HOUSING DEPARTMENT MANUAL

Table of Contents

Section 1 – Introduction

Section 2 – Mission Statement

Section 3 – Vision

Section 4 – The Housing Department Location

Section 5 – The Housing Department Team

Section 6 – Functions

Section 7 – The Rental Plan

Section 8 – The Purchase Plan

Back to Top

(To download this policy in Word format, click here)
For any comments, feedback, or query, please contact: policies@aub.edu.lb.
Last updated on: January 20, 2012

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 solutions offered by the University are administered by the Office of VP for Human Resources (extension 2504) and are incorporated in this manual for clarification purposes.

Back to Top

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.

Back to Top

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.

Back to Top

Section 4 – The Housing Department Location

Back to Top

Section 5 - The Housing Department Team

Back to Top

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.

Back to Top

Section 7 - The Rental Plan

Since there is a limited number of on-campus apartments, recommendations on the candidates that meet the priority requirement 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.

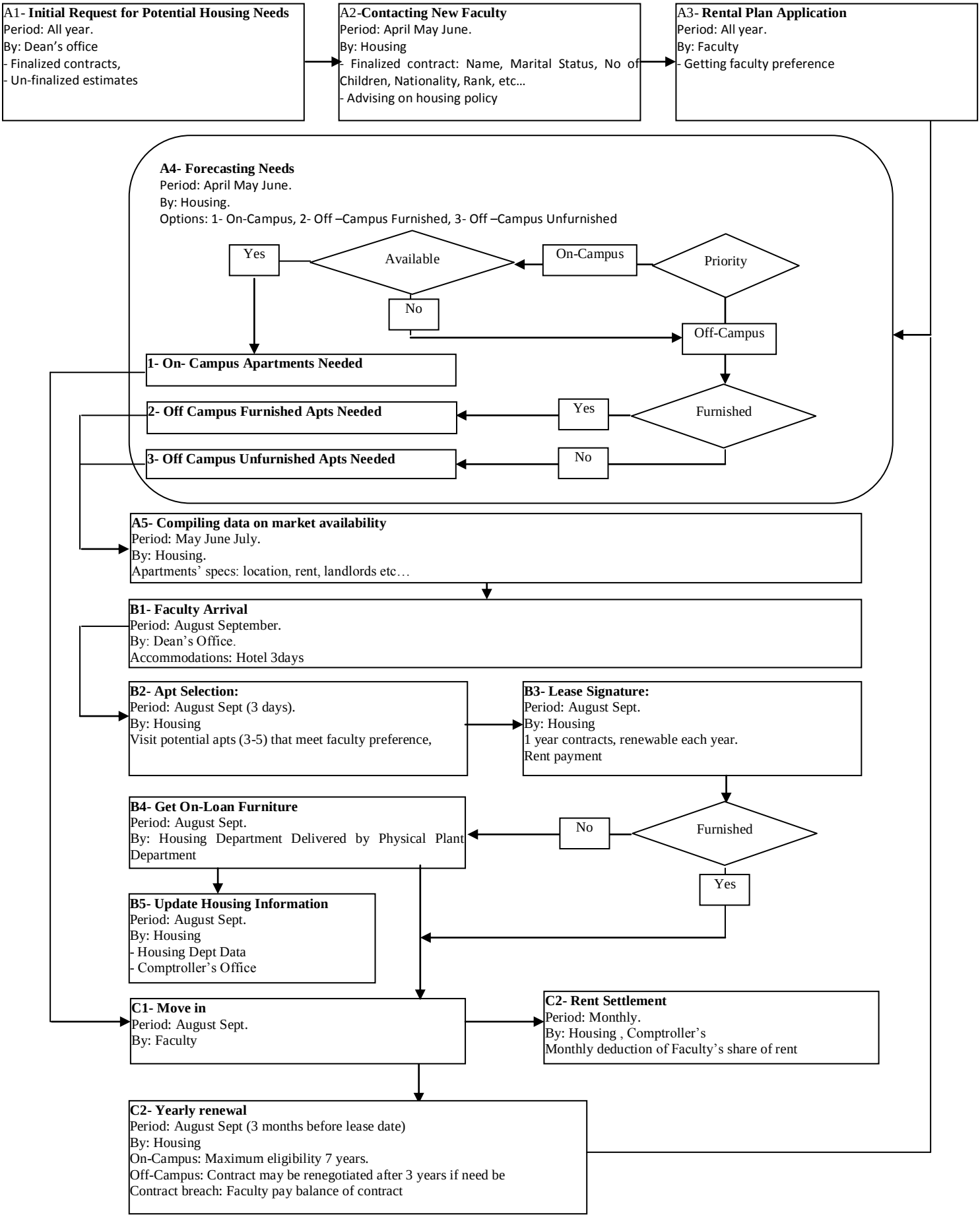
AUB subsidizes off-campus rents by contributing a percentage (currently it is 60 percent) of the monthly rent value up to a ceiling cap related to the family size.

Phase	Action	Timeline
Initiation	Deans send list of potential candidates to the Housing Department and VP HR. The list indicates those recommended for on-campus housing.	Prior to fall and spring semesters
	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.	
Forecasting and Market Information	The Housing Department forecasts the additional demand for on-campus and off-campus apartments.	Prior to fall and spring semesters
	The Housing Department reviews the list 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.	
	The Housing Department prepares an initial matching log of available apartments and candidates.	
	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.	

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	Housing Department provides faculty members with a list of loan furniture to choose from.	
	After furniture selection, the Physical Plant Department transfers selected furniture to respective apartment.	
	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.	Three months prior to the lease end date
	Pior 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.	

Back to Top

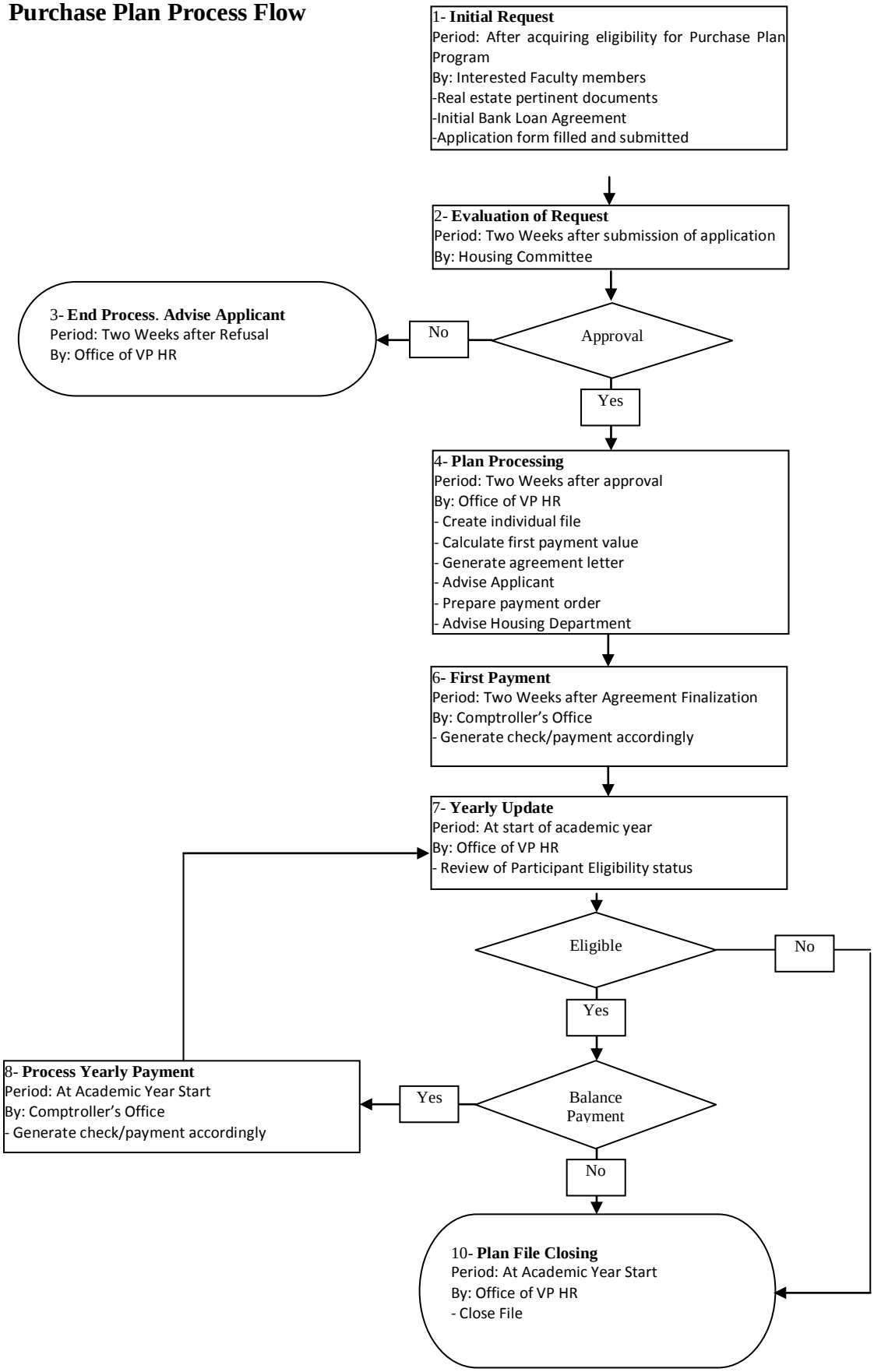
Rental Plan Process Flow



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. Faculty members eligible for housing plans who wish to purchase their primary residence should have already been in one of the rental plans for at least three years. The Purchase Plan consists of providing the participants with a $5K yearly payment for the balance of the years remaining after subtracting the numbers of years in on-off campus rental from the 13 years (maximum of 10 years), paid against the proof of purchase of a primary residence.

Phase	Action	Timeline
Initiation	Applicant fills in the Application for Purchase Plan and forwards it to the Office of the Vice President for Human Resources.	
	The HPP committee headed by VP HR evaluates applications according to eligibility criteria.	Two Weeks
	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. All HPP application files are housed in the Office of the Vice President for Human Resources.	
HPP Payment Processing	New Participants: The Office of VP for Human Resources 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.	New participants receive payment within two months of processing, thereafter they receive payment at the start of the academic year
	Current Participants: At the start of the academic year, the Office of VP for Human Resources reviews the outstanding participants' eligibility status and accordingly sends a payment request list to the comptroller's office for processing.	

Back to Top

Purchase Plan Process Flow