

**Jefferson County
School District 509J**

Code: **ECH-AR**
Revised/Reviewed: 6/12/00; 1/22/07; 7/23/18
Orig. Code(s): ECH-AR

Warm Springs Housing Procedure

When vacancies occur the superintendent will consider the following criteria prior to making a housing assignment:

1. Specific needs of the district;
2. Priority rank;
3. Specific housing needs of the applicant(s).

Needs of the district relative to employee housing shall be determined by the superintendent and may result in assignment of rent free housing in exchange for specific services outside the scope of an individual's job description.

Effective January 1, 2019, rental fees shall be:

1. One bedroom house – \$330/month
2. Two bedroom house – \$365/month
3. Three bedroom house – \$395/month
4. Trailer space – \$200/month, includes electricity.

For tenants, monthly rental fees will be withheld from payroll checks.

A security deposit of \$500 will be required from each tenant prior to moving into a housing unit or moving to another unit. Of this deposit, \$150 will be a nonrefundable cleaning deposit and the remainder will be refunded upon departure barring damages which are deemed to be beyond normal wear and tear.

For new staff members, the deposit may be collected through monthly payroll deductions for up to 10 months upon approval of the chief financial officer.

A \$75 key deposit will be collected by the business department. This deposit will be returned when the occupant moves out and turns in their keys to the district office.

A nonrefundable pet deposit of \$500 will be required for renters with pets.

Tenants are responsible for heating, electrical and sewage charges.