

Prepared by the Office of the Vice President for  
Academic Planning and Policy  
This is a NEW Executive Policy.

UNIVERSITY OF HAWAI`I

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EXECUTIVE POLICY - FACULTY HOUSING

MAY 2011

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E5.224 - Faculty Housing

I. INTRODUCTION

This Executive Policy embodies former Board of Regents Policy relating to Faculty Housing. With the Board of Regents delegation of authority to the President relating to Faculty Housing, the intent of this Executive Policy is twofold. First, this Executive Policy maintains the policy-based administrative infrastructure created by Board policy relating to Faculty Housing. Second this policy serves to transition the administration of the administrative infrastructure from Board policy to Executive Policy promulgated by the President.

II. PURPOSE

The purpose of this executive policy is set forth guidelines relating to the University's Faculty Housing program.

III. RESPONSIBILITIES

It shall be the responsibility of the President to promulgate a policy in consultation with University executives relating to faculty housing.

IV. GUIDELINES

A. Waahila Faculty Housing

The following rules shall apply to the Waahila faculty housing:

1. Housing units which become vacant toward the end of the second semester of any year will be reserved for new appointees and will not be available for employees already on the campus until after the beginning of the Fall semester. This would not prevent such units from being rented to Summer Session staff.

2. If the tenant fails to pay rent by the tenth (10th) day of the month, this fact will be reported to the State Comptroller who will each month, in accordance with State law, deduct from the tenant's salary the amount permitted by law until the delinquent amount is fully paid unless a satisfactory schedule of payment of the delinquent rent is agreed to by the University and the tenant concerned.
3. If in the judgment of the University the tenant is causing damage to the rented property beyond normal wear and tear, or is failing to upkeep the premises, or if the tenant's conduct is a nuisance to other tenants, he/she will be given one month's notice to vacate.
4. Tenants are responsible for any damage to the property by any member of their household.
5. Minimum family size to qualify for assignment or continued occupancy of faculty housing units are as follows:
  - a. Studio units - one person
  - b. One-bedroom units - one person
  - c. Two-bedroom units - two persons
  - d. Three-bedroom units - three persons
6. Tenants absent from the islands during the summer session, sabbatical and other authorized leaves may not sub-lease their units without prior written approval from the appropriate University faculty housing official. Tenant will remain responsible to the University for the payment of the rent and any other applicable fees.
7. Anyone moving into the Waahila faculty housing shall be required to make a security deposit to the University in the form of cash or check equal to one month's rent. The security deposit would be refunded to the tenant at the termination of the lease, subject to deductions for, among other things, the cost of replacing lost or damaged furnishings, the cost of repairing and cleaning the unit and/or furnishings which have been damaged or soiled beyond reasonable wear and tear, and for accrued and unpaid rent. The University has sole discretion in determining the

amount of damages charged to tenant for repairs and cleaning, provided said charges do not exceed actual costs of repairs and cleaning.

B. Rental and parking rates for Waahila faculty housing at the University of Hawai'i at Mānoa:

In accordance with authority delegated by the Board of Regents, the President shall impose rent and parking fees for occupancy at the Waahila faculty housing, and shall revise rental and parking fees from time to time, whenever necessary, so that the faculty housing project remains self-supporting. The establishment and revision of these rates shall be in accordance with Board of Regents' procedures. Rental and parking rates prescribed shall be sufficient to produce revenues to:

1. Pay all costs of construction, operation, repair and maintenance of the faculty housing project, including reserves.
2. Pay, when due, all bonds and interest thereon, for the payment of which revenue is or has been pledged, charged, or otherwise encumbered, including reserves.
3. Provide a reserve for improvements to and replacement of faculty housing.
4. Carry out all covenants and provisions of the resolution or resolutions authorizing the issuance of revenue bonds.

Rental and parking rates at the Waahila faculty housing facility at the University of Hawai'i at Mānoa shall be as follows:

Effective Sept. 1, 1994  
Base Rental Rate Per Month

Bsmt Studio	\$ 480.00
Studio	525.00
1-Bedroom	650.00
2-Bedroom	800.00
3-Bedroom	1025.00

(Ad: Jan. 22, 1993)

PARKING

Per Unit (covered)                   \$22.00  
(Ad: Jan. 22, 1993)

Per Unit (uncovered)               \$15.00  
(Ad: Nov. 15, 2007)

5. Base Rental Rates
  - a. Base Rental Rates include electricity, gas, water, sewer and refuse services.
  - b. Telephone Basic Line Charges are at actual rates charged by UH Information Technology Services.
  - c. Rental rates may be adjusted from the Base Rental Rates based on any provided furnishings or amenities; provided that the rate adjustment shall not exceed the actual or fair market value of such provided furnishings or amenities.
  - d. Rental rates may be adjusted from the Base Rental Rates for desirable or undesirable features attendant to specific rental units; provided that such adjustment shall not exceed five percent (5%) of the Base Rental Rate.
  - e. Rental rates may be set lower than the Base Rental Rates to meet conditions in the apartment rental market.
  - f. Base Rental Rates may be increased annually, but not more than three percent (3%) a year greater than the most recently established Base Rental Rate.