

# UNIVERSITY OF CALIFORNIA, DAVIS

## Visiting Scholar Apartments

### Rental Agreement for Apartment #320

**This is an agreement for the rental of Real Property according to the terms specified below:**

In consideration of an agreed rental rate, the REGENTS of the University of California on behalf of its Davis Campus ("UCD") hereby rent unto the UNIVERSITY SPONSOR the premises described below. Both REGENTS and UNIVERSITY SPONSOR agree to keep, perform, and fulfill the conditions and agreements expressed in this document.

The person authorize by the REGENTS to manage the premises is Beverly Hahner, Lease Administrator: Real Estate Services, 255 Cousteau Place, Davis, CA 95618; (530)752-8708.

Reservations and billing will be managed by UC Davis Conference and Event Services (CES), One Shields Avenue, Davis, CA 95616; (530)747-3851.

**University Sponsor** (Person assuming liability for the RESIDENT and will be financially responsible for the agreement.)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Department/Institution

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**University Contact** (Person that will be contacted for all administrative questions associated with the agreement.)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Department/Institution

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Resident** (The primary individual staying in the apartment and is the person sponsored by the UNIVERSITY SPONSOR.)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Department/Institution

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip and Country

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Additional Residents** (Individuals staying with the RESIDENT must be listed below; Apartment has two (2) double beds and one (1) single bed.)

_____	_____
Last Name	First Name
_____	_____
Last Name	First Name
_____	_____
Last Name	First Name

**Apartment Addresses, Telephone Numbers and Weekly Rates**

207 3rd Street; Suite 320  
Street Address

Davis	CA	95616
City	State	Zip and Country
530-757-8328	2	\$575.00/week
Phone	# Bedrooms	Weekly Rate

**Financial Terms and Payment**

Daily rates are not applicable. Weekly rates will be assessed per week, regardless of the actual number of days the apartment is occupied.

\_\_\_\_\_ By intialing UNIVERSITY SPONSOR agrees to be recharged for all charges associated with this rental agreement.

\_\_\_\_\_ By initialing UNIVERSITY SPONSOR acknowledges that RESIDENT will be responsible for all charges associated with this rental agreement.

The UNIVERSITY SPONSOR will be held financially responsible for the charges incurred through the use of the apartment telephone, damages, lost or missing items, cancellation fees, early check-in fees, late check-out fees and any other fees not collected prior to RESIDENT's check-out.

**University Sponsor Account Information**

A valid University Kualii account from the UNIVERSITY SPONSOR is required to process this agreement. This account will be automatically recharged as indicated above.

An agreement cannot be processed unless a valid University Kualii account number is provided.

_____	_____
Kualii Account#	Sub
_____	_____
Account Manager Name	Account Manager Phone

**Cancellations**

There is a \$210 administrative processing fee for all cancellations made five weeks or more from the check-in date indicated on the agreement. Cancellations made less than five weeks from the check-in date indicated on the agreement will incur the \$210 administrative processing fee and a non-refundable cancellation fee in the amount of \$125/week cancelled.

**Changes to Agreement**

Any changes made to the agreement once it has been signed by both parties (excluding cancellations) will result in an administrative processing fee of \$105 per change. Charges will be billed to the party requesting the change.

**Parking Permits and Keys**

Parking permits will be issued to the RESIDENT, including a University A Permit. It is the responsibility of the UNIVERSITY SPONSOR to ensure permits and apartment keys are returned at the time of check-out.

Keys and permits are considered late if they are not returned by 11:00 AM on the check-out date. An \$105 administrative fee will be charged on a daily basis, starting on the check-out date until the keys and permits are returned. If the keys and permits are not returned within 4 days, an automatic key replacement and parking permit replacement fee will be charged in addition to the \$105 per day administrative fee. The UNIVERSITY SPONSOR will be recharged \$528.00 to replace the A parking permit, \$100 to replace the blue property permit and \$105 dollars to replace the apartment keys.

**Check-In and Check-Out**

Rental of the apartments is Friday to Friday only, with a one week minimum stay (for all apartments), one month maximum stay for the 1 bedroom unit and 3 month maximum stay for the 2 bedroom unit. Overnight guests not listed on this agreement can stay only with prior approval from CES.

Check-In for the apartments is 3:00 PM on the first Friday of the rental agreement. Check-out is 11:00 AM on the last Friday of the rental agreement. Requests for alternate check-in/check-out times must be submitted in writing to CES (events@ucdavis.edu) no later than 3 weeks prior to arrival. If the request can be accommodated, an administrative fee of \$105.00 will be charged for alternate check-in/check-out times. Alternate check-in/check-out dates cannot be accommodated.

The UNIVERSITY SPONSOR is responsible for arranging the check-in and check-out with the RESIDENT and CES according to the times stated above.

If the check-in/check-out date(s) take place during a University holiday an administrative fee in the amount of \$210 will be charged.

***Agreement Start Date:***

\_\_\_\_\_   
 Check-in at 3:00 PM

***Agreement End Date:***

\_\_\_\_\_   
 Check-out at 11:00 AM

**Additional Terms**

Upon occupancy, CES will conduct, with the RESIDENT or UNIVERSITY SPONSOR, an inspection of the check-in condition and an orientation of the rented unit. A similar inspection will take place at the conclusion of the rental term.

Pets are not permitted in any of the rental units.

**Signatures**

The parties hereby bind themselves to this Rental Agreement by their signatures affixed below.

\_\_\_\_\_   
 UNIVERSITY SPONSOR

\_\_\_\_\_   
 Date (MM/DD/YYYY)

\_\_\_\_\_   
 CES Agent\*

\_\_\_\_\_   
 Date (MM/DD/YYYY)

\*This signature will confirm the reservation.

**Payments** (for CES use only)

<i>Item</i>	<i>Amount</i>	<i>Notes</i>	<i>Date</i>
Rental			
Cancellation: Administrative Processing Fee			
Cancellation: Cancellation Fee			
Changes: Administrative Processing Fee			
Permits and Keys: Late Fee (per day)			
Permits and Keys: A Permit Replacement			
Permits and Keys: Blue Permit Replacement			
Permits and Keys: Key Replacement			
Check-In/Out: Alternate Check-in/out time			
Check-in/Out: Holiday Check-in/out			