Academic Year 2022-2023 Contract Signing Process
Once you have been offered housing, this page should update.

Please press 'Sign Housing Contract Here'
Read through the Pesticide Notice and sign at the bottom of the page to acknowledge that you are aware.
Read through the Housing Contract. Check the box acknowledging the policies outlined and sign your name at the bottom.
Please check the box to acknowledge that you have read through the handbook agreement.

Housing Handbook and Policies

A complete listing of all policies is included in the Housing Handbook that residents receive at move-in and is available online. All residents are required to read and comply with the handbook policies.

Click to View Handbook

My checking below, you are acknowledging your responsibility to read and adhere to the Housing & Residence Life policies listed in the handbook linked above.

Handbook Agreement:

Important Policies

Alcohol and Drugs

The possession and use of alcohol is permitted by those 21 or older in the privacy of their room/suite (room/suite front door must be closed to be considered private). The possession, use or being in the presence of alcohol is not permitted by anyone under the age of 21. The possession, use, manufacture, sale and/or in the presence of unlawful drugs or controlled substances under either federal or state law, or misuse of legal drugs are prohibited. Requests for the use of medical marijuana must be directed to Disability Services.
Sign your name to acknowledge policies for Keys and Access

**Keys and Access**

**Lock Outs**
- On-campus: First five (5) lockouts are free. There is a $25.00 fee for all additional lockouts.
- You have 30 minutes to return your temporary key to the Valley Terrace Center Residence Education Service Desk.
- If key is not returned within three (3) days, we will initiate re-keying and you will be charged a $100.

**Lost Keys**
- Report lost key to the Valley Terrace Center Residence Education Service Desk IMMEDIATELY. Your room and/or suite/apartments will be re-keyed within 24 hours and you will be charged.
- All lost keys will incur a $100 charge to your student account.
- Once room/suite is re-keyed, the charge will not be waived or refunded.
- If your key is stolen, you must file a report with the UC Merced Police Department. The charge will only be waived after you provide the Valley Terrace Center Residence Education Service Desk with the police report number within 72 hours. The fee will be waived on a one-time basis.

**Key and CatCard Usage**
- To protect your and your personal belongings, and that of your roommate(s)/mates, your CatCard and/or key may not be loaned or given to another person.
- Residents are expected to lock their doors and carry keys and card with them when not in their room.
- Do not put any holes or otherwise damage your CatCard as it may disable the electronics inside.
- Residents and guests are expected to carry their official identification such as a Driver’s License, State ID or UC Merced CatCard on them at all times, and to show it to university personnel upon request. For security purposes, do not loan your CatCard to others. Report a lost or stolen CatCard to the CatCard Office immediately by emailing ccard@ucmerced.edu or call 209-228-2298. The use of another student’s identification is prohibited.

Please enter your full name below to indicate you have read and understand the key policies explained above.

Signature: [ ]
Room Condition

You are responsible for reporting problems in their room in a timely manner. You must complete a Room Condition Report on this portal within 72 hours of moving in, noting any damages to your room / suite / apartment.

If there are problems during the year, please submit a Work Order as soon as possible:

The University assumes no responsibility for the loss, theft, damage, or destruction of personal property in the your room/suite or any other location on University property. The University of California recommends that you consider purchasing renters insurance. If you decided to go with GradGuard, you will be billed separately from your student account and must pay that balance for your coverage to be active. Please learn more about GradGuard, how to enroll and cancel here: https://housing.uclaloc.edu/current-residents/contracts-policies/renters-insurance

I understand that I am responsible for submitting my room condition report within 72 hours of move-in.

☐

PRINT THIS PAGE

NEXT PAGE
Select your desired meal plan from the drop-down menu then click save and continue.
Read through and Continue to Next Step

As noted in your housing contract, UC Merced does not assume any financial responsibility for the personal property of students. We strongly recommend that all students obtain renters insurance prior to move-in. Here are some scenarios in which renters insurance can help.

1. You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.

2. You return to the residence halls after class, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.

3. You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

We have partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. Please continue to the next step to learn more and indicate your renters insurance preference.

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Please continue to the next step to indicate your renter's insurance preference.
Renter's Insurance

You can also decline coverage by clicking on the hyperlink at the bottom of the screen 'I would like to decline all coverage'.
After making decision on Renter's Insurance, press 'Save and Continue'
You have now completed and signed your Academic Year 2022-2023 Housing Contract!

<table>
<thead>
<tr>
<th>GradGuard Renter's Insurance</th>
<th></th>
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<tbody>
<tr>
<td>GradGuard Renter's Insurance Decision: Cancel</td>
<td></td>
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<tr>
<td>Change your mind? Change your decision <a href="#">here</a></td>
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</tbody>
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<tr>
<th>Meal Plan Selection (Complete)</th>
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<tbody>
<tr>
<td>You have selected a meal plan for the upcoming year.</td>
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<tr>
<td>Your current meal plan: U085</td>
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<thead>
<tr>
<th>Submit Application (Step 1 of 2 Complete)</th>
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<tbody>
<tr>
<td>You submitted your application on 03/15/2022.</td>
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<thead>
<tr>
<th>Housing Contract (Step 2 of 2 Complete)</th>
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<tbody>
<tr>
<td>Your Housing &amp; Residence Life contract was signed on 03/15/2022.</td>
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<tr>
<td><a href="#">Click to view contract.</a></td>
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<tr>
<td><a href="#">Repeat Contract Signing</a></td>
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