



August 14, 2015

Re: Authority Regarding Lease Extensions and Exceptions

Dear University Housing Residents,

Recently, it has been brought to our attention that there may have been some misunderstandings in relation to our Resident Managers and their authority to grant lease extensions and/or make exceptions to policy. All policy matters are under the jurisdiction of the University of Hawai'i; Resident Managers have no authority to grant exceptions to University policies. Any lease extension and/or exception may only be granted by the University.

The current Board of Regents' Policy, Executive Policy, and House Rules for University Housing are available on the University Housing website at <http://www.hawaii.edu/fachousing/rules.html>. We believe it is important to highlight the policies regarding three issues at this time:

Subletting

Subletting apartments is not allowed without prior written approval from the University Housing Office; however, University Housing does not approve of subletting at this time. Tenants should not advertise their units for subletting on any venue, at any time. Guests who occupy a unit while a tenant is traveling shall not be charged any rent whatsoever by the tenant. Any tenant who is found in violation of the subletting section of his/her lease will immediately be issued a 30-day notice to vacate.

Prolonged Vacancies

Whenever the tenant is away for two or more weeks, the tenant shall notify the Resident Manager of the time period the apartment will be left vacant. The tenant must provide the Resident Manager with the names and contact numbers of guests, and the duration of their stay in the apartment while s/he is away. Guests will not be charged rent/fees of any kind by the tenant.

If a tenant will be away from the apartment for three months or longer, approval to continue renting must be obtained from the Director of Campus Services. Approvals and notifications occur via the prolonged vacancy form, which must be submitted *at least thirty (30) days prior* to the first day of the prolonged vacancy period. Tenant forms may be found on the University Housing website here: <http://www.hawaii.edu/fachousing/housingapplications.html>

Intent to Vacate

An "Intent to Vacate" form should be filed with the Managing Agent office *at least sixty (60) days prior* to the first day of the month that the tenant intends to move out of the University Housing unit.

This requirement applies whether a tenant moves out before the lease expires, or at the end of the lease term; and *must* be in writing. Tenant forms may be found on the University Housing website here: <http://www.hawaii.edu/fachousing/housingapplications.html>

If you have questions or concerns regarding this letter, please contact us at fachsg@hawaii.edu.

Sincerely,



Andy Lachman
Manager
University Housing



Jessica Treat
Regional Property Supervisor
Cirrus Asset Management, Inc.

CC: Deborah Huebler, Director, Campus Services
Darryl Nohara, Director, Auxiliary Services