



# MISSISSIPPI STATE UNIVERSITY™

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Mississippi Agricultural & Forestry Experiment Station

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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](mailto: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**

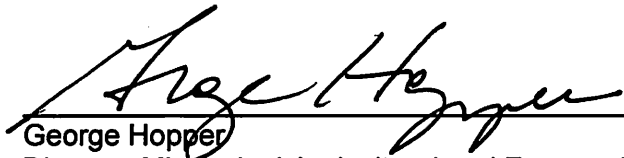
Utilities (gas, electricity, water, sewage) are the responsibility of the tenant.

### **Payroll Deduction**

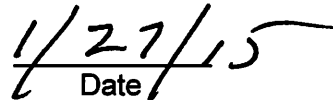
The tenant will pay rent through payroll deduction.

## 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:

\_\_\_\_\_

\_\_\_\_\_

**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 15<sup>th</sup> 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: \_\_\_\_\_ Date  
R&E Center /Department Head

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

*Original to R&E Center /Department Head.*

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

Initials \_\_\_\_\_

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

**PURPOSE**

The purpose of Minimum Cleaning Standards is to insure 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.

**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.

Initials \_\_\_\_\_



**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*

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

Initials \_\_\_\_\_

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

**PURPOSE**

The purpose of these rules is to insure 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 Standards.
7. Storage of wood or cardboard in crawl spaces under the building is prohibited.

Initials \_\_\_\_\_

## **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 1/27/15