Employer-Assisted Housing Program
Rental Program Guidelines

Overview
The University of Chicago’s Employer-Assisted Housing Program (EAHP) provides rental assistance to employees who move near the University. Through this program, the University strengthens its connections to surrounding neighborhoods, retains valuable employees, and helps staff optimize their work-life balance. EAHP provides up to $2,400 in rental assistance to eligible employees who move to the Woodlawn Focus Area (see below for boundaries).

Steps

**Step 1:** Find your rental in the Woodlawn Focus Area.

**Step 2:** Complete the EAHP Rental Application.

**Step 3:** Contact eahp@lists.uchicago.edu prior to signing your lease, to verify funds are available and you qualify under program guidelines.

**Step 4:** Complete rental counseling.

**Step 5:** Sign your lease.

**Step 6:** Provide your lease and all necessary deposits and rent payment documentation to eahp@lists.uchicago.edu.

**Step 7:** After completing 30 days of your signed lease, submit the lease, a copy of your deposit via canceled check, and proof of your former address to eahp@lists.uchicago.edu.

**Step 8:** In 30 to 60 days, confirm your reimbursement has been processed through payroll to be applied to a future paycheck.

**Step 9:** After one full year of a successful lease, contact eahp@lists.uchicago.edu to process your second reimbursement. Your landlord, property owner, or manager will be contacted to verify information before processing the reimbursement. Requests for reimbursement must be submitted no longer than sixty days from the last day of the lease.

**Funding**
EAHP Funding is limited and subject to change each fiscal year (beginning July 1) and is allocated to EAHP participants on a rolling basis.
Qualifications

1) General
To qualify, you must be a full-time, benefits-eligible employee of the University of Chicago or University of Chicago Medicine, who has successfully completed your probationary period. To begin the process, you must email eahp@lists.uchicago.edu.

2) Income Limits
No income limits apply to renters.

3) Rental Counseling
All applicants must participate in rental counseling, which is provided through the Employer-Assisted Housing Program.

3) Geography
The rental program is currently only available in the Woodlawn Focus Area. The Woodlawn Focus Area boundaries extend north to 60th Street, south to 67th Street, east to Stony Island Avenue, and west to Cottage Grove Avenue. To confirm whether the rental property you are interested in is within the Woodlawn Focus Area, contact eahp@lists.uchicago.edu.

4) Reimbursement
Under the program, rental assistance is provided in the form of reimbursement for your first and last month’s rent, up to a maximum of $2,400. The reimbursement will be calculated based on your actual monthly rent as stated on your lease and will be issued in two installments. You will receive the first installment once you have signed your lease, paid your deposit, and occupied the home for 30 days. The second will be issued once you have completed one year of tenancy and otherwise fulfilled your obligations under the lease. To receive your first reimbursement, you must provide the contact information for your landlord or rental manager, a copy of your lease, a canceled check, and proof of EAHP rental counseling completion. To receive your second reimbursement, you must contact eahp@lists.uchicago.edu, and provide your landlord or property manager’s contact information so that EAHP can verify your successful one year of tenancy. Note that the rental assistance is taxable to you as income at the time you receive each installment.

5) Existing Residents
Rental assistance is not available if you are renewing an existing lease for a premises you already occupy. Given the limited resources of the program, rental assistance is only available to employees who wish to relocate to the Woodlawn Focus Area, and not to employees who currently live there.

6) Sublet Agreements
Employees are eligible for rental assistance if their sublet term is equal to or greater than one year.

7) Non-Eligible Roommates
If you are renting with roommates, rental assistance is available for your portion of the rent only. Immediate family members are not considered roommates.

Early Termination of Lease
If you terminate your lease before the successful completion of one year, you will forgo your second reimbursement.
**Homeowner Down Payment Assistance**
If you receive rental assistance, you are eligible to later receive down payment assistance for a home through EAHP as long as you successfully complete the one-year rental program and meet all other program guidelines, including attending homeownership counseling.

**Termination of Employment**
If you are no longer employed by the University or Medical Center during the one-year lease term, you will forgo the second reimbursement payable at the end of the one-year lease term, provided that if your employment is terminated within the first 30-days of your lease, you will forgo both the first and second reimbursement.

**Tax Implications**
The rental assistance is considered taxable income to you at the time the reimbursement is paid to you. Accordingly, both the reimbursement and the associated tax will be applied to your paycheck at the same time. As such, what will appear on your check will not be the full month’s rent, but rather the amount of assistance, net of applicable taxes.