



Title	Residential Rental Properties
Policy Owner	Facilities Operations & Building Services
Applies to	Existing and Potential: Faculty, Staff, Visiting Scholars and Guests
Campus Applicability	Storrs Currently. If the University acquires residential rental property at any other campus it will apply to such property
Effective Date	TBD
For More Information Contact	Lynn Hallarin, Director, Business Services Center
Contact Information	860-486-3632
Official Website	http://rentalproperties.uconn.edu/

POLICY

REASON FOR POLICY

It is strategically important for UConn to provide and manage short- and long-term housing options for the recruitment and retention of faculty, staff, visiting scholars and other UConn guests. Accordingly, it is University policy to provide housing that is well maintained, attractive and marketable. It is also important that all University owned rental housing be maintained and operated in an economically efficient manner.

POLICY STATEMENT

The Rental Properties Unit of UConn’s Facilities Operations & Building Services maintains a portfolio of rental properties with rental rates designed to support the expenses and improvements necessary to sustain and maintain the portfolio. Rental properties shall only be made available to Storrs Campus Faculty and Staff, Visiting Scholars and other guests.

The portfolio is comprised of two categories of units: (1) those University-owned houses classified as “Reserved” and those apartments in The Oaks on the Square in Storrs Center; and (2) those University-owned houses not otherwise classified as “Reserved.” The first category is established to support institutional recruitment and retention objectives, while the second category is to be maintained as a long-term, self-sustaining University asset.

The allocation of rental properties shall be managed in a fair, equitable and open manner. Rental requests can be initiated in one of two ways: (a) by a Host (defined below); or (b) by an individual who is a member of the Storrs Campus faculty or staff, a visiting scholar or other UConn guest, as applicable.

Rent will be paid for all rental properties. The amount of rent that is charged will be determined on a market basis through an appropriate analysis. Rent will be paid either by the individual occupying the property or by the Host.

All rentals must be memorialized in a written agreement signed by an authorized UConn representative and the occupant. The agreement must specify the occupant, the rent, who is paying the rent, the duration of the rental period, and the duration of the occupant's engagement with UConn.

If a Host is paying the rent, that must be reflected in the written agreement and the agreement must be signed by an authorized representative of the Host.

If the occupant does not pay rent, the fair market value of the rent may be taxable income to the occupant subject to withholding and tax reporting. The occupant will be responsible for all associated tax liability. To facilitate compliance with tax laws, the Rental Properties Unit of Facilities Operations & Building Services will notify UConn's Tax & Compliance Office of all rentals where the occupant is not paying rent (e.g. rents is being paid by Host or no rent is paid). .

The Executive Vice President for Administration and Chief Financial Officer (or the successor in function) , in consultation with the Real Estate Working Group, establishes, and approves any changes to, procedures to implement this Policy.

APPLIES TO

Property covered: All residential rental properties managed by Facilities Operations & Building Services. It does not apply to property managed by Residential Life.

Persons covered: Storrs Campus Faculty and Staff, visiting scholars and other UConn guests. This policy will apply in the event that UConn acquires residential properties at other campuses. Residential rental properties are not intended for use by students enrolled in UConn undergraduate, graduate or other programs.

DEFINITIONS

"Host" means the UConn Administration, department or academic unit sponsoring the individual who is seeking UConn housing.

"Guest" means Special Payroll employees, long-term consultants, candidates for employment, guest performers (e.g. CRT actors), guest speakers and others similarly situated.

"Storrs Campus Faculty and Staff" means individuals who are regular UConn employees and are employed to work at the Storrs Campus.

"Visiting Scholar" means an expert in an academic discipline or disciplines with a short-term residency at UConn for mutual intellectual enrichment and collaboration. These individuals are typically scholars or artists on leave from other institutions. However, "Visiting Scholars" also may be unaffiliated and distinguished in their fields, or they may be representatives of governments, higher education institutions or other institutions on official business. Undergraduate and graduate students are not visiting scholars.

WAIVER AUTHORITY

The President's office may make exceptions to this Policy or waive the Rental Criteria (contained in the Procedures found at <http://rentalproperties.uconn.edu/>) when it is in the best interest of the University.

ENFORCEMENT

Violations of this policy may result in appropriate disciplinary measures in accordance with UConn By-Laws, General Rules of Conduct for all UConn Employees, and applicable collective bargaining agreements.

SUPERCEDEENCE

This policy supersedes and replaces the present "Visiting Scholars Housing Policy," which was effective on June 2, 2011.

PROCEDURES/FORMS

Procedures and forms can be found at <http://rentalproperties.uconn.edu/>.

Pricing and other information about rental properties (not including The Oaks) can be found at <http://rentalproperties.uconn.edu/> under the "Houses" link.

Pricing and other information about The Oaks can be found at <http://rentalproperties.uconn.edu/apartments/>.

Policy created: Approved by the President's Cabinet **TBD**

PROCEDURES (TO BE PROVIDED THROUGH THE LINKS ABOVE):

SUMMARY OF PROGRAM:

A Rental Property Coordinator in UConn's Facilities Operations & Building Services will maintain a schedule of occupancies, length of stay for each occupant, contact information, Host (if required), number of occupants, and other relevant information related to a portfolio of units in the Oaks and UConn-owned houses.

SUBMITTING APPLICATIONS

Requests for housing shall be submitted to the Rental Property Coordinator on a standard UConn form. The Rental Property Coordinator shall prioritize and assign occupancy based on the rental criteria presented below. The Rental Property Coordinator will consult with The Office of the Provost concerning Visiting Scholars to help resolve conflicts and to determine priorities. In cases where conflicts cannot be resolved, the Office of the President, in consultation with the Office of the Provost, shall decide who should be given priority.

RENTAL CRITERIA FOR "RESERVED" UNIVERSITY OWNED HOUSES

- There are a limited number of “Reserved” units, as determined by the Associate Vice President of Facilities Operations & Building Services, after consultation with the Office of the President.
- Requests must be made by a Host.
- Reserved units are available to Director/Dean level or above, or to those in the recruitment process, as determined by the Associate Vice President of Facilities Operations & Building Services, after consultation with the Provost and the Office of the President.
- Initial length of stay shall be a maximum of one (1) year.
- The Executive Vice President for Administration and Chief Financial Officer, in consultation with the Real Estate Working Group, shall review the continued occupancy of individuals in these units on an annual basis. Occupancy for longer than a year will be approved only in exceptional circumstances.
- Occupancy by UConn employees is contingent on continued employment and this will be reflected in the written agreement.
- Requests for a change in housing or for the renewal of housing must be made by the Host on behalf of the occupant or by the occupant, as applicable. Hosts who are anticipating a new hire should notify the Rental Property Coordinator as soon as reasonably possible regarding the need for temporary housing.
- Occupant-requested upgrades or other modifications to units will not be approved, unless they are in UConn’s best interest as determined by the Vice President of Facilities Operations & Building Services

RENTAL CRITERIA FOR THE OAKS

- Requests must be made by a Host.
- Availability is based on a first-come, first-served basis.
- Priority is based on length of stay as follows:
 - Less than two weeks. Any guest staying less than 2 weeks should seek accommodations in the Nathan Hale Inn rather than at The Oaks. Due to cleaning costs, there is a two week minimum charge to stay in the Oaks, even if a visitor’s scheduled stay is less than two weeks
 - Two weeks but less than 14 weeks. .
 - 14 weeks but less than 36 weeks.
 - 36 weeks but less than one year.
 - One year or more may requested, based on availability. Permission for such stays may be granted by the Associate Vice President of Facilities Operations & Building Services, after consultation with the Office of the President.

RENTAL CRITERIA FOR “NON-RESERVED” UNIVERSITY OWNED HOUSES

- These units are all of the University owned or controlled units not otherwise classified as “Reserved.”

- Requests may be made by a Host or by an individual.
- These units will be made generally available to individuals permitted to occupy them pursuant to the policy. The availability will be communicated through a central and accessible availability database. The database shall contain a listing of all units identifying the respective term expiration date. The Rental Property Coordinator shall publically notice the anticipated availability of units. Upon public notice by the Rental Property Coordinator that applications are being accepted for available units, applications will be taken for 10 business days. In those cases where there are multiple applications for the same unit, a bidding system shall be employed by the Associate Vice President of Facilities Operations & Building Services in order to maximize income to the University.
- Length of stay shall be a minimum of one (1) year. Under limited special circumstances (e.g. faculty needs temporary housing and a unit is available), requests for units other than Reserved may be granted by the Associate Vice President of Facilities Operations & Building Services, after consultation with the Office of the President.
- Occupancy by UConn employees is contingent on continued employment and this will be reflected in the written agreement.
- Occupant-requested upgrades or modifications to units will not be approved, unless they are in UConn's best interest. as determined by the Vice President of Facilities Operations & Building Services

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