

SABBATICAL RENTAL PROCESS

Owners must notify Irvine Campus Housing Authority (ICHA) of their intent to rent their home. Irvine Campus Housing Authority assists homeowners in University Hills with the intended provisions of the Faculty Housing Program and terms of the Ground Sublease Section 3.07 by supporting their efforts to find a tenant from among the UCI-associated population. Please note ICHA does not set the homeowner's rental price and a rental lease will be directly between the homeowner and tenant. Tenant screening is the responsibility of the homeowner.

Please complete the [Sabbatical Rental Listing form](#) to notify ICHA of your intent to rent your home. While ICHA cannot guarantee a match, once the Home Rental Listing information is submitted, ICHA will begin notifying UCI-associated persons who have recently expressed interest in sabbatical rental opportunities in University Hills. If interested, the potential renter may contact you directly.

Homeowners renting their home shall agree to follow all local, state, and federal fair housing laws and shall not discriminate based on race, color, religion, national origin, familial status, mental or physical disability, marital status, sexual orientation, age, ancestry, source of income or medical condition. Homeowner further agrees to assure tenants follow the terms of the Ground Sublease and the University Hills Property Use and Maintenance Regulations.

Except for rentals less than thirty (30) days, owners must notify ICHA of the lessee, including the name of the tenant(s), the tenant's campus affiliation, and term of the rental. Once you have found a tenant, kindly complete the [Tenant Lease Information form](#) to notify ICHA. Please be sure to list a local emergency contact and your away address so we may reach out in case of emergency while you are away.

SUGGESTIONS for homeowners seeking tenants:

- Take pictures or a video of your home if you wish to share them with potential renters
- Keep your gardener & house cleaner to make sure your home is well-maintained
- All household utilities should remain in your name
- Consider removing personal items of significant or sentimental value to a locked cabinet or safe.
- Prepare and execute a lease with the tenant and keep copies.
- Have tenant retain renter's insurance.

If your plans change or you no longer intend to rent your home while on Sabbatical, feel free to contact ICHA at sales@icha.uci.edu or (949) 824-7345 to remove your sabbatical listing.