



Irvine Campus  
Housing Authority

## INSTRUCTIONS FOR SUBMITTING WAITLIST APPLICATIONS

To view in video form, [click here](#)

ICHA offers assistance to new and current full time UCI personnel in finding and selecting rental housing within University Hills. Locations available within University Hills include Gabrielino, Santiago, Alturas Rental Townhome and Miramonte Rental Townhome Communities. Each of these communities offers a variety of residential choices. The instructions below refer to unfurnished rentals. For short term, furnished rentals, please visit <https://icha.uci.edu/for-rent-housing/furnished-properties/>. For additional assistance, please contact the ICHA Rental Office at (949) 824-6254 or [rentalhousing@icha.uci.edu](mailto:rentalhousing@icha.uci.edu).

The demand for rental housing in University Hills exceeds the supply, and applicants to the community join waitlists. Waitlist placement is based primarily on date of application and academic category. Before submitting an application, please visit the Rental page at <https://icha.uci.edu/for-rent-housing/> to check eligibility, floor plans, and rental rates. Once you have reviewed rental community [floorplans, photos and videos](#), take note of which plans you are interested in. You will be applying for the rental property only, but you will need to rank your plan choices in the application.

### THE APPLICATION

1. Go to <https://icha.uci.edu/for-rent-housing/#rental-communities> and click on the rental property you would like to apply for. Then click on “WAITLIST APPLICATION.”



### Login

Email

Password

[Forgot password?](#)  
[Click here to register](#)

### Register for a Fast, Easy Waitlist Application

With a free account, you can:

- ✓ Save your waitlist application at any time to continue.
- ✓ Check the status of your waitlist applications.
- ✓ Use your account with multiple waitlist applications.

[Register Now](#)

For technical support, please contact [barbara.correa@icha.uci.edu](mailto:barbara.correa@icha.uci.edu)

2. Click here to register or Register Now

3. Enter email address, name, current address, choose a password. When you have completed the registration page, click the REGISTER button at the bottom.

## Apply to Waitlist

[Email](#) | [Documents](#) | [Alerts](#) | [Hi, Bo](#) ▾

Refine:  Studio

Please disregard the bed/bath count information below, as it is not applicable. You will be asked for this information later in the process. To be added to the waitlist, click the "ADD TO WAITLIST" button, and you will then be forwarded to the application screen. Please complete the requested information including your floor plan preferences. Once your application has been submitted you will receive an email confirmation.

Waitlist

### Waitlist

(Contact for Availability)

Bed	Studio
Bath	0
Rent	Call for pricing

At this time one or more floor plans at this community are currently unavailable. Please select "Add To Waitlist" if you would like to be put on the waiting list.

4. Disregard the text about bed/bath count and click on ADD TO WAITLIST.
5. Enter a desired move-in date (the default is the current date). All University Hills rentals are month-to-month terms. Click CONTINUE APPLICATION.
6. Complete all required fields of information. Under Address Information, "Residency From" is the move-in date of your current address. Be sure to select No on the dropdown in the Screening section before proceeding.

### Screening for the Purpose of Verifying Employment with UCI

Date Of Birth \*   
mm/dd/yyyy

\*\*\*Please select "No" and continue application

I have read the Renter Screening section of the Terms and Conditions, and I authorize the use of the information and contacts provided in this application to complete a credit, reference, and/or background check. [Click here](#) to read the Terms and Conditions.

By submitting this application, I verify that the statements provided in this application are true and correct.

Any screening report we (the property) receive about you may contain information about your credit history, criminal records, civil records, and rental history, which together may reflect on your character, general reputation, personal characteristics, and mode of living. We certify that we are obtaining the report for the permissible purpose of evaluating your rental application.

Check this box if you would like a copy of the screening report prepared about you for this application.

7. If you have additional occupants, please add them in the last section that comes after the Floor Plan Preferences section.
8. Click the consent box, sign and click SAVE & CONTINUE
9. Click CONTINUE

10. Be sure to click the JOIN WAITLIST button to submit your waitlist application. If you do not click that final button, your application will remain in prospect status instead of applied status. To apply for additional properties, see the instructions below.

### INSTRUCTIONS FOR SUBMITTING MULTIPLE WAITLIST APPLICATIONS

1. Return to <https://icha.uci.edu/for-rent-housing/#rental-communities> and click on the next property you want to submit a waitlist application for.
2. Instead of entering information under Already Have an Account (which would be logical), you want to start entering the same email you used for the first application indicated by the purple arrow below.



#### Create an Account

Please fill out your information below to create your account. Once your account is created, you will be taken to the application form.  
\* Denotes a Required Field

#### Account Information

Email Address\* 

Password\*

Confirm Password\*

Security Question\*

Security Answer\*

#### Personal Information

First Name on ID\*

Last Name on ID\*

#### Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

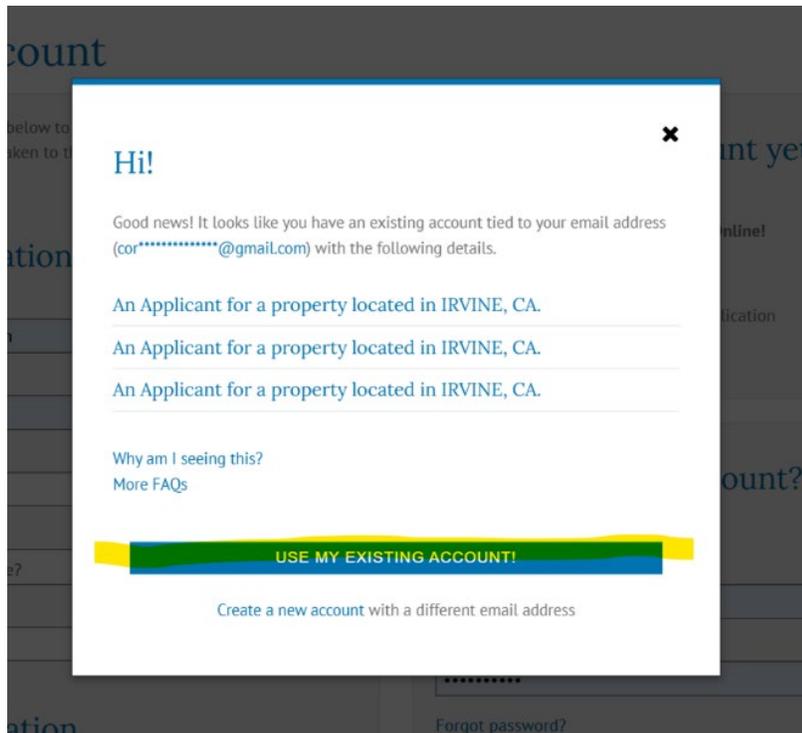
#### Already have an account? Login Now!

Email

Password

[Forgot password?](#)

3. You are looking for a pop-up offering to use existing account. Click on the USE MY EXISTING ACCOUNT button shown below, and then proceed using the **INSTRUCTIONS FOR SUBMITTING WAITLIST APPLICATIONS**.



**For questions or technical help, contact**

[Barbara.correa@icha.uci.edu](mailto:Barbara.correa@icha.uci.edu)

(949) 824-3974