



DRAFT for Discussion
Roaring Fork School District Rental Properties
Policies and Guidelines

General Conditions

The Roaring Fork School District will own a variety of properties for the sole purpose of attracting and retaining high quality staff through the availability of rental properties. These properties will be available for rent to district employees according to the guidelines provided herein, provided the employee(s) meet the eligibility requirements and abide by the restrictions established by this policy.

The terms of these guidelines are not exhaustive. The school district may lease the properties for such rental amounts and upon such terms and conditions as may be deemed necessary or advisable by the Board of Education. This policy is intended only to establish a recommended procedure for leasing the properties and shall not create a property interest or other legally enforceable right in any individual to lease or occupy the properties. Staff is reminded that living in staff affordable housing is a privilege and afforded to us through the generosity of our communities through a bond election. We want to be respectful and follow all regulations within the spirit that they were intended.

Eligibility

Any person who is employed by the school district, who does not own property that is rented or leased in the Roaring Fork valley, shall be eligible to enter the housing lottery for available properties.

During any school year, the units shall be rented, wherever possible, to ___% of available staff, with ___% of properties reserved each year for new staff. We realize that this balance may not be possible based on the normal turnover of staff, which may vary from year to year, but it is a ratio that may be used as a guideline. In the event that a unit is vacant and there are no employees in the lottery, it may be leased to an employee of the town or county such as an employee of the police, sheriff, or fire departments for a period of no more than one year and vacated by June 30 of any given year.

Terms of Lease

1. All leases shall be issued for a one-year term. Leases may be extended for a period not to exceed ___ years.
2. Lease shall continue only so long as the individual remains employed by the district and maintains satisfactory job performance as determined in the Superintendent's discretion. In the event that a person is terminated during the period of time that the lease is in effect, they will receive notice of when they need to vacate the unit but it

shall not be less than 30 days.

3. Lessee may allow relatives and other district employees to occupy the premises as roommate/sub-lessee only upon prior approval by the Superintendent or their designee.
4. Individuals who are not employees of the district must be approved to occupy the premises by the Superintendent or their designee.
5. Renter shall be responsible for upkeep and general maintenance of the property, and shall pay the established rental fee and be subject to other obligations as provided in a lease to be executed between the parties. The lease term shall not extend beyond one year.
6. The school district shall be responsible for repairs beyond general maintenance, provided that such repairs are not required because of an intentional or negligent act or omission by one of the occupants or their licensees, invitees or guests.
7. Upon vacation of the premises of one roommate or occupant, a new roommate or occupant will be selected based upon the priority list and these eligibility criteria. The school district will consult with any remaining tenant(s) before selecting a new tenant to try to maximize the compatibility between the remaining and replacement tenants.
8. Utilities will be billed where appropriate.
9. All occupants must follow the rules and guidelines of the homeowner's association, where applicable, or district rules and regulations with regards to the location of the units.
10. Smoking shall not be allowed in any district units.
11. Pets are _____ not allowed? Must be approved?
12. Basic homeowner's dues are paid for by the district as part of the rental fee. Any additional amenities such as golf, pool privileges, etc. that may not be included in the basic dues are the responsibility of the tenants.

Lottery

Any existing staff interesting in renting available properties from the school district shall enter the housing lottery by filling out the required forms by February 15 of each school year. A lottery shall then be held for available properties with a waiting list established not to exceed ten employees for each community. Preference may be given to requests where two or more employees will occupy the requested unit type.

An individual shall not be denied the right to lease a property based upon the individual's refusal to lease at the term of an earlier vacancy.

Properties are deemed available based on established ratios so there are properties available for new employees during any given year.

Questions to Guidelines Committee:--

- **Does a person stay on the waiting list for a specified length of time?**
- **Priorities in lottery for two employee families? How many "tickets" do they get in the lottery?**
- **Should there be a separate lottery for each community and can a person be entered in more than one community, especially if they are a two employee family**

that work in different communities?

- **Length of years someone can stay in district units?**
- **Pets or no pets?**
- **Parking spaces?**
- **Right blend of units to existing and new staff?**
- **Guidelines for mid-year vacancies?**
- **Other items added during discussion ☺**

Any lease of these properties entered into by the Board shall be subject to the terms of these guidelines and the Rental Housing Policy approved by the Board of Education unless explicitly provided otherwise.