

HOUSING AGREEMENT

Employees Required to Reside in Employee Housing

The Oklahoma Department of Corrections, known as the "Landlord", by and through its institutional agent agrees to provide:

1. Housing, for ODOC employees required to reside in employee housing and their families on institutional grounds at no cost, including major appliances;
2. Utilities, including electricity, gas, water, sewage, garbage;
3. In locations where OneNet/Internet is provided, compliance is in accordance with OP-021001 entitled "Oklahoma Department of Corrections Internet Standards";
4. If required, base line monthly telephone charges and the cost of one telephone instrument for private telephone services (wardens, deputy wardens only);
5. An institutional telephone;
6. Yard care and maintenance; and
7. Routine maintenance on household structures and appliances, including the repair or replacement of damage caused by ordinary and reasonable wear and tear.

The employee, known as the "Tenant", agrees to:

1. Except as provided by law or as authorized by the prior written consent of the Landlord. The Tenant will not make any repairs or alterations to the premises, including but not limited to, painting the walls, installing wallpaper, murals, paneling, tile or hanging posters or pictures weighing in excess of 20 pounds;
2. Promptly use, operate and safeguard the premises and all furnishings, appliances, and fixtures within the premises. Tenant further agrees to maintain the premises in a clean/sanitary condition, and upon termination of the tenancy, to surrender the premises to the Landlord in the same condition as when the Tenant first took occupancy, except for normal wear and tear;
3. Notify Landlord in writing upon discovery of any damages, effects or dangerous conditions in and about the premises and reimburse the Landlord for the cost of any repairs or damages caused by misuse and/or negligence on the part of Tenant, guests or invitees;
4. Keep Landlord advised of total number of persons occupying assigned institutional housing;
 - a. Number of persons occupying the dwelling: _____

Relationship to Tenant: _____	Gender: _____	Age: _____
Relationship to Tenant: _____	Gender: _____	Age: _____
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Relationship to Tenant: _____	Gender: _____	Age: _____

5. Not allow any pets to be kept on the premises without first obtaining approval of the Landlord. A pet deposit of \$500.00 is mandatory for each animal that will be kept inside the dwelling. Vicious, poisonous and non-domesticated animals are strictly prohibited. Pets must be inoculated in accordance with state and local law. All pets must receive proper veterinary care, and must be up-to date on rabies and distemper vaccinations, with a veterinarian's statement to this effect provided to the Landlord. Such verification will be required annually.
- a. List the type of pet(s) and identify if the pet(s) are kept inside or outside the dwelling on the space below:

Type: _____ Breed: _____
 Weight: _____ Color: _____
 Inside Outside

Type: _____ Breed: _____
 Weight: _____ Color: _____
 Inside Outside

Type: _____ Breed: _____
 Weight: _____ Color: _____
 Inside Outside

6. Not allow any portion of the premises to be sublet or re-assigned without the prior written consent of the Landlord;
7. Not utilize the premises in such a way as to violate any law or ordinance, commit waste or nuisance, or annoy, disturb, inconvenience or interfere with the quiet enjoyment of any other or nearby resident;
8. Make the premises available to the Landlord or Landlord's agent for the purposes of making repairs, improvements or in the case of an emergency. (Except in the case of an emergency, Landlord will give Tenant reasonable notice of intent to enter. For these purposes, a 24-hour written notice will be deemed reasonable);
9. Not add, alter or re-key any locks to the premises without first obtaining the Landlord's prior consent. (For the purpose of this section, the Landlord or Landlord's designee will control issuance and retrieval of all keys capable of unlocking all such locks allowing entry into premises);
10. Maintain renters insurance on all personal property in the home; and to provide proof of such insurance to the Landlord prior to taking possession of the property and at least annually thereafter. (For the purpose of this section, the Tenant agrees to assume full responsibility for all personal property placed, stored or located on or about the premises. Tenant further agrees to notify Landlord of any changes in status or renter's insurance within 30 days of such change);

- 11. Expressly release the Landlord from any and all liability for any damages or injury to Tenant or any other person, or to any property, occurring on the premises unless such damage is the direct result of the negligence or unlawful act on the part of the Landlord or Landlord's agents;
- 12. Vacate premises within 30 days of resignation, separation, notice or separation (to include notice of intent to retire) or removal from position. Tenant agrees to remove all personal property including goods and furnishings when vacating the premises; and
- 13. In accordance with OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment", a listing of the location of each firearm stored within state-owned housing/property by brand name, model, serial number, and owner identification information will be provided by the Tenant and maintained by the facility head or designee. The list will be updated whenever a change occurs and audited at least annually by designated staff.

This document constitutes the entire contractual agreement between the Tenant and Landlord. It cannot be modified except in writing and must be signed by all parties prior to taking possession of property. Neither the Landlord nor Tenant have made any promises or representations, other than those set forth in this agreement and those implied in Oklahoma law. The failure of Tenant, guests and/or invitees to comply with any term of this agreement is grounds for termination of tenancy, with appropriate notice to Tenant and procedures as provided by law.

This agreement is entered into this _____ day of _____, 20____ and will expire and require renewal 12 calendar months from the date of last issuance.

Printed Name and Title

Property Address

Tenant Signature

Date

Landlord Signature

Date