



**Eligibility Policy for Residing in Faculty/Staff Housing**  
*(Replaces all previous policies for rental property eligibility)*

The University Corporation (TUC) owns and manages various housing units to assist CSUN in its recruitment and retention efforts. TUC housing units are provided at below market rental rates to current employees of CSUN and CSUN's Authorized Auxiliaries. For purposes of determining eligibility for residence in TUC-owned housing, the tenant must be a current, permanent full-time or permanent part-time CSUN or CSUN Authorized Auxiliary employee, or on an official leave of absence recognized by CSUN. At the time of lease signing, the tenant will be asked to certify eligibility and provide information related to his/her position at CSUN or the Authorized Auxiliary, including but not limited to: the employee's CSUN or Auxiliary ID#, department, supervisor's name and contact information. TUC directly or through its management company, reserves the right to request any and all necessary information from tenant and from CSUN to recertify the employment status of any or all tenants at any time and at any such intervals as it may deem necessary in its sole discretion.

The tenant shall immediately notify in writing the management company (if applicable) and TUC's Real Estate Department 818-677-3974 within ten (10) days of any change in employment that would cause the tenant to no longer meet TUC faculty/staff housing eligibility requirements. If during the period of possession of the property, a tenant ceases to be eligible to reside in TUC faculty/staff housing, the tenant shall have sixty (60) days to vacate the unit from the date the eligibility ceased.

If a CSUN employee wishes to become a tenant of TUC faculty/staff housing, s/he should contact the Real Estate Department at [linda.turner@csun.edu](mailto:linda.turner@csun.edu) or 818-677-3974 and request to be added to the wait list. The wait list is maintained on a first-come-first-served basis. A new or current faculty or staff member can be moved to the top of the wait list if, in the opinion of TUC's Executive Director, in consultation with the University President and appropriate Cabinet member, the person's position is of such importance that it would be in the best interest of CSUN to accommodate his/her housing needs. If CSUN desires to accommodate a faculty or staff person in this manner, the request will be made to the Executive Director of TUC.

In order to maximize the benefit to the university and give opportunities to as many faculty and staff as possible, once an employee has resided in TUC housing, that employee is eligible to reside in TUC Housing again four (4) years after previous Maximum Lease Termination date ends. TUC reserves the right at its sole discretion to deviate from this limitation if market conditions warrant it.

Approved:

*Rick Evans*

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Rick Evans, Executive Director

**02-Dec-2021**

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Date