

## Initial affordability meeting with FSH for new recruits and existing faculty

- Administrators: Please complete FSH's [Faculty, Staff, and Recruit Intake Form](#).
- The following information should be provided through the form above when making an appointment for a new faculty recruit:
  - Name and email, preferred phone number, name of spouse if applicable
  - Draft offer letter (if available)
  - Rank (assistant, associate or full professor)
  - Faculty Line (tenure or non-tenure)
  - 9-month salary and FTE
  - Estimated number of summer 9ths available
  - Preferred meeting times, if known
- Please make every effort to make requests at least two weeks in advance of a recruit's visit, when possible.

During the initial appointment, FSH will review the programs available for the purchase of a home within the [Qualifying Area](#), including loans, salary supplements, and ground leases. FSH will use the financial information provided by the faculty member to create one or more affordability models based on their individual circumstances. FSH can also provide information about rental options available through the University.

When communicating the details of the appointment with FSH to a recruit, the language below may be a helpful template:

“In preparation for your upcoming meeting with Faculty Staff Housing on <<insert date>> please be prepared with information regarding your income and expenses. It may be helpful to review the [Faculty Staff Housing website](#) in advance of your meeting. The information shared is confidential.

Some examples, if applicable, are:

- Spouse/partner's income (base salary, bonus, consulting income)
- Your net consulting income
- Amount of fixed monthly loan payments (student, auto, other payments)
- Estimated amount charged on credit cards each month
- Amount of child support or alimony paid or received
- Information about other properties owned (equity from sale, rental income and expenses, including the monthly mortgage payment, property taxes, insurance, HOA dues, and any management fees)
- Estimated amount of cash available for a down payment (checking, savings, investment accounts, or gift funds)”