For Schools and Departments: A Recruiter's Guide to University Hills Faculty/Staff Housing

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New Home Update – *In November 2021, the UC Regents approved the design for the first phase of new home construction on the current Las Lomas site (Area 12). For more information, please go to https://icha.uci.edu/Area12. Faculty, Staff and Recruits should be aware that the annual supply of FOR-SALE housing available in University Hills has been declining in recent years (see table below).*

At the same time, a larger percentage of new recruits have been applying to the waitlist. While ICHA cannot guarantee a home, applicants can maximize their opportunity to purchase in University Hills by following best practices:

1. ***Submit application as early as possible*** *(candidates DO NOT need an offer of employment to apply).*
2. ***List as many model types as possible*** *on the application (single family, condominiums, townhomes).*
3. ***Be open to all offers or opportunities for a home****. Be sure to speak to the ICHA Sales Department before rejecting any opportunities.*

Housing Availability Since 2017

Year	Resales	New Homes	Total
July 2021-present	25	0	25
July 2020-July 2021	30	28	58
July 2019-July 2020	18	34	52
July 2018-July 2019	27	42	69
July 2017-July 2018	29	56	85

About Waitlist Categories

Senate Faculty remain in the highest category of the resale home waitlist for several years after their appointment date. ICHA and UCI review and update this definition each Fall. The current definition of a "New Recruit" is a member of the Academic Senate appointed on or after 6/2/2019. ***View detailed chart of priority categories*** and a ***priority categories and home offer process fact sheet***

About the Resale Homes Waitlist

The resale home waitlist is separate from the new home drawing. The date when applicants apply for a resale home determines their placement on the resale home waitlist.

Provost Exception to Waitlist Categories

1. ProvostsôPriority List - Per the terms of the Ground Sublease, Provost, acting on behalf of the University, can approve a Designee from any category for a new or resale home. Persons may specify 1) Model Numbers, 2) Maximum Price, and 3) Minimum Lot Size.
2. DeansôPriority List - A school dean can submit a request to the VPAP for a new recruit or a retention faculty to be considered for an exception. Persons may specify 1) Model Numbers and 2) Maximum Price.
3. In both cases, no other characteristics of a home will be considered, including streets, lots based on location or view, identity of neighbors, a specific home or list of specific addresses and features of a home. Exceptional Status expires when the designee either buys a home or turns down three offers of homes matching their stated preferences (listed below). After three rejected offers, the Designee will be returned to the same placement on the waitlist prior to the exceptional status. After a home purchase, the Designee will be removed from the waitlist.

Introducing Recruits to ICHA & the For-Sale Housing Waitlist

1. Faculty Recruitment Department may arrange an appointment for the recruit to review the faculty/staff housing program with ICHA, currently conducted via Zoom. Please contact the Sales Department (Karlie George or Pamela St. Pierre) to schedule a 45-minute overview for recruits by e-mailing ***sales@icha.uci.edu***.

2. Housing Applications

ICHA Sales team will request from the candidate a completed ***Resale Home application*** to join the waitlist.
The application submission date determines placement on the waitlist. The Sales team will also introduce the candidate to ***University Hills Rental Opportunities*** as interim housing while they wait to be offered a home.

3. Senate Appointment Confirmation & Start Date

ICHA will reach out to the department to request confirmation of the appointment and start date of the applicant prior to a home being offered. ICHA will send a letter of verification to the department requesting confirmation of Senate Appointment date and full time status. One must be a full time UCI employee in order to close on a home.