

SECTION: Business Affairs/Physical Plant
SUBJECT: Campus Housing Rental Agreement - Policy and Procedures

ISSUED BY: Vice President for Business Affairs and Treasurer
REPLACES: July 9, 1996 Revision
APPROVED BY: Director of Physical Plant and President for Business Affairs
and Treasurer
EFFECTIVE DATE: June 14, 2002

College Housing Rental Agreement - Policy and Procedures

The College Rental Agreement will be found in its entirety on the following pages:



**EMPLOYEE
COLLEGE HOUSING RENTAL AGREEMENT
POLICY AND PROCEDURES**

I, _____ agree to rent _____
NAME OF TENANT ADDRESS OF RENTAL PROPERTY

- I. A deposit equal to one month's rent applies for all employee housing, refundable only if customary and usual wear and tear are experienced. Repair expenses for unusual wear and tear on the housing will be assessed against the deposit before the balance is refunded.**
- II. Employees with pets in single family houses will be assessed an additional deposit equal to a second month's rent that will not be refundable. Thus, the total deposit for those with pets will be equal to two month's rent, of which only one-half is refundable. This increased deposit is necessary to cover the additional wear and tear on the housing that is typically caused by pets.**
- III. Any employee changing rental units, and having paid the previous deposit amount of either \$100 or \$250 will be required to increase their deposit based upon the above stated schedule.**

Rent will be charged at a rate of _____ per month through June 30 after which the monthly rate may increase.

RENT

- I. College housing rents are due at the end of each month, payable by means of payroll deduction in accordance with College policy. Employees paid monthly will have rent deducted from their payroll check at the end of each month. Employees paid bi-weekly will have rent deducted in equal installments from the first two checks of each month. Acceptance of the terms of this Rental Agreement is considered as approval for payroll deduction of monthly rent charges. The housing deposit is separate and is explained in full at the beginning of this agreement. When an employee tenant vacates College housing in mid-month the rent due will be pro-rated.**

TERMS OF OCCUPANCY

- I. The tenant (employee) must be a current, full-time employee of the College.**
 - A. Part-time employees are not eligible for College housing.**
 - B. If a tenant (employee) is dismissed or employment contract is not renewed the College may terminate occupancy at the end of thirty (30) days.**
 - 1. Staff employee: Thirty (30) days after the date of termination.**

2. Administration/Faculty employee: Thirty (30) days after current contract expires.
- II. After having lived in College housing for a period of three years, the tenant (employee) agrees that the College may request the tenant to vacate the College rental property provided written notice is given to the tenant at least three (3) months prior to the date the housing is to be vacated.
- III. The tenant agrees not to permit anyone to share said premises, keep roomers, or boarders, nor assign, sublet, or transfer said premises without consent of the Vice President for Business Affairs. Such a request should be submitted in writing, giving full details, to the Office of Business Affairs.
- IV. Pets such as cats, dogs, and other animals may not be kept in or around duplexes, apartments and townhouses. Employees with pets in single family houses will be assessed an additional deposit equal to a second month's rent that will not be refundable. Thus, the total deposit for those with pets will be equal to two month's rent, of which only one-half is refundable. This increased deposit is necessary to cover the additional wear and tear on the housing that is typically caused by pets.
- V. The College may terminate occupancy at the end of any 30-day period if the tenant does not comply with all terms of occupancy.
- VI. Termination of occupancy will cause the tenant's loss of priority for future housing assignments.

TENANT RESPONSIBILITY

- I. Tenants are responsible for having all utilities including water, electricity and gas turned on in their own name prior to moving into the residence.
- II. The tenant is responsible for, and agrees to pay all utility bills for electric service, gas service, water service, trash collection, sanitation/sewer, TV cable, etc. Trash collection and water service are billed together from the City of Wilmore. Failure to make utility bill payments may terminate occupancy.
- III. College housing cannot be used for any business purpose.
- IV. Door keys to the residence are not to be duplicated. A \$3.00 deposit is required for each key issued to a tenant. Extra keys will be issued by the Physical Plant upon request.
- V. Tenants are responsible to check the smoke detector(s) in their residence each month. Any non-operational smoke detector(s) should be reported to the Physical Plant Office, extension 2271, for service.
- VII. Driving or parking automobiles on the lawn area is not permitted.
- VIII. Lawns and shrubbery for duplexes and apartments are maintained by the Physical Plant. The Physical Plant does not mow lawns or maintain shrubbery of single-family residences. It is the responsibility of each tenant to see that the lawns are kept clean. Paper, glass, or any other refuse must be kept from around the residence. Boxes, soft drink bottles, boards, brick, old furniture, automobile parts or debris of any kind will not be permitted to accumulate around the residence.

- VIII. All college-provided furnishings must remain in the residence, even if not in use.
- IX. The tenant agrees to keep the residence, including the equipment and fixtures, in clean condition and in good repair, to make no alterations, additions or changes to the premises without consent of the Director of the Physical Plant. Painting or stenciling of residence walls by the tenant is not permitted. Borders and wallpaper that are not removed or that stain/deface paint will be considered as damage.
- X. Garbage and trash is to be stored in covered containers. Trash is not to be burned within the housing area.
- XI. Proper care must be given to the floors. Strong detergents should not be used on tile floors. A Neutral soap should be used for scrubbing, followed by a good quality liquid wax. Paste wax is not permissible. Plastic caster cups should be used under legs of furniture to protect the tile.
- XII. Wires, cables and antennas for radios or televisions on the roof are prohibited. Such equipment may be installed in other ways, but only with permission from the Director of the Physical Plant.
- A. Commercial television cable service: Cable television service is available in most College housing. Tenants should contact the local cable company to apply for service. Normally, each residence is equipped with one cable outlet. The moving of or installation of additional cable outlets are not permitted without the consent of the Director of the Physical Plant.
- B. Satellite dishes *may* be permitted. Placement and installation must be approved by the Director of Physical Plant.
- XIII. Pictures, decorations, and wall hangings: As each residence is different, contact the Physical Plant for hanging instructions before placing pictures and other items on the walls.
- XIV. If the tenant is away from the apartment for a period of time in cold weather, the heat is to be left on and turned down to no lower than to 60 degrees to prevent water pipes from freezing. If the tenant is to be gone more than three days during cold weather, arrangements should be made for a neighbor to check the heat every other day to make sure it is on. Should the tenant turn the heat off, and the pipes freeze, the tenant shall be responsible for payment of all damages incurred. Garden hoses must be disconnected during the winter.
- XV. If a window air conditioner is installed in a window, the screen and storm glass must be raised and left in the frame. A board or other support must also be placed under the air conditioner to prevent any weight of the air conditioner resting on the storm window frame.
- XVI. No chemical drain cleaners (Drano, etc.) may be used in sinks. Call Physical Plant (extension 2271) if drains are not working properly.
- XVII. Any expenses incurred to have a telephone installed will be paid by the tenant without reimbursement from the College.

- XVIII. No vegetable gardens are permitted in the yard of rental properties.
- XIX. No utility buildings are permitted on rental property without the consent of the Director of the Physical Plant. If storage building is approved, a \$25 grounds reseeding charge will be assessed.
- XX. Fuse boxes with screw fuses are not to exceed 20 amp fuses.

SERVICE AND MAINTENANCE

FOR EMERGENCY MAINTENANCE REQUIRED ON SATURDAYS, SUNDAYS, HOLIDAYS OR AFTER 4:30 p.m. DURING WEEKDAYS, PLEASE NOTIFY THE COLLEGE SWITCHBOARD OPERATOR WHO WILL NOTIFY THE PROPER PERSON ON DUTY.

- I. All requests for service should be made to the Physical Plant Office either in person, by telephone (ext. 2271), written request, or the Physical Plant Work Request Form found on the College's intranet site. All requests should be made early in the morning if possible. Repairs may not be made on the same day as requested except in case of an emergency.
- II. Furnaces are serviced twice a year, usually the first two weeks in October and the first two weeks in January. During these two periods the Physical Plant employees will knock on the tenant's door and request permission to enter. If no one is home, the Physical Plant employees will take the liberty to enter and service the furnace for your safety and leave written notice of the work done. Tenant is not to make adjustments of any kind on the furnace/water heater. **NOTE: The entry procedure described above applies to all maintenance work done in College housing.**
- III. Kitchen ranges will be furnished by the College for student duplex/apartments and Bellevue townhouse apartments. Kitchen ranges will not be provided for College owned single family residences. Refrigerators will not be furnished in any College housing. **ALL** gas appliances **MUST** be connected by the Physical Plant. Under no circumstances can the College kitchen range be removed from the duplex/apartment or the Bellevue townhouse apartments.

MISCELLANEOUS

- I. The tenant agrees that the College may show the property to prospective tenants within a reasonable time period with a 24 hour notice by telephone or written notice left at residence.
- II. Asbury College assumes no responsibility for providing temporary housing arrangements in cases of loss or temporary displacement.
- III. Asbury College assumes no responsibility for personal belongings in rental units. The institution recommends that all tenants purchase "renter's insurance" or other insurance products for the protection of their belongings.

VACATING COLLEGE HOUSING

- I. When the tenant has vacated a rental property an inspection will be performed by the Physical Plant to determine if any damages have occurred during the rental period. Repair expenses for unusual wear and tear on the housing will be assessed against the deposit before the balance is refunded. Repair costs exceeding the deposit will be billed to the employee tenant by the Physical Plant.
 - A. **No appliances or furniture may be left when apartment is vacated.** Any items left will be considered abandoned and charges for disposal may be assessed. Any exceptions must be approved in writing by the Vice President for Business Affairs and Treasurer and the Physical Plant.
 - B. The following should be performed when leaving college property: **mop hard-surface flooring; vacuum carpet; clean sinks, tub and stove/oven.**
- II. The residence will remain in the tenant's name and rent will continue until the tenant returns keys to the Physical Plant and requests an inspection. Keys returned after close of day (4:30 p.m.) must be placed in an envelope identifying the tenant and rental address and the envelope should be placed in the Physical Plant mail slot at the main office. **Tenants not returning keys when they vacate will be charged a \$75 fee for lock and key replacement.**

ACCEPTED BY TENANT: _____
Employee Name

DATE: _____

KEYS WILL NOT BE ISSUED UNTIL THE FOLLOWING VERIFICATION HAS BEEN SIGNED BY AN AUTHORIZED PHYSICAL PLANT EMPLOYEE.

EMPLOYEE DEPOSIT AND RENT

⇒ Deposit is made at the Office of the Physical Plant either by cash, check or by indicating a payroll deduction below. Deposits approved for payroll deduction will be paid from the employee’s first full pay check (monthly or bi-weekly.)

Deposit without pet equal to (1) one month’s rent paid by employee: Amount _____

Deposit with pet equal to (2) two month’s rent paid by employee: Amount _____

Method of payment:Cash Check Payroll Deduction

⇒ Rent Payment is by payroll deduction at the end of each month.

⇒ Utility deposits have been paid and turned on in the employee tenant’s name. YES_____ NO_____

Payroll Authorization: _____ **Date:** _____
Employee Tenant Signature

Deposit verified by: _____ **Date:** _____
Physical Plant Employee