

**MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION  
EMPLOYEE HOUSING LICENSE AGREEMENT**

Date \_\_\_\_\_ Employee/Occupant Name \_\_\_\_\_

MSU ID \_\_\_\_\_ Mailing Address \_\_\_\_\_

Department/Unit \_\_\_\_\_ Unit Location \_\_\_\_\_

MAFES Housing Number \_\_\_\_\_ Monthly Occupancy Fee \_\_\_\_\_ (see VII.6 below)

Date of Deposit \_\_\_\_\_ Amount of Deposit \_\_\_\_\_

Occupancy Commencement Date \_\_\_\_\_ Occupancy End Date \_\_\_\_\_

**RENEWAL IS AT THE DISCRETION OF THE STATION/DEPARTMENT HEAD AND THE ASSOCIATE DIRECTOR. OCCUPANTS SHOULD NOT ASSUME USE OF THE UNIT WILL BE RENEWED.**

- I. The terms and conditions described herein govern the above-stated Occupant's use of the assigned MAFES Housing Unit stated above. By signing this License Agreement, the Occupant agrees to all provisions stated herein.
- II. The Occupant is hereby granted a license to use the designated Unit, consistent with terms and conditions of this Agreement, beginning on the Occupancy Commencement Date through the Occupancy End Date unless such use is terminated sooner pursuant to the terms and conditions stated in this Agreement.
- III. MAFES may, in its discretion, revoke the license granted by this Agreement and terminate this Agreement for any of the following reasons:
  - a) Breach of any term or condition of this Agreement, including breach of any applicable policies, procedures, rules, or standards of Mississippi State University or those referenced in this Agreement.
  - b) Non-payment of the Occupancy Fee.
  - c) Administrative necessity of MSU/MAFES.
  - d) Occupant's separation of employment at MSU/MAFES.

While MAFES will strive to give Occupant up to thirty days to vacate the Unit upon notice of such termination, MAFES may, if circumstances so warrant in MAFES's sole discretion, require immediate vacation of the premises.

- IV. MAFES shall have the right to enter the premises occupied by Occupant for any lawful reason, including periodic inspection of the premises, with or without notice to Occupant.

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- V. The waiver of any breach of a term or condition of this Agreement shall not constitute a waiver of any subsequent breach. The acceptance of the occupancy fee by MAFES shall not be deemed to be a waiver of any prior breach of this Agreement.
- VI. Occupant agrees to accept responsibility for any loss or damage to personal property or personal vehicles belonging to Occupant or Occupant's guests and invitees. MSU/MAFES assumes no liability for any such loss. MSU/MAFES has no insurance coverage for personal or property damage of Occupant or its guests or invitees; therefore, MSU/MAFES highly recommends that Occupant, at its expense, obtain personal belonging insurance (e.g., renter's insurance). Occupant agrees to indemnify and hold MSU/MAFES harmless from any and all claims arising from Occupant's use or occupancy or other acts that are improper, illegal, or a violation of this Agreement.
- VII. **OCCUPANT AGREES TO:**
1. Only allow Occupant and Occupant's immediate family (spouse, children) to reside in the unit. While temporary guests and extended family are allowed on the premises for short-term stays, only Occupant and Occupant's immediately family are allowed to reside at the unit unless written approval is granted by the Associate Director of MAFES.
  2. Restrict Occupant's family, guests, and invitees from accessing work areas of MAFES property unless the general public is invited to access such areas.
  3. Pay a security deposit of one month's occupancy fee 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.)
  4. With prior approval, a maximum of 2 pets under 75 pounds each will be allowed with payment of a non-refundable \$200 pet deposit. Pets must be tethered or on a leash when outside of the house. Any pet damage to the home or property will be the responsibility of the Occupant to repair immediately or notify and reimburse MAFES within 30 days of occurrence.
  5. Pay for any damage incurred to property during period of occupancy (normal wear excluded).
  6. Occupant agrees to pay the monthly Occupancy Rate stated above. Occupant also agrees to allow the occupancy fee to be payroll deducted. Deduction will be made at half the monthly rate for each pay period of the month, an amount equal to \_\_\_\_\_ per pay period.
  7. 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.
  8. 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.

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9. Give written notice of intent to vacate the property and be responsible for the occupancy fees/utilities and other fee charges for at least fifteen days from the date notice is given (refer to Intent-to-Vacate Form). In the month of termination, the occupancy fee will be paid thru the 15<sup>th</sup> or the end of the month, based on date of vacation.

Comply with all MSU and MAFES policies, procedures, rules, and standards regarding housing.

VIII. **OCCUPANT UNDERSTANDS THAT:**

1. Sublicensing/assigning this Agreement is prohibited.
2. The occupancy fee, utilities, and other fee charges 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.
3. Occupant acknowledges receipt of \_\_\_\_\_ (number of) keys. Failure to return all keys upon vacating will result in a charge for rekeying unit.
4. Occupant acknowledges and agrees that notice by e-mail or text messaging to the number on file with MSU/MAFES is acceptable notice under this Agreement.

\_\_\_\_\_  
Employee/Occupant

\_\_\_\_\_  
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, MAFES Associate Director, and MAFES Assistant Director of Financial Services

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**MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION  
HOUSING MINIMUM CLEANING STANDARDS**

**PURPOSE**

The purpose of Minimum Cleaning Standards is to ensure the Occupant understands the level of cleanliness expected.

**STANDARDS**

1. Occupants are required to clean all accessible areas of appliances. Stove/range hood should be surface clean. Burned/crusted-on food or grease should be removed from accessible surfaces. This includes drip pans, broiler pan, racks, inside of oven, exhaust fan and range hood.
2. Garbage disposal should have all residue removed. Occupants are required to clean sinks to remove food particles, soap residue, grease, and any removable stains.
3. Cabinets, walls, ceilings, woodwork, doors, and other interior wood trim should be clean and free of grease, smudges, crayon marks, removable stains, cobwebs, grime, and excessive visible dirt. Nails, wall hooks, and other mechanical fasteners should be removed.
4. Lavatories commodes, showers, bathtubs, glass enclosures, and medicine cabinets should be surface cleaned. Walls should be clean and free of removable stains. Bathroom floors should be wet mopped with clean water.
5. Light fixtures should be clean and free of dust, bugs, etc. Ventilation air vents/grills should be wiped down and free of dust and cobwebs.
6. Floors should be swept, wet mopped with clean water, and/or vacuumed. Excessive wax and built-up grime should be removed.
7. Carports, garages, storage rooms, patios, porches, and walls should be swept and cleared of debris. Remove dirt, cobwebs, dirt dauber nests, etc., from exterior doors, walls, ceilings, etc. Excessive oil and grease should be removed from paved areas.
8. Grounds/yard areas should be mowed, edged, and policed. Occupants are responsible for filling holes in their yard caused by personal fences, storage sheds, and play apparatus.

**INSPECTION**

After housing unit is vacated, the Associate Director or his designee will inspect the unit and a refund of deposit will be made if the property is vacated in good condition (normal wear excluded). 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. If the cost is more, the Occupant will be billed for remainder.

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**MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION  
HOUSING INTENT TO VACATE FORM**

Date \_\_\_\_\_ Name \_\_\_\_\_ MSU ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

Department/Station \_\_\_\_\_ Unit Location \_\_\_\_\_ MAFES Building #: \_\_\_\_\_

**Please accept this as my notice of intent to vacate this unit as of (date) \_\_\_\_\_.**

Note: Occupancy beyond this date will be considered "unauthorized occupancy" and will be billed to the Occupant at a rate equal to twice the monthly rate.

New mailing address for billing and refunding is:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
Occupant Date

APPROVED: \_\_\_\_\_  
R&E Center /Department Head Date

APPROVED: \_\_\_\_\_  
Associate Director Date

*Original to R&E Center /department head*

*Copies to MAFES Associate Director, MAFES Assistant Director for Financial Services, and  
Accounts Receivable*

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## **MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION HOUSING GROUNDS AND MAINTENANCE RULES**

### **PURPOSE**

The purpose of these rules is to ensure well-maintained facilities and grounds are available for those who choose to occupy MAFES Housing.

### **MAINTENANCE OF PROPERTY**

The occupant is expected to maintain the property in a presentable condition. This includes grounds (lawn/ shrubbery) and exterior of all buildings that are in use by the Occupant. At the R&E Center/department discretion, some facilities are maintained by the R&E Center /department when it is to the benefit of the R&E Center /department to do so.

### **MAINTENANCE OF GROUNDS RULES**

1. Grass – Occupant should mow grass to acceptable standards on a weekly basis (including times that Occupant 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 should be managed per the guidelines applicable to each unit.

### **MAINTENANCE OF BUILDING RULES**

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.
2. Prompt requesting of necessary repair to/ or reporting of/ any malfunction of equipment such as heaters/air conditioner, water heater, stove, light switches, window shades, smoke detectors or fire extinguishers.
3. Monthly inspection of fire extinguishers.
4. Monthly inspection and testing of smoke detectors and replacement of detector batteries.
5. Replacement of light bulbs.
6. Cleaning of the premises should be in accordance with Housing Minimum Cleaning Standards.
7. Storage of wood or cardboard in crawl spaces under the building is prohibited.

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

1. Construction which requires removal of soil or installation of equipment must be approved by the Associate Director or his designee prior to starting of any work. This includes but is not limited to television antennas, playground equipment, fences, sheds, clotheslines, and gardens.
2. Installation of expanding wall anchors will result in a charge for repairing the wall after vacancy.
3. Alterations to property such as painting must be approved by the Associate Director or his designee.

## **INSPECTIONS**

MAFES shall have the right to enter the premises occupied by the Occupant for any lawful reason, including periodic inspection of the premises, with or without notice to Occupant.

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