

**UNIVERSITY OF KENTUCKY
COLLEGE OF AGRICULTURE
FACILITIES MANAGEMENT**

HOUSING PROCEDURES

Process – Tenant Supervisor

- Tenant’s supervisor shall inform the COA Facilities Management business staff a minimum of ten (10) business days prior to preferred move-in date of tenant.
- Tenant’s supervisor signs the COA Lease before the tenant is eligible to occupy any residence.
- Tenant’s supervisor initials the COA Housing Policy before the tenant is eligible to occupy any residence.
- Tenant’s supervisor signs the COA Move-In/Move-Out form after the tenant has completed the Move-In inspection for the tenant to remain eligible to occupy any residence.
- Tenant’s supervisor signs the COA Move-In/Move-Out form after the tenant has completed the Move-Out inspection in order for tenant to receive a refund of security deposit.

Process - Tenant

- Tenant signs the COA Lease before they are eligible to occupy any residence.
- Tenant shall pay a \$150 refundable security deposit at the time of signing the lease in order to occupy any residence.
- Tenant initials the COA Housing Policy before they are eligible to occupy any residence.
- Tenant completes the Move-In inspection and signs the COA Move-In/Move-Out form within one (1) week of occupancy to remain eligible to occupy any residence.
- Tenant shall place any applicable utilities in their name within one (1) week of occupation.
- Tenant shall give a thirty (30) day notification of intention of Move-Out to the COA Facilities Management Business Staff in order to receive a refund of security deposit.
- Tenant completes Move-Out inspection and signs the COA Move-In/Move-Out form in order to receive a refund of security deposit.
- Tenant returns residence key, mailbox keys, and gate card to the COA Facilities Management Business staff in order to receive a refund of security deposit.

Process – Facilities Management Business Staff

- Business staff must receive notification of intention of move-in a minimum of ten (10) business days prior to preferred move-in date of tenant to prepare documents and verify eligibility of tenant.
- Business staff verifies favorable background check and employment status with tenant’s department prior to tenant occupation of residence and signing of COA Lease, COA Housing Policy, and COA Move-In/Move-Out form.

- Facilities Management business staff shall maintain ownership of all residential and mailbox keys and will distribute keys and begin processing application for gate card upon signing of the lease by the tenant.
- Business staff receives deposit from tenant and deposits funds into a secure account within the University of Kentucky.
- Business staff maintains original copy of tenant's signed documents and works in conjunction with the COA Business Center staff and the University of Kentucky Payroll department to appropriately process the tenant's taxable benefit, if applicable.
- Business staff must receive notification of intention of move-out a minimum of thirty (30) business days prior to intended move-out date.
- Business staff shall begin the process of refunding tenant security deposit once the COA Move-In/Move-Out form is completed and signed by tenant and tenant's supervisor, final inspection has been completed by COA Facilities Management Maintenance staff, and residential key and gate card has been returned to COA Facilities Management Business staff.