



Employer Assisted Housing Application

Please Type or Print – See Application Instructions

1. Name	2. Telephone Number Home: Office:	3. SAP Personal ID #	4. Date of Birth
5. Address	6. City	7. State	8. Zip
9. Department Name	10. Job Title		11. Hire Date

Eligibility Overview	<p>a. Regular full-time faculty at the rank of instructor or assistant professor are eligible immediately upon the receiving a contract for the academic year. <u>A copy of your signed contract must be submitted with this application.</u></p> <p>b. Regular full-time staff employees at grade level 46 or below are eligible after completing the 90-day employment orientation period.</p> <p>c. First-time homebuyers may be given priority. First-time homebuyer is defined as someone who has not owned a home within the last three years.</p> <p>d. This is a taxable benefit. Employees will be required to pay taxes on UK funds received.</p>
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Application Agreement Employee →	I have read and agree to the guidelines established in the University of Kentucky Employer Assisted Housing Program. Employee Signature: _____ Date: _____
UK Benefits Office (Benefits → Staff Only)	The above listed employee satisfies the program criteria. Status/Rank: ___ Grade 46 or below: ___ 90-Day Orientation Complete: ___ Contract Signed: ___ UK Benefits Office: _____ Date: _____

Homeowner Education Program Provider (HEPP)	The above employee has satisfied the pre-qualification criteria. HEPP Name: _____ HEPP Signature: _____ Date: _____
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Lender	The closing date is set for: _____ Closing Location: _____ Address of Home: _____ Price of Home: _____ Lender Name: _____ Check Made To: _____ The above employee has satisfied the pre-qualification criteria. Lender Signature: _____ Date: _____ The filing fee is the responsibility of the employee or the lender.
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Closing	Completed form must be returned to the University of Kentucky Employee Benefits Office (204 Mandrell Hall; 859-257-9519) 5 days before the closing date.
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