

Tenancy Agreement

This Tenancy Agreement (this "Agreement") is made on _____ by and between:

1. The American University in Cairo, located at AUC Avenue, 5th Settlement, New Cairo, Cairo Governorate, represented in this Agreement by Eng. Sherif Maged Khaled in his capacity as the Executive Director, Integrated Services.

Hereinafter referred to as "AUC"

2. _____, _____ National, holder of Passport

No. _____, issued on _____.

Hereinafter referred to as "the Tenant"

Preamble

Whereas AUC possesses accommodation units off campus and offers them to eligible faculty and staff for the duration of their employment contracts with AUC.

Whereas the allocation of such furnished accommodation by AUC is subject to AUC policies, rules, and regulations governing accommodation which are acceptable to the Tenant, the two Parties herewith agree on the following:

1. The AUC Housing assigned to the AUC Tenants will be the best available, and no changes can be made unless, in the opinion of the AUC Housing Department, it does not conform within reasonable limits to the AUC Tenant's written preference.
2. The Apartment that will be subject to this Tenancy Agreement is located at: _____ (hereinafter the "Apartment")
3. It is agreed that the "**Annual Rental Value**" of the Apartment is \$ _____.

**This amount covers the rent of the furnished Housing unit and is paid every month. The rent includes normal and emergency maintenance, furniture repair, and replacement (if needed), if the required maintenance/repairs are not due to damage resulting from the Tenant's misuse or abuse of the assets in the rented Housing unit. Also, the annual rent covers the expenses of handling the billing process of utilities (gas, electricity, water, and internet), in addition to building maintenance fees. It is understood that these amounts don't include any expenditure concerning electricity, gas, water and telephone bills, etc. The Tenant will be charged for all the utilities separately every month.*

**The annual rental value will be revised at the beginning of each fiscal year. In case AUC increases the above-mentioned rates, the Tenant will have the right to terminate the Agreement starting from the date upon which the new rates are implemented. In the first month and the last month of tenancy, the rent due will be prorated.*

*** One of the bedrooms is furnished as a study. In exceptional cases, it can be furnished as a bedroom, but the Tenant must store the study room furniture in his storage room located in the garage.*

The American University in Cairo (AUC)

Tenant

Signature _____

Signature _____

4. The term of this tenancy commences on _____. Such tenancy shall continue in effect, for a minimum of :
- Six months for New Cairo district residents; or
 - One year for Maadi district residents
- In all cases, this Agreement automatically expires with the expiry/termination of the Tenant's employment contract with AUC for whatever reason (ex. Contract expiration, resignation, etc).
5. Termination of the Agreement:
- a. The Tenant has the right to LEAVE the AUC Housing unit during the probation period, which is two months for New Cairo district residents and one month for Maadi district residents from the date mentioned in article (4) without any penalty.
 - b. Breaking the lease after the probation period and before the end of the period mentioned in article (4) would entail a penalty of two months' rent payment.
 - c. After the end of the period mentioned in article (4), the Tenant must give a one-month written notice to the Housing Office before departing the Housing unit.
 - d. The AUC reserves the right to terminate this Agreement before its end date. In such a case, AUC shall serve the Tenant a two months' prior written notice.
6. The unit allocation will depend on availability. The priority of giving the large Housing units will be to big families. The priority of giving Housing units close to schools will be to families with school-aged children.
7. The accommodation unit is for the sole use of the Tenant and Tenant's direct dependents. A direct dependent is defined as a first-degree relative according to Egyptian Law (i.e. spouse, son, daughter, and parents). The unit shall not be used by non-family members and shall not be shared with other non-family individuals without AUC prior written approval. Advance notification to AUC shall be sent to the Executive Director, Integrated Services or his designate.
8. In the event that the Tenant stops paying the monthly rent for one month, the AUC will send a "Belief of Abandonment" notice to the Tenant through email and through registered letter with acknowledgment of receipt to the Tenant's current AUC residency address. In addition, if the Tenant did not settle the due rental value within 15 days from the date of the above mentioned notice, any occupants of the Housing unit will be evicted immediately and the AUC will have the right to retrieve the unit and may dispose of any abandoned belongings.
9. The accommodation unit shall not be used by the Tenant or any other person or party as a place for conducting any business and shall not be sub-let to any other party for any other purpose.

The American University in Cairo (AUC)

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10. The Tenant shall at all times safeguard AUC property, including the building, the assigned unit, and all its component parts, which includes but is not limited to: tiles, carpets, switches, windows, doors, hinges, knobs, sinks, toilets, bidets, pipes, screens, wiring, furniture, fixtures, telephones, curtains and appliances. The Tenant shall not make any modifications in the unit or add/demolish any part of the property or its component parts, including the garden if applicable, without the prior written consent of the Executive Director, Integrated Services, or his designate.
11. AUC shall not be held liable for the loss, theft, or damage of money, personal belongings or any other personal property of any Tenant or his/her guests or dependents; or for any personal injuries sustained by the Tenant or his/her guests or dependents in the Housing unit, including any damages caused by acts of nature or third party negligence or accidents such as water leak. The Tenant may buy insurance for his personal belongings.
12. This Agreement automatically terminates if the Tenant willfully destroys the accommodation unit and/or its furniture or abuses AUC property in any manner, including assigning it to any other party or using it for any other purposes.
13. Prior approval from the Executive Director, Integrated Services or his designate must be obtained before installation of any objects that might alter the appearance of the Housing unit, including painting of exterior or interior walls, drilling into tiles and installing satellite dishes. Mounting pictures on the plaster walls using anchors or nails is acceptable.
14. AUC agrees to provide emergency and routine maintenance to the accommodation unit in order to maintain the Housing premises to acceptable standards.
15. The Tenant shall, with reasonable notices and agreed upon time, allow access to the unit to authorized AUC officials and personnel, or its assigned contractors, to check, carry out damage assessment, repairs and maintenance, alterations and improvements, etc.
16. In case of emergencies, defined as "situations which pose a significant threat to personal safety or equipment," AUC officials may break into assigned Housing unit without prior notice to the Tenant for major maintenance-related problems, such as water leak from a pipe (not a dripping faucet), loss of electricity, air conditioning, cooker, power outage, or any other situation which may affect safety, order and security.
17. The Tenant agrees to be directly and financially responsible for keeping the assigned unit and its furnishings clean and free from damage, to co-operate with the other residents in the common protection of property, to maintain the living space, and to advise AUC of any deteriorated conditions of the unit or its furnishings so that timely repairs can be made.
18. The AUC is not responsible for providing "consumable" items such as television, irons, toasters, vacuum cleaners, microwaves, and coffee makers, in addition to dishwashers, washing machines, and dryers. However, AUC will continue to maintain the furniture in the accommodation unit as well as the stove/oven, refrigerator, and water heater.
19. Tenants whose appointments at AUC are not renewed must vacate the AUC Housing unit by no later than **June 30th** of their final year unless they are appointed to work in the summer.
20. Upon vacating the Housing unit, the Tenant must follow the proper checkout procedures. These procedures are available in the Housing manual at the Housing website. An AUC representative shall inspect the premises upon the departure of the Tenant. If the checkout inspection reveals damage requiring excessive/substantial repair /cleaning, in accordance with this Agreement, AUC will bill the Tenant or deduct from amounts due to the Tenant the amount necessary to cover the cost of repair and/or cleaning.

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21. The Tenant undertakes not to cause any disturbance or discomfort to neighbors or other residents and to use the facilities to which he/she is eligible in a safe and appropriate manner, complying with AUC governing rules at all times.
22. Pets are allowed in Housing units provided that their presence does not trigger reasonable complaints from neighbors. In case of neighbors' complaints, the Tenant is responsible for getting rid of the cause of the complaint. The Tenants are responsible for the actions of their pets and are liable to other residents for damage caused by their pets.
23. The Tenants agree to adhere to the provisions of the AUC Housing mentioned in the Housing manual for full details in addition to responsibilities & rights. Kindly read the Housing manual at <https://www.ucegypt.edu/faculty/faculty-housing/annual-rental-value>.
24. Drugs, weapons, or material prohibited either by Law or by AUC rules shall not be used or stored in AUC Housing unit.
25. The Tenant may not relocate AUC furniture from one AUC Housing unit to another or any other place without prior written approval of the Executive Director, Integrated Services or his designate.
26. Tenants who need to store their excess personal items must make their own arrangements with a commercial storage company.
27. The Tenant agrees to be responsible for the keys to his/her assigned unit and hand it over upon final checkout of the premises.
28. It is expressly agreed that any legal dispute arising from this Agreement shall be subject to the jurisdiction and laws of Egypt. In lieu of forwarding the signed Agreement to the AUC Housing office, residing in the assigned unit for more than one day represents acceptance of the terms of this Agreement.

I have read, understood, and agreed to abide by the foregoing terms and provisions of this Agreement.

The American University in Cairo (AUC)

Tenant

Signature

Signature

Date

Date