

College of Agricultural Sciences Dwelling Unit guidelines:

Updated September 19, 2013

1. Dwelling units may only be rented to OSU employees who are faculty, staff, or students. If living in the dwelling unit 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.
2. All employees renting properties owned by OSU must have in place an official OSU *Employee Housing License Agreement* which can be obtained through OSU's Office of Real Property. This agreement must cover a specified term which can be no longer than 5 years. This allows for timely rent adjustments after appraisals have been completed. If, at the end of the term of agreement, both parties wish to continue the agreement a new license agreement must be completed and rents adjusted based on the most recent appraisal.
3. All dwelling units will be appraised by OSU per ORS 351 (at a minimum of every five years) so that the fair market value for the rent is known. The appraisal process is handled at the college level and paid for centrally. Adjustments that reduce the rent paid to less than the appraised value can be made based on criteria set forth in ORS 182.415 to 182.435. If the rent is to be reduced then a *Rent Reduction Report* needs to be completed and submitted with the lease agreement. *Rent Reduction Reports* can be found through OSU's Office of Real Property. These are to be completed by the unit and signed by the unit head.
4. If rents are to be collected through payroll deduction then an *Authorization for Automatic Deduction for Rent* form needs to be filled out, signed and sent down to central payroll. Contact CAS Administration for this form. The forms must be received by the 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.
5. It is required that a security/damage deposit is collected at the initiation of the agreement. This allows for the recovery of costs related to unpaid rent and to repair damages 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 it is determined that the deposit be returned you will use a payment request form made out to the tenant and debit the same liability account for the amount refunded.
6. **Unit will complete the rental agreement at least 2 weeks prior to the move in date. Forward to the Real Property Manager for review and signature.** The form will be returned to the unit for the signature of the tenant/employee. Please send copies of the final signed forms to Real Property and CAS Administration. Per OAR 166-475-0020 all

lease records must be retained for a period of 6 years and then destroyed. OSU Real Property will be responsible for retaining the leases for this period. Units should make sure that all leases have been forwarded to Real Property.