

SEWANEE

THE UNIVERSITY OF THE SOUTH

Rental Housing Policy

Purpose

The University administers a pool of rental properties in order to assist new full-time faculty, staff, and seminary students in moving to the Sewanee area from elsewhere and to contribute to the building of community among students and employees on campus. The University seeks to develop its pool of rental housing, 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 quality of units, while 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 the surrounding area (defined as living within 30 miles of the University's central campus). For continuing housing assignments, priority is given to seminary students who continue to be enrolled full-time at the University, followed by full-time employees who have not previously rented from the University or who have resided in University housing for less than a seven-year period.

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 seminary students, may grant certain requests, at its discretion, if it appears that fulfilling those requests will permit better matches for incoming employees and seminary students. There is no guarantee, however, that such requests will be granted.
- Incoming full-time seminary students who have applied for housing by April 15 are normally offered housing beginning May 1 and continuing until all units are full, following which the applicant must accept or decline an offer, providing a \$300 deposit no later than two weeks after the offer. These rental agreements may be renewed at most twice by the University, contingent on continued full-time enrollment at the School of Theology. A seminary student who completes a degree but continues in an additional program at the School of Theology as a full-time student is eligible to renew a lease through the completion of the second program. The deposit and other fees are not refundable if the applicant does not begin study at the University

- Incoming full-time employees who have applied for housing by April 15 are normally offered housing beginning May 1 and continuing until all units are full, following which the applicant must accept or decline an offer, providing a \$300 deposit no later than two weeks after the offer. Only those for whom the University has received a signed appointment letter are eligible. These rental agreements may be renewed six times by the University. The deposit and other fees are not refundable if the applicant does not begin work at the University.
- In the event that the number of requests for housing from seminary students and University employees exceeds the number of units available in a given year, seminary students who have met the application deadline will be given priority in housing offers.

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 employees who apply after April 15 will be considered for housing on a first-come, first-served basis and have equal priority with seminary students. 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 six times by the University, contingent on continued full-time employment at the University.
- Incoming seminary students who apply after April 15 will be considered for housing on a first-come, first-served basis and have equal priority with full-time employees. 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 (unless a second full-time program of study is pursued), contingent on continued full-time enrollment at the School of Theology.
- If housing is available after meeting those needs, then 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 September 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.

- The University endeavors to ensure an adequate supply of rental units to meet all requests for housing. However, if the University determines that there is a need to make more rental housing available to incoming employees or seminary students, the University may decide not to renew rental agreements for tenants who have lived in University housing beyond seven years. Further, if demand for University rental units exceeds supply and some tenants have occupied units for longer than seven years, the University may ask a number of tenants beyond seven years' occupancy to vacate their units at the end of their lease in order of greatest time in units until there is space for qualified new applicants.
- Due to possible extensions of the tenure cycle beyond seven 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 seven years.
- Employees 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 employees are normally ineligible for rental agreement renewals.
- Principal residence: University rental properties must be the principal residence of the seminary students and 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 each instance. VRBO, AirBNB, or other such listings of rental housing properties are not allowed and the University may revoke the Rental Housing Agreement for non-compliance. Faculty who leave campus for a sabbatical and wish to retain their rental units for when they return may seek express authorization from the University Rental Housing Office before arranging to sublet their unit to another employee or seminary student for up to one year. The University Rental Housing Office is not responsible for arranging subletters for lessors who go on sabbatical. The University Rental Housing Office must review and approve the subleasing agreement prior to it taking effect.
- 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.
- Tenants who have a documented disability consistent with the American Disability Act that warrants a residence on the Domain may apply for an extension of occupancy in University housing for up to ten years, which will be reviewed by the Provost.
- In its operations, the Rental Housing Office adheres to the following University statement on non-discrimination: The University of the South stands firmly for the principle that its employees, students, and participants of university-sponsored programs and activities have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran

status, pregnancy and childbirth, and genetic information. As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of sex or other protected categories in the educational programs or activities which it operates. This requirement of non-discrimination extends to admission to and employment in those programs or activities. The University is committed to sustaining a community in which the dignity of every individual is respected. Key to this value are efforts to nurture an environment of civility and mutual respect and to foster a culture of reporting concerns so that the University can respond promptly and equitably whenever an incident occurs. All employees, students, and participants of university-sponsored programs and activities have the right to be free from harassment and retaliation.