

**HOUSING AGREEMENT**  
**Institutional Personnel**

Institutional personnel may reside in agency-owned housing, according to availability of said housing in accordance with OP-110350 entitled "Guidelines for Employee Housing Assignment and Provisions for Associated Charges and Benefits."

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

1. Housing, for the institutional personnel and their families on institutional grounds. The following appliances are provided:

\_\_\_\_\_

\_\_\_\_\_

The monthly rental rate will be five cents (\$0.05) per square foot at \_\_\_\_\_ square feet for a total of \$\_\_\_\_\_ per month, payable to the facility business office by the fifth working day of each month;

2. Yard care and maintenance;
3. Routine maintenance on household structures and state-owned appliances, including the repair of damage caused by ordinary and reasonable wear and tear; and
4. A minimum of 90 days written notice of an increase in any charges.

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

1. Promptly pay rental fees on or before the fifth working day of each month. (Rental fees exceeding 30 days delinquent will result in the facility business manager sending the Tenant a delinquency notice via USPS certified mail. Rental fees exceeding 60 days delinquent will result in the warden initiating eviction proceedings, with notice provided to the Tenant via USPS registered mail. Eviction proceedings will commence progressively up and through the district court level. Tenant will be responsible for any and all costs related to civil proceedings that result from the Tenant breaching the terms of this contract);
2. Be responsible for all utilities, if separately metered, including electricity, gas, water, sewage, and all telephone equipment charges. If utilities are not separately metered, Tenant will pay fifteen cents (\$0.15) per square foot per month for utilities;
3. Except as provided by law or as authorized by the prior written consent of the Landlord, 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;
4. 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(s) first took occupancy, except for normal wear and tear;

5. 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 Tenants, guests or invitees;

6. 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: \_\_\_\_\_

Relationship to Tenant: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship to Tenant: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

7. 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

8. Not allow any portion of the premises to be sublet or re-assigned without the prior written consent of the Landlord;

9. 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;

10. 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 shall give Tenant reasonable notice of intent to enter. For these purposes, a 24-hour written notice will be deemed reasonable);
11. 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);
12. 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 renters' insurance within 30 days of such change);
13. To 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; and
14. 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.
15. 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 or 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 Tenants 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 date of last issuance.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

(R 07/22)