

Rental Assistance Program Policy

University: ☒	Division: Faculty Housing
Subject: Rental Assistance Program	
Policy Number: 9.16.26 Rental Assistance	Supersedes: Rental Assistance Program Policy Dated June 2019
Effective Date: 9/16/2026	Previous Issued: June 2019
Responsible University Official: Jeffrey Zychowski	
Responsible Office: University Real Estate	

1. INTRODUCTION

The high cost of housing in the local area poses a challenge for the University in its efforts to recruit highly qualified faculty. Recognizing the importance of affordable housing, the University maintains a rental assistance program.

The rental assistance program is intended to ease the transition into the local housing market for tenure-line faculty at Westchester Campus and Loyola Law School Campus during the first three years of their appointment by providing monthly rental assistance in the form of supplemental pay.

2. POLICY STATEMENT

Eligible Faculty

Newly hired, incoming tenure-line (i.e. tenured and tenure track) faculty with a start date of 6/1/19 or after are eligible for the rental assistance program beginning with the first year of their appointment. Tenure-line faculty are eligible to continue in the rental assistance program through their third year as long as they continue employment in good standing with the University. Assistance is provided for the first three contiguous years of appointment only, and may not be suspended and restarted. Rental assistance is limited to one per family household.

Qualified Landlords

Qualified landlords are defined as any individuals or entities who are not a spouse or domestic partner of the participating faculty member. This includes private individuals, property management companies, and other legal entities that lease residential property. The intent of this definition is to ensure that rental assistance is not used for housing arrangements involving the faculty member's spouse or domestic partner.

Requirement to Rent from a Qualified Landlord

Faculty participating in the Rental Assistance Program must rent from a Qualified Landlord, as defined above, throughout the duration of their receipt of rental assistance. A change in landlord status that results in the landlord no longer meeting the definition of a Qualified Landlord may result in termination of the benefit.

Amount of Rental Assistance

Eligible faculty shall receive rental assistance in the form of supplemental pay in the amount of \$6,000 per year, or \$500 per month. Participants receive rental assistance coinciding with the terms of their appointment from September through August. Supplemental pay will be added to faculty member's regular payroll check. Payments are spread throughout the twelve-month period per paycheck and will not be issued as one lump sum payment. Rental assistance is subject to all applicable taxes and withholding and is excluded from 403b benefit calculations. **Rental assistance amounts and timing are non-negotiable.**

Disqualifying Factors

Tenure-line faculty owning residential property within 50 miles of primary work location (including participants who purchase real estate while at LMU) are not eligible for the rental assistance program. Faculty living in a University-owned home may not receive rental assistance as long as they are in the home (this is an either/or situation). Individual faculty housing programs (i.e., home loan program, rental assistance, University-owned homes) may not be combined at the same time. However, faculty members receiving rental assistance may *apply* for the LMU home loan program. Once funded for a home loan the rental assistance will cease. The program is subject to continuous full- time employment at the University.

One-Time Application Process

Rental assistance is not automatically provided to all eligible faculty upon hire. Those interested and in need based on self-assessment must first apply, which is a one-time process and not required each year thereafter. Applications should be received prior to the initial start date at the University. Applicants will be notified within two weeks of status. Application is no guarantee of approval.

Ongoing Eligibility and Notification

Faculty participating in the Rental Assistance Program are responsible for notifying the Faculty Housing Office in writing if they become ineligible for the program under this policy, or if they choose to discontinue participation for any reason.

Oversight and Annual Review

The program Oversight Committee, comprised of the Provost, Chief Operating Officer, and Chief Financial Officer, will review the program annually. This committee maintains full discretion to make changes based on the available program budget and current real estate environment. Changes are applied prospectively only, and will not be applied retroactively.

LMU Human Resources is notified of all faculty participating in Rental Assistance Program.

3. SCOPE

Incoming Tenure-line faculty at Westchester Campus and Loyola Law School Campus, during first three years of appointment

4. RESPONSIBILITIES

<u>Responsible Party</u>	<u>List of Responsibilities</u>
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Oversight Committee	Annual review
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Faculty Housing	Application collection Rental assistance processing
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5. POLICY ENFORCEMENT

Violations Landlord not qualified landlord
 Owning residential property within 50

Enforcement May result in temporary or permanent ineligibility for all LMU Faculty Housing Programs

6. RELATED DOCUMENTS

Policy or Document	Web Address
Rental Assistance Program Policy	https://resources.lmu.edu/facultyhousing/rentalassistance

7. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy clarification	Faculty Housing	310-338-4596	facultyhousing@lmu.edu
Web address for this policy	https://resources.lmu.edu/facultyhousing/rentalassistance		