

## EXHIBIT 3

### MISSISSIPPI STATE UNIVERSITY FACULTY AND STAFF TEMPORARY HOUSING GROUNDS AND MAINTENANCE RULES

#### PURPOSE

The purpose of these rules is to insure that a community of well-maintained facilities and grounds is available for those who choose to occupy Faculty and Staff Temporary Housing.

#### MAINTENANCE OF PROPERTY

The tenant is expected to maintain the property and exterior of building in a presentable condition. Normal mowing and shrubbery maintenance are provided to the tenant and are included in the rental charge.

#### MAINTENANCE OF GROUNDS RULES INCLUDE:

1. **Grass** – If tenant erects a fence on the property, they are expected to keep grass mowed to acceptable standards on a weekly basis (including times that tenant may be on vacation). At no time should the height of the grass exceed six inches.
2. **Parking/Driving** - Parking/driving on property should be limited to the designated driveway, garage and parking areas.
3. **Garbage** - Garbage is collected each Wednesday (except Blackjack Road which is collected on Tuesday). Carts should be rolled to the curb late Tuesday and retrieved Wednesday evening.
4. **Laundry** - If laundry is hung outside, it **must** be hung behind the unit and out of view from the road. Laundry **may not** be placed in a position that can be seen from the road. Please refrain from using porches, railings or other non-clothes lines to hang clothes, rugs, etc.

#### MAINTENANCE OF GROUNDS RULES DOES NOT INCLUDE:

1. Pruning, planting or removing hedges, trees or shrubbery.
2. Removing loose or fallen limbs that are too large to handle by one person.
3. Mowing lawn areas outside of a tenant's erected fence.

#### MAINTENANCE OF BUILDINGS RULES INCLUDES:

1. Prompt reporting of any condition which might cause additional damage to the building such as roof leaks, plumbing leaks, broken windows or evidence of termites. Reporting conditions or requesting service may be made by calling the Facilities Management maintenance request number **(662-325-2005)** or online at <http://www.fm.msstate.edu/>.

2. Prompt requesting of necessary repair to, or reporting of, any malfunction of equipment such as heaters, air conditioners, water heater, stove, light switches, smoke detectors or fire extinguishers.
3. Control of household pests such as mice and bugs (termites excluded).  
Cleaning of the premises should be in accordance with Faculty and Staff Temporary Housing Minimum Cleaning Standards (**see Exhibit 7 Minimum Cleaning Standards.**)
4. Storage of wood or cardboard in the crawl space under the building is prohibited.

#### **ALTERATIONS TO GROUNDS OR BUILDING RULES:**

1. Construction which requires removal of soil or installation of equipment must receive prior approval from the Associate Director for Facilities Services (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.
2. Installation of expanding wall anchors will result in a charge for repairing the wall after vacancy.
3. Installation of ceiling fans must be performed by Facilities Management personnel. Current charges can be found in the Faculty and Staff Temporary Housing Fee Schedule (**see Exhibit 4 Fee Schedule.**)
4. Alterations to property must be approved by the Associate Director of Facilities Services and performed by Facilities Management personnel. If approved, appropriate charges for alterations will be made to tenant.
5. 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.
6. 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.
7. Satellite dishes are **not** allowed.
8. Rummage/yard sales are **not** allowed.
9. Signs are **not** allowed to be posted on property for any particular person, group of persons or any political activity in any election.

#### **INSPECTIONS:**

Periodic inspections will be made by Facilities Management staff as deemed necessary.

Tenants must comply with all applicable University rules, regulations and policies.