

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:

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.

Rent and Utility Payments: Rental payments are made through payroll deductions on the last day of the month for that month of occupancy.

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.

Keys: A set of keys will be provided for each adult occupant at move in. New keys will cost \$5 per set. Lock changes and/or additional locks will cost \$50.

Trash: Rubbish containers should be left curbside before 6:00 AM on the designated date of pickup (Rental Property Department distributes this schedule annually).

Basements/Flooding: Basements are not part of the leased premises, although we recognize that tenants may reasonably use the space, mainly for storage. However, Rental Housing Department is not responsible for any loss or damage to the tenants' personal property which is stored in the basement.

Building/Maintenance Information:

Routine Repairs and Service: All maintenance service requests should be reported to (413) 542-8506. Our office hours are from 8 a.m. to 4:30 p.m. Monday through Friday (Summer hours 8:30am-4:00pm).

Emergency Repairs and Service (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.

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.

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.

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 an electric range. If a resident chooses to use their personal electric range, there will be a \$25.00 fee for the removal of the College-owned range (in addition to the cost for modifying the kitchen to fit the resident's range). Residents are responsible for maintaining their personal ranges. The Rental Property Department supplies refrigerators only to the Merrill Place Apartments and Joseph Smith Apartments, because of the small room size. The Rental Property Department is only responsible for maintaining college owned refrigerators.

The College does not supply dishwashers, garbage disposals, and washing machines or clothes dryers. If a resident wishes to purchase any of these units, they may do so at their own expense (built in dishwashers and garbage disposals become the property of the college).

Grounds: Unless specified otherwise in the lease, residents of single family homes are responsible for the care of grounds, shrubbery, and snow removal. The Rental Housing Department is responsible for the grounds and snow removal of multi-family homes.

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.

Furnaces and Boilers: Residents should report all furnace and boiler related problems (including after hours) to the Rental Property Department at (413) 542-8506.

Satellite Dish Installation: Residents are permitted to install a satellite dish, provided they adhere to the guidelines outlined in the Tenant Handbook.

Other Important Information:

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”, 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.

Smoking Policy: Rental Housing Department’s smoking policy for all its multi-unit properties specifies that smoking is allowed inside the individual units, and only allowed within 25 feet of windows, doors and air intake units of the building. Smoking is prohibited in elevators, hallways, staircases and related common areas of multi-unit residences as established under MGL Ch 270 §22.

Pet Ownership: The Rental Housing Department has established a comprehensive pet policy, which is described in detail in the Tenant Handbook.

Vacating Rental Housing: All leases terminate on June 30. Residents whose appointments at Amherst College terminate at the end of an academic year must vacate the premises by no later than June 30 of that year. If a tenant fails to vacate within 30 days of their notice of intent to move out (or June 30th if the move out is at the end of their lease term), the monthly rent for their unit would automatically be increased to market rent for a comparable unit in Amherst. There will be no proration of rent if the tenant vacates College housing prior to the termination of the lease. Please refer to the Tenant Handbook for move-out instructions.