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SECTION ONE: INTRODUCTION

As prescribed by the Conditions of Service for the staff of Technical Universities in Ghana, a Technical University may provide accommodation for which rent determined from time to time, will be charged. It 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 whose functions are stipulated in Schedule **B6** of the Bolgatanga Technical University (BTU) Statutes. To this end, this policy provides regulations to guide all matters relating to housing for BTU staff.

1.1 Purpose of the Policy

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

1.2 Scope of the Policy

This policy applies to entitled staff of BTU with at least the rank of Administrative Assistant or its equivalent.

1.3 University Housing Units

University Housing Units shall be those houses owned or rented by the University. The University currently owns:

- i. a single storey four bedroom (VC Bungalow with boy's quarters) located at Soe residential area,
- ii. a four bedroom (Registrar's Bungalow with a boy's quarters) located at Soe residential area,
- iii. a twelve unit two/three bedroom apartment flat located at Bukere residential area,
- iv. five detached lecturers' bungalows with boys' quarters located in Sumbrungu,
- v. a nine bedroom commercial guesthouse/demonstration centre,
- vi. two students' hostels (a three storey facility named Robert Ajene Hall and a one storey facility named Sumbrungu Hall located in Sumbrungu.

1.4 Reserved Housing Units

The University Guest House (Demonstration Centre) shall be classified as reserved for purposes of allocating to guests of the University, guest in commercial occupancy and students' demonstrations.

1.5 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 staff 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.

1.6 Duty Post Housing

Duty Post housing shall be provided on campus or at any location proximate for the following categories of Senior Members:

- i. The Vice Chancellor
- ii. The Pro Vice Chancellor
- iii. The Registrar
- iv. The Librarian
- v. The Director of Finance
- vi. The Director of Works and Physical Development
- vii. The Director of Internal Audit
- viii. The Medical Director
- ix. The Head of Security
- x. Any other officer(s) as may be determined by the Academic Board, from time to time.
- xi. However, should any of the above staff opt to stay in an accommodation other than the duty post housing for compelling reasons, such a decision and the entitlements therein due the staff shall be approved by Council.

SECTION TWO: PROCEDURES FOR THE ALLOCATION OF VACANT HOUSING UNITS

- i. 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.
- ii. The advert shall indicate relevant information about the housing unit such as house number, location, number of rooms and their dimensions, compound details, etc.
- iii. Housing application forms shall be issued to interested applicants for completion and processing.

- iv. Completed housing application forms shall be compiled and forwarded by the DWPD to the Residence and Housing Committee for consideration.
- v. The Residence and Housing Committee shall allocate the University housing units to Senior Members or Entitled Staff of the University based on the vetted results.
- vi. The Chairman of the Residence and Housing Committee shall forward their recommendations to Management to issue an allocation letter to the staff to whom the housing unit has been allocated.
- vii. The Residence and Housing Committee shall in accordance with public sector housing regulations, charge a rent of ten percent (10%) of the basic salary of the beneficiary staff or at rates approved by Council which shall be deducted at source and paid into a designated account of the University.
- viii. 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.
- ix. 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.
- x. The staff to whom the housing unit has been allocated may accept the allocation or otherwise in writing to the appropriate authority within three (3) working days after receipt of the allocation letter and issue copies to the Registrar, DOF, the DWPD and the Chairman of the Residence and Housing Committee.
- xi. Upon acceptance of the allocated housing unit, the DWPD shall ensure that the occupant and the designated official(s) of the University sign a tenancy agreement between the University and the occupant in quadruplicate. A copy each of the signed

tenancy agreement shall be distributed to the Registrar, the DWPD, the Chairman of the Residence and Housing Committee and the occupant.

- xii. 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.
- xiii. 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.
- xiv. The DWPD shall handover the keys of the housing unit to the occupant and register same.
- xv. The occupant shall take occupancy of the housing unit allocated in line with relevant regulations until voluntary or compulsory vacation of the housing unit.

2.1 The Points System for Housing Allocation

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

2.1.1 Status Points

In the allocation of the University housing units, the following points build-up shall be used by the Committee. Points shall be earned by virtue of the status of the Senior Member or Entitled Staff in the University. The points are 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) 20 points
- v. Assistant Lecturers (or persons of equivalent status) 18 points
- vi. Chief Administrative Assistant (or persons of equivalent status) 14 points

- vii. Principal Administrative Assistant (or persons of equivalent status) 12 points
- viii. Senior Administrative Assistant (equivalent status) 10 points
- ix. Administrative Assistant (equivalent status) 8 points

2.1.2 Additional Points for Office Holders

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

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

Holders of any **one** of the above-listed positions who have served their full term of office, will retain *half* of the appropriate special office holdings points. Such points can be used only once.

2.1.3 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

- i. Senior Members and Entitled Staff transferring directly from another Ghanaian Public University to Bolgatanga Technical University shall, for the first six (6) years at Bolgatanga Technical University be entitled to three (3) points for every year completed.

- ii. The service of a Senior Member or an Entitled Staff 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.

2.1.4 Residence Points

In addition to the points that accrue on account of length of service (4.3 above), Residence Points may be earned as follows:

a. Off-campus Residence

Three (3) points for any rented Residence outside the University housing.

b. Effective Date

The effective date for calculating Residence Points shall be the date the staff becomes entitled to University housing.

2.1.5 Dependants' 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 a point.
- (ii) The maximum permissible points for the number of children/wards per applicant shall not exceed three (3).

2.2 Pooling of Points

- a. Two entitled staff shall 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, office holding 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 period of three (3) months.

2.3 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 discretion of the Residence and Housing Committee, has a more urgent claim. The Committee shall be guided by the reason(s) an applicant states on the application form.

2.4 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 Residence and Housing Committee, the person with the next highest points, who has chosen that same house, shall be given the house.

SECTION THREE: GUIDELINES ON THE ALLOCATION OF HOUSING UNITS

3.1 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 whom 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.

3.2 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.

3.3 Swapping of Residence

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

- b. 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 the DWPD.

3.4 Deadline for Moving into a Vacant Housing Unit

A staff allocated a housing unit, which has been inspected after renovation and certified to be habitable by the joint inspection team (the Residence and Housing Committee and the new occupant), shall move in within a period of one (1) month.

3.5 Rejecting 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 Residence and Housing Committee, must notify the Chairman of the Residence and Housing Committee in writing of his/her inability to move in. Failure to do so will result in the house being re-allocated and the applicant will also be barred from applying for another house, at the next allocation exercise.

3.6 Rent Allowance

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

3.7 Leave and University Accommodation

3.7.1 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 Residence and Housing Committee, and vacate their houses before their departure. Senior Members and

Entitled Staff on study leave tenable at Bolgatanga Technical University may however keep their houses.

- b. Staff proceeding on a maximum of one-year study leave, who surrender their houses before departure, shall be credited with three (3) points on their return.

3.7.2 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 Residence and Housing Committee for recovering the house shall be immediately enforced.

3.7.3 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 occupancy 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. Financial Arrangements for Leave of Absence without Pay

Further to sub-section b (i) to (iii) above, where leave of absence is without pay, the staff will be charged 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 rent. He shall confirm such arrangement to the Registrar in his/her letter accepting the conditions attached to the leave.

3.8 Putting University Residence into Other Uses

- i. No University housing unit shall be sublet.
- ii. No University housing unit shall be converted for commercial or any other use.

3.9 Vacation of University Accommodation

- a. **Resignation:** A staff who resigns from the University shall vacate his/her accommodation within three months with effect from the date of resignation. If he/she 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 staff who retires voluntarily from the University must surrender his/her house within three months with effect from the date of voluntary retirement. If he/she is re-engaged at a later date, his/her previous length of service points shall not be credited to him.
 - ii. Compulsory Retirement: A staff who retires compulsorily shall surrender his/her house three months from the date of retirement. However, if such a staff is re-engaged immediately after the compulsory retirement, he/she may be allowed a maximum period of one (1) academic year stay in such a house after which he/she must vacate the house.
 - iii. Staff on compulsory retirement shall be written to, to indicate, within a month, when transport should be made available to convey his/her belongings from the University house to his/her hometown or new location.
 - iv. Compulsorily Retired Staff on Contract: Compulsorily retired staff on contract with the University shall not be entitled to University housing.
- a. **Dismissal:** A staff who is dismissed from the University shall surrender his/her house three months from the date of dismissal.
 - b. **Grace Period for Retention of University Accommodation**
 - i. Staff who are required to vacate University houses, after the grace period of three (3) months shall apply to the Chairman of the Residence and Housing Committee, to be granted another grace period not exceeding three (3) months. Such applications should be received at least one (1) month 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.

- c. **Vacation of Post:** A staff who vacates post shall vacate his/her University housing immediately. Such a staff, when re-engaged, shall earn no service points for his/her previous service with the University. Also, the grace period for the retention of the house will not apply to such a staff.

3.10 Procedure for the Vacation of University Housing Unit

- i. An occupant may voluntarily vacate a University housing unit and in that case must give a notice of at least one month to the Chairman of the Residence and Housing Committee through the Estate Division of the Directorate of Works and Physical Development before leaving.
- ii. An 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.
- iii. The occupant (or his/her representative) and the DWPD (or his/her representative) shall take inventory of properties in the housing unit at the time of handing over the keys to the DWPD.
- iv. 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.
- v. In case of any liability, the occupant (or his/her representative) shall be asked to pay same in line with relevant regulations.

- vi. Staff who fail to vacate the University accommodation as required by him/her, shall without prejudice to other actions by the University and prior to eviction, be charged rent at rates to be determined by the University.

3.11 Senior Members on Secondment

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

3.12 Maintenance of University Accommodation

- i. Formal request for routine repairs shall be made and submitted by the occupant to DWPD for the necessary action. However, if the cause for the repairs of the damage to University property is as a result of the actions or inactions of the occupant, an assessment shall be made by the Residence and Housing Committee and the full cost of repairs be borne by the occupant.
- ii. The DWPD shall conduct yearly inspection of a vacant houses to determine any scope of work and submit a report within three (3) weeks to the Residence and Housing Committee before repair work is commissioned in a vacant housing unit.
- iii. Staff who cause wilful damage to University accommodation shall, in addition to b(i.) above, be barred from applying for other housing units.

3.13 Eviction Procedures

- a. After the grace period, a staff who has not surrendered his/her house as required, shall have the electricity and water supplies to the house disconnected immediately.
- b. On the disconnection of electricity and water supplies, as stated in (a) above, a letter shall be written to the occupant stating that he/she will be evicted within a week. The

University shall proceed with the right of eviction by calling in the University Security and if necessary, the Police to help effect the eviction.

3.14 Policy Implementation

This policy shall be implemented by the Directorate of Works and Physical Development. Any review shall be recommended by the Directorate of Works and Physical Development in conjunction with the Residence and Housing Committee to the Academic Board and approved by the University Council.

APPENDICES

APPENDIX 1

BOLGATANGA TECHNICAL UNIVERSITY APPLICATION FORM 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 Biological

ii. Wards (approved by the Registrar).....

iii. Dates of approval of ward(s) by the Registrar
.....

(b) Number of the above presently living with you:.....

(c) Particulars of children/registered ward(s): (*up to 5*)

S/N	Name	Sex	Age	Location
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:.....

Date of Occupancy (i.e. From....To....):.....

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

S/N	FROM	TO

(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/see Status 2.1.1, Office Holders 2.1.2, length of Service 2.1.3, Residence 2.1.4, and Dependants 2.1.5*)

TOTAL POINTS:.....

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

BOLGATANGA TECHNICAL UNIVERSITY

Explanatory notes and comments on the allocation of University housing:

- i. STATUS POINTS: These are based on status of staff/applicants.
- ii. ADDITIONAL POINTS FOR OFFICE HOLDERS: An applicant cannot claim points for more than one of the various categories of Officers/Duty Posts listed, in the same application.
- iii. LENGTH OF SERVICE POINTS: Points earned in respect of service to the University starting from date applicant qualified for University housing.
- iv. RESIDENCE POINTS: Points will be effective from date staff becomes entitled to University housing.
- v. 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.
- i. 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

BOLGATANGA TECHNICAL UNIVERSITY OCCUPANCY AGREEMENT FORM

This Agreement is made on theday of20...

between Bolgatanga Technical 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 the 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

Bolgatanga Technical University

.....

Chairman, Residence and Housing Committee for and on behalf of Bolgatanga 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

Bolgatanga Technical University

AND

..... of

TENANCY AGREEMENT

In respect of House No., situated at