

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

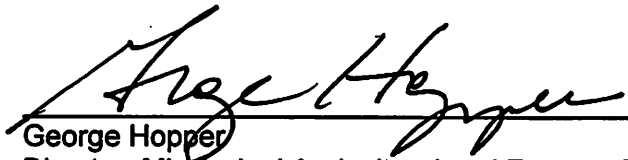
Utilities (gas, electricity, water, sewage) are the responsibility of the tenant.

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

1/27/15
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)