Brigham Young University-Hawaii
Faculty/ Administrative Staff Housing Handbook

Introduction

The Brigham Young University-Hawaii Housing terms and conditions of occupancy provide housing that will contribute to a wholesome family environment for eligible occupants.

The Manager of University Housing is responsible to the President of the University through the Director of University Budget and Housing, for the planning, coordination and supervision of all matters pertaining to University Housing.

Availability of housing

The University owns single and multi-family dwellings set aside as University Housing. University Housing also secures short term contracts with home owners in the surrounding communities to augment the inventory necessary for eligible employees.

University-owned Homes

The University owns single-family homes, duplex and triplex multi-family dwellings. This includes the home assigned to the University President. Assignment of the homes is made available to eligible faculty or administrative staff according to family size and the date of hire. All homes are furnished with a refrigerator and an electric or gas range. The majority of the homes are equipped with built-in dishwashers which carry extra rental charges. Homes are provided with window and sliding door curtains. Curtains are also provided for closets which have no doors. Upon occupying a University home, residents must sign a rental agreement. The University reserves the right to terminate a rental agreement.

Non-university owned homes

In order to meet demands, the University may lease private homes to sublet to eligible faculty and administrative staff. The rules stated in this policy booklet also apply.

Upon occupying a non-university home, residents must sign a rental agreement. The university reserves the right to terminate a rental agreement.

Residents occupying a non-university owned home that are offered a university owned home, may either accept the university owned home or elect to withdraw from subsidized University Housing and rent the non-university home directly from the landlord on the open market.

Employee owned homes

Employees owning any residential property on the island of Oahu are not eligible to rent or purchase University Housing. Such employees will not qualify for University Housing if they sell their residence until one year after the sale. The President’s Council reserves the right to review situations with extenuating circumstances.
Housing Priority Assignment

University Housing priority is by the employee’s hire date as determined by the Human Resources. If more than one employee has the same hire date, the actual date and time of arrival may be used to determine who is assigned to a home first. If an individual terminates employment and is later re-employed, the most recent hire date is used.

House Size Eligibility

Qualifying family members determine the house size eligibility. A family is defined as parents and their dependent children, natural or legally adopted, that will live with them. The following list is used to determine house size eligibility:

- *single, couple, or 1-2 children (same gender) 2 bedrooms
- *2-3 children 3 bedrooms
- *4-5 children 4 bedrooms
- *6 or more children 5 bedrooms

**Non dependent family members or other non-related persons in the home are not considered when determining a housing assignment.

Dependents

A “dependent” child is defined as:
* Biological or legally adopted,
* Under 26 years old
* Unmarried and claimed as a dependant
* resides in the home

**Elderly parents that require assisted living are not considered as dependants when determining housing eligibility.

Appeals should be submitted in writing to the Manager of University Housing and Residential Life who will submit them to the President’s Council for approval.

Rental Rates

Residents should expect an annual rent increase to address increases in maintenance and operating expenses. The President’s Council determines and communicates rental rates, typically in the last quarter of the calendar year. Rental rate changes will be reflected in the second paycheck of the new calendar year.

Security Deposit

The University requires incoming residents to pay a security/cleaning deposit equal to one half of the monthly base rent prior to moving into the home. Funds can be withheld from the deposit for cleaning charges, damage repairs and flea/tick treatment for residents having pets. Upon vacating the residence and receiving clearance from University Housing, residents will receive their security deposit, less any housing charges within 45 business days.
Rent Payments and Deductions

Rent payments are made bi-monthly through payroll deduction. Rental deductions include base rent, water/ sewer and furniture rental fees. A current rent schedule is available upon request from University Housing.

For new residents, rent is prorated if arrival is after the 1st of the month. Residents arriving prior to receiving a paycheck from the university have the following options for payment:

- Cash payment upon arrival and thereafter until payroll deduction is in effect, or
- The rent, for the months prior to receiving a paycheck, is added to the regular rent deduction and may be divided up to four pay periods after the first payroll deduction.

Rental Assistance Program

Employees eligible for university housing have the option to secure their own residence and receive $300/month in the form of rental assistance. Interested employees should contact the Manager of University Housing and Residential Life for additional information.

Utilities

Residents in both university-owned and non-university-owned housing are responsible to arrange for electricity, telephone services, cable television, internet and gas (as applicable), unless otherwise noted in their rental agreement.

Residents living in the townhouses are part of the campus electric billing system. Monthly statements are sent to each resident by the BYUH Accounts Receivables Office and resident should make payments to the University cashiers office.

Furniture rental

Limited furniture items are available for rent from the University, based on availability. These include single, double, and queen size bed sets, dining tables/chairs, washing machines and dryers. Each piece of furniture is rented at a fixed rate. University Housing should be notified to pick up items that are no longer needed for rent. Rent is charged to the date of notification, not the date the resident stops using the item.

Insurance

The University insures its homes against fire and other perils. This coverage does not extend to any items owned by the resident. Residents should carry renters’ insurance policies to cover personal possessions and provide liability protections.

Check-in Procedures

The resident can contact the Faculty Housing Coordinator (808-675-3540) prior to their arrival on finalizing the following:

- Date and time of arrival
- Designate authorized to pick up one (1) house key
- Temporary furniture items needed for the house, if any

The resident will be given a Housing Packet containing the following items:
Rental agreement
Monthly Deduction Summary sheet
Housing Payment Summary sheet
Garage door opener, if applicable
One (1) house key
One (1) post office key (for Townhouse assignments)

The resident must pay the security deposit in full prior to occupancy. University Housing will set up rent payment via payroll deductions through Human Resources.

Firearms, Weapons and Explosives

Residents residing in University owned homes must inform University Housing, in writing, of each firearm and/or weapon prior to bringing them into the home. The resident is required to keep both firearms and ammunition locked in a certified gun safe that is not accessible by children or others. The resident is responsible, both legally and financially, for any damage or injury to property and life, whether by accident or misuse.

Residents will ensure that flammable materials (i.e. gasoline, propane, kerosene, etc) are properly stored. Residents will use good judgment when using and storing mosquito coils, candles or scented oils. None should be left burning while unattended. Infractions will be referred to University Housing and may result in housing privileges being revoked.

Residents residing in Non-University owned homes may not have firearms or weapons kept on the property without prior written permission from the legal home owner. Residents must submit a written request to University Housing who in turn will submit the letter to the legal home owner. If permission is granted, the resident is responsible, both legally and financially, for any damage or injury to property and life, whether by accident or misuse.

Insects and Rodents

University Housing arranges for one pest treatment for roaches and ants, both inside and around the perimeter of the home, prior to the resident moving in. It is the responsibility of the resident to control pests or contact a professional to service the home during their tenancy.

The resident is responsible to keep the home, garage and property clean and clear of rubbish and debris that may attract rodents on the property. The resident is responsible to catch and dispose of rodents. The resident should call University Housing (675-4984) or e-mail housingoperations@byuh.edu to submit a work order to patch holes and entry points into the home when located by the resident.

Evidence of termites should be reported to University Housing immediately.

Maintenance of Homes and Yards

University Housing and residents should cooperate to maintain the value and function of homes. Residents are encouraged to perform minor maintenance whenever possible. This includes replacing light bulbs, broken glass louvers, toilet seats and repair torn window and door screens.

The residents are responsible to maintain the yard regularly in a favorable and pleasing manner. This includes mowing, weeding and watering the lawn, trimming bushes and hedges and disposing of cuttings, branches and rubbish properly and in a timely manner. University Housing reserves the right to clean yards that are left unkempt and bill the resident.
University Housing arranges for the tall coconut trees to be trimmed semi-annually by professional tree trimmers. The resident should consult with University Housing before planting trees of any kind. University Housing reserves the right to trim or remove large trees that are a safety concern to the property and resident or as needed.

Green waste

Residents living off-campus are encouraged to take advantage of curbside green waste pickup provided by the City and County of Honolulu. Residents living on-campus are encouraged to bag or bind green waste for pick up by Facilities Management.

Home-based Businesses

Home-based businesses in University owned homes should be incidental to the principal use of the home as a residence. Residents may not change the character or external appearance of the dwelling and yard and should not significantly increase traffic or noise in the University Housing area. It is the resident’s responsibility to make sure the nature of the business complies with applicable zoning and tax laws.

Home-based business in Non-University owned homes are not allowed, unless permission is granted from the legal home owner.

Work orders

Residents may submit work orders by phone (675-4984); by e-mail (housingoperations@byuh.edu); or in person. Work orders will be done on a priority basis. Emergency work orders (plumbing or electrical) will be handled immediately. Other repairs will be done as quickly as possible.

Residents are responsible for repairing or replacing all items in the home damaged due to abuse or neglect on their part. The resident will be charged $25 per incident involving a toilet, tub or shower clog due to foreign objects blocking the line. The resident will be charged the cost of materials and labor to repair or replace damaged walls, doors, windows, fixtures, flooring and appliances.

Emergency repairs

For plumbing, electrical and other problems that require immediate repair, residents should notify University Housing at 675-4984 or e-mail housingoperations@byuh.edu during normal business hours or the BYUH Security Office, ph #675-3911, after business hours and on weekends.

*NOTE: The on-call repair person will not respond to the emergency unless called by University Housing or Security.*

Home Visits/ Inspections

University Housing will conduct a Home visit/ inspection every 18-24 months, at which time minor repairs will be done. The condition of the home will be noted and items will be scheduled for replacement as needed.
Standardization Guidelines

The carpet, floor tile, counter tops and interior paint choices will be standardized in all University homes. Choices will be specific neutral colors that can accommodate any interior decorating color scheme preference. In addition, each house will have only one tile design, one color of paint and the same color carpet throughout the dwelling. Wallpapering is not allowed. No home will be renovated earlier than it is currently scheduled.

Carpets:

Carpet selections are limited to neutral beige tones. New ½” rebond carpet padding will be installed at each replacement. Leftover carpet pieces may be left with the resident. Carpet cleaning is the responsibility of the resident.

Flooring:

Ceramic tile is the standard flooring in kitchens and bathrooms. Neutral patterns of beige or beige/gray tones will be installed. One box of tile will remain with the home for future repairs.

Interior paint:

Paint color selections are limited to 6 shades of white. One half to one gallon of paint will be left with resident for touch-ups as necessary.

Countertop:

The color selection for replacement of kitchen and bath countertops is limited to neutral shades of beige or gray to match the color scheme of the paint, floor tile and carpet.

Painting

Qualified painters will paint the exterior and interior of University homes every eight to ten years. This schedule is subject to change at the discretion of University Housing.

Residents desiring to paint their homes should notify University Housing who will provide painting guidelines and specifications for cleaning, surface preparation, priming and painting. University Housing will provide the paint. The resident must provide all other materials and equipment for painting. A representative from University Housing will inspect and monitor each step of the painting process to assure quality work is being done before rent will be credited.

Alteration of University owned homes

Requests for additions or alterations of any University-owned home must be submitted, in writing, to University Housing who will submit the proposal to the President’s Council for approval. Residents should not proceed with any proposed addition/alteration (including purchasing of materials and tools) prior to receiving written approval from University Housing. Additions/alterations approved and reimbursed by University Housing will become property of the university when residents vacate the home. Work must be performed by a licensed contractor. Approval is needed for, but is not limited to, the following items:

- Minor or major remodel or renovation
- Installation of awnings, screen enclosures
- Structural or posting of signs/letter that spoil the general appearance of the home

Changes done for convenience of the residents must be removed and the home returned to its original state. Approval is needed for, but is not limited to, the following items:
Decorative interior wall painting
Installation of a window air conditioner or ceiling fan
Installation of solar water heaters
Installation of wall borders (removable only)

If the renovation changes the unit from its original purpose and makes the unit unusable, then the residents will bear the cost of these alterations and are responsible to remove these items and restore the home to its original state when they move out of the home. Failure to do will result in University Housing doing the work and charging the resident the cost of materials and labor to restore the home.

Alteration of Non-University owned homes

The resident must submit a written request to the University Housing who in turn will submit a request to the legal home owner. If permission is granted, the resident assumes all costs incurred to remove these items, if required by the owner, and restore the home to its original state when they move out of the home. Failure to do will result in University Housing doing the work and charging the resident the cost of materials and labor to restore the home.

Pets in University-owned Homes

Dogs, cats and other non-caged animals are strongly discouraged from being kept inside the house. However, if the resident elects to have pets, they are responsible for all damages, repairs and replacement costs to the home and/or property caused by their animals. Residents are responsible to ensure that their pet stays within the confines of their own yard unless closely supervised. Residents are responsible to ensure their pets do not cause a nuisance or unreasonable disturbance to their neighbors. Residents are legally and financially responsible for damages and injuries cause by their pets. University Housing reserves the right to require residents to remove any animal from their residence that threatens or causes harm to another person or property.

Upon vacating the property, residents are required to have all carpeted areas professionally cleaned (by extraction) and contract a professional company to apply a flea and tick treatment both inside and outside the house. Copies of receipts shall be turned in to University Housing as part of the check-out procedure

Pets in Non-University Homes

Residents are not allowed to have animals of any kind, caged or otherwise, in a non-university owned home, unless prior written approval is given by the legal home owner. If permission is granted, the resident agrees to pay all repair and/or replacement damages caused by the animal and will arrange for professional fumigation, carpet and upholstery cleaning upon moving out. Residents found with animals on the premises without written permission to do so are subject to termination of the Rental Agreement.

Subleasing of University Homes

The University provides housing for eligible faculty and administrative staff to help control and minimize living costs in a very expensive market. The President’s Council supports providing this benefit. However, the residents should not use University Housing for personal financial gain.

Residents residing in University owned homes may sublease their homes during vacation periods. A Sublease Agreement Form can be picked up at the University Housing Office. This form should be completed by the resident and the

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subleasees and returned to the Housing Office before their departure/arrival. The resident will remain liable for all rents and damages to the house and property when subleased.

Subleasees are responsible to resolve minor plumbing and maintenance problems. University Housing should be notified for major electrical and plumbing problems.

Subleasing of Non-University Homes

The University has secured rental agreements with private home owners in the surrounding communities to provide additional housing for eligible faculty and administrative staff.

Residents residing in Non-University owned homes may not sublease their home or any part of their home during vacation periods without first obtaining written permission from the legal home owner.

University Directed Moves

If a resident is required by University Housing to move from one house to another, for their convenience, University Housing will arrange for a professional moving company to do an assessment of their household goods and furniture. The moving company will provide boxes and packing paper for the resident to pack their household goods. The moving company will schedule to move all boxed items and furniture. The resident is responsible to move valuables, irreplaceable items and computer equipment.

Housing Transfer Requests

University Housing maintains a list of transfer requests that include transfers, lateral moves, upgrades, and downsizing.

Requests should be submitted in writing- either by email or formal letter- addressed to the Manager of University Housing and Residential Life or the Faculty Housing Coordinator. Requests are filed and listed according to the resident hire date, current family size and date the request is received.

As a University owned home becomes vacant, University Housing will refer to the transfer list according to house size. The first person will be notified and offered the home. If they choose not to move, the next person is notified and so forth. If every person is contacted but opts not to move, the unit may be offered to the next eligible applicant on the waitlist with the most children.

Moves are based on the following criteria:
* Transfer: a resident moves from a non-university owned home to a university owned home.
* Lateral move: a resident moves to another home that is the same size. Lateral moves are permitted every six years.
* Upgrade: when a family increases in size and a larger home is requested.
* Downsize: when a family decreases in size, they will be invited, and sometimes required, to move to a smaller home.

Move-outs

When a current faculty or administrative resident voluntarily moves out of University Housing and later requests to return, the President’s Council will determine if the person is eligible. If approved, the person will be placed on the housing priority list as of their latest application date, not the original date of hire.
Professional Development/ Leave of Absence

Eligible employees granted a Professional Leave, Sabbatical or Leave of Absence of less than 12 months, who wish to retain occupancy of their current home, must submit a request in writing to University Housing. If approved, the resident must remove and store all furniture and other personal belongings during their absence. It is probable that the home will be rented out during their absence. Preference will be given to an eligible faculty or an education missionary couple. If none are available, University Housing may rent the home to a current BYUH staff.

Eligible employees granted a Leave of Absence, lasting more than 12 months, must remove all furniture and personal belongings. They may place their names on a wait list before leaving. If a security deposit has been paid, it will be refunded to them, less any charges for damages, missing keys or insufficient cleaning of the home and yard. Every attempt will be made to find housing suitable for their current family size upon their return.

Check out procedure

Upon receipt of written notice from current resident on his intention to move out, a check-out cleaning procedures list will be sent. This is a detailed list of cleaning expectations for the home, appliances and yard. Residents are expected to leave their homes and yards in good repair, clean and suitable for an incoming family to move directly into the home.

Before final clearance is given, the resident and representative from University Housing will jointly inspect the house. The resident will be informed of any damage or additional cleaning charges. Residents must return all house keys, post office keys, and garage door remote openers to University Housing e prior to departure. Failure to do so will result in the replacement cost for each item not returned.