

**MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION
HOUSING RENTAL AGREEMENT**

Date _____ Name _____ MSU _____

Mailing Address _____ Department/Unit _____

Unit Location _____ MAFES Building Number _____ Monthly Rate _____ (see 3 below)

Date of Deposit _____ Amount of Deposit _____ Occupancy Beginning Date _____

LEASE RENEWAL IS AT THE DISCRETION OF THE STATION/DEPARTMENT HEAD AND THE ASSOCIATE DIRECTOR. TENANT SHOULD NOT ASSUME THIS LEASE TO BE PERMANENT!

TENANT AGREES TO

1. Pay a security deposit of one month's rent by check payable to Mississippi State University upon assignment. Deposit insures the property is vacated in good condition (normal wear excluded). At departure, should additional cleaning or repair be required, the deposit will be used to cover cost and a refund of the unused balance will be made (refer to Minimum Cleaning Standards.)
2. Pay for any damage incurred to property during period of occupancy (normal wear excluded).
3. Tenant agrees to allow rent deduction through payroll. Deduction will be made at half the monthly rate for each pay period of the month, an amount equal to _____ per pay period.
4. Make arrangements for and pay all utilities. This process varies by unit – please check with your R&E Center /department head to be sure all utilities are handled appropriately for the unit.
5. Maintain property, including grounds (lawn, shrubbery) and exterior of all buildings in accordance with Grounds and Maintenance Rules. This can vary by unit. Please check with your R&E Center /department head for details.
6. Give written notice of intent to vacate the property and be responsible for rent/utilities and fee charges for at least fifteen days from the date notice is given (refer to Intent-to-Vacate Form). In the month of termination, rent will be paid thru the 15th or the end of the month, based on date of vacation.
7. Vacate property within thirty days following termination of employment with Mississippi State University.
8. Violation(s) of Rental Agreement and rules may result in losing the privilege of housing and the tenant will have two weeks to vacate the premises. Emergency circumstances may be appealed to the Associate Director for an additional month of housing at double the monthly rate.
9. Comply with all MAFES rules and regulations regarding housing.

TENANT UNDERSTANDS THAT

- Subleasing of rented property is not allowed.
- Rent/utilities/fee charges/rules are subject to change upon notification by the Associate Director of MAFES. Any changes will apply at the beginning of the month following receipt of notice.
- Tenant acknowledges receipt of _____ (number of) keys. Failure to return all keys upon vacating will result in a charge for rekeying unit.

Tenant _____
Date

Attachments:
Faculty & Staff Temporary Housing Grounds and Maintenance Rules (PDF file)
Faculty & Staff Temporary Housing Intent-to-Vacate Form (PDF file)
Faculty & Staff Temporary Housing Minimum Cleaning Standards (PDF file)

APPROVED: _____
R&E Center /Department Head _____
Date

APPROVED: _____
Associate Director _____
Date

Original to R&E Center /Department Head.

Copies to Accounts Receivable (Jane Kinard), MAFES Associate Director; and MAFES Assistant Director of Financial Services

Initials _____