

NATIONAL TAIWAN UNIVERSITY

Directives Governing the Assignment of and Fees for Single-Room Faculty Housing

September 16, 1987	Passed by the 1,582 nd Administrative Meeting
July 21, 1992	Amended and passed by the 1,789 th Administrative Meeting
June 25, 1996	Amended and passed by the 1,967 th Administrative Meeting
July 18, 2000	Amended and passed by the 2,160 th Administrative Meeting
June 29, 2004	Passed by the 2,347 th Administrative Meeting
September 13, 2005	Passed by the 2,401 st Administrative Meeting
April 24, 2007	Amended and passed by the 2,477 th Administrative Meeting
January 20, 2009	Amended and passed by the 2,559 th Administrative Meeting
March 19, 2009	Approved by the Ministry of Education via official letter Tai Tsung (1) Tzu No. 0980041739
April 22, 2014	Amended and passed by the 2,808 th Administrative Meeting
January 13, 2015	Amended and passed by the 2,843 rd Administrative Meeting
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January 28, 2016	Approved by the Ministry of Education via official letter Tai Chiao Mi (1) Tzu No. 1050005759
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Article 1 Eligibility:

Quota-based faculty members, employees, and security guards at National Taiwan University (NTU or “the University”) (excluding its subsidiary organizations) who have never received housing subsidies or aid from the government (including mortgage interest subsidies, government-backed loans, or discounted government-built housing) and who have no spouse (or whose spouse, minor children, parents, and/or adult children with disabilities requiring a caretaker no longer live with them in the multi-room housing assigned to them) may apply to lease a single-room faculty housing(“housing”) unit.

Those with extraordinary circumstances and no dependent relatives may also apply with the special signed approval from the University.

Article 2 Priority for housing assignment shall be given, in the following order, to applicants with higher points, earlier date of initial appointment at the University and those who completed the final revision of their application first (as recorded by the server).

Article 3 The aforementioned points shall be calculated as follows:

1. 1 point for every NT\$5 of monthly salary (except for military instructors, who shall receive 1 point for every NT\$6 of monthly salary).
2. 1 point for every 3 months of service (beginning from the month of initial appointment) for up to 10 years of service; 1 point for every 2 months of service from the 11th year of service onwards; (if there is a gap in their period of service, both the period before and after the gap may be counted).

3. Seven additional points shall be given to applicants who do not own a house. Four additional points shall be given to applicants whose house is located outside of Taipei City, New Taipei City, Keelung City, or Taoyuan City.
4. 7 additional points shall be given to applicants classified as having a severe disability, 5 points for a moderate disability, and 3 points for a mild disability.
5. One additional point shall be given to applicants who are currently entitled to supervisory differential pay for service in a quota-based administrative position.

If a jointly appointed faculty member or research fellow's primary appointing institution is changed to NTU midway through their employment, their years of service during which their salary was received from another institution shall not be counted.

Visiting faculty members and research fellows who choose to continue their appointment at the University upon the conclusion of their visit may have their visiting period counted as part of their years of service.

The method of calculating salary and seniority points shall be based on the information published one month prior to each assignment announcement.

Article 4 The (re-)assignment of housing units shall be carried out at predetermined intervals as announced by the University, the specific procedures for which are as follows:

1. Applicants shall first apply for an account from the Computer and Information Networking Center.
2. A list of available housing units, if any, will be published on the Faculty and Staff Housing Division homepage between the 1st and 5th (or, in the event of a holiday, the following business day) of March, June, September, and December. The Faculty and Staff Housing Division may increase the frequency of assignment as housing units become available.
3. Applicants may borrow the keys to their desired housing unit(s) from the Faculty and Staff Housing Division during business hours and take a walk-through between the 1st and 5th (or, in the event of a holiday, the following business day) of the month in which availability is announced.
4. Applicants shall rank their preferences via the online system between the 1st and 5th of the month in which availability is announced. Applications may be revised or rescinded anytime prior to the submission deadline on the 5th (or, in the event of a holiday, the following business day).
5. The assignment results shall be announced on the 15th (or, in the event of a holiday, the following business day) of the month in which availability is announced and shall remain published for two days.
6. After the 2-day announcement period, the Faculty and Staff Housing Division will notify assignees to produce the necessary documentation and pay a security deposit (3 times the amount of the applicable monthly management fee) within 15 days to complete the signing process.

7. Upon signing, the Faculty and Staff Housing Division shall issue a housing certificate and transfer the keys to each assignee, who shall then take on the responsibility of safekeeping the assigned housing unit. Assignees are expected to move into their assigned unit immediately, pay the housing management fee, and begin to have their housing subsidy deducted on a monthly basis in accordance with Executive Yuan regulations.

Article 5 Under any of the following circumstances, the housing assignment shall be revoked, and either the assignee shall be barred from signing the lease or the signed lease shall be terminated; furthermore, the assignee shall be barred from any housing assignment for one year starting from the next (re-)assignment date:

1. Submission of a written waiver for the housing assignment
2. Failure to complete the signing process on time
3. Failure to move into the premises by the deadline
4. Provision of false information during the application process that impacts the fairness of the assignment

The one-year suspension shall not apply to assignees who meet any of the conditions set forth in the preceding paragraph due to causes not attributable to themselves.

If an assignee no longer meets the eligibility criteria at the time of signing, their assignment shall be revoked.

Article 6 Assignees with just cause may, with the University's approval, postpone the signing date by up to one month; however, the Cashier Division will still deduct the security deposit from their remuneration upon notification by the Faculty and Staff Housing Division.

The security deposit of assignees who are granted an extension in accordance with the preceding paragraph but fail to complete the signing process shall be forfeited, and the failure to sign shall be handled in accordance with Article 5.

Article 7 The term of each housing lease shall not exceed the period of the renter's full-time employment at the University and may last up to 15 years. However, the combined leasing period for all housing rentals by any assignee may not exceed 25 years.

The preceding paragraph shall be passed by the Faculty and Staff Housing Committee and the Administrative Meeting, approved by the Ministry of Education, and implemented one year after its promulgation. It shall not apply retroactively to past housing assignments.

Renters who have lived in housing for six months may apply for a reassignment, but they shall be given a lower priority than those applying for an assignment for the first time.

Article 8 Renters who continue to perform their original duties while on paid or unpaid leave and who wish to retain their current housing unit shall apply to the Faculty and Staff Housing Division, Office of General Affairs. A housing unit may be retained for up to two years; however, the length of retention for employees on secondment shall be the same as their period of secondment.

Renters described in the preceding paragraph who do not apply for retention shall hand over the assigned housing to the University. Once they resume work at the University, they may reapply for housing assignment with the Faculty and Staff Housing Division during the online application period and receive 20 additional points for the assignment.

Those with a chronic disease or limited mobility may apply to be assigned housing on the first floor by submitting a certificate of diagnosis issued by NTU Hospital to the Faculty and Staff Housing Committee for verification.

Article 9 Under any of the following circumstances, applicants shall be suspended from housing assignment:

1. The applicant is seconded to another institution or agency (only during their period of secondment).
2. The applicant is expected to be abroad for more than three months.

Article 10 To encourage the responsible use of housing resources, a management fee will be deducted from renters' monthly remuneration during their lease, in addition to the housing subsidy and utility deductions. (Renters who are assigned to housing unit with independent utility meters shall be responsible for making their own utility payments.)

The management fee shall be calculated in accordance with the following standards:

1. Tiered pricing based on the age of the property (to be recalculated on January 1 each year):

Property Age	Discount	per ping (≈3.306 square meters) per month
< 5 years	N/A	NT\$400
5–10 years	10% off	NT\$360
10–15 years	20% off	NT\$320
15–20 years	30% off	NT\$280
20–30 years	50% off	NT\$200
≥ 30 years	70% off	NT\$120
(Reinforced) brick housing	80% off	NT\$80
Wooden houses	90% off	NT\$40

2. Renters who are assigned housing on or after January 1, 2016 will be charged a fixed monthly management fee of NT\$500 per ping with no discount for depreciation.

Notwithstanding the foregoing, the monthly management fee for housing whose construction began on or after January 1, 2014 shall be fixed at NT\$600 per ping with no discount for depreciation.

3. Amounts calculated in accordance with the preceding two subparagraphs shall be rounded to the nearest whole number.
4. The management fee standards for housing whose construction is financed by a loan taken out by the University shall be set separately based on each housing's manner of financing and the percentage of the total area used by each renter.
5. Each housing may assess fees for additional shared expenses, parking management fees, and/or cleaning fees, which shall be charged and paid

in accordance with the Faculty and Staff Housing Division's announcements.

To ensure that all rented housing units are returned on time and in good condition, renters shall pay a security deposit (three times the amount of the applicable monthly management fee) to the Cashier Division before signing the lease and moving into the assigned unit. The security deposit will be refunded without interest once the leased unit is returned.

Article 11 The University may conduct regular inspections to ensure that all housing units are put to proper use. Renters may not evade, hinder, or object to such inspections, nor may they harass the inspectors in any way.

'Harassment' in the preceding paragraph is defined as any behavior that may be construed as verbal abuse, intimidation in a raised voice, or written accusations against the inspectors which are found to be false.

A written warning shall be issued for a minor offense described in Paragraph 1 committed by the renter; however, for severe or repeated offenses, the University may revoke their housing assignment as a last resort.

Article 12 All pre-existing equipment and furniture within the housing are provided as-is, and no additional equipment or furniture will be provided to renters. Renters shall exercise due care for the assigned housing unit and all equipment and furniture contained therein. Renters may not demolish, modify, damage, expand, or change the floor plan of the housing in any way, nor may they install any equipment, without the approval of the University. Violators shall be responsible for restoring the housing space in question to its original condition, and they shall additionally be held liable for any associated damages. Renters shall be responsible for repairing (or paying the repair costs for) damaged equipment or furniture in their leased housing unit.

Article 13 Revocation of assignment

1. The University may revoke an assigned housing unit, require the assignee to forfeit the associated security deposit, and seek back payment of management fees for assignees who do not actually reside in the assigned unit, who use the assigned unit for unauthorized purposes, or who are two months late on management fees and still fail to make the necessary payments by the stipulated deadline despite having been issued a warning. Furthermore, such assignees shall be barred from applying for housing unit at the University in the future.

2. Renters who no longer perform their original duties due to a change of appointment from full-time to part-time, transfer, resignation, retirement, or unpaid leave shall vacate the premises within three months. Renters who are removed from office, suspended, or dismissed shall vacate the premises within one month. Renters who are on statutory unpaid leave in order to raise a child under the age of three shall be exempt from the preceding restriction.

Renters shall pay the housing management fee by making a cash or check payment at the Cashier Division by the 5th of each month until they hand over the leased unit to the University in accordance with the preceding paragraph. The same shall apply to renters on statutory

unpaid leave for raising a child under the age of three, even during the period of unpaid leave.

The Personnel Office shall withhold renters' certificate of service records until they hand over the leased housing unit in accordance with Paragraph 1 herein, except where just cause is presented AND a written statement to vacate the premises within the time frame stipulated in the preceding paragraph has been approved by the University. In addition to forfeiting the security deposit, the University may seek an enforcement order from a competent court of law against renters who fail to vacate the premises within the time frame stipulated in Paragraphs 1 and 3 herein. Assignees who occupy housing unit without authorization not only shall indemnify the University for any damage incurred but shall additionally be liable for the following punitive damages:

- 1) The base amount for the punitive damages shall be NT\$1,200 per month for units smaller than 7 ping in area (NT\$2,500 for units larger than 7 ping) in housing constructed (purchased) on or before December 31, 2013. The foregoing notwithstanding, for renters who signed a lease on or after January 1, 2016 or who are assigned to housing constructed (purchased) on or after January 1, 2014, the base amount for the punitive damages shall be the same as the current monthly housing management fee.
- 2) Punitive damages of twice the base amount shall be assessed each month within the first three months of unauthorized occupation. The punitive damages shall be increased to 5 times the base amount per month in the 4th to 9th months of unauthorized occupation and then to 10 times the base amount from the 10th month onwards. For the purpose of the preceding calculation, a period of less than one month shall be counted as one full month.

Renters shall indemnify the University for all attorney's fees associated with litigation arising from the preceding item.

3. Renters who are married after being assigned housing unit shall return the unit within two months of the marriage registration unless they are granted an exception by the University on the condition that no dependent relatives may live with them. Renters shall be barred from applying for multi-room faculty housing assignments if they fail to do so in time. Furthermore, the University reserves the right to take legal action against said renters.
4. Renters shall pay the public facility cleaning/maintenance fees assessed by each housing management committee, which may report any renters who are late on payments or who refuse to pay the Faculty and Staff Housing Division, Office of General Affairs for collection. Furthermore, the University shall forfeit such renters' security deposit, revoke their housing assignment, and suspend them from future housing assignments for a period of two years.
5. Renters who are subsequently assigned another housing unit after signing a single-room faculty housing lease shall have the original lease terminated once the new lease is signed. Renters shall vacate and

hand over their original housing unit within one month of lease termination, during which period they shall continue to pay the necessary fees. Renters who fail to do so on time without just cause shall have their security deposit forfeited. Furthermore, the University may seek an enforcement order with a competent court of law and prohibit the renter in question from applying for any housing assignments in the future.

6. Renters shall follow the procedures below during the handover process:
 - 1) Clean and restore the leased unit and any furniture and equipment attached to it to its original condition and then hand it over to the Faculty and Staff Housing Division. Any items left behind shall be treated as waste to be disposed of by the University, the associated costs of which shall be borne by the renter.
 - 2) Fill out the Housing Handover Affidavit.
7. In addition to having their security deposit forfeited, renters who vacate the premises without completing the procedures stipulated in the preceding paragraph shall continue to bear the associated safekeeping obligations and shall be liable for any resulting damage to or loss of property.
8. Renters who complete the handover process in accordance with the preceding regulations may request a refund of their security deposit with the Cashier Division by producing a certificate issued by the Faculty and Staff Housing Division.

Article 14 Matters not addressed herein shall be handled in accordance with the regulations governing the University's multi-room faculty housing.

Article 15 The Directives shall be passed by the Faculty and Staff Housing Committee and the Administrative Meeting, approved by the Ministry of Education, and then implemented on the date of promulgation.