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For any comments, feedback, or query, please contact: policies@aub.edu.lb.
Last updated on: May 8, 2014
Section 1 - Introduction

The Housing Department provides AUB faculty and administration with housing rental solutions and oversees the proper implementation of the Housing Policy of AUB regarding rental options. The Housing Purchase Plan offered by the University is administered by the Human Resources Department (extension 2338) and is incorporated in this manual for clarification purposes.

Section 2- Mission Statement

To assist eligible faculty and executive-level staff to participate in AUB’s housing rental and purchase plans, and to provide ongoing service to the on-campus and off-campus residential community.

Section 3 – Vision

To support the University’s objective of enhancing the performance of its faculty members by enabling them to find housing solutions that are equitable and suitable to their quality of life and that are financially sound to the University.

Section 4 – The Housing Department Location

Section 5 - The Housing Department Team
Section 6 – Functions

There are two housing plans that AUB offers: a Rental Plan that is divided into on-campus and off-campus options, and a Purchase Plan. The Housing Department is in charge of administering the Rental Plan and of managing other services related to this plan such as, but not limited to, furniture and appliances, charges and expenses allocation, and billing, contractual issues, and documentation.

Section 7 - The Rental Plan

Since there is a limited number of on-campus apartments, recommendations on the candidates that meet the priority requirements for on-campus housing are made by the deans of the various faculties.

The Housing Department assists new faculty in finding off-campus apartments and handles the associated contractual formalities.

AUB subsidizes off-campus rents by contributing a percentage (currently 60 percent) of the monthly rent value up to a ceiling cap related to the family size.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiation</td>
<td>Deans send lists of potential candidates to the Housing Department and the COO Office. The list indicates those recommended for on-campus housing. The Housing Department contacts the candidates and advises them on the housing regulations and inquires about their preferences, and requests from them the date of arrival. Candidates apply for the housing rental plan and supply required information. First Time Application for Rental Plan The Housing Department opens a file for each of the potential new comers.</td>
<td>Prior to fall and spring semesters</td>
</tr>
<tr>
<td>Forecasting and Market Information</td>
<td>The Housing Department forecasts the additional demand for on-campus and off-campus apartments. The COO Office reviews the lists and ranks candidates according to the priority recommendations of deans. Candidates with the highest priority scores are provided with on-campus units depending on availability. If no apartments are available on campus, then they will be placed on an on-campus waiting list and allocated to an off-campus apartment. Upon arrival to Beirut, candidates are placed in hotels for a few days at the university expense, during which time housing department representatives accompany them for apartments selection.</td>
<td>Prior to fall and spring semesters</td>
</tr>
</tbody>
</table>
### Arrival and Apartment Selection

| OFF-CAMPUS: | Once the candidate selects an apartment, the Housing Department signs a lease with the landlord on behalf of AUB. AUB pays rent to the landlord and charges the faculty member the appropriate pro-rata share on a monthly payroll basis by direct salary payroll deductions. |
| ON-CAMPUS: | Faculty members are charged the on-campus rates by direct salary deductions. |

### Moving to Apartment

| The Housing Department provides faculty members with a list of loaned furniture to choose from. |
| After furniture selection, the Physical Plant Department transfers selected furniture to respective apartments. |
| The housing information system is updated accordingly. |
| OFF-CAMPUS: | After lease signature, the Housing Department advises the Comptroller’s Office of the appropriate financial arrangements. |
| At the end of each month, the Comptroller’s Offices sends the list of apartments and the faculty charges to the Housing Department for reconciliation. |
| Before the lease expiry date, the Housing Department sends a reminder to the tenants asking them if they want to renew the lease. |

### Renewal Process

| Candidates who are on the waiting list are given the choice to move to on-campus when vacancies occur. |
| Prior to the expiration of eligibility for on-campus housing (7 years), tenants are advised that they should vacate the on-campus apartment. |
| The Housing Department may assist tenants in finding alternative apartments. |

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Rental Plan Process Flow

A1- Initial Request for Potential Housing Needs
Period: All year.
By: Dean’s office
- Finalized contracts,
- Un-finalized estimates

A2- Contacting New Faculty
Period: April May June.
By: Housing
- Finalized contract: Name, Marital Status, No of Children, Nationality, Rank, etc...
- Advising on housing policy

A3- Rental Plan Application
Period: All year.
By: Faculty
- Getting faculty preference

A4- Forecasting Needs
Period: April May June.
By: Housing.
Options: 1- On-Campus, 2- Off –Campus Furnished, 3- Off –Campus Unfurnished

Yes
Available
On-Campus
Priority

No

On-Campus

Off-Campus

1- On-Campus Apartments Needed

2- Off Campus Furnished Apts Needed

Yes
Furnished

No

3- Off Campus Unfurnished Apts Needed

A5- Compiling data on market availability
Period: May June July.
By: Housing.
Apartments’ specs: location, rent, landlords etc…

B1- Faculty Arrival
Period: August September.
By: Dean’s Office.
Accommodations: Hotel 3 days

B2- Apt Selection:
Period: August Sept (3 days).
By: Housing
Visit potential apts (3-5) that meet faculty preference,

B3- Lease Signature:
Period: August Sept.
By: Housing
1 year contracts, renewable each year.
Rent payment

B4- Get On-Loan Furniture
Period: August Sept.
By: Housing Department Delivered by Physical Plant Department

Yes
Furnished

No

B5- Update Housing Information
Period: August Sept.
By: Housing
- Housing Dept Data
- Comptroller’s Office

C1- Move in
Period: August Sept.
By: Faculty

C2- Yearly renewal
Period: August Sept (3 months before lease date)
By: Housing
On-Campus: Maximum eligibility 7 years.
Off-Campus: Contract may be renegotiated after 3 years if need be
Contract breach: Faculty pay balance of contract

C2- Rent Settlement
Period: Monthly.
By: Housing , Comptroller’s Office
Monthly deduction of Faculty’s share of rent
Section 8 - The Purchase Plan

The total number of years that an eligible faculty can benefit from all of AUB housing plans (rental [on and off campus] and purchase) is 13 years. The Purchase Plan consists of providing the participants with a $10,382 yearly payment for the balance of the years remaining after subtracting the numbers of years in on/off campus rental from the 13 years, paid against the proof of purchase of a primary residence.

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<td>Initiation</td>
<td>Applicants fill in the Application for Purchase Plan and forward it to the Human Resources Department.</td>
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<tr>
<td></td>
<td>The HPP committee headed by (Head of HR) evaluates applications according to eligibility criteria.</td>
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<tr>
<td></td>
<td>Applicants are informed of the acceptance/rejection of their application with the payment schedule, and the Housing Department is copied on this for record purposes.</td>
<td>Two Weeks</td>
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<tr>
<td></td>
<td>All HPP application files are housed in the Human Resources Department.</td>
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<tr>
<td>HPP Payment Processing</td>
<td>New Participants: The Human Resources Department prepares the participant’s file that shows the value of the first payment and the recurring payments and the total number of years and sends a payment request list to the Comptroller’s Office for processing.</td>
<td>New participants receive payment within two months of processing, thereafter they receive payment at the start of the academic year</td>
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<tr>
<td></td>
<td>Current Participants: At the start of the academic year, the Human Resources Department reviews the outstanding participants’ eligibility status and accordingly sends a payment request list to the Comptroller’s Office for processing.</td>
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</tbody>
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Purchase Plan Process Flow

1- Initial Request
   Period: After acquiring eligibility for Purchase Plan Program
   By: Interested Faculty members
   - Real estate pertinent documents
   - Initial Bank Loan Agreement
   - Application form filled and submitted

2- Evaluation of Request
   Period: Two Weeks after submission of application
   By: HPP Committee

3- End Process, Advise Applicant
   Period: Two Weeks after Refusal
   By: HR Department

   Approval
   Yes
   No

4- Plan Processing
   Period: Two Weeks after approval
   By: HR Department
   - Create individual file
   - Calculate first payment value
   - Advise Applicant
   - Prepare payment order
   - Advise Housing Department

5- First Payment
   Period: Two Weeks after Agreement Finalization
   By: Comptroller’s Office
   - Generate check/payment accordingly

7- Yearly Update
   Period: At start of academic year
   By: HR Department
   - Review of Participant Eligibility status

8- Process Yearly Payment
   Period: At Academic Year Start
   By: Comptroller’s Office
   - Generate check/payment accordingly

10- Plan File Closing
    Period: At Academic Year Start
    By: HR Department
    - Close File