



As the college invests in our people as our most important asset, it is strategically important for the college to provide and manage college-owned housing for employees and guests. Accordingly, it is our policy to provide housing that is well-maintained and marketable. This housing is provided on an annual basis at the sole discretion of the college. This document is intended to provide guidance about how housing is allocated, maintained, and improved and to define basic landlord and tenant responsibilities.

**Property allocation:** Properties are periodically available for faculty or staff rental, and on occasion for non-employee rentals. Some properties are housing that is granted as part of compensation for various staff positions that require the staff person to live on campus. The VP for Finance and Administration or their delegated administrator determines tenant occupancy for all available housing. The CASE and Facilities offices work together to maintain a list of available housing, receive housing requests, and provide those requests to senior leadership for a decision as the requests are received. Allocation of available rental properties shall be managed in a fair and equitable manner.

**Housing Request:** Employees and non-employees may request housing by contacting the CASE office, or by completing the [housing request form](#).

**Utilities and landscape:** Tenants are responsible to pay all utilities, such as gas, oil, electric, trash, etc. for all rental properties. Employees granted housing as part of compensation are responsible for utilities unless otherwise specified in their salary letter and/or employment agreement.

Gas, oil and electric utilities are paid by the college and the facilities office bills the tenant for the actual utilities cost, if not paid by the college. Tenant reimbursement for utilities paid by the college is due to the business office within seven days of the facilities-generated invoice date.

**Rent:** Rent is determined by what is reasonable within the local market and reviewed annually by the Associate VP for Finance and Administration and may be adjusted annually based on local market. Rent is due to the Business Office the first of each month for that month.

**Occupancy:** Tenants must inform the college of those living in the house as listed on the lease. Leases are updated annually by the Business Office and Human Resources. Except for births and adoptions, tenants must ask permission of the college before allowing additional occupants.

**Pets:** Tenants may have up to three large pets, no more than two of which may be dogs. Tenant may also have small pets and are asked to exercise prudence in the type and quantity. No types of pets or animals are allowed that are excluded by borough code. The college reserves the right to require pet removal if the college determines a pet is a safety liability, is causing significant property damage or unreasonable annoyance or disturbance. The college also reserves the right to charge tenants for repair or replacement from damages caused by tenant pets. The assessed cost would be the actual repair cost which includes materials, labor & overhead. Tenants are responsible for all aspects of controlling their pets. If a fence for the yard is needed, it will be a tenant expense. Facilities will work with the tenant to make the fence selection to make sure it is in keeping with the college's aesthetic requirements and facilities will coordinate the fence installation by contractor. Tenants will be required to complete and sign a pet addendum to the lease.



**Property care:** Ursinus expects its tenants to take good care of the college's home and property. Homes should be kept clean and free of mold and excessive trash or dust. Rooms and storage spaces should not be packed in such a way as to create a fire or other hazard. All mechanical equipment and electrical panels must remain unobstructed and have minimum 3' clearance on all sides.

Because these properties represent the college and the overall look surrounding the college, yards and driveways must remain clear of litter and excessive clutter. Sidewalks not maintained by the college must be cleared of snow within 24 hours of the snowfall end, per borough ordinance. Seasonal yard maintenance such as leaf clean-up should be completed by Thanksgiving and Memorial Day for spring clean-up. Lawns should be maintained at no higher than 6" and beds kept generally free of weeds from spring to fall. Fallen branches should be removed within 48 hours of falling. If a branch is too large for the tenant to handle or a tree has fallen on the property, please contact facilities for support.

**Maintenance:** General maintenance is the tenant's responsibility. General maintenance includes, but is not limited to, changing light bulbs, hanging pictures, moving furniture, changing filters, planting flowers, tightening screws, touching up paint, cleaning windows, filling water softeners, etc. Details of specific requirements will be communicated to tenant in their lease. It is the tenant's responsibility to contact Facilities to initiate a workorder for those maintenance items that exceed the homeowner's ability or are broken home components Facilities should replace. Facilities will install AC units purchased by the tenant to ensure proper installation. Any damages beyond normal wear and tear to the property or costs to remove items remaining in the property upon termination of the agreement with the college will be billed to the tenant or the applicable department.

Facilities will require periodic property access to maintain home heating and cooling systems or verify proper function of systems, perform periodic construction or renovation and to respond to emergencies. Facilities will coordinate these work and routine repairs with the tenant in advance to agree on a scheduled time unless it is in response to an emergency that does not allow time for advance communication.

Homes require periodic renovation such as painting, carpet replacement, roof replacement, kitchen and bathroom replacement, etc. Facilities will perform this periodic renovation as Facilities deems necessary and budget allows. Long-term tenants are encouraged to alert facilities if periodic renovation items are necessary, so we can plan for them as resources allow.

**Property improvements:** The college may decide a property improvement is necessary. Facilities will coordinate the property improvement and coordinate it with the tenant, at the college's expense as resources allow. Examples of such improvements are converting a heating system from oil to gas, installing air conditioning and planting trees.

**Appliances:** The college provides and owns fixed appliances like stoves and dish washers and built-in radiant and microwave ovens. The college will repair or replace these when they fail. Tenants will provide their own washing machine, dryer, refrigerator, stand-alone microwave ovens, etc. Tenants may request to provide their own stove if there is a requirement for something beyond what the college



provides but must gain approval ahead of time from the Director of Facilities and noted in the lease letter.

**Furniture:** Tenants are responsible for providing their own furniture. The college will not provide any storage beyond what is available in the residence. There may be circumstances where the college provides tenant housing with minimal furniture for a short duration for a faculty or staff member in transition.

**Compliance with Laws and Regulations:** Tenants are expected and required to comply with all federal, state and local laws and regulations. Tenants will sign lease agreements specific to their circumstances.

**Insurance:** Ursinus College's insurance covers damage to the physical structure and property. The college's insurance does not provide coverage for tenants' personal belongings or vehicles, nor will the college be liable for any damage to or theft of tenants' personal property or vehicles. Tenants are responsible for insuring their own personal property within the rental unit. Tenants must provide the college's Business Office proof of insurance with the initial lease letter and annually thereafter with the lease renewal letter.

**Evaluation and remediation:** Concerns with this policy or its enforcement should be directed first to the Director of Facilities for resolution. If that resolution is not satisfactory the tenant may consult the Vice-President for Finance and Administration.

**Exceptions:** Specific exceptions may be necessary in certain circumstances to be approved by the VP for Finance and Administration.