



University Apartments Family Member Notarized Letter Instructions

GENERAL PROVISIONS

The Brackenridge Apartments are designated for UT Austin student contract holders with family members residing in the unit. "Family members" are defined as individuals who are related to the contract holder by marriage, dependency or some other form of recognized familial relationship. Familial relationships recognized under this policy include marriage; common law marriage; civil union; domestic partnership; informal marriage; fiancée; dependent minor; parent; and sibling. Contract holders are not allowed to have friends, acquaintances or individuals who they have a casual relationship with reside in the apartment with them.

Contract holders will be required to verify their family members by submitting a notarized document to the University Apartments office located at the Brackenridge Apartments complex. The notarized letter will serve as proof of your familial relationship. If other documentation is needed, you will be informed. University Housing and Dining (UHD) will provide a free notary service at the University Apartments office. Free notary services are also available at the Student Government office located in the Student Activity Center, 2.102, which is open Monday through Thursday 8:00am-8:00pm and on Friday 8:00am-5:00pm. International students may contact the International Office with questions regarding the notary process.

Providing any false, misleading or inaccurate statements will result in losing contract eligibility and removal from the University Apartments. UHD reserves the right to verify any statements presented in the notarized letter through requesting additional documentation or proof.

NOTARIZED LETTER INSTRUCTIONS

Include the following information in your notarized letter:

- First and Last Name(s) of the family member(s)
- Family member(s) date(s) of birth
- Family member(s) email and phone number
- Explain the nature of the familial relationship(s). If your family member is not a dependent or spouse, please include the following information:
 - What is the length of the relationship(s)?
 - What are your shared responsibilities? (Examples may include: bank accounts, utility bills, etc.)
 - Explain how having the family member(s) reside with you is assisting you in being academically successful and/or with completing your degree.

If you have any questions about the policy or the instructions for how to properly register your family member(s), please contact a member of the University Apartments staff:

- In Person: University Apartments Office located at the Brackenridge Apartments Complex
- Email: uhd.apartments@austin.utexas.edu
- Phone: (512) 232-5299