

CAS Dwelling Unit (residences) Management Guidelines

*College of Agricultural Sciences
Oregon State University
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The College of Agricultural Sciences manages over thirty residences in the Corvallis area and around the state at our Experiment Station facilities. These residences allow us to provide our remote locations with round-the-clock security, emergency response, animal care, research plot maintenance, and to provide short-term housing to collaborators (students, visiting scientists, or others who are actively involved with the mission of the College).

College Units (departments, branch experiment stations, CAS service units) manage these properties in close collaboration with our Financial Strategic Services (FSS) partners and OSU's Leasing and Strategic Real Property Management (Real Property) office to ensure compliance with applicable laws and regulations.

Appraisals

All residences used for long-term housing will be appraised, at a minimum, every five years, to determine the fair market rental value. The appraisal process is handled by the college and paid for centrally at the college level. Copies of the appraisals are forwarded to Real Property.

Long-term rental to employees

Residences may only be rented long-term to OSU employees who are faculty, staff, or students and their immediate family, defined as spouse or domestic partner (with Affidavit of Domestic Partnership or Certificate of Domestic Partnership) and their children. If living in the residence is a requirement of employment, the employee's position description must reflect the requirement. If it is not a requirement of the position (e.g., the employee could move out and it would not affect their position), the employee's position description does not have to reflect the requirement.

An official OSU *Employee Housing License Agreement* (EHLA), obtained through Real Property, should be in place two weeks prior to the move in date. **There will be no occupation of the premises without a signed, approved EHLA.**

Forward the completed EHLA to the Real Property Manager for review and signature. The form will be returned to the unit for the signature of the occupant/employee. Please send copies of the final signed forms to Real Property and your FSS partner. Real Property will be responsible for retaining the EHLA for any required period. **Units should make sure that all EHLAs have been forwarded to Real Property.**

Adjustments that reduce the rent paid to less than the appraised value can be made based on criteria as outlined in the *Rent Reduction Report*. The *Rent Reduction Report* will be completed by the unit, signed by the unit head, and submitted with the EHLA to Real Property.

The preferred method for collection of rent is through payroll deduction. This is completed by filling out an *Authorization for Automatic Deduction for Rent* form, getting the proper signatures and then sending the form to central payroll. Contact your FSS partner for this form. The forms must be received by the central payroll office by the tenth of the month to be in effect for that month's payroll. All rent payments will be credited to an admin index AGA008 and then redistributed to the unit.

The EHLA requires that a security/damage deposit be collected at the initiation of the agreement. This allows for the recovery of costs related to unpaid rent and to repair damage to the housing caused by the employee. It is important that this deposit not be recorded as income and instead be deposited into a liability account on your auxiliary fund set up for your housing units. The liability account code is B4120 (Other Rental Deposits). If the deposit is returned, you will use a payment request form made out to the occupant and debit the same liability account for the amount refunded.

All requirements as outlined in the EHLA must be followed to ensure compliance with applicable laws and regulations.

Short-term Rental of Dwelling Units

To meet the need for housing to support our research programs and student experiential learning at locations away from our main campus, units may provide housing on a short-term basis to students or collaborators. A nightly, weekly, or monthly fee may be calculated based on room occupancy (dormitory-style). These occupancies should be set in advance and never exceeded. Short-term residency shall not exceed more than one year. For these situations, an EHLA is not required. All unit rental policies and agreements must adhere to OSU space use and conduct policies and other local, state, and federal requirements, as applicable. **Occupancy is strictly limited to those individuals who are involved with the mission of the University, not simply for the collection of revenue.**

If a fee is to be charged, the fee must be approved through the OSU Fee process. Fees may be standardized across housing units for equity and administrative ease. Our FSS partners oversee this process.

Inspections, maintenance, health and safety

Each residence will be inspected annually by the CAS Regulatory and Safety Compliance Officer (RSCO) to ensure compliance with OSU habitability standards and to ensure that any health or safety issues are addressed. These inspections are documented using the Annual Habitability Inspection Checklist. All documentation related to these inspections will be made available to Real Property through a shared Box folder.

All needed repairs identified through the inspection, or otherwise, that are related to health and safety, will be completed promptly. If there are issues that pose a risk to the occupants (e.g., rotten handrails, missing handrails, rotten porch boards, electrical hazards) these will be clearly identified and marked, or access denied, until repairs can be completed. Unit shall provide follow-up confirmation to the RSCO that all safety issues found during the inspections have been addressed.

Prior to any inspection or maintenance that requires access to the interior of the residence, 24-hour notice will be given to occupant, in writing (email is sufficient, if responded to). If an emergency arises and immediate access is needed, then a reasonable attempt will be made to notify the occupants.

If the residence is deemed unsafe or uninhabitable, the residence will not be occupied until repairs are made to bring it up to habitability standards and safe conditions.

Occupant responsibilities

Occupant will communicate all repair needs/issues in email to unit personnel and unit will keep records for tracking and follow-up. Occupant is not responsible for repairs or structure maintenance unless facilities maintenance is outlined in their PD. All electrical work, structural work or other work covered by codes and regulations will be completed by OSU's qualified personnel and/or a licensed contractor. Occupant is responsible for the cost to repair any damage caused by them or their pets that is not reasonable and expected wear and tear. *Unit should make sure that the occupant understands this responsibility and the potential consequences.*

Occupant is responsible for the testing of the smoke and carbon monoxide alarms as well as replacing batteries as necessary as outlined in the EHLA. If issues with the alarms arise, occupant should immediately notify unit personnel. **Disabling the alarms by the occupants is in strict violation of their EHLA and could be grounds for eviction.** *Unit should make sure that the occupant understands this responsibility and the potential consequences.*

Unit responsibilities

Unit will maintain residences to ensure that they meet OSU habitability standards as outlined in the Habitability checklist and provide regular, ongoing maintenance to these structures. This is necessary to provide a healthy and safe living environment for the occupants as well as to preserve the value of the facility and meet applicable compliance.

Each unit should have a maintenance schedule for their properties that will include, but is not limited to, items such as annual chimney maintenance for those with wood burning appliances, roof inspection and cleaning, annual rain gutter cleaning, maintenance of defensible space, furnace maintenance and filter replacement.

Residences that utilize well water for their domestic use will have the water tested, at a minimum, annually to ensure that it meets safety standards for coliform bacteria and nitrates. Please work with EH&S if needed.

Unit will annually assess financial resources to ensure that the necessary funds are available for required maintenance. If the costs are determined to be greater than available funding, the unit should work with the College and the business center to examine other funding sources or work to decommission the property as a residence.