



Tenancy Agreement

This Agreement is made on _____ by and between:-

- The American University in Cairo located at AUC Avenue, New Cairo, Egypt, represented in this Agreement by Eng. Sherif Maged Khaled in his capacity as Housing Director.
(hereinafter referred to as AUC)

and

- _____ Passport No. _____
(hereinafter referred to as the Tenant).

Preamble

Whereas AUC possesses accommodation units off campus and offers them to eligible faculty and staff for use for the duration of their contract with AUC, and

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 term of this tenancy shall commence on _____. Such tenancy shall continue in effect, for a minimum of :
 - Six months for New Cairo district residents; or
 - One year for all other districts residents
3. Termination of the tenancy 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 all other district residents from the date mentioned in article (2) without any penalty.
 - b. Breaking the lease after the probation period and before the end of the period mentioned in article (2) would entail a penalty of two months' rent payment.
 - c. After the end of the period mentioned in article (2), the tenant must give a two-month notice to the housing office before departing the apartment.

The American University in Cairo (AUC)

Tenant

Signature _____

Signature _____

4. It is agreed that the "Annual Rental Value" of the AUC unit is as follow :

	Maadi
Two Bedroom Apts.	\$ 16,000*
Three Bedroom Apts.	\$ 19,000*
Four Bedroom Apts.	\$ 20,000*

The "Annual Rental Value" of the New Cairo Housing unit is as follow:

	New Cairo
One Bedroom Apts.	\$ 8,100*
Three Bedroom Apts. **	\$ 10,500*
Four Bedroom Apts. **	\$ 13,200*

The annual rental value will be revised in the beginning of each fiscal year.

**These amounts cover the rent of the furnished apartment and paid every month. The rent includes normal and emergency maintenance, furniture repair and replacement (if needed), handling 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. All the utilities will be charged separately every month.*

In the first and the last month of tenancy, the amount of the rent due will be prorated.

*** One of the bedrooms is furnished as a study, in very special 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 unit allocation will depend on the availability. The priority of giving the large apartments will be to big families. The priority of giving apartments close to schools will be to families with school-aged children.
- The accommodation is for the sole use of Tenant and Tenant's direct dependents. A direct dependent is defined as a member of the direct family (i.e. spouse, son and daughter) who are on their parent's residency visa and who are residing in Egypt for a period of over six months per year. 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 Director of Housing or his designate.
- In the event that the Tenant stops to pay the monthly rent for one month, the University 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 apartment will be evicted immediately and the University will have the right to retrieve the Unit and may dispose of any abandoned belonging.

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8. 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.
9. 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 Director of Housing.
10. 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 on or about 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 which can be done through the AUC Business Support Services office.
11. This Tenancy Agreement is revoked 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.
12. Prior approval from the Director of Housing 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.
13. AUC agrees to provide emergency and routine maintenance to the accommodation in order to maintain the housing premises to acceptable standards.
14. 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, in order to check, carry out damage assessment, repairs and maintenance, alterations and improvements, etc.
15. 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.
16. 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.

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17. 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.
18. This Agreement automatically expires with the termination of employment of the Tenant from AUC service for whatever reason (for cause of contract expiration or resignation, etc).
19. Tenants whose appointments at AUC are not renewed must vacate AUC housing by no later than **June 30th** of their final year unless they are appointed to teach in the summer session.
20. Upon vacating the apartment 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 check out inspection reveals damage requiring excessive/substantial repair /cleaning, in accordance with this Tenancy 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.
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 complaint the Tenant is responsible to get rid of the cause of 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 <http://in.aucegypt.edu/auc-faculty/faculty-housing>.
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 Director of Housing.
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 to hand it over upon final checkout of the premises.
28. It is expressly agreed that any legal dispute arising from this Tenancy Agreement shall be subject to the jurisdiction and laws of Egypt. In lieu of forwarding the signed agreement to the AUC housing department, residing in the assigned unit for more than thirty days, represents acceptance of the terms of this Agreement.

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

The American University in Cairo (AUC)

Tenant

Signature

Signature

Date

Date