

# Chapman University Faculty & Staff Housing Guidelines

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## Purpose

Chapman University recognizes the important role that housing plays in supporting the mission of the institution. Housing assignment protocols, procedures, and eligibility criteria have been developed to assign this limited resource as equitably as possible. Assignment of available housing units is guided by the principle that the institution seeks to provide affordable housing at fair market rates to accommodate faculty and staff employed by the university.

The Office of Property Management is responsible for the review of all faculty and staff housing applications and the assignment of priority and qualifying applicants to university licensed or rental housing. The purpose of the department's guidelines on housing is to ensure a fair and equitable system for allocating a limited number of houses among all eligible faculty and staff members. Although the university is always looking to best serve applicants, housing is a limited resource and not all requests can be met. These guidelines define housing eligibility criteria, identifies priorities for assignment, outlines the procedures to apply for housing, and clarifies conditions for assignment.

The Office of Property Management strives to be fair and reasonably accommodate all Chapman University employees, while remaining competitive with local area rental market rates in conformance to IRS regulations, and closely adheres to local and state laws.

## Eligibility Criteria

Full-time, employed Chapman University faculty, staff, and key university personnel are eligible for housing under this guideline. If the faculty or staff member ceases employment at Chapman University, they must vacate and surrender the premises no later than thirty (30) days after their separation date from the University. Senior Leadership may grant exceptions for applicants based on priority and necessity.

To ensure that there is equitable access to housing, Chapman University faculty and staff may fill out and complete an application for housing which will be added to the wait list for housing availability. Due to limited and varying availability, the Office of Property Management strongly advises against using housing as an inducement when employment offers and negotiations are finalized with new faculty and staff members.

## Prioritization

Senior Leadership, defined as the President, Provost, Executive Vice President and Chief Operating Officer- may evaluate and assign newly recruited applicants and other priority placements including longstanding vendors or other residents to available houses. The Office of Property Management - can then assign all others that apply for housing based on priority principles including seniority, duration of employment with the university, and verification of eligibility by Human Resources.

## **Guidelines**

Offers for housing will be made to individuals who intend to occupy university housing as their primary residence. The individual to whom it is assigned must occupy the residence. The lease or license agreement will be a month-to-month term unless otherwise stipulated. Subleases, sublicenses, or allowing another person(s) to occupy the residence is not permitted. Violations of this provision may jeopardize tenancy and will result in immediate termination of the lease or license.

Individuals may only rent or license one residence at a time from the university.

## **Pets**

Chapman University reserves the right to restrict or disallow pets in housing. All tenants and residents must abide by a pet policy signed at the time of a residential agreement or prior to the ownership of a pet. A pet deposit must be submitted for a total of \$500, which will be held by the business office upon move-out and determination of property damages as a direct result of pet ownership.

## **Application Procedures**

To apply for Chapman University housing, a completed "Housing Application" form can be filled out online at the following link- <https://www.chapman.edu/campus-services/property-management/housing-application-form.aspx>. Once submitted, the Office of Property Management will send an email to confirm its receipt within 3-5 business days and the applicant will be placed on the wait list once eligibility has been confirmed.

Individuals are ranked on the wait list by their employment start date and duration of employment with the University (seniority.) Applicants may apply for housing at any time, but they may only submit one application.

Application Forms Require:

- Information about your employment with Chapman University including: Chapman University ID, department, job title, date of employment, number of years employed and supervisor's name.
- Personal information including: budget, estimated credit ranking, current residential address and personal contact information.

This information helps the Office of Property Management in the placement of the applicant on the wait list, as well as help determine housing preferences after fulfilling priority housing assignments

## **Conditions of Housing Assignment**

An individual who has applied for housing will have the opportunity to accept an offer of housing when a unit becomes available to them. Under these guidelines, individuals who decline an offer of housing may remain on the wait list and keep their position for future availability.

If an applicant chooses to have their application removed from the waiting list, they may do so at any time. In order to be reinstated on the applicant wait list the applicant must reapply. Applications will be prioritized on the wait list based on employment start date and the duration of their employment with Chapman (seniority.)

The residential agreement terms are month-to-month unless otherwise stipulated. Both the first month's payment and security deposit are required upon execution of the agreement.

### **Security Deposit**

A security deposit of \$600 will be payable upon residential agreement signing. The security deposit will be held by the business office until the tenant moves out. The security deposit may be used for payment for damages by the resident beyond normal wear & tear upon move out as permitted by law.

### **Housing Rate Determination**

Chapman University housing has occupancy rates comparable with local area markets. Housing rates are determined by area market rental rates and the square footage of the home. There are some additional conditions that may influence the rate including property amenities and location. Chapman University is in direct competition with the local area markets requiring University housing rates to be at fair market value. For this reason, as a protocol, Chapman University utilizes comparable rental rate market surveys conducted annually by area realtors. It is critical that housing rates conform to the IRS for the tax-exempt status of the institution.

### **Annual Housing Rate Increases**

Housing rates are periodically reviewed by the Office of Property Management with senior leadership. Chapman University reserves the right to adjust rates in compliance with the language of all university residential agreements.

Annually an analysis of local area rental rates is conducted by the Office of Property Management utilizing area realtors to gather market information. This survey is utilized to compare university housing rates with the surrounding area market. The rate structure may be increased based on market conditions and other related factors.

## Summary of Key Points

### Application

- Applicants are required to fill out an application form to be placed on the wait list.
- The applicant wait list is comprised of eligible faculty and staff.
- The wait list is based on seniority; duration of employment with Chapman University is highest priority on the wait list.
- Individuals are notified of housing as it becomes available to them, determined by their location on the wait list.
- Individuals are given at least 48 hours to respond when notified via email to view an available property.
- Individuals can take up to 48 hours to make a decision to accept a unit after viewing.
- Applicants can deny a property available to them and remain on the wait list. They will be offered all future property availabilities as they become available to them.

### Priority

- Chapman University employees who provide integral support of campus operations, twenty-four (24) hours and seven (7) days a week, are given priority housing if their position requires them to live in close proximity to the Orange campus.
- Exceptions to seniority resulting in the priority placement of individuals into housing can be requested by the University President, EVP & Provost, EVP & COO and Chief Advancement Officer. All requests must receive approval from a aforementioned member of senior leadership.

### Rental and License Rate Determination

- Rates are determined and competitive with the local area market rental rate studies.
- Rates can be adjusted based on market conditions and other factors.

### Other

- At the discretion of the Assistant Director of Property Management, an applicant can be disqualified from housing eligibility due to lack of affordability or their current tenancy at another property.
- Tenants can be reassigned to a different location if their current residence is scheduled for renovation or committed to another university purpose.
- All residential pet owners must comply with the Pet Policy and submit a pet deposit of \$500 and provide liability insurance.