

# 2026 University-Owned Home Rental Application

Please read the Program Policy prior to filling out this form to ensure that you are eligible to participate in Program.

## Applicant Information:

- Full Name: \_\_\_\_\_
- Department: \_\_\_\_\_
- Date of Hire: \_\_\_\_\_
- Have you previously lived in LMU Faculty Housing and if so, please list the last date you lived in LMU faculty housing: \_\_\_\_\_
- Contact Information:
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_

## Home Preferences :

- Apartment or single-family home \_\_\_\_\_
- Desired Number of Bedrooms/Bathrooms: \_\_\_\_\_
- Special Considerations: (e.g., Pets, Accessibility needs)  
\_\_\_\_\_

## Application Agreement:

- I have read and understand the Faculty Housing Program Guidelines which have previously been furnished to me and a copy of which accompanies this application.
- I understand that this application does not guarantee a rental unit.
- I understand that I am eligible to participate in only one LMU Faculty Housing program at a time.
- I authorize the University to verify the information provided in this application.
- I confirm that the information set forth in this application is true and accurate.
- I shall immediately inform the Faculty Housing Department of any changes in the information set forth in this application.
- I understand and confirm that false information appearing on this form shall result in rejection of my application and disqualify me from participating in the LMU Faculty Housing Program during my employment by LMU.

Signature:

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Date:

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**Please submit an application to [facultyhousing@lmu.edu](mailto:facultyhousing@lmu.edu) no later than March 31, 2026 to be eligible for initial assignments. Applications submitted after March 31, 2026, will be excluded from initial assignments for the 2026-2027 academic year.**

# Off-Campus Residential Properties Policy

University: <input checked="" type="checkbox"/>	Division: Faculty Housing
Subject: Off-Campus Residential Properties	
Policy Number: 1.21.25 Off-Campus Residential Properties	Supersedes: Off-Campus Residential Properties Date: June 2019
Effective Date: 1/6/2026	Previous Issued: June 2019
Responsible University Official: Jeffrey Zychowski	
Responsible Office: University Real Estate	

## 1. INTRODUCTION

The University owns several residential properties near the Westchester Campus, which are used for various strategic purposes. This policy pertains to all University-owned residential properties that are located off campus, excluding the University President house. It is intended to provide guidance on the use, allocation, and care of those properties.

## 2. POLICY STATEMENT

### Oversight

All University assets are broadly overseen by the Board of Trustees to ensure that they support the mission of the institution today and going forward. Regular and ongoing strategic oversight of University real estate assets (land and buildings), including off campus residential real estate, resides with the Provost, Chief Operating Officer, and Chief Financial Officer ("Oversight Committee"). This committee is responsible for determining the highest and best use of University residential real estate and ensuring that it is well-maintained to support ongoing operations. The Faculty Housing Office oversees the day-to-day management of off-campus residential real estate properties and ensure that the activities are in compliance with the policy.

### Strategic Goals

The University acquires and holds off-campus residential properties with a number of key strategic goals in mind. Key strategic goals are:

- To provide local, affordable housing for University faculty and leadership to enhance recruitment.
- To provide living/learning opportunities for students to enhance recruitment, retention and enrichment of their education.
- To provide a buffer to the community to mitigate potential challenges and conflicts.
- To provide long-term campus expansion.

The Oversight Committee described above maintains discretion for purchasing and selling off-campus residential properties with University President and Board of Trustee approvals, as appropriate (and per current spending policies). The University is not responsible for relocating any renter(s) displaced due to sale of property.

All off-campus residential properties are operating assets of the University. As operating assets, the properties are held on the University's balance sheet at book value, net of depreciation. The residential properties are not held for investment or speculation purposes.

### **Highest and Best Use**

University-owned residential properties are used in many ways to support the overall mission. The highest and best use of each property is determined by the Oversight Committee and may change from time to time. Many factors go into determining property use designation including location, size, rental rate, and short or long term need, among other things. The majority of University-owned residential properties are for short-term faculty housing. Below is a list of priority uses for the residential properties, in no particular order.

- Academic dean housing
- Short term University leadership housing
- Short term faculty housing for tenured/tenure-track only
- Multi-faculty or visiting faculty housing (see separate Visiting Faculty Housing Policy)
- Student program housing (e.g. Honors, Center for Service and Action and International Students)

University residential properties will not be used for regular and ongoing student housing, which includes fraternities and sororities. Further, University residential properties will not be used for regular and ongoing community housing as this can adversely impact property tax exemption status. However, in short term situations policy exceptions may be made depending on the circumstances. Properties should be rented at all times, if possible, in order to address housing needs and maximize rental revenue.

University residential properties will not be used for regular and ongoing student housing, which includes fraternities and sororities. Further, University residential properties will not be used for regular and ongoing community housing as this can adversely impact property tax exemption status. However, in short term situations policy exceptions may be made depending on the circumstances. Properties should be rented at all times, if possible, in order to address housing needs and maximize rental revenue.

In rare cases, the Oversight Committee may approve other uses including certain staff housing. Certain staff positions require regular proximity to campus and timely response rates. Specifically, these positions are the Athletic Director, Vice President, Campus Safety Services, and SVP for Student Affairs. These three positions are not subject to the short-term housing policy.

### **Qualified Renters**

Qualified renters of University owned off-campus residential properties include Cabinet members, academic deans, tenured and tenure-track faculty, and visiting faculty (dedicated visiting faculty houses only). Select students may reside in the dedicated student program houses, but decisions are made outside of this policy. Exceptions can be made for senior staff leadership positions at the discretion of the Oversight Committee, and based on property availability.

Qualified renters must remain in good standing at the University. Upon departure from the University, an existing tenant will have up to 60 days to vacate the property.

**Occupancy:**

Faculty members, domestic partners, immediate family, and live-in household staff.

**Selection Priority:**

**First Priority:** Qualified incoming tenured or tenure-line faculty who have not lived in an off-campus residential property in the past three years. Selection performed by random lottery if demand exceeds supply within this group.

**Second Priority:** Qualified tenured or tenure-line faculty who have not lived in a Faculty Home in the past three years, with highest priority based on the shortest length of service. A random lottery will be conducted for faculty with the same length of service if demand exceeds supply within this group.

**Third Priority:** All other tenured or tenure-line faculty, with highest priority based on the shortest length of service. A random lottery will be conducted for faculty with the same length of service if demand exceeds supply within this group.

**Application Process**

Qualified renters, whether newly hired or currently employed by the University, may apply to rent a LMU-owned home with the LMU Faculty Housing Office. Applications for initial assignments are due on March 31<sup>st</sup> each year. Applications are accepted year-round for the current academic year; however, applications received after March 31<sup>st</sup> will fall behind third priority for initial assignments. Following initial assignments, homes will be assigned according to the priorities established in the Selection Priority.

All completed rental applications are reviewed by the Oversight Committee, and applicants for initial assignments are notified of their status April 30 of each year. An application is no guarantee of approval, and qualified renters may re-apply the following year if still interested. Off-campus residential housing inventory is limited and there may be times when demand exceeds supply. The Oversight Committee maintains full discretion for selecting renters of University-owned homes.

**Lease Terms**

The LMU Faculty Housing Office oversees the leasing process of University-owned residential properties, excluding student program houses. Qualified renters are required to sign a standard lease prior to move-in and provide a security deposit. Lease terms are typically one year for the first year and then month-to-month thereafter.

***Short-term housing is subject to a maximum rental period of three years.*** This enables new or existing qualified renters the time to relocate and acclimate near campus, and then provides others with an opportunity to do the same. After three years, a one-year lease extension may be requested if a waiting list does not exist for the home. Request is no guarantee of approval. Visiting faculty renters are governed by the Short-Term Visiting Faculty Housing Policy.

Academic deans may reside in University-owned homes for as long as they are dean. If and when a dean

returns to the faculty they must vacate the home no later than 60 days after the official transition date.

The University as landlord reserves the right to terminate a lease at any time with certain days' notice under the current California law. Similarly, the tenant must notify the University with certain days' notice in advance of moving out. Should a qualified renter move out prior to lease expiration he or she are responsible for paying rent for the remaining term if the house cannot be re-rented by the Faculty Housing Office.

Sub-leasing is not allowed with the sole exception of sabbaticals. Qualified renters going on sabbatical should contact the LMU Faculty Housing Office in order to aid in renting the home to other faculty, staff, or graduate students. The University reserves the right to approve in advance the potential renter for the sabbatical period. The University does not assist in renting out homes that are owned by others.

The University as landlord has the right to request entrance to any property at any time with at least 24 hours' notice to the qualified tenant.

Material changes to University-owned homes are not allowed unless prior written approval is received. These may include, but are not limited to, painting the inside/outside, building gardens, adding shelves, etc.

### **Rental Rates and Escalations**

The LMU Faculty Housing Office strives to rent residential properties at low market rental rates in order to provide affordable living near campus to qualified candidates. As long as rental rates are within the current market range this should not create a taxable benefit situation. Rental rates offered at significantly below current market rates may create a taxable benefit situation. The LMU Faculty Housing Office analyzes comparable rental properties once per year in January to identify current market rates. Using market rates Faculty Home rents are determined using the following formula:  $\text{Rent} = (X + \text{size}\beta + \text{bedroom}\beta + \text{bathroom}\beta + \text{AC}\beta + \text{Condition}\beta) - 20\%$ . This formula will be used to determine rents for the calendar year on all leases. The University considers 20% below the average market rate to be the low market threshold.

### **Operating and Capital Budget**

All rental revenues generated by off-campus residential properties are included in the LMU Faculty Housing Program budget. These rental revenues support key faculty housing programs including the forgivable home loan program and rental assistance, both of which are taxable. Other budgeted expenses include property taxes, depreciation, program staff salaries, landscaping, and maintenance costs, among other things. All utilities (including, water, gas, electricity, and trash) and security alarm expenses are the responsibility of the tenant. The Faculty Housing Office will oversee the budget.

Most of the University-owned residential properties are property tax-exempt because they support the overall mission. The Faculty Housing Office works with the Los Angeles County Tax Assessor each year in order to maintain or establish property tax exemptions. However, property tax exemptions are not always guaranteed and increases here impact other aspects of the budget.

### **Property Maintenance**

The maintenance and preservation of off-campus residential properties is important as these assets support the University's overall mission. These real estate assets serve as highly useful operating assets today, and should continue to do so for many years to come. As such, a portion of the LMU Faculty Housing Program budget supports each year the maintenance needs of the residences.

The LMU Faculty Housing Office maintains one dedicated property manager to oversee all University-owned residential properties. This individual is responsible for evaluating all maintenance requests in a timely manner, among other things. The property manager will prioritize operating maintenance requests to ensure that budget overspending does not occur in any given year. Top priority is given to requests that are related to health and safety risks. The property manager has discretion to evaluate and prioritize all other requests, and will maintain a running list. The associated costs of the property manager are costs included in the Faculty Housing Program budget.

Tenants have a responsibility to alert the property manager to maintenance issues so that significant deferred maintenance does not occur. A maintenance request is no guarantee of approval.

Tenants are responsible for all filter and battery changes as specified in Lease Agreement Addendum A.

Large capital maintenance needs should be budgeted and planned for. These will be discussed and approved by the Oversight Committee before work and funding occurs.

#### **Exception Request Process:**

**Important Note:** This program strives to operate with clear and consistent guidelines to ensure fairness for all participants. **Exceptions to program policies are very rarely granted.**

#### **Submitting a Request for Review (Unforeseen Circumstances):**

##### **Before requesting an exception:**

- Review all program guidelines thoroughly.
- Explore all available resources and options within the program framework.

**If you encounter a truly unforeseen circumstance that prevents you from fully meeting a program requirement,** you may submit a written request for review to [facultyhousing@lmu.edu](mailto:facultyhousing@lmu.edu). This request should clearly explain the nature of the unforeseen circumstance and how it impacts your ability to participate.

**The oversight committee will only consider requests with clear and compelling justification.** A decision will be communicated within 30 days of submission.

### **Combinability Within the Faculty Housing Program**

Qualified candidates may not combine the use of a University-owned home with other LMU Faculty Housing Programs, including rental assistance and housing assistance benefits at the same time. For example, a qualified faculty renter may not rent a University home at low market rent and receive taxable rental assistance from the program at the same time. This policy enables the LMU Faculty Housing Program to offer its limited resources to a greater number of qualified candidates.

**Consequences of Policy Non-Compliance:** Failure to comply with the Faculty Housing Policy guidelines or abuse of the program, such as failing to vacate the property on time, making unauthorized modifications, or causing excessive damage, may result in temporary or permanent ineligibility for all LMU Faculty Housing programs.

## **3. SCOPE**

The Off-Campus Residential Policy Applies to tenure-line faculty, tenured faculty, and Senior Staff Leadership (at discretion of Oversight Committee and based on property availability)

## **4. RESPONSIBILITIES**

<b>Responsible Party</b>	<b>List of Responsibilities</b>
<b>Oversight Committee</b>	Application review Exception Review Highest and best use of properties Property purchases and sales Large Capital Projects Other property uses Selection process
<b>Faculty Housing</b>	Day-to-day management of properties Oversee leasing process

## **5. POLICY ENFORCEMENT**

<b>Violations</b>	Excessive tenant caused damage Failure to vacate property at end of lease term as established by policy Unauthorized modifications to homes Simultaneous use of other faculty housing programs
<b>Enforcement</b>	May result in temporary or permanent ineligibility for all LMU Faculty Housing Programs

## 6. RELATED DOCUMENTS

<b>Policy or Document</b>	<b>Web Address</b>
Off-Campus Residential Properties	<a href="https://resources.lmu.edu/facultyhousing/university-ownedhomes/">https://resources.lmu.edu/facultyhousing/university-ownedhomes/</a>

## 7. CONTACTS

<b>Subject</b>	<b>Office or Position</b>	<b>Telephone Number</b>	<b>Office Email or URL</b>
Policy clarification	Faculty Housing	310-338-4596	facultyhousing@lmu.edu
Web address for this policy	<a href="https://resources.lmu.edu/facultyhousing/university-ownedhomes/">https://resources.lmu.edu/facultyhousing/university-ownedhomes/</a>		