

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

Date _____ Name _____ MSU ID _____

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. 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 tenant to repair immediately or notify and reimburse MAFES within 30 days of occurrence.
3. Pay for any damage incurred to property during period of occupancy (normal wear excluded).
4. 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.
5. 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.
6. 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.
7. 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.
8. Vacate property within thirty days following termination of employment with Mississippi State University.

9. 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.

10. 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: _____ Date
R&E Center /Department Head

APPROVED: _____ Date
Associate Director

Original to R&E Center /Department Head.

Initials _____

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

MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION HOUSING MINIMUM CLEANING STANDARDS

PURPOSE

The purpose of Minimum Cleaning Standards is to ensure the tenant 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.

Initials _____

Revised 4/23/2020

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 tenant will be billed for remainder.

**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 tenant at a rate equal to twice the monthly rate.

New mailing address for billing and refunding is:

Name _____

Address _____

City _____ State _____ Zip Code _____

Tenant

Date

APPROVED: _____
R&E Center /Department Head

Date

APPROVED: _____
Associate Director

Date

Original to R&E Center /department head

Initials _____

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

**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 tenant is expected to maintain the property in a presentable condition. This includes ground (lawn/ shrubbery) and exterior of all buildings that are in use by the tenant. 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 – Tenant should mow grass to acceptable standards on a weekly basis (including times that tenant 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

Initials _____

Standards.

7. Storage of wood or cardboard in crawl spaces under the building is prohibited.

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

There will be periodic inspections made of the premises with an advance notice of at least one week.

Initials _____

Revised 4/23/2020