

RENTAL HOUSING POLICY

February 2017

OBJECTIVE

The University administers a pool of rental properties in order to assist new full-time faculty, staff, and seminarians in moving to the Sewanee area from elsewhere. The University seeks to develop the pool, in number and type of units, to meet these ongoing needs as closely as possible, and to rent these units at prices consistent with local market rates and taking into account the need to maintain the units over time.

POLICY

The priority for all new housing assignments is those who will be joining the University and who have not already obtained housing in Sewanee or surrounding area. For continuing housing assignments, priority is given to those faculty, staff, and seminarians who continue to be employed or enrolled full-time at the University and who have not rented from the University for three years.

Properties are rented by the rental housing office on a first-come, first-served basis for one academic year (August 1 to May 31) at a time under the following schedule:

- Current tenants who have been notified that their rental agreements will be renewed have their rental agreements extended to June 30, and a new rental agreement commences on July 1. These tenants may request assignment to other rental housing, but must make such requests before Feb. 1. In this event, the rental housing office, in consultation with the Deans of the College and the School of Theology about likely needs for incoming faculty, staff, and seminarians, may grant certain requests, at its discretion, if it appears that fulfilling those requests will permit better matches for incoming faculty, staff, and seminarians. There is no guarantee, however, that such requests will be granted.
- Incoming full-time faculty and professional staff (defined as the 2A level or above) who have applied for housing by April 15 receive priority assignment and are normally offered housing by May 1, following which the applicant must accept or decline an offer, providing a \$300 deposit by May 15. Only those for whom the University has received a signed appointment letter are eligible. These rental agreements may be renewed twice by the University. The deposit and other fees are not refundable if the applicant does not begin work at the University.
- Incoming full-time seminarians who have applied for housing by April 15 are normally offered housing by May 1, following which the applicant must accept or decline an offer, providing a \$300 deposit by May 15. These rental agreements may be renewed at most twice by the University, contingent on continued full-time enrollment at the School of Theology. The deposit and other fees are not refundable if the applicant does not begin study at the University.

The University may not have rental pool units available after meeting the requests above. However, if the University is able to accommodate additional requests, the rental housing office uses the following order of priority.

- Incoming full-time faculty and professional staff (defined as the 2A level or above) who apply after April 15 will be considered for housing on a first-come, first-served basis and have equal priority with seminarians. As above, only those who have returned a signed appointment letter and have paid a deposit and other fees are eligible for housing. These rental agreements may be renewed twice by the University, contingent on continued full-time employment at the University.
- Incoming seminarians who apply after April 15 will be considered for housing on a first-come, first-served basis and have equal priority with full-time faculty and staff at a 2A level or above. As above, only those who have enrolled in the School of Theology and have paid a deposit and other fees are eligible for housing. These rental agreements may be renewed twice by the University, contingent on continued full-time enrollment at the School of Theology.
- If housing is available after meeting those needs, then other full-time employees and undergraduates applying for housing will be considered. If placed, these tenants will be offered one-year, non-renewing rental agreements within two weeks after their rental application is received, following which the applicant must accept or decline an offer, providing a \$300 deposit within the date indicated on the paperwork, which is normally one week. The deposits and other fees are not refundable if the applicant chooses later not to rent from the University.
- If housing is available after meeting those needs then after Sept. 1, part-time employees, who are normally ineligible for rental housing, may be considered for a one-year, non-renewing rental agreement.

FURTHER POLICIES AND EXPLANATORY NOTES

- Rental agreements end May 31 in order to allow the rental housing office flexibility in renting to new tenants each year.
- The University communicates rental agreement renewal expectations through rental agreement renewal communications and the rental agreement signed each year.
- If the University determines that there is a need to make more rental housing available to incoming faculty, staff, or seminarians, the University may decide not to renew rental agreements. If the University determines not to renew rental agreements, the rental housing office will first consider for nonrenewal those tenants who have rented from the University for more than three years.
- The University cannot currently guarantee that tenure-track faculty renting from the University will be able to rent from the University through the year of the tenure

decision. However, the University endeavors to ensure that tenure-track faculty will be able to rent from the University for up to three years.

- Faculty and staff who have rented in the private market, or from the University and left for other housing, are normally ineligible to apply/reapply for University rental housing.
- Retiring faculty and staff are normally ineligible for rental agreement renewals.
- Principal residence: University rental properties must be the principal residence of the University employees who occupy them. Continuing documentation of principal residence status is a requirement. Rental properties may be sublet only for the summer with written permission from the rental housing office.
- The rental housing office normally will not make more than one offer to an applicant, based on application data provided. That is, if a housing offer is not accepted by the stated deadline, the applicant is ineligible for future placement in rental housing.
- Even though an individual may be eligible, there is no guarantee of University housing.