Summary of Tenant Handbook Guidelines

This document is designed to provide a summary of the guidelines contained in the Tenant Handbook. However, it is not intended to substitute for reading the Tenant Handbook, which contains additional information and provides further details.

General Occupancy Information

Rent Payments: Rental payments are made through payroll deductions for the current month on a bi-weekly basis. If a tenant is not on College payroll, the Smith College Controller’s Office will generate a bill for the monthly rental payment.

Taxability: Tenants are responsible for paying tax on the difference, if any, between the annual rent and the fair rental value or 5% of the appraised value of the residence. The logic is that if a tenant is receiving a financial benefit by paying rent below a certain threshold, this benefit should therefore be considered as taxable income.

Subletting: Tenants wishing to sublet their apartment must first obtain written permission from the Rental Property Department. The College considers the signer of the lease (the tenant) to be the person responsible for the rent and all other terms of the lease. Subletters are expected to comply with the rules and regulations outlined in the Tenant Handbook. Occupants are not permitted to sublet to anyone who is not affiliated with the College.

Unit Transfers: Transfer requests should be submitted in writing to the Provost’s Office. Priority will be given to tenants whose current apartment is either too small or too large for the size of their family, or due to a health or physical condition that would necessitate an alternative residential situation. Transfers based on a desire to relocate will be accommodated if possible.

Insurance: Each tenant must provide a certificate of insurance from his or her insurance agent demonstrating current coverage in the amount of $100,000 as a minimum within 10 days of the execution of their lease with the College. Renter's Insurance protects the tenant if someone claims that he or she accidentally damaged another's property or caused bodily injury.

Utilities: Residents must apply to utility companies for electric, fuel oil (if Resident pays for his/her oil heat), gas if applicable, telephone, and cable services if desired. Smith College will pay for water and sewer services. It is the responsibility of the tenant to disconnect their telephone and cable TV services and return the utilities to the College’s name upon moving out.
**Keys:** Should you lose your keys or require more than one set of house keys, the Rental Property Department will obtain a set from the Smith College Physical Plant Lock Shop (it takes approximately three working days). You cannot get replacement/additional keys made at local vendors.

**Trash:** The College provides services for the removal of rubbish and recyclable items for multi-family units. Tenants in single-family homes are required to remove their trash at their own expense.

**Parking:** Parking on campus property requires a parking decal, which you can obtain from the Smith College Public Safety Office. If your unit has a common rental parking space, you will need a rental parking decal, which is also available from the Smith College Public Safety Department (for a $5.00 fee). Off-street parking is also available at most locations. All vehicles parked in the Rental Property lot must be registered and insured.

**Storage:** Storage areas are provided in the basements of most apartment buildings (exact locations must be worked out directly with the other tenants). All items in storage must be clearly marked with the tenant’s name and apartment number. Unmarked items will be removed without notice. Public or common areas within the building should never be used to store personal items. Smith College assumes no responsibility for the personal property of tenants.

**Basements and Laundry Rooms:** Only locks installed by the Rental Property Department or Smith College Physical Plant are allowed on basement doors, which cannot be bolted from the inside or obstructed in any way to prevent entrance by authorized staff. Most of the multi-family buildings have coin operated laundry facilities in the basements. All single-family units have hook-ups for laundry machines.

**Pet Policy:** Pets are allowed at all single-family homes. Please check the Smith College Tenant Handbook for a list of multi-family buildings where pets are allowed and for the comprehensive Pet Policy.

**Pest and Insect Problems:** Residents of single family homes are responsible for pest control, although the Rental Housing Department is responsible for maintaining screens, fences or other structural element necessary to keep rodents and skunks from entering the home. The Rental Housing Department is responsible for pest control of multi-unit homes, although residents are expected to make a reasonable effort to eliminate the source of the infestation.

**Routine Repairs:** Tenants are requested to contact the Rental Property Department Office for all maintenance services at 542-8506. Office hours are from 8 a.m. to 4:30 p.m. Monday through Friday. Summer hours are from 8:30 a.m. to 4:00 p.m.
Emergency Repairs (after hours): Maintenance emergencies occurring after normal office hours should be reported to (413) 542-8506. Our answering service will take the information regarding your call and will contact the appropriate personnel who will respond to your emergency. For fire and CO alarms or other police emergencies call 911 immediately.

Lockouts: In case of a lockout between 8:00 a.m. - 4:30 p.m. Monday through Friday. (Summer hours 8:30am-4:00pm), please contact the Rental Property Department at (413) 542-8506. Please report after-hours lockout to Amherst College Campus Police at (413) 542-2291. Neither the Rental Property Department nor Campus Police will let your guests or friends into your apartment.

Access: In case of emergency, the Rental Housing Department reserves the right to enter the premises and make necessary repairs without prior notice.

Major Repairs and Renovations: Major repairs/renovations are based on building needs and are prioritized in relationship to the entire rental housing stock at the College.

Painting and Redecorating: All apartments are inspected when vacated, and turnovers are completed per the Cleaning Standards prior to new Residents' arrival. Residents are not permitted to paint or wallpaper College-owned property.

Appliances: The Rental Property Department supplies all college houses and apartments with a stove and refrigerator. Most multiple family housing units have coin-operated washer/dryer facilities available while single-family homes are equipped with washer/dryer connections. There will be a fee for removal of College-owned appliances if a tenant chooses to use his or her own appliance.

Snow Removal and Care of Grounds: Tenants in single-family homes are responsible for snow removal and maintaining the grounds surrounding their home. The Rental Property Department is responsible for tree maintenance at all properties. The Rental Property Department will provide lawn care services as well as snow removal from walks and driveways at all multiple family housing units only.

Special Winter Information: Residents who will be away for more than 2 consecutive days during the winter months are asked to take certain precautions, which are detailed in the Tenant Handbook.

Additional Resident Responsibilities: Residents are responsible for the general care and cleaning of the unit (including window cleaning), light bulb replacements, maintaining the unit in good repair (no large holes in walls or ceilings), the cost of installing additional telephone or cable TV lines, installation of window air conditioner units and annual cleaning of dryer vents (Rental Housing Department will coordinate for all residents).
**Additional Rental Housing Department Responsibilities:** Rental Housing Department is responsible for annually inspecting and servicing all chimneys that service the primary heating equipment for the building, boilers and furnaces, roof gutters and associated down spouts, annual interior and exterior inspection of all units, annual inspection and battery replacement of CO and smoke detectors (if CO or smoke alarms are “beeping”, but not going off, please notify the Rental Housing Department immediately).

**Safety Recommendations:** For disturbance or other related security issues please call Amherst College Campus Police at (413) 542-2291. For fires, CO alarms or other police emergencies call **911 immediately**, then call the Rental Housing Department at (413) 542-8506. Please refer to the Tenant Handbook for additional safety information.

**Vacating Rental Housing:** All leases terminate on June 30. Residents whose appointments at Smith College terminate at the end of an academic year must vacate the premises by no later than June 30 of that year. There will be no proration of rent if the tenant vacates College housing prior to the termination of the lease. Costs of damage or substantial cleaning will be billed to the tenant. Please refer to the Tenant Handbook for move-out instructions.