

# 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 living condition but most can be described as plain, simple and “no frills”.

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.

**We recommend that potential tenants make every effort possible to view units prior to occupancy to ensure that the property meets your needs and expectations.**

If interested in occupying a transitional rental, 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*):

Estimated move date to Berea: \_\_\_\_\_

Will you be full time: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ What department? \_\_\_\_\_

Where do you currently live? \_\_\_\_\_

City

State

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

\_\_\_\_\_ > greater than 40 miles      \_\_\_\_\_ < less than 40 miles      \_\_\_\_\_ I already reside in Berea.

(Note: 1<sup>st</sup> priority – those living > 40 miles from Berea; 2<sup>nd</sup> 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. Prospective tenants with an ESA or service animal must submit appropriate documentation.)

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

Return this form to Malissa Blair, CPO 2211 or by email to: [blairm@berea.edu](mailto:blairm@berea.edu)

## **For Administrative Use:**

Date received: \_\_\_\_\_ Address of rental property offered: \_\_\_\_\_

Date rental is expected to be available: \_\_\_\_\_ Date FM notified of new tenant needs: \_\_\_\_\_