University of Kentucky

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	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. **A copy of your signed contract must be submitted with this application.** b. **Regular full-time staff employees** at grade level 46 or below are eligible after completing the 90-day employment orientation period. 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**.** d. This is a taxable benefit. Employees will be required to pay taxes on UK funds received.

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: _____

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.
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.