

Resident Contact & General Information Sheet

Today's Date: _____ Bldg # _____ Apt # _____

Street Address _____

Welcome to University Village. We ask that all residents provide us with the following information in order to be notified of programming events and/or in the event of an emergency.

Office Move-in Check List	
Move in Date:	
Contract in Date:	
Staff Initials:	
1) -StarRez (check in)	<input type="checkbox"/>
2) -StarRez (Info added: spouse, address, phone#s Em. contact, apt. access); -StarRez (Vehicle info)	<input type="checkbox"/>
3) -Matrix (Update resident /add vehicle info)	<input type="checkbox"/>
4) -Listserve copy	<input type="checkbox"/>
5) -Resident's Folder (file)	<input type="checkbox"/>

	Name	Email	Phone #
Primary Lessee / Student			
Spouse/Partner			

	Name	Relationship	Phone #
Emergency Contact (outside of Bay Area)			

Apartment Access Permission List for those not on the lease (family, friends, visitors)			
I, _____, primary lessee of Bldg# _____ Apt# _____, give permission to the following person(s) to access my apartment. Please assist him/her in case of lockout and/or maintenance need.			
Signature:		Date:	
Name	(Relationship)	Name	(Relationship)
1.		4.	
2.		5.	
3.		6.	

Vehicle Information		
License# and Registration State	Second Vehicle License # if applicable	Parking Lot/Space #

Please specify primary language spoken at home: _____