



## **OP 95.500: Faculty/Staff Temporary Housing**

### **Introduction**

Mississippi State University maintains a limited number of housing units available for rent to regular full-time faculty and staff on a temporary basis. The units range in size from two-bedroom apartments to four and five-bedroom houses.

### **Policy**

Mississippi State shall maintain housing units for rental by regular full-time faculty and staff on a temporary basis for no more than eighteen months occupancy. The primary purpose of providing temporary housing is to facilitate the transition of newly hired employees to their work and community environment and secondly, to provide present employees with opportunities for temporary housing.

### **Procedures**

#### **1. Distributing Information**

The unit head accountable for recruiting and hiring employees within his/her unit will provide the web site (Faculty and Staff Temporary Housing: <http://www.fm.msstate.edu/housing/>) for Mississippi State University's Faculty/Staff Temporary Housing in the packet of information sent to prospective faculty and staff.

#### **2. Assessing Housing Applications/Making Assignments**

The Housing Assignment Specialist for Facilities Management, will assess housing applications ([Application Form](#)) submitted by full-time faculty and staff and make assignments according to employment status of the applicant in the following priority:

- a. **Newly hired**\* regular full-time general faculty with rank of Assistant Professor or above and deans, directors, and department heads
- b. **Newly hired**\* regular full-time professional or support staff and full-time instructors
- c. Full-time members of the general faculty and professional or support staff

Within each priority, assignments are made according to:

- Date the housing application is received
- Family size
- Bedroom requirement

\* To be considered **newly hired**, the employee must file an application for temporary housing prior to or no later than sixty days after the date of employment.

3. **Processing Inactive Applications**

Employees in employment status 2.a and b who have not been assigned a unit within six months of their employment date will be placed in employment status 2.c.

Employees in employment status 2.c who have not been assigned a unit within two years of their application date will be dropped from the waiting list.

4. **Accepting Housing/Making Deposit**

Individuals wishing to accept a temporary housing assignment will be required to sign a Faculty and Staff Temporary Housing Rental Agreement ([Faculty & Staff Temporary Housing Rental Agreement](#)) and to make a security deposit equal to one month's rent. The deposit will be refunded if the property is vacated in as good a condition as at the time of occupancy (normal wear and tear excluded). Should additional cleaning or repair be required, the deposit will be used to cover the cost and a refund of the unused balance will be made. If the cost is more, the tenant will be billed for the remainder. By making a deposit, the prospective tenant agrees to the terms of the rental agreement as outlined in OP 95.500.

If a prospective tenant or the prospective member's department requests that advanced assignment be made and a hold placed on the unit, the prospective tenant or the department is required to execute a rental agreement upon request and pay the rental amount for the duration that the housing is not available for other assignment.

Every effort will be made to accommodate "Date Housing is Required" as entered on the application. If the assignment is not accepted, the status of the applicant will rotate to the bottom of the list in the respective priority category.

A pet fee is required at the time of assignment when tenants have a pet on MSU property. The pet fee is a non-refundable fee used to provide sanitization upon vacation of the property by the tenant ([Pet Addendum](#).)

5. **Maintaining Rented Property**

- a. The tenant will maintain the rental property and exterior of the building in a presentable condition ([Grounds and Maintenance Rules](#).)
- b. Normal mowing and shrubbery maintenance are provided to the tenant and are included in the rental charge.
- c. Construction which requires removal of soil or installation of equipment must receive prior approval from the Director of Facilities Management (662-325-5830). This includes, but is not limited to, playground equipment, fences, clothes lines and gardens. The tenant will be responsible for removing any equipment

installed and restoring the site to its previous condition. If prior approval is not received or if grounds are not returned to previous condition, tenant will be charged for necessary modifications.

- d. Periodic inspections will be made by Facilities Management staff as deemed necessary.
- e. Painting and wallpapering are not allowed. The tenant will be charged to return the unit to its original condition for any walls painted or papered, other than what is received at occupancy.
- f. Only Facilities Management may duplicate keys after approval from management. There will be a charge to duplicate each key. All issued keys and duplicates must be returned upon vacancy or tenant will be charged for full re-keying of the unit.
- g. Satellite dishes are **not** allowed.
- h. Rummage/yard sales are **not** allowed.
- i. Signs are **not** allowed to be posted on property. Including signs for any particular person, group of persons or any political activity in any election.
- d. Tenants must comply with all applicable University rules, regulations and policies. University Policies can be found at [www.policies.msstate.edu](http://www.policies.msstate.edu). Examples of policies included, but not limited to are
  - Smoking and Tobacco Use on Campus (Policy 91.301)
  - Drug Free Campus (Policy 60.120)
  - Use of Portable, Electric Space Heaters (Policy 95.502)
  - Traffic and Parking Rules and Regulations (Policy 95.501)
  - Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons (Policy 91.120)

## 6. **Paying Rent, Utilities and Fee Charges**

By the first of each month, the tenant will pay rent, utilities and fee charges ( [Fee Schedule](#)) through payroll deduction. **Exceptions:** ROTC employees will make direct payment to the Controller's Office by the first of each month and nine-month faculty will do likewise for the months not on the University's payroll.

For the tenant's convenience, water, electricity and natural gas will be on when they arrive. The tenant is responsible for making arrangements and paying all utilities not provided by Mississippi State University.

Arrangements for continued electrical service for Bulldog Circle, East Road, Maroon Drive, Oktoc Road, Morrill Road, and portions of Blackjack Road should be made with:

Four County Electric Power Association  
9776 MS Hwy 25  
Starkville, MS 39759  
Phone: (662) 323-4502

All other units are served by the University electrical system.

Arrangements for continued natural gas service for all units should be made with:

Atmos Energy  
Phone: (1-888-286-6700)

If the appropriate utilities are not transferred into the tenant's name, there will be a handling charge per invoice.

7. **Changing Rent, Utilities and Fee Charges**

Rent, utilities and fee charges are subject to change upon approval of the President. Any approved changes will apply at the beginning of the month following the receipt of written notice from the Director of Facilities Management. A list of current fee charges ([Fee Schedule](#)) may be obtained from the Housing Assignment Specialist (662-325-5830).

8. **Subleasing**

Subleasing of housing unit is **not** allowed.

9. **Controlling Pets**

The tenant will provide control over pets so that they do not become a nuisance or danger to neighbors or the University community ([Pet Addendum](#).) This document must be signed by the tenant and will be attached to the rental agreement.

10. **Collecting Garbage**

Garbage collection for the housing units is provided once per week.

11. **Vacating Housing**

Advance Notice. The tenant will (a) give written notice of intent to vacate the property and will be responsible for the payment of rent, utilities and fee charges for a minimum of thirty days from the date notice is given ( [Intent-to-Vacate Form](#)) and (b) pay partial monthly charges due on a prorated 30-day basis.

Inspection. After the housing unit is vacated, the Housing Assignment Specialist will inspect the unit ([Minimum Cleaning Standards](#).)

Employment Termination. The tenant will vacate the property within fifteen days after termination of employment with Mississippi State University.

12. **Violating Rental Agreement and Rules**

Violation(s). Violation(s) of Rental Agreement and rules may result in losing the privilege of housing and the tenant will have fifteen days to vacate the premises. If the unit is not vacated beyond the two-week vacation notice, eviction proceedings will begin and the tenant will be responsible to pay all costs associated therewith.

Unauthorized Occupancy. If the tenant does not vacate the premises on the ending date specified in the rental agreement, the date specified on the Intent-to-Vacate Form or beyond the 30 days after employment termination, eviction proceedings will begin and tenant will be responsible to pay all costs associated therewith.

13. **Appealing Violation Notice(s)**

Appeal of a violation notice must be made in writing to the Director of Facilities Management within seven calendar days of the written notice. Tenant's appeal will be forwarded to the Faculty/Staff Housing Appeals Committee.

14. **Faculty/Staff Housing Appeals Committee**

The Faculty and Staff Housing Appeals Committee is responsible for hearing appeals to violation notices and requests for long-term lease extensions. The committee is comprised of the Director of Facilities Management and five voting members with each voting member appointed by one of the following:

- Chair, Faculty Senate
- Chair, Staff Council
- Athletic Director
- Provost and Executive Vice President
- Vice President for Agriculture, Forestry and Veterinary Medicine

**Review**

The Vice President for Campus Services and Provost and Executive Vice President are responsible for review of this operating policy every four years or as needed.

**REVIEWED BY:**

/s/ Amy Tuck  
Vice President for Campus Services

07/21/2016  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

08/01/2016  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research & Effectiveness

08/03/2016  
Date

/s/ Joan Lucas  
General Counsel

08/04/2016  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

08/08/2016  
Date