

**Overnight Guest Permissions Form  
Housing Services**

This form is official record to have all roommates (also known as housemates) authorize permission for guests of another roommate living within the same housing unit at UCSF. This form should be used every time an overnight guest is expected, and will be kept as official record by the tenant/roommate who is requesting permission.

Per the UCSF Housing Agreement (*a.k.a.*, "lease"), overnight guests are permitted with written consent of roommates:

**22. GUESTS**

*22.1 Restrictions.* In a shared house or apartment with multiple tenants, Tenant may host a Guest overnight for up to one week (7 nights cumulative) in any consecutive three-month period. In shared housing, Tenant shall obtain written permission from Tenant's roommate(s) and housemates before a Guest is permitted to stay overnight.

*22.2 Tenant's Responsibility for Guests.* The rights of tenants take priority over those of a Guest. Tenant is responsible for the conduct of Tenant's Guests while in the Rental Property and on University property, and Tenant agrees to assume all liability for damage caused by Tenant's Guests. Tenant is responsible for Tenant's Guest's adherence to the provisions of this Agreement and all applicable University policies and procedures. Tenant shall not permit Guests to sleep in common areas, lounges, or lobbies.

In agreement with the lease, this form will allow for all occupants of the shared living unit to approve overnight guests.

**Fill out the information below and have all roommates sign the form for approval.**

Roommate Requesting Guest Approval \_\_\_\_\_

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

Room # \_\_\_\_\_

Number of Roommates/Housemates \_\_\_\_\_

Name of Guest(s) \_\_\_\_\_

\_\_\_\_\_

Date(s) of Guest(s) Visit \_\_\_\_\_

\_\_\_\_\_

***I, the undersigned roommate/housemate in this shared property, agree to the above guest(s) overnight stay on the dates indicated. I may revoke this approval at any time by sending an email to the Requesting Roommate who is hosting the Guest. Violation complaints may be directed to housing@ucsf.edu.***

Roommate #1 _____	Roommate #5 _____
Roommate #2 _____	Roommate #6 _____
Roommate #3 _____	Roommate #7 _____
Roommate #4 _____	Roommate #8 _____