

Berea College - Request for Rental Housing

Berea College owns a number of rental properties that are intended to assist in the relocation of incoming full-time staff and faculty and are intended as “transition housing” only. Every effort is made to keep the properties in good working condition but they are definitely plain and sustainable – most have hardwood floors, relatively small kitchens, very few have dishwashers and most have only one bathroom. Many of the College’s properties were built in the 1950’s and 1960’s and some were actually built in the 1920’s and earlier.

Individuals who become tenants of the College must understand that the assignment of “transition housing” when one first moves to Berea is not “transferable” to a different College rental unit at a later date. The Berea community has ample rental property for your consideration should you decide that the College property does not fit your needs.

If interested in occupying one of the transitional rentals, please complete the information below. Completion of this form does not guarantee that your request can be accommodated; rentals are assigned on a first-come, first-served basis. Note that payment of rent is done through payroll deduction. A security deposit (one month’s rent) is also due at lease signing along with a monthly pet fee assessment if applicable. Local utilities also require a deposit. Check the City of Berea website for specifics.

Name of person requesting college rental housing: _____

Contact number: _____

Email where you can be contacted (*please provide a permanent email if changing jobs*):

On what date do you expect to move to Berea? _____

Where do you currently live? _____

City

State

What is the approximate distance from your current home to Berea, KY: _____

(Note: 1st priority – those living > 40 miles from Berea; 2nd priority – those living <40 miles from Berea with third priority given to current full-time employees as housing is available.)

of family members: _____ Minimum # of bedrooms **required** for your family: _____

Do you expect to bring a pet with you*? YES NO If yes, what type of pet? _____

(*There is a refundable pet deposit of \$150, per pet, plus a refundable, \$50/per month, per pet, Pet Fee Assessment, in addition to the pet deposit. Quarterly unit inspections are also required of pet owners. Pet deposits may be returned in part or completely, dependent upon condition on move-out.)

Any special requests or needs that the college should be aware of?

Return this form to Malissa Blair, CPO 2211 or by email to: malissa_blair@berea.edu

For Administrative Use:

Date received: _____ Address of rental property offered: _____

Date rental is expected to be available: _____

Date Facilities Management notified of new tenant needs: _____