

## College Faculty & Staff Housing Policy

**Purpose:** Ursinus College periodically provides or rents college-owned housing to employees. 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 maintained and improved and to define landlord and tenant responsibilities.

**Property allocation:** Properties are periodically available for faculty or staff rental. 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 college's senior leadership decides on tenant occupancy for those properties in which faculty and staff not required to live on campus may rent. Rent is determined by what is reasonable within the local market and reviewed annually by the college's auditors.

**Utilities and landscape:** T = Tenant provides    C = College provides    B = Borough provides

Address	Electric	Gas/Oil	Water/ Sewer	Cable	Internet	Telephone	Trash	Snow removal	Lawn
65 6 <sup>th</sup> Ave	T	T	T	T	T	T	B	T	T
542 Main St. Apt 1	C	C	C	T	T	T	C	C	C
542 Main St Apt 2	C	C	C	T	T	T	C	C	C
99 9 <sup>th</sup> Ave	C	C	C	C	C	C	B	C	C
100 9 <sup>th</sup> Ave	T	T	T	T	T	T	B	T	T
155 9 <sup>th</sup> Ave	T	T	T	T***	C	T***	B	T*	T*
175 9 <sup>th</sup> Ave	T	T	T	T***	T	T	B	T	T
319 9 <sup>th</sup> Ave	T	T	T	T	C	T	B	T	T
324 9 <sup>th</sup> Ave	T	T	T	T	T	T	B	C**	T*
325 9 <sup>th</sup> Ave	T	T	T	T	T	T	B	C**	T*

\* Indicates tenant reimburses the college for this service

\*\*College provides this service because access is required to storage areas at these properties

\*\*\*College infrastructure is in place but tenant provides at own expense

Gas, oil and electric utilities are paid by the college and facilities bills the tenant for the actual utilities cost, if not paid by the college.

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Tenants may select to have the college's landscape contractor provide landscape and snow removal service. This service will be paid by the college and billed back to the tenant. This must be a seasonal commitment and will not be provided ala carte.

**Occupancy:** Tenant is responsible, on good faith, to tell the college who will be living in the house prior to the college granting occupancy permission. Except for births and adoptions, tenants must receive permission from the college before allowing additional occupants for a period greater than 90 days.

**Pets:** Tenants are allowed to have up to three pets, no more than two of which may be dogs. The college reserves the right to require pet removal if a pet is deemed a safety liability or is causing significant property damage. The college also reserves the right to charge tenants for repair or replacement from damages caused by tenant pets. Tenants are responsible for all aspects of controlling their pets. If the tenant requires a fence for the yard, 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.

**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 excessive trash, dust or mold. 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 clutter. Driveways and walkways not maintained by the college must be cleared of snow within 12 hours of the snowfall end. Seasonal yard maintenance such as leaf clean -up and planting bed mulching must be completed by Thanksgiving for leaves and Memorial Day for mulch. 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.

**Maintenance\*:** General maintenance is the tenant's responsibility. General maintenance may include, 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. 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 require periodic property access to maintain home systems or verify proper function of systems, perform periodic construction or renovation and to respond to an emergency. Facilities will coordinate this work with the tenant in advance 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. Because facilities respects tenant privacy, we do not inspect residences on a periodic basis. Long-term tenants are encouraged to alert facilities if periodic renovation items are necessary so we can plan for them as resources allow.

March 5, 2013

Updated: 5/11/17; 2/2/15; 11/21/14

\*All maintenance to 99 9<sup>th</sup> Avenue is provided by the college, as requested.

**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.

Tenants may also request a property improvement that is not necessary for the preservation of the college's physical asset but provides an enhancement for the tenant. Facilities will review requested improvements to make sure the request will not compromise the structure or property in any way, is allowable by borough code, is safe, and that the improvement is in keeping with the college's principles. If so, facilities will estimate the improvement cost. The improvement cost will be borne by both the tenant and the college, each paying half, as resources allow. Examples of these improvements may include adding a deck or patio and landscape improvements

\*All improvements to 99 9<sup>th</sup> Avenue are provided by the college.

**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 should gain approval ahead of time from The Director of Facilities and it should be noted in the lease letter.

\*The college provides all appliances for 99 9<sup>th</sup> Ave.

**Furniture\*:** Tenants are responsible for providing their own furniture. The college will not provide any storage beyond what is available in the house. 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.

\*The college provides some of the furniture for 99 9<sup>th</sup> Ave.

**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 required to have renters insurance with minimum coverage of **\$10,000 property insurance and \$200,000 liability insurance**. Renters insurance must also cover flood and fire. Tenants must provide the college's business office proof of insurance with the initial lease letter and annually thereafter with the lease renewal letter.