after their hire date, after which they are moved to the current categories.

Provost Exception to Priority Categories

The Provost can approve a designee from any category to be placed at the front of their respective waitlist, or assign the designee the next available rental apartment that meets the designee’s apartment preference.

Waitlist Compilation

- The waitlist is prioritized according to the categories listed above.
- Each category is prioritized by application submission date.

Rental Apartments

Apartments are offered in order of the priority categories, application date, model preferences, and desired move in date. Example: an available apartment will be offered to Category 1 members who have listed the available model as a preference on their application, in the order of their application date, and their requested move in date. If declined, the apartment will be offered to Categories 2, 3, 4 and 5 respectively.

Transfers

A current resident may transfer to a different community or floor plan under the following conditions:

- The resident requesting a transfer must be the contract signer at Gabrielino, Santiago, Miramonte or Alturas Communities and in compliance with all contract terms and conditions. Examples: delinquent rent or policy violations including but not limited to unauthorized occupants or pets, disturbance, etc.

The transferring resident must sign the *Apartment Transfer Policy* form which states the following:

- Resident must be a full-time employee of the University and paid at 100%.
- Resident must submit a new application to be placed on the desired property waitlist. The completed applications for staff will be filed by application date. Senate and Non-Senate categories will be filed by application date and placed on the current category waitlist. Senate and Non-Senate members will not receive new recruit priority status on transfers.
- Resident must give a 30-day written notice to vacate their current apartment. Rental payments and utilities for the current apartment will remain resident's responsibility until the unit is fully vacated and keys are turned into management.
- A security deposit will be required for the new apartment. Any deposits paid on the current apartment will be refunded within 21 days after vacating the apartment. Deposits on the current apartment will be subject to applicable deductions for damages. If the deductions exceed the total deposit, resident will be responsible for the balance.
- In addition to the security deposit, resident will be required to pay the prorated rent for the new apartment.
- Resident will be eligible for a one-time transfer only.

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