



MISSISSIPPI STATE UNIVERSITY™

Mississippi Agricultural & Forestry Experiment Station

To: Dr. Mary Beck
Dr. John Blanton
Mr. Keith Daniels
Dr. Eric Dibble
Dr. Jeff Johnson
Dr. Patricia Knight
Dr. Sherry Surette
Dr. Steve Martin

From: Dr. George Hopper

Re: MAFES Housing

Date: January 30, 2015

Please find attached the new MAFES guidelines for housing. As part of establishing these guidelines, please have all current tenants living in a MAFES house complete the new Housing Rental Agreement, Grounds and Maintenance Rules (initialed), and the Minimum Cleaning Standards (initialed).

The original rental agreement is to be maintained in the unit's personnel files

Also attached is a questionnaire detailing how the rented property is managed.

Both a copy of the new rental agreement(s) as well as the questionnaire should be returned to Dr. Reuben Moore by February 16, 2015 at rmoore@mafes.msstate.edu.

c: SOP committee members

Mini-Guide to MAFES Housing (Rent) Process
Revised 1/28/15

Rent Process

Upon acceptance of an offer to rent a MAFES housing unit, the employee:

- Is provided and reads the MAFES Housing standard operating procedure
- Is provided, reads and returns an initialed or signed copy to the station representative * of the following:
 - MAFES Housing minimum cleaning standards (initialed)
 - MAFES Housing Grounds and Maintenance Rules (initialed)
 - MAFES Housing Rental Agreement (completed and signed)
 - *Station representative * must complete the monthly rate blank (top of form) and the “per pay period” blank on item 3 of the rental agreement form.*

Station representative(s) *:

- Obtains paperwork from employee/tenant
- Submits a copy of the initial rental agreement by scan/email to MAFES Administration (Anne Cook and Reuben Moore)
- Maintains a file for each housing occupant that will contain:
 - Original MAFES Housing Rental Agreement
 - Initialed Housing minimum cleaning standards
 - Initialed MAFES Housing Grounds and Maintenance Rules
 - Copy of the check submitted for deposit
 - Any subsequent written warnings, renovations or documentation needed
- Routinely inspects property for compliance with guidelines
- Ensures housing is in good repair, initially as well as routinely
- Annually, in December, have employee complete rental forms for submission to MAFES administration (Anne Cook)

MAFES Administration:

- Maintains list of units and occupants
- Responsible for approving housing assignments in advance of occupancy
- Responsible for periodic housing appraisals
- Responsible for setting rates for housing
- Signs and provides copy of rent agreement to Accounts Receivable for use in making payroll deductions
- Validate payroll deductions

Rent Terminations

Employee:

- In a timely manner, completes the “Housing Intent to Vacate Form”

Station representative(s) *:

- Files original “intent to vacate” form, and provides a scan/email copy of the form to MAFES Administration (Anne Cook and Reuben Moore)
- Arranges for appropriate staff to inspect the property
- Determines amount of deposit to return to employee

MAFES Administration:

- Signs and submits copy of rent agreement to Accounts Receivable to terminate payroll deduction

* “Station Representative” should be the Department Head, R&E Center Head or their designee.

Mississippi Agricultural and Forestry Experiment Station Housing

INTRODUCTION

MAFES maintains housing units for the following reasons:

1. To provide facility security
2. To facilitate the transition of employees to their work and community environment
3. To facilitate any activity that will further the mission of MAFES, such as providing temporary housing for visiting scholars and graduate students

PROCEDURES

Housing Assignments

The Associate Director of MAFES in coordination with R&E Center Heads are responsible for approving housing assignments. Housing Priority is given to full-time employees. Additional occupants other than the employee must be preapproved by the department or REC Head prior to occupancy. Special exceptions may be considered such as visiting scholars and graduate students.

Accepting Housing/Making Deposit

Individuals wishing to accept a housing assignment will be required to sign the 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 first 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 agreement.

Maintenance of Rented Property

The tenant will maintain the rented property and exterior of all buildings in a presentable condition. Periodic inspections will be made by the Associate Director of MAFES or his designee as deemed necessary.

Utilities

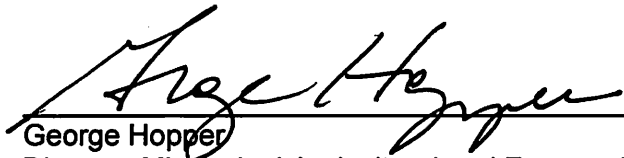
Utilities (gas, electricity, water, sewage) are the responsibility of the tenant.

Payroll Deduction

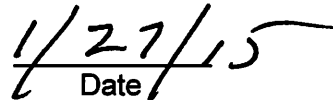
The tenant will pay rent through payroll deduction.

Changing Rent Charges

Rent and fee charges are subject to change based on periodic market surveys and/or appraisals to ensure that rental rates are current. Adjustments may be made to rental rates based upon the survey/appraisal and subsequent approval of the Director. Any approved adjustments will be applied at the beginning of a lease term (January 1) following written notice from the Associate Director of MAFES.


George Hopper

Director, Mississippi Agricultural and Forestry Experiment Station


Date

Housing Rental Agreement (PDF file)

Housing Grounds and Maintenance Rules (PDF file)

Housing Intent-To-Vacate Form (PDF file)

Housing Minimum Cleaning Standards (PDF file)

MAFES Housing Questionnaire
Return to MAFES Administration upon completion (Dr. Reuben Moore)

Date: _____

Building #: _____

Branch/Location: _____

Please let us know how each of the following managed:

Electricity:

- Tenants should establish electric service in his/her own name.
- House/residence is separately metered.

Other (Please explain):

Gas/Propane:

- Tenant establishes gas service in his/her own name.
- In the case of propane, filling of the propane tank is arranged and purchased by the tenant independently.

Other (Please explain):

Grounds Maintenance:

- Tenant is responsible for maintenance of grounds (grass mowing, trimming shrubbery, etc.).

Other (Please explain):

Additional comments specific to upkeep of this facility:
