

UT – Institute of Agriculture Policy: <b>Housing Policy</b>	
Version: 1.0	Effective Date: June 1, 2018

**The University of Tennessee Institute of Agriculture (UTIA)** units may revise/develop unit specific guidelines in accordance with these procedures.

UTIA may request that a University of Tennessee (UT) employee live in a UT-owned house if the supervisor determines that it is in the best interest of UTIA for the employee to live on the property. An employee living on the property must understand that he or she may be required to perform weekend, after hours, or emergency tasks at any hour of the day or night and on any day of the week.

The employee's supervisor or her/his designee will, upon giving the occupant at least two days' notice, periodically inspect all houses, both inside and outside.

Employees living on UT property shall abide by the following rules. Any deviations from these rules must be approved by the employee's supervisor.

1. Houses are for one-family occupancy only. House trailers or other types of portable dwellings may not be moved on the lot of a UT-owned house.
2. Residents may not sublet the space to anyone, establish any private business in the house or permit the house to be used for any commercial enterprise.
3. No permanent alterations, modifications, or additions may be made to the inside or outside of a house without prior approval from the employee's supervisor.
4. No permanent or temporary structures may be erected without prior approval from the employee's supervisor.
5. No window air conditioners may be installed in a house equipped with a central heating-air conditioning unit, unless prior written approval from the employee's supervisor.
6. No stoves may be installed in a house without prior approval from the employee's supervisor.
7. Employees may not re-key existing locks or install additional locks.

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8. The employee’s supervisor or his/her designated agent may enter the house during reasonable hours and with advance notice for inspection of the premises. Any University official may enter at any time to protect life or to prevent injury or damage to property.
9. Houses may not be painted or decorated without the expressed permission of the employee’s supervisor, except for wall hangings, which are permissible so long as they do not appreciably damage walls.
10. Shrubs may not be added or removed without permission of the employee’s supervisor.
11. The use of abrasive cleaner on fiberglass plumbing fixtures is prohibited.
12. Except in cases of normal wear and tear or Acts of God (i.e. tornadoes), the occupant will be financially responsible for repairing broken windows, doors, walls, etc. (A walk thru will be done at time of occupancy to see if these exist when moving in.)
13. Occupants are, within their capabilities, responsible for making minor repairs to houses including unstopping commodes and sinks, repairing screens, nailing down porch floors, etc. The Unit Director/Manager may procure minor parts/supplies with UT funds.
14. Employees are responsible for reporting to the employee’s supervisor leaks in roofs and plumbing and other problems which, if uncorrected, would damage the house.
15. Carpet, vinyl flooring, woodwork, windows and counter tops will be periodically cleaned and used only in such a way as to prolong their useful lives.
16. No dogs, cats, or other pets may be kept in a house or on UT property without prior approval of the employee’s supervisor. Any pets kept inside must be house broken. Pets kept outside of the house must be controlled at all times. All pets must be current on all legally required vaccinations, etc., and proof must be available. The current occupant will be responsible for any damage caused by pets. Any pets that damage property, create a nuisance, or stress livestock will be required to be removed from the property.
17. The occupant is responsible for keeping the lawn and yard mowed, and keeping all outside areas neat and free of trash at all times.

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18. No unused and/or unlicensed automobiles, trucks, boats, etc., may be stored on the property.
19. No automobile parts or assemblies may be repaired inside a house.
20. No employee-owned livestock will be kept on the UT owned property.
21. Any personal gardens, if space is available, will be kept neat and free of weeds.
22. Routine maintenance and insurance covering the buildings will be provided by the University. Insurance on the contents of the house will be the employee's responsibility.
23. Treatment for control of insects which may cause structural damage to houses is the responsibility of the University. Control of other household insects and pests is the responsibility of the employee.
24. The employee is responsible for paying his or her own utility bills.
25. The University will provide the appropriate numbers and types of smoke detectors and fire extinguishers for UT-owned houses. The occupants will be responsible for maintaining the smoke detectors. Twice each year, preferably in June and December, employees will provide the supervisor with written confirmation that smoke detectors and fire extinguishers are in working order. (Walk thru to make sure they are in place before occupancy.)
26. Any illegal activity in the house, including the use, manufacture, possession, distribution or dispensing of illegal drugs, will constitute grounds for immediate eviction.
27. Smoking is not allowed in the UT-owned houses. Smoking is only permitted outside.
28. In the event that the employee leaves the University's employment for any reason, whether voluntarily or involuntarily, the employee agrees to vacate the premises within thirty (30) days. This time period may be extended by agreement of the supervisor.



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- 29. Any property that remains in a house after the employee vacates the premises will be considered abandoned personal property and will be donated to charity if not retrieved within thirty (30) days after the resident (employee, student, term employee, etc.) vacates the premises.
- 30. Violation of UT policy/procedures or of the UT Code of Conduct could result in immediate eviction from the UT-owned house.
- 31. Termination for cause could result in immediate eviction from the UT-owned house.
- 32. In accordance with UT Safety Policy SA0875 (Firearms), the UTIA Chancellor authorizes the employee, and the employee household members, as permitted by federal law and Tennessee (*Tennessee Code Annotated § 39-17-1309(10)*) to possess firearms inside university housing.

\_\_\_\_\_

Location & House Number

\_\_\_\_\_

Date Occupied

\_\_\_\_\_

Signature of Director/Supervisor    Date

\_\_\_\_\_

Signature of Employee                      Date

*Institute Responsible Party for this policy: Dr. Barry Sims*

Notes regarding any agreed upon deviations from the above agreement (i.e. pet allowance, alterations, etc):

House walk through occurred on \_\_\_\_\_ and the following issues were noted: