The College maintains several rental apartments and single unit residential properties in order to provide housing for new faculty and staff with minimum one-year appointments. Housing is made available on a first-come, first-served basis. Every effort is made to match available housing with tenant needs (i.e. furnished vs. unfurnished, family size, etc.). Leases may be renewed for a twelve-month period at the option of the College for personnel with continuing or Tenure Track appointments. In no case will leases be renewed more than two times.

Leases begin upon arrival in July or August and end on the following June 30th. Personnel who are leaving the area permanently at the end of the academic year may make special arrangements to terminate their agreement as early as the date of Commencement. Leases are subject to modifications as required. Due notice is given before any lease is modified. The rents for all College housing are reviewed each spring. All rent increases are effective July 1st and are preceded by a minimum 30-day notice.

Leases are not assignable or transferable. Residents may not sublet College houses or apartments.

Residents of College housing pay rent in advance by means of payroll deduction and pay a security deposit equal to one month's rent at the time the initial lease is executed. This deposit is held as protection against losses or damage related to the residence and will not be used as the last month’s rent. Premises are inspected prior to occupancy and following vacancy. Security deposits are held until a final inspection has occurred. If there is no damage, the security deposit is returned within 30 days after the premises are vacated.

**GENERAL OCCUPANCY INFORMATION**

**Application**
Contact information for rental housing is given to new appointees eligible for College housing when their signed employment contracts have been received. We ask that prospective tenants keep their e-mail address, postal address and telephone numbers up-to-date with the Rental Housing Coordinator to assure uninterrupted communication.

If the prospective resident plans to visit the area prior to their arrival date, the Rental Housing Coordinator will arrange to show the premises and prepare the housing lease and payroll deduction agreement for execution. If the prospective resident will not be in the area, the Rental Housing Coordinator will prepare and mail a lease and payroll deduction agreement to be executed and returned with a Security Deposit. Both agreements must be executed, the Security Deposit paid, and proof of insurance must be on file before the premises may be occupied.

**Insurance**
The College does not assume liability for loss, damage, or theft of personal property or negligence of occupants or their guests. Tenants are responsible for the care, custody and control of all his/her personal belongings and property. *Residents are required to obtain renter’s insurance.* Liability insurance must be a minimum of $300,000. **The College requires proof of property and liability insurance to be on file with the Rental Housing Coordinator before occupancy.** A copy of the declaration page of the tenant’s policy showing the amount and dates of coverage is sufficient.

The following two agencies are located in Brunswick and provide insurance:

- Bilodeau Insurance Agency  207-725-2797
- Riley Insurance Agency  207-729-3321

If you need help with this process, please contact the Rental Housing Coordinator.
**Keys**
Keys are prepared upon notice of intended arrival date. If you will be arriving after office hours, on weekends, or holidays, special arrangements can be made to have the keys available for pick-up at the College’s Communication Center (located in Rhodes Hall- 9 Bath Road). Such special arrangements must be made in advance with the Rental Housing Coordinator. There is a $50 fee to replace a lost key. In the case of a stolen key, the locks will be changed at the tenant’s expense. In an emergency, a temporary key may be obtained from the Communications Center.

**Mail Delivery**
Upon arrival, tenants should place their name on the mailbox to facilitate postal service delivery. Mailing addresses are provided with rental paperwork. As an alternative, any tenant may elect to have their mail sent to their campus (office) address.

**Furnishings and Appliances**
The College will not loan or rent furnishings for unfurnished residences, nor will it remove or store the contents of a furnished residence. A detailed inventory of all furnishings provided in a furnished residence is attached to the Lease Agreement. Tenants must provide any other furnishings desired.

Every residence is provided with a stove and refrigerator. In some cases the properties also have a washer, dryer and dishwasher. Appliances will not be purchased for a residence if they do not exist at the time of occupancy. If appliances become unusable they will be repaired or replaced within three business days. It is not the College’s responsibility to replace any lost food if the refrigerator becomes inoperable.

Requests must be approved by the Rental Housing Coordinator for installation of any appliances including, but not limited to, window air conditioners. Installation will be allowed if the physical structure is deemed sufficient for the use and no modification of the premises is necessary.

**Heaters**
Kerosene heaters or other heaters using combustible materials or fluids, open coil heaters and electrical space heaters are prohibited.

**Fireplaces**
For safety and environmental reasons, fireplaces in all residences are blocked and not to be used.

**Safety Equipment**
Smoke detectors, fire extinguishers, and carbon monoxide detectors have been provided to comply with local safety ordinances, and are not to be deactivated or removed for any reason. Safety equipment malfunctions must be reported immediately to Facilities Management at x3333.

**Smoking Policy**
Smoking is not permitted inside the College rental housing or within 50 feet of the rental entrance.

**Plumbing Fixtures / Equipment**
The plumbing fixtures / equipment are not to be used for any purpose other than that for which they were constructed. Foreign items and other obstructive substances should not be flushed down the toilets. Tenants will be responsible for all damages resulting from the improper use of such equipment and liable for the cost incurred to repair such equipment and any related damages.
**Painting and Redecorating**
All housing units that are in serviceable condition, as determined by Facilities Management, will not be redecorated prior to a new tenant’s occupancy. As noted above, every unit is inspected when vacated, repairs are made, and the unit is cleaned prior to a new tenant’s arrival. Tenants are not permitted to paint or wallpaper College-owned property.

When refurbishment is necessary, Facilities Management will determine the entire scope of the work to be undertaken and will select the appropriate colors and materials. Due to the additional expenses incurred, and the extreme difficulty of accomplishing interior work while a unit is occupied, most large projects will only be addressed when a unit is vacant.

**Major Repairs and Renovations**
Major building repairs or renovations are addressed by Facilities Management through a major maintenance plan based on campus-wide capital improvement needs and available funding. Tenants are encouraged to inform the Rental Housing Coordinator of any repairs or improvements, so items can be assessed, estimated and prioritized.

(Major non-emergency repairs and renovations are only scheduled when a unit is vacant.)

**Parking**
Off-street parking is available at all locations.

**Pets**
The Rental Housing Coordinator must grant permission for all pets. Individuals moving into College rental apartments may not have dogs, except for service dogs. Under no circumstance may any tenant have more than a combination of three cats and dogs.

Pet owners are responsible for the actions of their pets and any pet-related damages that occur while the owner resides in a Bowdoin College rental property. In no case will such damage be written off as fair wear and tear. This will include any extra cleaning or treatment needed after vacancy due to excess pet hair or pest infestation. Tenants are responsible for removal of waste left by their pets outdoors as well as indoors. Failure to do so will also result in cleaning charges. Tenants must comply with local laws and ordinances regarding pet ownership.

**Unusual Circumstance**
Any special or unusual circumstance regarding tenancy not addressed by the Lease Agreement or the Rental Housing Policy & Guidelines shall be considered on an individual basis and is subject to approval by the Director of Finance and Campus Services.

**Utilities**
The cost of heat, water and sewer are included in the rent. If any room in the property is heated by electricity than it is the tenant’s financial responsibility. Residents must make their own arrangements to provide and pay directly for electricity, telephone, cable television and other services. Vendor information is provided when leases are executed.

**Winter Check List**
During the winter months, tenants are asked to do the following to conserve energy and minimize the possibility of frozen pipes and the resulting damage to College and personal property:
1. Close all storm windows completely.
2. Close all outside doors and secure tightly.
3. Keep doors between rooms open as well as cabinet doors below kitchen and bath sinks.
4. Open all radiator valves all the way (fully counter-clockwise).
5. Set thermostat back, but not below 60 degrees.
6. Seek the assistance of Facilities Management staff as needed.
7. Notify the Rental Housing Coordinator of any prolonged absence.
SERVICES

Housing and Apartment Checks During Absence
Upon request, Facilities Management will check premises periodically during prolonged absences. Tenants are responsible for notifying the Rental Housing Coordinator of their departure date and return date so Facilities Management can check the house periodically. The College will not be responsible for any loss or damage to property, personal or otherwise, while the tenant is absent.

Laundry
Access to College card-operated laundry machines will be allowed upon request.

Maintenance - Grounds
Snow removal is provided for all driveways of the rental properties. Snow removal on steps and walkways is provided for apartment buildings on Maine Street and Federal Street. The tenants of all other apartment buildings and single-family residences are responsible for snow removal on steps and walkways. Facilities Management provides lawn mowing and shrubbery maintenance at all properties.

Maintenance - Repairs
The Rental Housing Coordinator inspects all units as they are vacated. Required repairs are done and the unit is cleaned for all new tenants prior to their occupancy. During occupancy, tenants are asked to contact Facilities Work Orders for all maintenance concerns (e.g., clogged drains, leaky faucets, non-operational appliances, etc.). Work Orders can be called in to 725-3333 or submitted on-line at http://www.bowdoin.edu/facilities/workorder.shtml. Campus Facilities’ office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Tenants may contact the Rental Housing Coordinator for assistance in placing a Work Order. Every Work Order request must include the tenant’s permission for Facilities to enter the premises to conduct the requested repair. The normal protocol is for Facilities to enter a rental unit any time between 9:30 a.m. – 5:00 p.m., Monday through Friday. All work requests are addressed on a priority basis.

Maintenance - Emergency Repairs and Service (After Hours)
A maintenance emergency is defined by the College as a situation that effectively reduces the tenants’ ability to be housed in their apartment or home. These may include - no heat, no electricity, no water, broken water lines and blocked toilet (if this is the only toilet). For all maintenance emergencies occurring outside of normal office hours (8:00 a.m. to 5:00 p.m., Monday through Friday), please call the Communications Center at 725-3314. The Communications Center has 24-hour phone coverage and will contact the appropriate personnel to respond to an emergency.

Security
The Bowdoin College Department of Safety and Security provides a professional uniformed security staff, all of whom are committed to providing a safe environment for students, faculty, staff and visitors while in pursuit of various educational and cultural endeavors. They are open 24 hours a day to respond to emergencies and maintain a routine patrol of the campus.

Trash Removal
Either Bowdoin College or the Town of Brunswick provides trash removal and recycling. Details of pickup for specific premises will be provided at the time leases are executed.
RESPONSIBILITIES

Bowdoin College Responsibilities for Premises

1. Facilities Management will check and clean, if necessary, all chimneys that service the primary heating equipment for the building.
2. Facilities Management will check and replace as necessary all smoke and carbon monoxide detectors, sprinkler systems (if any on the premises), and fire extinguishers on a scheduled basis.
3. Facilities Management will inspect, service, tune and clean all boilers and furnaces in rental properties as required.
4. Facilities Management will inspect the interior and exterior of all rental units annually and prepare work orders for needed repairs and/or improvements. All but emergency repairs will be scheduled as time and finances allow and will be accomplished in relationship to all other building needs within the College’s rental housing.

Tenant Responsibilities for the Premises

1. The general care and cleaning of the unit, including appliances and windows.
2. Replacement of the light bulbs, if necessary.
3. Care should be taken by the tenant not to put holes into the walls or ceilings of the rental units (with the exception of using nails to hang artwork on the walls).
4. The installation of additional phone or cable TV lines is the responsibility of the tenant. The Rental Housing Coordinator must grant permission in writing before installation of any additional phone jacks, cable lines, or the placement of a satellite dish (e.g., Direct TV) to ensure the structural stability of the premises.
5. The Rental Housing Coordinator must grant permission in writing for the installation of any air conditioning unit to ensure the adequacy of the electrical load on any premises.
6. All fireplaces in the College rental properties have been blocked. The tenant must not remove panels.
7. The tenant has the primary responsibility for control and elimination of pests (mice, rodents, ants, wasps, fleas, and other insects). Facilities Management will respond when the problem is clearly beyond the capability of the tenant to resolve. Facilities Management will provide necessary assistance if problems with termites, carpenter ants, or other pests capable of causing structural damage arise.
8. The tenant must allow access to the premises for an annual safety inspection (checking of fire extinguishers, smoke and carbon monoxide detectors), scheduled in advance with the tenant, or in an emergency as judged by the College whether the tenant is present or not.
9. The tenant is responsible for the conservative use of heat and hot water. **It is Campus policy that all thermostats are set no higher than 68 degrees.**
Notice
Tenants are required to notify the Rental Housing Coordinator, in writing, of their anticipated departure from College housing at least sixty (60) days in advance of departure. In no instance may a tenant remain in a rental unit for more than three years.

Tenants Responsibility - Final Check List for Departure from Housing
- Notify Rental Housing Coordinator of the date of departure and the forwarding address. Make arrangements with the Postal Service for mail to be forwarded.
- All appliances should be left in as good condition as upon arrival.
- Stove burners and ovens should be left clean.
- The refrigerator should be cleaned and defrosted and all food removed. Please leave it on.
- Electricity should be transferred back to the Bowdoin College account. Electricity should not be turned off.
- All food items and personal possessions should be cleared from cupboards and closets.
- All trash should be removed from the attic, basement, storage areas, and living areas. All areas of the apartment or house should be left broom clean.
- The lavatory and bathroom fixtures should be left clean.
- All windows and doors should be closed and locked.
- Keys must be returned to Facilities Management.
- Any property left behind after the tenant vacates will be immediately disposed of at the tenant’s expense.