

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Facilities Services
Subject: Rental Policy for College Owned Houses
Date Issued: November 11, 2005
Date Revised: October 1, 2011, November 11, 2020
Approved By:

I. Policy

The intent of Luther College owned rental housing is to rent to faculty and staff on a short-term basis to assist in relocation to Decorah. Longer term rental arrangements will be considered if housing is available.

II. Scope

This policy applies to all persons who may rent housing from Luther College.

III. Terms and Definitions

- Rental housing is either a residential home or apartment building owned by Luther College. It does not include residence halls.
- Luther College reserves the right to terminate the housing agreement if the tenant is no longer employed at Luther College.

IV. Procedures and Guidelines

- A. To rent a college house, contact the Assistant Director of Facilities Services, ext. 1668. College housing is intended for use by incoming faculty and/or staff.
- B. Monthly rental fees and insurance requirements will be reviewed as needed by the Vice President of Finance and Administration and the Assistant Director of Facilities Services. Rental fees may be increased annually on September 1 of each year.
- C. Financial Obligations
 - A security deposit of \$200 and the first month's rent is required to rent the property. The College will hold this money, and no interest will be paid for the first five years. (Iowa Code 562A.12)
 - Monthly rental payments will be automatically deducted from the employee's paycheck.
 - This is an annual lease. The Assistant Director of Facilities Services may extend the lease for another year. Requests for an extension are due to the Assistant Director of Facilities Services by April 3.
 - If a tenant is absent for an extended time, a sublet may be allowed if approved in writing by the Assistant Director of Facilities Services...

D. Tenant Responsibilities

- The tenant shall apply for, secure, and pay all utilities including: electricity, natural gas, water and sewer, telephone and cable TV.
- The tenant shall possess adequate liability coverage as defined in the lease agreement. The landlord (Luther College) shall not be responsible for any losses to personal property.
- The tenant is responsible for snow removal and yard care.
- If there is a maintenance or repair concern, the tenant shall contact the Assistant Director of Facilities Services immediately at ext. 1668.

E. Luther College Responsibilities

- Luther will provide a stove, refrigerator, washer and dryer in all rental properties.
- Luther Facilities Services will provide minor maintenance work and general upkeep for the property, which may include the application of fertilizer and herbicide. This may be applied as determined by the College to provide a well-maintained, visually attractive lawn.

F. Short-Term Rentals

- Occasionally, short-term rentals (less than one year) may be available due to unexpected vacancies. If available, the property may be rented until June 30 at which time the lease may be extended or may terminate if housing is needed for incoming faculty or staff.
- Short-term rentals (those vacant after September 1 and before December 31 of each academic year) will be advertised in the Tuesday and/or the local papers.
- The lease term will be for a minimum of six months, up to 10 months.
- College housing may be rented to non-Luther employees (ie. Sodexo, Ricoh) by exception, but not to students or student groups.
 - Luther College will require housing references for such renters.
- Financial Obligations
 - A security deposit of \$200 and the first month's rent is required to rent the property. The College will hold this money, and no interest will be paid. (Iowa Code 562A.12)
 - Monthly rental payments will be made via electronic funds transfer by the 25th day of each month. For example, October's rent would be due September 25.

V. Confidentiality and Record

The Assistant Director of Facilities Services and/or the Office for Financial Services will keep records of leases, rental payments and reference checks, etc.

Luther Departmental Housing Agreement

- Facilities Services will check out keys to the occupant according to the Luther College key policy, which states it is the responsibility of each individual to maintain control of his/her key(s). Keys are not to be “loaned” or “transferred” to other individuals. A departing employee or one changing positions must return their key(s) to Facilities Services.
- Occupants of College rental houses or apartments may not host guests when they are not in the residence. Guests may not stay in the house or apartment for longer than a 10 day period, and may not keep/store personal belongings in the house or apartment on a long term basis.
- The occupant may not make alterations to the unit. The occupant must maintain the unit in a clean and orderly condition. This includes but is not limited to painting, having satellite receivers mounted on the building, leaving personal belongings in common spaces and or outside of the structure that could be determined as cluttered.
- No pets are allowed in College owned houses or apartments.
- No smoking is allowed in any of Luther owned housing in accordance with the College’s No Smoking Policy.
- The occupant will be held responsible for all damages and losses beyond normal wear and tear regardless of the cost of replacement. The occupant will also be responsible for charges where extra cleaning is necessary. The department will be responsible for any and all costs not paid in full by the occupant.
- The Assistant Director of Facilities will assess the occupant’s living space after the occupant has vacated. Any fees incurred will be communicated to the department. The department is responsible for collecting fees. Any fees not collected within 60 days will be charged to the department.
- Occupants shall hold the College harmless for any loss or damage which the resident may suffer by reason of strike or other disturbance or act of God or nature affecting the College, the building, or any other resident: from theft or burglary in or about the building: from interruptions in any service for any cause: from fire, water, rain, snow, steam, gas or odors: from any injury to any person or damage to any property not caused by College negligence.
- Luther College does not carry insurance on personal property of occupants and is not responsible for loss of or damage to such property. The College will not be held responsible for any property of the occupant left in or delivered to the rental property. It is strongly encouraged that renter’s insurance from a reputable company is obtained by occupant.
- In College owned spaces that rotate occupants, Facilities Services may make routine maintenance inspections to identify and resolve issues in the residence.

Occupant signature: _____

Date: _____