

GANADO UNIFIED SCHOOL DISTRICT NO. 20 HOUSING APPLICATION

All applicants for the District Housing will be processed using the criteria as established by the current regulation and policy. The selection criteria are to include the following: Positions with the District. Tenure, Family size, Job location, and Number of family members employed by the District.

APPLICATION DUE FOR RENEWAL 12 MONTHS FROM SUBMITTED DATE BELOW

PLEASE COMPLETE THE FOLLOWING INFORMATION

1. Application Date: _____
2. Name: _____
3. Type of application: District Housing Transfer Private Lot
4. Current position with the District: _____
5. School or Department: _____
6. Years employed at position: _____
7. Number of Household Members: _____ Adults _____ Child (rens)

Name	Occupation	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Home Phone Number: _____
9. Vehicle (Yr./Make): _____ License Plate No.: _____ State: _____
Vehicle (Yr./Make): _____ License Plate No.: _____ State: _____

10. Do you have pet? _____ How many? _____ (Limit: 2 pets with a \$300 deposit per pet)
Description: _____ Tag No.: _____
Description: _____ Tag No.: _____

11. Size of Unit: _____ Bedroom (housing placement scale used)
12. Type of unit Preferred: _____ Efficiency _____ Apartment _____ Townhouse
 _____ Trailer _____ West Apartment

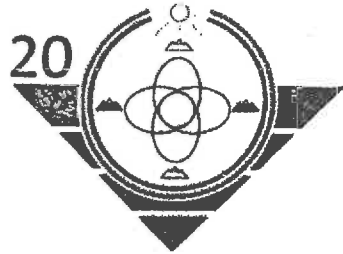
HOUSING ASSIGNMENT WILL BE MADE PER BOARD POLICY ON THE FOLLOWING PRIORITY

- A. Certified Personnel
- B. Classified Personnel

ACTION TAKEN BY SUPPORT SERVICE OFFICE

- C. Housing Unit Assigned: _____
- D. Housing Unit Denied: _____

Ganado Unified School District No. 20



Ganado Unified School District #20

Housing Rental Rates

	<u>Rate</u>	<u>Deposit</u>
Efficiency	\$50.00	\$100.00
One Bedroom	\$125.00	\$250.00
Two Bedroom	\$165.00	\$300.00 330.00
Three Bedroom	\$200.00	\$400.00
Four Bedroom	\$250.00	\$500.00
Private Lot	\$65.00	\$130.00

New Apartments "Ganado West"

Two Bedroom	\$250.00	\$500.00
Three Bedroom	\$300.00	\$600.00

*Pet Deposit: \$300.00 per Pet (Limit 2 pets per household)

GANADO UNIFIED SCHOOL DISTRICT HOUSING POLICY

1. *Definitions:*

- 1.1 "Housing Unit" means the interior and exterior, including the yard and adjacent sidewalks, of the house, apartment or trailer assigned to the Tenant.
- 1.2 "Premises" means the Housing Unit to which Tenant has been assigned, and all District Housing common areas.

2. *Housing Advisory Committee.*

- 2.1 A Housing Committee will be formed annually. The Director of Support Services or designee will be the chairperson of this committee. The Housing Committee will be composed of:

- A. Director of Support Services
- B. Two Members of the Leadership Team
- C. One or more Certified Employees (at least one of whom lives in District Housing)
- D. One Classified Staff Member
- E. One or more members of the Housing Team
- F. Maintenance Supervisor

- 2.2 Each represented group will choose its own representative.

- 2.3 The Housing Committee will advise the Governing Board on all matters relating to housing. The committee will meet once a month or more as deemed necessary, on such dates and at such times as agreed upon by the members.

- 2.4 Special Housing Committee Meeting will be determined by Support Services.

3. *Housing Application Criteria*

- 3.1 Application
- 3.2 Submit Letter
- 3.3 GUSD Contract Employee
 - A. Full time
 - B. Consultant (if needed)

4. *Housing Assignments.*

- 4.1 Employees will submit requests for housing assignments for the upcoming school year by April 30th.
- 4.2 Change in housing assignment for classified should not be approved while certified vacancies exist.
- 4.3 The Support Services Director will assign Housing to Administrators and Certified staff.
- 4.4 The Support Services Director will make recommendations to the Housing Committee for a final based on the following criteria, in order:
 - A. Position. Core Administrators will be given priority over Certified Staff.
 1. Superintendent, Director of Curriculum & Instruction, Director of Human Resources, Director of Business & Finance, Director of Support Services, and Principals.
 2. Certified Staff
 2. Classified Supervisors will be given priority over Classified Staff.
 3. Classified Staff
 - B. Family Size.
 - C. Amount of time in current Housing Unit.
 - D. Number of years employed with the District.
- 4.5 The Housing Committee will make all final decisions regarding assignment of housing, taking into account the criteria listed in the previous section. The Housing Committee may also consider special circumstances, as stated in an employee's housing application. However, the Housing Committee will make housing assignments in the best interest of the District as a whole, taking into account the need to recruit faculty and administrators and other factors affecting the District.
- 4.6 The Housing Committee may make changes to housing assignment at any time, subject to thirty (30) days' notice to the tenant. For example, the Housing Committee may move an employee to a smaller Housing Unit based on changed family circumstances or the need for another family to occupy a housing unit of a particular size. Every effort will be made to satisfy employees' requests; however, all decisions regarding housing assignments by the Housing Committee will be final.
- 4.7 Housing will be provided to as many employees as possible, but housing units are limited. Employees may be denied District housing or removed from District housing as the needs of the District dictate and in accordance with the assignment policy set forth in this section.

- 4.8 When certified vacancies occur during the school year, a housing space should be reserved for the vacant position to be filled. Transfers may be considered for the vacated positions.
 - 4.9 When no housing is available for certified position classified staff residents may be given a two weeks notice to vacate housing. This is determined by reversing the classified priority listing.
 - 4.10 Housing units may be held for administrative vacancy.
 - 4.11 Application for Classified staff will be kept on file for one (1) school year.
5. *Rental Rates/Fees.*
- 5.1 Rental rates will be determined annually in accordance with IRS approved standards and requirements.
 - 5.2 Rent will be deducted from the Tenant's bi-weekly payroll. One-half of the monthly rental amount will be deducted from the employee's pay issued in the first pay period of the month. One-half of the monthly rental amount will be deducted from employee's pay issued in the second pay period of the month.
6. *Occupying Housing.*
- 6.1 *New Tenants*
 - A. Each Tenant must sign a District Housing Rental Agreement prior to taking possession of the Housing Unit. If the tenant does not sign a new lease within five (5) working days of notification of the new assignment, the District may exercise the right to reassign housing. (Special circumstances will be considered on an individual basis.)
 - B. Tenant will make a deposit by money order to the Business Office in the amount equivalent to two months rent. The deposit will be returned to the tenant when the premises are vacated and if the unit is cleaned to the satisfaction of the District, undamaged with exception of normal wear.
 - C. The District Housing Inspection Form and the Housing Policy manual will be given to the tenant no later than five (5) working days after the move-in date, earlier if possible. The inspection form will be verified by maintenance when possible. Any objections or corrections to the housing inspection form must be made in writing by the tenant within five (5) working days of the original inspection.
 - 5.2 *Current Tenants*
 - A. Submit Housing Request and Transfer Form to the Support Services Office.

- B. The Support Services Director will determine whether the requested housing is available using the criteria described in the Housing Availability section.
- C. When the requested transfer is approved, the tenant will follow the procedures outlined in the New Tenants section. A tenant who is relocating will have three (3) working days to move into a new housing and to vacate previous housing.
- D. All applicable refunds regarding the tenant's present residence will be made after the premises have been vacated by the tenant and inspected by the Maintenance Personnel.
- E. The District will notify the tenant of a new housing assignment within two (2) business days of decision.

6.3 Charges

- A. The District may change the rental rates from year to year by action of the Governing Board. Any changes will be adopted prior to the time the District offers employment contracts for the following year.
- B. The payment of rent will be by payroll deduction during the school year, as described in the lease agreement. For the month of June, July and August payment of rent to the District's Business Office is the tenant's responsibility. Rent for these months will be paid monthly in advance by money order or, if authorized in writing by the tenant(s) in one lump sum from the last pay check in May.
- C. A fee of thirty-five dollars (\$35.00) per key will be charged by the District for the keys that are lost and must be obtained through the District. The tenant may not cause keys to District housing to be duplicated by anyone other than the District.
- D. Fees will be charged by the District when a tenant request key service. Services include unlocking doors for tenants who are locked out. All offenses: \$20.00 each.

7. *Termination of District Housing Rental Agreements.*

7.1 Either party may terminate the District Housing Rental Agreement without cause upon thirty (30) days' notice to the other party. If Tenant moves from the Housing Unit without providing such notice, or to the extent such notice has not been given, Tenant's deposit may be forfeited.

7.2 Breach of Contract

- A. If there is a breach of the District Housing Rental Agreement or violation of the District Housing Policy or District Housing Rules and Regulations, the Director of Support Services will deliver a written notice to the Tenant specifying the acts and omissions constituting the breach or violation and that the District Housing Rental

Agreement will terminate if the breach or violation is not remedied within ten (10) days after receipt of the notice.

- B. If the Tenant remedies the breach or violation to the satisfaction of the Director of Support Services prior to the date specified in the notice, the District Housing Rental Agreement will not terminate.
- C. If the breach or violation is one that cannot reasonably be remedied in ten (10) calendar days, the Director of Support Services may extend the time for remedying the breach or violation, provided that the Tenant has signed a written agreement of correction, approved by the Director of Support Services, specifying the remedial action by the completion date as set forth in the agreement of correction, the District Housing Rental Agreement will terminate ~~five (5)~~ days after receipt of written notice of such default from the Director of Support Services.

7.3 If there is a breach of the terms of the District Housing Rental Agreement, that, in the judgment of the Director of Support Services, is both material and irreparable, such as discharge of a weapon on the premises or infliction of serious bodily harm by the Tenant or by other persons on the premises with the Tenant's consent, the Director of Support Services may deliver a written notice for immediate termination of the District Housing Rental Agreement.

8. *Vacating premises.*

- 8.1 The tenants must furnish Support Services Office at least 10 days notice in writing of his/her intention to vacate the premises.
- 8.2 If the tenant resigns/retires his position with the district or employment is terminated for any reason, the tenant must vacate the premises within 10 working days of the termination of his employment contract unless the tenant has requested and received a written extension of this deadline from the Support Services Director. Rent will be calculated and to the last day of occupancy.
- 8.3 If the tenant fails to vacate the premises at the time of deadline the district will charge the tenant a fee of \$15.00 a day.

9. *Inspections.*

- 9.1 Before a prospective Tenant occupies a unit, the Maintenance Supervisor, or designee, and the prospective Tenant will inspect the unit and note on a checklist the existing condition of the premises. Such checklist will be signed by both the prospective tenant and the Maintenance Supervisor or designee. Such checklist will be filed in the Director of Support service's office, and a copy will be given to the prospective Tenant.
- 9.2 Before a Tenant vacates the premises, the Maintenance Supervisor, or designee, and the Tenant will inspect the premises and note on a checklist the existing condition of the

premises. Such checklist will be signed by both the Tenant and the Maintenance Supervisor or designee. The checklist will be compared against the pre-inspection checklist to help determine if any damages or cleaning charges will be imposed.

9.3 Semi-annual and annual housing inspections will be performed by Maintenance Department.

10. *Notices.*

All notices will be in writing. Notices to the District will be sent to the Office of the Support Services. Notices to the Tenant will be sent to the address of the rental unit. Notice will be sent certified mail, hand delivered, and/or internal mail (including electronic mail), and will be deemed received three days after mailing or actual receipt, whichever is earlier.

11. *Approvals in Writing.*

Any approval necessary from the Director of Support Services and/or the Housing Committee will not be effective unless in writing and signed.

GANADO UNIFIED SCHOOL DISTRICT HOUSING RENTAL AGREEMENT

1. *Parties.*

1.1 Tenants (all adult members of the household must be listed here):

_____	_____
_____	_____
_____	_____

1.2 The above-named persons will be jointly and severally liable hereunder and may be collectively referred to as "Tenant" herein and in the District Housing Rules and Regulations and District Housing Policy.

1.3 Other immediate family members living on the premises (List full names and ages):

_____	_____
_____	_____
_____	_____

1.4 Only members of the immediate family (husband, wife, dependent children) listed herein may live in the premises. Exceptions may only be made in writing by the Director of Support Services

1.5 Ganado Unified School District may be referred to as "the District" herein and in the District Housing Rules and Regulations and District Housing Policy.

1.6 Pets in Household:

_____	_____
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2. *Subject Property.*

This District Housing Rental Agreement allows Tenant to reside in a District Housing Unit. THIS DISTRICT HOUSING RENTAL AGREEMENT IS FOR SPACE ONLY, AND DOES NOT GIVE TENANT ANY RIGHTS TO ANY PARTICULAR HOUSING UNIT. Assignment of particular units will be made according to the "Housing Assignment" section of the District Housing Policy. Tenant may be reassigned to different units depending on the needs of the District and in accordance with the District Housing Policy. Thirty (30) days' notice will be give of any such reassignments.

3. *Term.*

The term of this agreement will be on a annual basis, commencing on _____, and continuing thereafter until terminated as provided in this District Housing Rental Agreement or the District Housing Policy. The Tenant Agrees to vacate the premises immediately upon termination of the District Housing Rental Agreement, unless other arrangements have been approved in advance and in writing by the Director of Support Services. Any holding over by Tenant will be governed in all respects by this District Housing Rental Agreement, the District Housing Rules and Regulations and the District Housing Policy.

4. *Deposit.*

Upon the execution of this District Housing Rental Agreement, Tenant will deposit with the District the sum of (\$_____) as security deposit for full and faithful performance of Tenant's obligations. The security deposit may be applied at any time to any damage to the property. Upon termination of this agreement, Tenant will be entitled to a refund of the security deposit, less any amounts deducted for damage, accrued rent, late fees, or any other monetary obligation of Tenant which has not been fulfilled at the time of termination. This section does not relieve Tenant of the obligation to pay the last month's rent when due.

5. *Rent Payment.*

Tenant will pay the monthly rental rate applicable to the assigned Housing Unit. District Housing Rental rate are set forth in the District Housing Policy, and may be changed upon thirty (30) days' notice to Tenant. Rent will be paid as set forth in the District Housing Policy.

6. *Utilities.*

Tenant agrees to hook up and pay for utilities, including, but not limited to, gas, electricity, telephone service, waste removal and cable television, if desired. However, the District will pay the employee's utilities if it is stated in their Employment Contract.

7. *Housing Policy / Rules and Regulations.*

Tenant understands and agrees that this District Housing Rental Agreement is subject to the terms and conditions of the District Housing Rules and Regulations and District Housing Policy. Those documents are incorporated herein by reference. The District Housing Rules and Regulations and District Housing Policy may be amended from time to time, and all such amendments will be come effective as to Tenant upon thirty (30) days' notice.

8. *Liability of School District.*

The District will not be liable for, and Tenant will hold the District harmless from, any and all claims, losses, demands or other liability whatsoever for any damage or injury however suffered by or occurring to any person, including property belonging to Tenant, occupants or their guests which arise or are caused by an act of, commission or omission of Tenant, Tenant's family, guests, invitees, or pets. The District is not liable for any injury resulting from theft, burglary, trespass,

assault, vandalism or any other crime. The District does not warrant, guaranty, or insure neither Tenant's personal safety nor the safety of Tenant's family guests or their respective belongings. Tenant should always be aware of Tenant's responsibility for his or her own safety and the safety of his or her family, guests and their belongings. The district makes no representation that any effort on the District's part will increase security or decrease the likelihood of crime. The District will not be responsible for any loss caused by storm, flooding, lightning, wind, other acts of God or interruption of utilities. **TENANT IS SOLELY RESPONSIBLE FOR OBTAINING RENTER'S INSURANCE OR OTHER INSURANCE TO PROTECT AGAINST THE ABOVE-DESCRIBED OR OTHER LOSSES. THE DISTRICT DOES NOT MAINTAIN INSURANCE COVERING TENANT'S POSSESSIONS AND WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO TENANT'S PROPERTY.**

9. *Children.*

Parents are solely responsible for the supervision of their children on the premises and on all District property.

10. *Assignment and Subletting.*

Subletting or assignment of the District Housing Rental Agreement and Housing Unit are prohibited.

11. *Insurance.*

11.1 The District has obtained insurance to cover damage to the Premises and liability insurance to cover the District's liability arising out of property defects or the District's negligence. The District's insurance does not insure the Tenants' possessions or Tenants' negligence.

11.2 Prior to occupancy of the Premise by the Tenant the Tenant will, without limiting any liabilities or any other obligation of the Tenant, provide to the District verification that the Tenant has obtained insurance to cover damage to or loss of Tenants' possessions, as well as losses resulting from Tenants' negligence.

11.3 Tenant will require that the insurer providing the insurance required in Section 11.2 will agree that its insurance is primary to any insurance, self-insurance retentions, or deductibles, or pooled self-insurance programs maintained or participated in by the District.

11.4 Tenant will require that the insurer providing the insurance required in Section 11.2 waive all rights of recovery against the District, and its agents, officials and employees.

12. *Damage to Premises.*

Except for damage caused by the Tenant, during any time where the Premises cannot be used because of damage to Premises, Tenants are not responsible for payment of rent. Should a

portion of the Premises become unusable due to damage, Tenants are not responsible for payment of rent on that portion. District reserves the right to decide whether the Premises are usable and what portion of the Premises is not usable. Should the damage to the Premises have been caused by the Tenants' own actions or neglect, the Tenant will not be relieved of the responsibility for payment of rent, and Tenant will bear full responsibility for repair of the damage to the Premises.

13. *Breach of Contract.*

The obligation imposed by this District Housing Rental Agreement, the District Housing Rules and Regulations and the District Housing Policy will be regarded as material in nature, and violations of any one of these obligations may result in eviction, forfeiture of deposit, monetary damages or all of the above.

14. *Furniture / Personal Property.*

All furniture will be provided by Tenant at his or her own expense. All appliances, fixtures, window coverings and other property that are furnished to Tenant are and will remain the property of the District. In the event of damage or destruction to such property by Tenant's actions or negligence, Tenant will pay promptly on demand all costs of repair or replacement of such property.

15. *Miscellaneous.*

- 16.1 In an action by either party against the other resulting from a breach of this Agreement, the District Housing Rules and Regulations or the District Housing Policy, the prevailing party will be entitled to all costs and attorney's fees incurred therein.
- 16.2 The waiver of any breach of this District Housing Rental Agreement, the District Housing Rules and Regulations or the District Housing Policy will in no event constitute a waiver as to any future breach.
- 16.3 This District Housing Rental Agreement will be governed by the laws of the State of Arizona.
- 16.4 This District Housing Rental Agreement constitutes the entire understanding between the parties and may not be amended or modified other than in writing executed by both parties, or as otherwise set forth herein.
- 16.5 This agreement will be binding upon and will insure to the benefit of the heirs, executors, assigns, administrators, personal representatives or successors of the parties, except as otherwise prohibited herein.
- 16.6 No significance will be placed upon singular or plural designations or the use of masculine, feminine, or neuter gender in this agreement.

WHEREFORE, the parties have hereunto set their hands this _____ day of _____, 20____.

GANADO UNIFIED SCHOOL DISTRICT NO. 20

By: _____

Its: _____

Tenant (all adult tenants must sign):

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name