

TRAILER LOT AGREEMENT

Institutional Personnel

Institutional personnel may reside in their personally-owned mobile home on a state-owned lot, according to availability of said lot 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. Monthly rental fee of \$25.00 per lot, payable to the facility business office by the fifth working day of each month.
2. Yard care and maintenance.
3. 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;
4. Properly 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;
5. Maintain insurance on any personal mobile home, motor vehicle, or trailer which includes living quarters on a state-owned lot; 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 of insurance within 30 days of such change);
6. 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;

7. Keep Landlord advised of total number of persons occupying assigned institutional housing;

a. Number of persons occupying the dwelling: _____

Relationship to Tenant: _____ Gender: _____ Age: _____

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Relationship to Tenant: _____ Gender: _____ Age: _____

8. Not allow any pets to be kept on the premises without first obtaining approval of the Landlord. (Vicious, poisonous and non-domesticated animals are strictly prohibited); Pets need to 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 Lessor. Such verification will also be required annually.

a. List the type of pet(s) in the space below:

Type: _____ Breed: _____

Weight: _____ Color: _____

Type: _____ Breed: _____

Weight: _____ Color: _____

Type: _____ Breed: _____

Weight: _____ Color: _____

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

10. 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;

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 of separation (to include notice of intent to retire) or removal from position; 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 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 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

(R 07/22)