

HO TECHNICAL UNIVERSITY



HOUSING POLICY

DRAFT

AUGUST, 2020

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1.0 Introduction

The purpose of this policy is to provide guidelines for fair allocation, responsible occupancy, regular maintenance and lawful vacation of university housing units in the best interest of the University.

According to the Unified Conditions of Service for Technical Universities of Ghana, “a Technical University may provide accommodation, for which rent, to be determined from time to time, will be charged. The Technical University shall pay housing allowance to the Senior Member in lieu of university accommodation at a rate approved by Government”. The Unified Conditions of Service further provides that “the allocation of Technical University houses to entitled staff shall be governed by regulations approved by the Academic Board and administered by the Housing Committee”.

Attempts shall be made to accommodate Senior Members and Entitled Staff in the University's own houses. Where these are not readily available, the University shall provide rented premises in suitable areas outside the campus, at rates to be agreed upon by the University and the Landlords/ladies.

In consonance with its functions, the Housing Committee shall follow the procedures spelt out in this policy regarding allocation of vacant University housing units and decision-making on related matters.

2.0 University Housing Units

University Housing Units shall be those houses owned or rented by the University. Allocation of such units shall be based on approved procedures.

3.0 Reserved Housing Units

The University Guest House shall be classified as reserved for purposes of allocating them only to guests of the University, namely, Visiting Scholars, External Examiners and University Visitors. Allocation of the houses to any permanent staff of the University shall be temporary for a maximum period of six (6) months only. Any stay beyond the six (6) maximum months shall attract economic rent or eviction from the Housing Unit.

4.0 Accommodation for Newly Appointed Senior Members and Entitled Staff

A newly appointed Senior Member or Entitled Staff shall be paid rent allowance at the approved government rate. Where the circumstances of the employee require assistance, the University may advance a maximum of one (1) year's rent to him/her and recover same from his/her salary over ten (10) months period.

5.0 Duty Post/Reserved Housing for Special Officers

Duty Post housing shall be provided on campus for the following categories of Senior Members:

- (i) Vice-Chancellor
- (i) Pro-Vice-Chancellor
- (iii) Registrar
- (iv) Librarian
- (v) Director of Finance
- (vi) Director of Works and Physical Development
- (vi) Director of Internal Audit
- (vii) Medical Director
- (viii) Head of Security
- (ix) Any other officers as may be determined by the Academic Board, from time to time.

6.0 Allocation of Vacant Housing Units

6.1. Advertisement for Vacant Housing Units

The Director of Works and Physical Development (DWPD) shall advertise all vacant and habitable University housing units for a period of at least fourteen (14) days. The advert shall indicate relevant information about the housing unit such as house number, location, number of rooms and their dimensions, compound details, etc.

Housing application forms should be collected from the office of the DWPD and filled in by applicants.

6.2. Completed housing application forms shall be returned to the DWPD for vetting. A list of all applicants, indicating the points declared by the applicant and vetted by the DWPD will be published for comments. The vetted points will be forwarded to the Housing Committee for allocation.

- 6.3 The Housing Committee shall allocate University housing units to Senior Members or Entitled Staff of the University by considering the vetted points and in line with relevant regulations of the University.
- 6.4. The Housing Committee shall determine appropriate rent for rentable housing units based on the recommendation of the DWPD.
- 6.5 The Chairman of the Housing Committee shall issue an accommodation allocation letter to the staff to whom the housing unit has been allocated. The allocation letter shall indicate the rent payable if applicable and other relevant conditions. The allocation letter shall be copied to the Registrar and the Director of Finance (DOF) for payroll rent deduction and also copied to the DWPD for necessary occupancy arrangements.
- 6.6 The staff to whom the housing unit has been allocated shall inspect the housing unit in the company of the DWPD or his/her representative.
- 6.7 The staff to whom the rentable housing unit has been allocated may accept the allocation or otherwise in writing to the Chairman of the Housing Committee within three (3) working days after receipt of the allocation letter and issue copies to the Registrar and the DOF and the DWPD.
- 6.8 Upon acceptance of the allocated rentable housing unit, the DWPD shall ensure that the occupant and the designated officials of the University sign a tenancy agreement between the University and the occupant in triplicate. A copy each of the signed tenancy agreement shall be distributed to the Registrar and the DWPD, Chairman of the Housing Committee and the occupant.
- 6.9 The occupant and the DWPD or his/her representative shall take inventory of properties in any allocated housing unit including furniture, equipment fixtures and fittings in the housing unit. The occupant and the DWPD or his/her representative shall sign two (2) original copies of the inventory. A copy each of the inventory shall be distributed to the occupant, the Registrar and the DWPD.
- 6.10 The DWPD shall handover the keys of the housing unit to the occupant and register same.
- 6.11 The occupant shall take occupancy of the housing unit allocated in line with relevant regulations until voluntary or compulsory vacation of the housing unit.

7.0 The Points System

The scheme for the allocation of houses shall be as follows:

7.1. Status Points

Points shall be earned by virtue of the status of the Senior Member or Entitled Staff in the University, as follows:

i. Professors	50 points
ii. Associate Professors (or persons of equivalent status)	40 points
iii. Senior Lecturers (or persons of equivalent status)	30 points
iv. Lecturers (or persons of equivalent status)	20points
v. Chief Technicians (or persons of equivalent status)	15 points
vi. Assistant Lecturers or equivalent	15 points
vii. Principal Technicians (or persons of equivalent status)	12 points

7.2. Additional Points for Special Officers

An applicant holding any one of the following positions may earn additional points, as provided below:

i. Dean/Director of Institutes/Head of Hall	15 points
ii. Vice-Dean/Head of Department/ Vice-Master/Senior Tutor	12 points
iii. Deputy Senior Tutor/Faculty or School Examination Officer	10 points
iv. Tutor/ Chaplain/Coordinator of Unit/Departmental Exam. Officer/Academic Advisor	8 points

Holders of any **one** of the above-listed positions, who served their full term of office, will retain *half* of the appropriate special officers' points, upon leaving office if they no longer hold any other special office. Such points can be used only once.

7.3. Length of Service Points

Points shall be earned in respect of every month of service to the University. This will be calculated from the date applicant qualified for University housing, as follows:

a. Continuous Service at the University :

Three (3) points per year, for the first six years of continuous service; and six (6) points for every additional year of service, thereafter.

b. Transfer of Service:

Senior Members and Entitled Staff transferring directly from another Ghanaian Public University to Ho Technical University shall, for the first six (6) years at Ho Technical University be entitled to three (3) points for every year completed. His/her service with the previous Public University shall also count as three (3) points for each year completed, to be reckoned, according to these regulations, from the date he qualified for University housing in that University.

c. Study Leave:

Senior Members and Entitled Staff on study leave with pay shall earn length of service points for the period of the study leave.

7.4. Residence Points

In addition to the points that accrue on account of length of service (7.3 above), Residence Points may be earned as follows:

- a. Off-campus Residence: Two (2) points shall be earned for every one year stay at University Housing located outside the University campus or three (3) points for any Rented Residence outside the University housing or main place of work.
- b. Effective Date: The effective date for calculating Residence Points shall be the date staff becomes entitled to University housing.
- c. Study Leave: Staff on study leave – whether local or external – shall not earn Residence Points, during the period of the study leave.

7.5. Dependants' Points

a. Definition of Dependants

- (i) One's children are one's own issues.
- (ii) One's ward is a child, who has been registered by the University, in one's name, and duly recognized as such.

b. Dependent children resident in Ghana shall earn the following points:

- (i) One (1) point per child under 21 years old. Children over 21 years who are proven to be students shall, however, qualify for the award of points.
- (ii) The maximum permissible points for the number of Children/Wards per applicant shall not exceed five (5).
- (iii) One (1) extra point for children who are of opposite sexes, a least one of

whom has reached the age of 10 years.

7.6 Pooling of Points

- a. Two entitled staff may not pool points together for the purpose of securing a house unless the applicants concerned are married couples. In that case, the points of the applicant with the higher score shall be taken to be the initial score of the group and the status, special office as well as the service points of the other partner shall be added to the score.
- b. Where the two of them are housed separately, one of them should give up his/her house and join the other.
- c. If two entitled staff share one University housing unit and one of them leaves the service of the University, accommodation befitting the status of the remaining staff shall be secured for him/her within a reasonable period.

7.7 Equal Number of Points

Where the total number of points is the same for two or more persons, preference will be given to the person who, in the opinion of the Housing Committee, has a more urgent claim. The Committee shall be guided by the reason(s) an applicant states on the application form.

7.8 Reversion to Next Person with Highest Points

If a person with the highest score of points is unable to accept an allocation made by the Housing Committee, the person with the next highest points, who has chosen that same house, shall be given the house.

8.0 Family Size and Types of Housing Units

- a. A person with less than three (3) children shall not normally be eligible for a three-bedroom house with a study. However, a person with two (2) children, who are of opposite sexes, and at least one of who has reached the age of ten (10) years, may be considered for such a house.
- b. A person with three (3) or more children who are of the opposite sex and at least one of them over ten (10) years shall normally not be eligible for a one-bedroom house and study, or a two-bedroom flat.

9.0 Change of Accommodation

a. Movement from One or Two-bedroom Flat/House

A person living in a one-bedroom flat with a study/two bedroom flat/house can apply for a change of accommodation, after a minimum period of two (2) years.

b. Movement from One House to another House

In all other cases, movements shall be permitted only after a minimum stay of four (4) years.

10.0 Swapping of Residence

- a. Where two occupants, on their own volition, intend to exchange houses with similar facilities, they must obtain written approval from the Housing Committee.

In all cases of swapping of residence, the persons concerned shall bear the full cost of "touching-up" (minor repairs) the houses vacated, where needed, plus the transport and labour cost. The 'touching-up' will be carried out under the supervision of DWPD.

11.0 Deadline for Moving into a Vacant Housing Unit

The winner of a house, which has been inspected after renovation and certified by the joint inspection team of the Housing Committee and the new tenant to be habitable, shall move into the house within a period of one (1) month, or lose it.

12.0 Refusing a House of One's Choice

An applicant who has been allocated a house of his/her own choice, but who cannot occupy it within a month after inspection and certification by the Housing Committee, must notify the Chairman of the Housing Committee in writing of his/her inability to move in. Failure to do so will result in the house being reallocated and the applicant will also be barred from applying for another house, at the next allocation exercise.

13.0 Owner-Occupier/Rented Houses

Senior Members and Entitled Staff who live in their own houses (owner occupier) or rented houses shall be paid rent allowance at rates approved by Government.

14.0 Leave and University Accommodation

14.1. Study Leave

- a. Senior Members and Entitled Staff proceeding on more than one-year study leave outside the University shall inform the Chairman of the Housing Committee, and vacate their houses before their departure. Senior Members and Entitled Staff on study leave tenable at the Ho Technical University may however keep their houses.
- b. Persons proceeding on a maximum of one-year leave, who surrender their houses before departure, shall be credited with three (3) points on their return.

14.2. Extension of Study Leave

A Senior Member or an Entitled Staff granted an extension of study leave beyond twelve (12) months shall be required to surrender his/her University-provided accommodation. The readiness of the staff to surrender the house shall be indicated on the application for extension of leave. Where such a guarantee is not given, the rules of the Housing Committee for recovering the house shall be immediately enforced.

14.3. Leave of Absence

a. Absence Not Exceeding One Calendar Year:

A Senior Member or an Entitled Staff granted leave of absence, with or without pay, for a period not exceeding twelve (12) months, may retain occupation of University housing for the use of members of his/her family while on leave.

b. Absence Exceeding One Calendar Year:

- i. Senior Members and Entitled Staff proceeding on leave of absence without pay for a period of more than twelve (12) months will be required to surrender their houses before leaving.
- ii. Staff who have served the University continuously for 15 years, with effect from the time they become entitled to University housing may however keep their houses for the use of their families for a maximum period of two (2) years. Staff who benefit from this provision shall, however, have to serve the University for another 15 years to qualify again.
- iii. Staff who have served the University continuously for 10 years, with effect from the time they become entitled to University housing may

however keep their houses for the use of their families for a maximum period of one (1) year. Staff who benefit from this provision shall, however, have to serve the University for another 10 years to qualify again.

c. Extension of Leave Beyond One Year:

A staff granted an extension of leave beyond twelve (12) months, shall be required to surrender his/her University-provided accommodation. An application for extension of leave should confirm the readiness of the staff to surrender the house. Where such a guarantee is not given, the rules of the Housing Committee for recovering the house shall be immediately enforced.

d. Financial Arrangements for Leave of Absence Without Pay:

Further to sub-section i to iii, above, where leave of absence is without pay, the staff will be charged economic rent for his/her University housing, during the period. He will before proceeding on the leave be required to make satisfactory financial arrangement with the Director of Finance to cover the cost of economic rent. He shall confirm such arrangement to the Registrar in his/her letter accepting the conditions attached to the leave.

15.0 Subletting University Residence

No University housing unit shall be sublet.

16.0 Putting University Residence into Other Uses

No University housing unit shall be put to any commercial uses, except with the prior written approval of the Housing Committee. Breaching of this regulation may lead to forfeiture of the house and additionally, not to be entitled to university housing for the next 6 years.

17.0 Vacation of University Accommodation:

Resignation/Retirement /Vacation of Post

a. Resignation

A member who leaves the service of the University on resignation shall vacate University accommodation, with effect from the date of resignation. If he is re-engaged at a later date, his/her previous length of service points shall not be credited to him.

b. Retirement

- i. **Voluntary Retirement:** A member who leaves the services of the University on voluntary retirement must surrender his/her house, with effect from the date of retirement. If he is re-engaged at a later date, his/her previous length of service points shall not be credited to him.
 - ii. **Compulsory Retirement:** A member who reaches the compulsory retiring age shall also surrender his/her house from the date of retirement. However, if such a member is re-engaged immediately after the compulsory retirement, he may be allowed a maximum period of one (1) academic year stay in such a house after which the house must be vacated.
 - iii. **Compulsorily Retired Staff on Contract:** Compulsorily retired staff on contract with the University shall not be entitled to University housing, but shall be paid rent allowance.
- c. **Grace Period for Retention of University Accommodation**
- i. **Application:** All staff who are required to vacate University houses, for one reason or the other, may, on application to the Chairman of the Housing Committee, be granted a grace period not exceeding three (3) months. Such applications should be received at least two (2) months in advance.
 - ii. **Deceased Staff:** The family of a Senior Member or Entitled Staff who dies while still in the employment of the University may be allowed to stay in University housing for a period not exceeding one (1) year. The rent deductible shall be the same as the deceased was paying before death, and should be deducted from his/her terminal benefits.
- d. **Vacation of Post**
A member who vacates his/her post shall vacate his/her University provided house immediately. Such a person, when reengaged, shall earn no service points for his/her previous service with the University. Also, the grace period for retention of the house will not apply.
- e. **Procedure for Vacation of University Housing Unit**
- i. An occupant of a University housing unit may vacate a University housing unit voluntarily and in that case must give a notice of at least one month to the Chairman of the Housing Committee through the Estate Division of the Directorate of Works and Physical Development before leaving.

- ii. An occupant of a University housing unit shall vacate a University housing unit compulsorily in line with sections 14 and 17 of this policy or as may be determined by the Housing Committee.
- iii. The occupant or his/her representative (as may be necessary in case of inability of the occupant to do so) shall inform the DWPD to inspect the house upon vacation of the house.
- iv. The occupant (or his/her representative) and the DWPD (or his/her representative) shall take inventory of properties in the housing unit including furniture, equipment fixtures and fittings in the housing unit at the time of handing over the keys to the DWPD.
- v. The occupant (or his/her representative) and the DWPD (or his/her representative) shall sign two (2) original copies of the inventory. A copy each of the inventory shall be issued to the occupant and the DWPD.
- vi. In case of any liability, the occupant (or his/her representative) shall be asked to pay same in line with relevant regulations.

18.0 Payment of Economic/Market Rent

Any member, who fails to vacate University accommodation as required of him, shall, without prejudice to other actions by the University and prior to eviction, be charged an economic rent at rates to be determined by the University.

19.0 Senior Members on National Assignment

A Senior Member on secondment, shall be charged economic rent if he requests for retention of the housing unit he occupies. In such an instance, the University will sign a separate tenancy agreement with the staff concerned to ensure that appropriate arrangement for payment is made and the relevant conditions for keeping the house are spelt out clearly.

NB: Request for secondment shall be made by a representative of Government or the Public Services at the status of either a Minister or Chief Director of the Public Service or the Chief Executive Officer of the requesting private entity.

20.0 Maintenance of University-Provided Accommodation

- a. Normal Maintenance
Formal request for repairs shall be made and submitted by the occupant to DWPD for the necessary action.
- b. Misuse of University-Provided Accommodation

- i. If misuse (refer to the Occupancy Agreement for Occupants of University Houses) has caused damage to University property, an assessment shall be made and one and half (1^{1/2}) of the total cost of repairs surcharged on the occupant
- ii. Staff who cause willful damage to their University-provided accommodation shall, in addition to b.(i.) above, be barred from contesting for other houses for a period not exceeding 4 (four) years.

21.0 Repairs of Vacant Housing Unit

The DWPD shall conduct an inspection of a vacant house to determine the scope of work and then submit a report within three (3) weeks to the Housing Committee before repair work is commissioned in a vacant housing unit.

22.0 Eviction Procedures

- a. An affected staff (i.e. anyone who is to vacate a University housing unit) shall be written to, to indicate, within a month, when transport should be made available to convey his/her belongings from the University house.
- b. After a period of one month, a member who has not surrendered his/her house as required, shall have the electricity and water supplies to the house disconnected immediately.
- c. On the disconnection of electricity and water supplies, as stated in 22.b. above, a letter would be written to the occupant that he/she would be evicted within a week. The University should then exercise the right of eviction by calling in the campus Security and if necessary, the Police to help effect the eviction.

23.0 Reserved Powers

The Vice-Chancellor or Chairman of the Housing Committee shall have reserved powers to make exception to the scheme if, under exceptional circumstances, it is in the University's interest to do so. Such allocation shall be reported to the Housing Committee at its next regular meeting.

24.0 Monitoring and Review

This policy shall be regularly implemented by the University and may be reviewed by the Directorate of Works and Physical Development in consultation with the Housing Committee to ensure that it remains relevant to the University. This Policy shall be reviewed as and when necessary with prior recommendation by the Academic Board and approval by the University Council.

Authorization

This Policy was approved by the Ho Technical University Council in August, 2020.

DRAFT



APPENDIX 1:

HO TECHNICAL UNIVERSITY APPLICATION FOR A HOUSING UNIT

STAFF FILE NO.....

1. (a) **Name:** Prof./Dr./Mr./Mrs./Ms.....
(b) Department/School/Unit:.....
(c) Location:.....
2. (a) Present appointment:.....
(b) Designation: Senior Member Senior Staff
3. (a) Date of first appointment.....
(b) *Entitled Staff only:* Date of promotion to Principal grade.....
4. (a) Was there any period when you left or resigned from the service of the University?: YES/NO
(b) If YES, state period of absence:.....
5. (a) Have you worked in other Ghanaian Universities: YES/NO
(b) If YES, state period of employment (with dates)
.....
6. Any current special office held? (e.g. Dean/Director, Head of Hall/ Department, Coordinator/Tutor/Chaplain/Vice-Dean/Deputy Director/Vice-Hall Master or Warden, etc as listed in the Policy under Status Points)
.....
7. (a) Have you previously held any special office? YES/NO
(e.g. Former Dean/Director, Head of Hall/Dept etc.)

(b) If YES, state the special office(s) and date(s).
.....
.....

8. (a) Marital Status: (Married/Single):
- (b) If married, is your spouse a Senior Member/Entitled Staff? YES /NO
- (c) If YES, please provide the following information:
- i. Name of Spouse:.....
 - ii. Grade:.....
 - iii. Department:
 - iv. Date of first appointment (*if Entitled Staff, state the date he/she became entitled*)

9. (a) Number of Children:
- i Your own
 - ii. Wards (approved by Registrar).....
 - iii. Dates of approval of ward(s) by Registrar
.....
- (b) Number of the above presently living with you:.....
- (c) Particulars of children/registered ward(s): (*up to 5*)

	Name	Sex	Age	Resident In
1.				
2.				
3				
4				
5				

10. Residence Information
- Do you currently live on campus? YES/NO
- If YES, go to 10a; if NO, go to 10b

- (a) On-campus residence information

Address of Housing Unit	No. of Bedrooms	Date First Occupied

- (b) Off-campus Residence information: (*to be completed only by persons currently living in University Accommodation outside the University campus*):
- i. How many years have you lived off-campus:

ii. Off-campus housing information

Address of Housing Unit and Dates of Occupancy (i.e. From....To....)
i.
ii.
iii.
iv.

11. (a) State any period(s) (month and year) of Study Leave/Leave of Absence

From	To
i.	
ii.	
iii.	

(b) State location and address of house occupied prior to Study Leave/Leave of Absence

.....

12. Please indicate the number of points you think you have earned
(Use the attached regulations as a guide):

	APPLICANT	DWPD
Status (See 6.1.)		
Service (6.3.)		
Special Office (6.2.)		
Children (6.5.)		
Residence (6.4.)		
Others (8b)		
TOTAL		

13. Reasons for requesting housing change:

.....
.....
.....
.....
.....
.....
.....
.....
.....

14. State order of preference for advertised housing units:

1.
2.
3.

15. Affirmation

The information given here is complete and correct to the best of my knowledge.
(Applications would be rejected for false, inaccurate or incomplete information).

SIGNATURE: DATE:

Tel: Email:.....



APPENDIX 2:
SOME EXPLANATORY NOTES AND COMMENTS ON THE
REVISED REGULATIONS GOVERNING ALLOCATION OF
UNIVERSITY HOUSES

- i. (7.1) **STATUS POINTS**
These are based on the number of Publications required for promotion and Salary levels of Applicants.
- ii. (7.2) **ADDITIONAL POINTS FOR SPECIAL OFFICERS**
An applicant cannot claim points for more than one of the various categories of Officers/Duty Posts listed, in the same application.
- iii. (7.3) **DEPENDANTS POINTS**
There is not much point differential that would unduly disadvantage Senior Members and Entitled Staff of the same status, but with different family situations; such as those without dependants.
- iv. (7.4) **POOLING OF POINTS**
For pooling of points, only the status, special office, and length of service points of a senior member or an entitled staff's spouse would be added to that of the principal applicant.



**APPENDIX 3:
OCCUPANCY AGREEMENT FOR OCCUPANTS OF
UNIVERSITY HOUSES**

**THIS AGREEMENT is made on theday of2020
BETWEEN**

HO TECHNICAL UNIVERSITY, a Public University established under the laws of Ghana (hereinafter referred to as **“THE UNIVERSITY”**) acting per its duly authorized representative which expression shall where the context so requires or admits include her successors and assigns of the one part

AND

..... of
(Hereinafter referred to as **“THE OCCUPANT”**) of the other part.

1. An occupant of University house must be in the employment of the University
2. An occupant of a University house shall use the house and its precincts for residential purpose only. A University house shall not be used for a business undertaking or a trade. Breaching of this regulation may lead to forfeiture of the house and additionally, not to be entitled to university housing for the next 6 years.
3. The use of University house or lands adjoining thereto shall be only with the express written permission of the Chairman of the Housing Committee. The Chairman of the Housing Committee shall inform the Housing Committee from time to time of all instances in which he/she has given or refused permission.
4. There shall be no rearing of animals in the buildings constituting the allocated house (e.g.) out-houses, garages, living rooms, kitchens etc.)
5. Where animals are lawfully reared, the occupant shall take the necessary steps to pen or house pets in such a manner as not to constitute nuisance to occupants of other premises or the University or cause damage to University property.

6. The occupant of a University house shall keep the house in good condition. No improvements or alterations including the fixing of air conditioners, defacing walls, frames, ceiling, etc. shall be made to a University house without the express written permission by the Director of Works and Physical Development (DWPD). The DWPD shall notify the Housing Committee of all cases in which permission has been given or refused.
7. No dangerous, noisy, offensive or other acts tending to a nuisance shall be engaged in a University house. The Housing Committee shall upon a report from the DWPD determine this matter. The decision of the Housing Committee shall be final.
8. A University house shall not be used for the purpose of holding live concerts or other similar performances in breach of Rule 7 above.
9. No one to whom a University house has been allocated shall assign, sub-let, mortgage or part with the house or any part thereof whether gratuitously or for valuable consideration. This shall be without prejudice to a person in the employment of the University being asked to occupy the house while the person to whom it has been officially allocated is temporarily away from the University; in any event, such an arrangement shall only be entered into with the express permission of the Chairman of the Housing Committee.
10. Where permission is granted under these Rules for an act likely to inconvenience occupants of neighbouring houses, notice of such permission shall be given to the occupants of all the houses likely to be so affected. Programme such as parties and crusades in the residential areas should end by 10:00pm or the noise levels reduced to the national allowable noise levels (55 decibels in the day and 48 decibels the night) for residential areas.
11. An occupant of the upper floor of a University housing facility which has more than one floor shall not pound 'fufu' or engage in other acts likely to cause damage to the house or suffer same to be done. The occupant shall be held responsible for making good the costs of repairing any such damage which shall be forwarded to the Director of Finance for necessary action.
12. The University or its agents shall have the right to enter at reasonable time during daytime except in circumstances where the living habits of the occupant make this impossible any University house to review its condition so as to enable the University to give notice of any want of repair to the occupant. Upon notification, the occupant shall effect such repairs as are his/her liability within the time frame specified in the notice. In the event the repairs remain unaffected within the specified time, the University may execute such repairs as it may deem necessary and charge the cost thereof to the occupant.

13. An occupant who has vacated a University house for whatever reason shall not return there or to lands adjoining thereto at any time thereafter for the purpose of harvesting any crops or for any other purpose without the permission of either the person then lawfully occupying it or the DWPD where it is unoccupied . Trees or their fruits by whosoever planted become part of University land and thereby owned by the University. However, neither the University nor its agents shall exercise any rights over them while the house is occupied.

14. For the avoidance of doubt, it is hereby stated that nothing contained in the preceding shall affect the power of the Housing Committee to decide any matter or take any other decision relating to or respecting University houses or their occupation thereof.

15. Staff vacating University housing Unit must give a notice of at least one month to the Chairman of the Housing Committee through the Estate Division of the Directorate of Works and Physical Development before leaving.

SIGNED by the within-named

Ho Technical University

.....

Chairman, Housing Committee for and on behalf of Ho Technical University (LANDLORD)

In the presence of:

Signature of Witness:

.....

Name of Witness:

.....

Address:

.....

Occupation:

.....

SIGNED by the within-named

.....

.....

TENANT

In the presence of:

Signature of Witness:

.....

Name of Witness:

.....

Address:

.....

Occupation:

.....

Dated thisday of2014

BETWEEN

Ho Technical University

AND

.....

of

TENANCY AGREEMENT

In respect of House No., situated at