Zuni Public School District Teacherage Residence Handbook provides a comprehensive guide to meet the diverse needs of residents. This handbook explains the tenants responsibilities and rights, informs tenants about the teacherages, and outline important policies and procedures tenants should know. The handbook covers all the teacherages that exist on Zuni Public School District Property. Specifically, they include Dowa Yalanne Teacherage, Twin Buttes Teacherage, and Zuni High Teacherage, which are all managed by Zuni Public School District.

The District considers cultivation of self-discipline, cleanliness, and respectful quiet living to be paramount importance in your role as a resident. ZPSD expects you to maintain a standard of personal discipline that are in harmony with other residents and to conduct yourself in a manner that reflects positively. Residents are expected to conform to the standards of conduct that are within ZPSD Teacherage Residence Handbook. It is the tenant’s responsibility to become familiar with all policies and regulations with this Handbook.

I. INTRODUCTION

Purpose

File: 4-3 HOUSING

The Zuni Public School District maintains teacherage units for professional certified educators and for administrators. Since private land is unavailable for individual homeowners, it is necessary to provide housing to attract quality educators.

The teacherage revenue and expenditures are accounted for in the Teacherage Fund. ZBE Adopted 7-11-94 Revised 2-9-99, 10-8-99, and 9-25-07

Teacherage Rentals

The teacherage includes apartments, duplex units, and mobile homes that are leased according to availability.

Assignment of Responsibility

Three Central Departments have assigned functions:

(1) Support Services
   a. Oversight of Teacherage Management
b. Lease Tenant Records
   1. Annual Lease Update
   2. Tenant Check-in and check-out
   c. Rent/Utility Deduction Calculations/Reporting to Finance
   d. Property/Inventory Control
   e. Maintenance
      1. Work orders and preventive maintenance
      2. Trash and solid waste disposal
      3. Landscaping, tree trimming and weed control
   f. Capital Improvements
   g. Tenant check-in and check-out

(2) Finance
   a. Payroll deductions for rentals and utilities.
   b. Management of Teacherage Rental Fund

(3) Human Resources
   a. Issues that occur between the tenant and District/District’s Agent. Teacherage assignments, Group Tenant Communication, Evictions, and assist with the Housing Handbook.

Furnishings

The school owned units are leased with a stove and refrigerator. Zuni High Teacherage units are also equipped with washer, dryer, dishwasher, air-conditioners. Other furnishings are the responsibility of the tenant.

II HOUSING ELIGIBILITY

Housing includes apartments, duplex units, and mobile homes. Teacherage units shall be leased only to professional certified educators and administrators of the school district subject to the following general guidelines. Exempt individuals are those who were living in housing at the time of acceptance of this policy in 09-25-2007.

1) leasing the premises is not to be deemed a benefit or condition of employment or compensation thereof,

2) termination of or refusal to renew, grant, or extend a teacherage lease on any premises shall not affect any rights, obligations or duties otherwise granted upon lessor and any employee,

3) lease contracts are carried on a school year calendar, except when otherwise approved by the Director of Human Resources.
4) availability of housing in a particular location may vary according to district-wide needs, maintenance, requirements, or enrollment changes,

5) housing at rural locations is intended to attract professional certified employees to these outlying areas, not to compete with commercial enterprise,

6) the individual on the lease must be residing in the assigned unit during the duration of the lease.

7) All individuals 18 years of age and above must have a fingerprint background check complete to live in District housing. If the tenant’s child turns 18 while they are attending Zuni Public School District they do not need their fingerprints. Once the child graduates, leaves the area for college, job, etc. when the 18 year old individual returns they must have their fingerprints completed. If your child is living with you and does not leave the area they must get their fingerprints done when they turn 19. If there is known criminal activity the District may request to have the fingerprints completed to ascertain if the individual may still reside on District property.

8) After the tenant(s) have completed their leave and moved into their unit, the tenant cannot allow individuals to move in the unit without the approval of the district.

Assignment of housing to employees will be made by the Director of Human Resources or designee. Housing will be leased on a “first come first serve” basis.

Teacherage housing units may be reassigned, as deemed necessary throughout the term of the lease, to accommodate employees housing needs, as well as needs of the district, by the District/District’s Agent.

The District/District’s Agent may use other or additional criteria in assignment of housing to best serve the educational needs at the school site.

III. PROCEDURES

Notice of Intent to Vacate

A tenant is required to give a 10-day notice of intent to vacate to the District/District’s Agent that he/she will vacate teacherage unit in writing is required in order for a tenant to receive any security deposit, provided that the teacherage unit is left in good condition with only normal wear
and tear. If the tenant is unable to check out within the 10-day notice, the
tenant must contact the Director of Human Resources to discuss whether
it is a legitimate reason for the delay and a decision will be made on
whether the tenant needs to vacate or be given additional time to vacate
the premises. Failure to meet with the Director of Human Resources
regarding the request for additional time then eviction notice will be
served. The District may have to enforce the Tenant Landlord Act for
those individuals who need to be evicted; at the tenant’s expense to
include attorney’s fees.

End of Year-Terminations-Resignations (9 month employees)

1) The teacherage lease is currently on a school calendar year basis.
Premises are to be vacated within ten (10) days after the last date of
employment or the end of the regular school term.

2) An employee that is terminated/discharged for cause from district
employment shall have ten (10) days to vacate the unit.

3) An employee that resigns shall have ten (10) day to vacate the unit.

The District/District’s Agent and vacating Tenant must complete the
Teacherage check-out procedure as promptly as possible. This report
must be completed within thee (3) working days of vacating. This will
allow maintenance to proceed rapidly. Refunds will be processed within
30 days after final check out.

4) The lease will be for the period of when the employee/tenant signs the
lease until June 30th of that school year. One notice will be sent to all tenants
to remind them it is time to renew their lease. Employees will be required to
sign a new lease every year, it is the employee’s responsibility to take care of
their lease, not the district’s responsibility to track tenants down. The lease
for the following year must be signed by no later than April 30th of the school
year. Because of the recruitment and the ability to prepare housing for the
incoming staff; if you do not have a signed lease then the tenant must have
submitted a letter of resignation indicating your desire to not return the
following school year. Should you sign a lease and decide to leave
employment you must give the District notice as soon as this decision is made.
Individuals who decide to leave after signing a lease will be fined $500.00 if
notified by June 1st. $1000 fine, if notified by June 30th or a $2000 fine
thereafter. The only exceptions to this fine will be if your contract is not
renewed, you resign prior to the last day of school, are terminated, or you
have made a formal request which must be approved by your assigned
supervisor, the District Human Resources and the Superintendent.
Procedures That Affect Initial/Final Inspection, Periodic Inspections And Repair Inspections

1) Prior to occupancy, the District/District’s Agent and the Tenant shall inspect the premises together and prepare a Check-in form listing items needing attention or repair.

2) Upon vacating the housing unit, the District/District’s Agent and the Tenant shall make a final inspection of the housing unit and prepare check-out form on the condition of the premises. If the unit is not reasonably acceptable to the District/District’s Agent on the final inspection, the Tenant will be charged from the deposit for needed repairs and/or major cleaning. An itemized statement of the repairs and cleaning will be reflected on the check-out form. If repairs to damages are in excess of that covered by the security deposit, tenant is responsible to pay the remaining balance within 10 days of vacating the residence. The District may offset any salary or other money owed to the employee, as required.

3) If unit requires extensive repairs to damages or is left in unclean and unsafe conditions for “normal” cleaning Tenant will be denied future residency in any and all teacherages of the Zuni Public School District.

4) The Tenant has the responsibility to contact the District/District’s Agent to arrange for final inspection during regular working hours.

5) Distribution of the Teacherage Inspection Report is as follows:
   Check in: Original stays with tenant’s housing file/District/District’s Agent until check out
   Copy will be provided to tenant, the Director of Human Resources and the Director of Finance.
   Check Out: Original stays with tenant’s housing file/District/District’s Agent until check out
   Copy will be provided to tenant, the Director of Human Resources and the Director of Finance.

6) The District/District’s Agent shall have the right at all reasonable times during the term of this Agreement and any renewal thereof to enter the premises for the purpose of performing work or to conduct inspections in the interest of health, safety or to safeguard Tenant’s property. In the case of “non-emergency or life threatening” circumstances the Tenant will be given 24 hours reasonable notice by the District/District’s Agent before entering the Tenant’s premises. Tenant must make all reasonable accommodations to allow District/District’s Agent to perform repairs and maintenance.
   In emergencies and to effect urgent repairs, advance notice shall not be required.

7) The Tenant agrees to be responsible for the maintenance of the appropriate Temperature to prevent frozen pipes, which shall mean maintaining a minimum heat in the unit of 60°Fahrenheit during the heating
season. The tenant will be responsible for any damage caused by not heating the teacherage.

IV. CONTRACT

It shall be the responsibility of the District/District’s Agent and the Tenant to execute a lease in accordance with the school calendar for each occupied teacherage. Leases signed after the school year begins must be processed promptly to Finance to, (1) deduct proper fees and (2) forward information to Human Resources. One employee is the Tenant as there is no rent splitting in the deduction system.

The District/District’s Agent will prepare the lease agreement, obtain the Tenant’s signature, and maintain a current and accurate file of leases on all teacherages. A completed lease copy will be provided to the tenant. A copy of the first page only will be sent with the housing security deposit to Finance. A copy of the first page only will be sent to Payroll. An updated housing listing will be sent to Human Resources. The lease document is the legal contract and may not be modified by oral statements. Failure to execute a lease as required shall be grounds for eviction from the unit. Consideration for reassignment will be at the discretion of the District/District’s Agent and Superintendent.

When a Tenant moves from one rental unit to another, proper documentation must promptly detail the move in accordance with previously stated procedures. The District/District’s Agent shall execute a new lease for the newly occupied unit, but for the remainder of time left.

Rental Rates/Payroll Deductions

Payroll deductions will be made for charges in which the school district has an ownership interest; teacherage rental, utilities. The authorization for the rental deduction is the completed Lease Contract.

The rental deductions are made for the current month of occupancy; i.e., deductions in March are for March occupancy. Utility deductions are made for the previous month’s services.

Receipt by Finance of the completed check out form or final payroll deduction statement is the proper authorization to discontinue rental deductions.

Security/Cleaning Deposit
As security deposit in the form of a money order for payment of damages and/or cleaning in the amount of Two Hundred Dollars ($200.00) shall be due at the time of lease signing.

**NOTE: SECURITY DEPOSIT MAY NOT BE USED TO PAY RENT OR UTILITIES UPON VACATING RESIDENCE!**

This deposit shall be retained as long as Tenant occupies any school-owned housing or premises, provided however, that if Tenant transfers from one rental unit to another, the deposit may be applied to any damages or cleaning fees sustained to the first unit and Tenant shall forthwith pay a replacement deposit for the new unit. Upon completion of the Teachage Inspection Report, the security and cleaning deposit will be returned less any amount retained, within 30 days. The District/District’s Agent is responsible for completing the Teachage check-out Form, with Tenant’s signature, on any housing or premises vacated.

Tenants must give the District/District’s Agent a 30 10-Day notice in Writing if they plan to vacate the premises and terminate the lease in order to receive any Rental /Utility Refunds, including Security Deposit.

V. OPERATING RULES AND REGULATIONS

**Admission**

District teacherage units and in some cases trailer space shall be reserved for employees of the school district as stated in the School Board policy, the spouse or domestic partner of the employee and their children. No other persons may occupy the premises without the specific written approval of the Director of Human Resources and Superintendent of Schools. No principal or other employee of the District has authority to waive this restriction.

Persons who do not meet the requirements as stated above will not be allowed to remain in the district housing without the specific approval of the Director of Human Resources and Superintendent.

The District/District’s Agent reserves the right to limit the number of persons residing in each unit.

Once housing is assigned for the school year and all parties concerned sign the housing lease, units will not be changed or reassigned until the expiration of that lease. However, should an emergency arise during the school year, a housing reevaluation will be done and action may be taken if a unit is available (empty). The ultimate decision for housing assignment rests with the District/District Agent.
Requests for housing and changes in housing must be made in writing to the District/District’s Agent. Response to these requests should be written; verbal communication is essential but written documentation will eliminate misunderstandings and provide continuity in the event of a personnel change.

**Use of District Housing**

1) The Tenant shall use the housing units only for residential purposes and not as a place of business. The Tenant must comply with all District Policies.

2) No signs or advertising are permitted to be posted on the property.

3) Public sales or auctions are prohibited on the premises. Should the tenant wish to have a yard sale, the tenant must seek permission, in writing, from the Director of Human Resources at least one week prior to the event.

4) The Tenant agrees to maintain the premises and common areas in a clean, neat, and undamaged condition at all times and to pay for damages caused to the premises and its common areas within five (5) days of receipt of the itemized statement of such damage and the cost to repair it. These charges are subject to payroll deduction. Damages caused by the Tenant, Tenant’s family or their guests to the premises or common areas may constitute sufficient ground to terminate the lease and proceed with eviction at the sole discretion of the District/District’s Agent.

5) Tenant agrees to keep the yard and common areas in a neat and safe condition. Free of weeds. Weeds are to be pulled prior to them reaching nine inches in height. Weeds are not to be burned or chopped down with a weed Wacker. The tenant is free to use a lawn mower or a weed Wacker when trimming their lawn, however, they are not to be used on weeds. The weeds are to be pulled. Each month when the utility meters are read, the District will also check on tenant’s assigned yards to see if there is an overgrowth of weeds. If there is an overgrowth of weeds then the tenant will be charged a $100.00 fee for weed removal, which will be taken out of the tenant’s paycheck. Other than the weeds, the landscaping is the responsibility of the District. If a tenant would like for a tree, bush, flower, be trimmed, cut down, or altered in any way the tenant must request the action in a work order. Since each tenant has a different idea on how to care, trim, or the use of landscape any changes made will be the decision of the District. This being said, tenants are not to touch, trim, break off branches, cut down, etc any of the District landscaping.
6) The District is not responsible for telephone, internet, and/or cable hook up for television. However, these services will be hooked up only with District approval and supervision. Approval will not necessarily be withheld.

7) Due to the close proximity of the housing units, consideration of others is a primary necessity. Tenant agrees to expressly respect the rights and needs of other tenants and neighbors and to use appropriate and reasonable judgment in matters that affect and impact upon those living in the same area.

8) Tenants agrees to the quiet and peaceful enjoyment of their property, and not to create or allow to be created by the Tenant, members of the Tenant’s household, relatives, guests, invitees, pets or agents any unlawful, noisy, or offensive use of the leased premises, nor to commit any disturbance or nuisance, or to obstruct the free use or access of common areas or to threaten or bother any other tenant, neighbor, guest, maintenance worker, District/District’s Agent or management personnel. The receipt of complaint to or observation by the District/District’s Agent regarding noisy or offensive conduct or other violation of this provision hereof shall constitute sufficient grounds for termination of the Lease and grounds for eviction at the option of the District/District’s Agent. However, in accepting district-housing facilities, some reasonable inconveniences must be tolerated to allow for normal family living.

9) All Tenants are responsible for any damage made by their vehicles, bicycles, trailers or other means of conveyance.

10) The Tenant shall not remove district appliances or other fixtures from the housing unit without the written consent of the District/District’s Agent.

11) Existing window coverings (drapes, blinds) must not be removed. Paper, foil, or other window coverings are not permitted. Any fixture attached to an apartment or property, such as ceiling fans, fences, motion lights, bookshelves attached to walls, etc., will be considered permanent and must remain intact upon vacating the premises. Express written approval from the District/District’s Agent is required to install such devices.

12) Entrance locks or dead bolts can only be changed by the District/District’s Agent. Unauthorized locks or deadbolts will be removed at the expense of the Tenant. A Tenant charge of $35.00 will be assessed for a requested change of locks.
13) All moving into and out of units will be completed between the hours of 7:00 AM and 7:00 PM.

14) The District/District’s Agent provides no insurance for the contents of the apartments such as furniture, clothes, valuables, etc. Tenants are encouraged to buy “renters insurance” to protect these items.

15) The Tenant agrees to prohibit the sale of alcoholic beverages, and to prohibit the use of alcoholic beverages to visitors and guests not of legal drinking age, and to prohibit the use and sale of any narcotics or other controlled substances in the unit, parking lot, common areas or on the premises by Tenant as well as the Tenant’s family or guests (whether specifically invited or not). Violation of this section shall terminate the Tenant’s right of occupancy.

16) The tenant agrees to prohibit kegs of beer from the units and all common areas, including hallways and walkways; violation of this provision constitutes a full and complete violation of this lease and may result in lease termination.

17) The Tenant agrees to a reasonable Limit on Gatherings (parties). The District/District’s Agent is not liable for the conduct, actions, transportation to and from any party or gathering, or damages by the Tenant invitees, their guests, whether invited or not to such a gathering. Tenant assumes full and complete responsibility and liability for all damages to the unit, to the Tenant, their invitees, or to guests, where specifically invited or not. Since there is an 10:00 pm curfew in Zuni, all gatherings where there is music, large groups, or noisy activity must end by no later than 9:30 pm

18) The Tenant agrees that porches, halls, entryways, stairwells, walkways, yards, or other common areas are NOT storage areas. Storage in these areas is not permitted. All of these areas are to be kept free of mops, brooms, trash, children’s toys and other personal property. Personal property placed in these areas may be disposed of at District/ District Agent’s option, at Tenant’s expense.

19) Tenant agrees to not trespass or enter upon roof(s) of Leased Premises, except as means of egress in the even of fire or other similar emergency. Any entry upon roof(s) by Tenant, Tenant’s family, or guests is a violation of the lease and will result in termination of the lease.

20) Tenant agrees to remove all personal property at the termination of the Tenancy: personal property or furniture may only be left in the Leased Premises for the next occupants with the prior written consent of the District/District’s Agent Any property left without such signed agreement
shall be treated as abandoned property, the removal of which shall be at the Tenant’s expense.

21) If anyone is caught destroying any of the property (this includes playground equipment, fences, trees, grass, etc.) they will be charged for the damages based on the cost of repairs. If this problem continues they may be given a notice of terminating their Rental Agreement and processed for eviction.

22) The speed limit in the teacherage is 5 MPH. Please observe this rule and let your guests know what the speed limit is. This is very important for the safety of the children in the apartments.

23) The Tenant will not tamper with any heating or cooling equipment. All work, including filter replacement will be done by the District/District’s Agent.

24) As a benefit to the Tenants, all apartments may be periodically inspected for safety and sanitation, as well as to make sure everything is functioning properly. You will be notified, in writing, of the scheduled inspection no less that 24 hours in advance.

25) Waterbeds and aquarium in excess of 20 gallons are not permitted.

26) The Tenant agrees that, as per application, there will be no other people residing at their residence, unless permission has been granted by District/District Agent in writing.

27) The Tenant agrees that Twenty Five Dollars ($25.00) per apartment key, maximum two keys, will be deducted from rental deposit if for whatever reason, an apartment key is missing when Tenant checks out of assigned teacherage apartment.

28) The Tenant agrees that if he/she leave the assigned rental unit in a state of disarray, not cleaned, or trashed, when he/she check-out, that he/she will not be assigned to another teacherage unit should he/she decide to leave the district for a period of time and then return.

29) Water conditioning systems and equipment is the responsibility of the Tenant and will be installed only with written consent of the District/District’s Agent. Installation will be supervised by District maintenance staff. Any/all equipment, except rented systems/equipment installed will become as real property to the unit and must remain with the property. Rented systems/equipment must be removed upon expiration of the lease.
SITE APPEARANCE

ZPSD Teacherage residents are responsible to conduct routine cleaning of their assigned units and landscaping.

Sanitation

All garbage, refuse, and other trash shall be placed in provided commercial trash containers. This District/District’s Agent will work in cooperation with local solid waste authority for service within the housing and trailer compound, Fees will be a part of rent deduction. It is not the responsibility of the Tenant to dispose of furniture, televisions, or large pieces. The Tenant will need to make arrangements to take those large pieces to solid waste. Do not leave them by the trash cans at the teacherage.

No janitorial service will be supplied or furnished by the District/District’s Agent other than the removal of garbage as set forth in the rental agreement, unless directly connected with maintenance.

Tenants are responsible to pick-up all of his/her pet’s feces, both when out walking your pets and in the fenced in areas. If you have cats and they have litter boxes please place the dirty litter in a garbage bag and throw it in the trash can, do not throw the feces or litter over the fence or in the natural habitat behind the teacherage units.

Ensure that grease is properly disposed of. Do not pour grease down the sinks as this will clog or slow down the drainage in the sink. Please pour grease in a can, chill it in the refrigerator and throw it out with the trash.

Keep the floors free of food and debris as this will keep the insects and rodents at bay.

Sightlines

Personal possessions that clutter the premises or are unsightly, shall not be permitted on the premises and shall be cleaned up or removed by Tenant on demand.

Ensure that there is easy access in and out of the doors on your assigned units as we want you to escape unharmed in a case of fire or an emergency.
Units will have light bulbs in them when you check in however, it is the tenant’s responsibility to replace them.

The Tenant is responsible for keeping the interior and exterior of the housing unit clean and in good order. Abuse and misuse of the interior unit including all District owned appliances such as the refrigerator, range, water heater, and furnace will not be tolerated. Please clean your oven from time to time so there will not be build up and make it difficult for you when you are exiting the District. Replace cost of same will be at Tenant expense.

Should you place a work order regarding your sinks, be considerate and ensure you wipe down sinks and around garbage disposals as when maintenance has to come in and make repairs it is not fair for them to have to work with the tenant’s unsanitary sinks.

Abandoned cars, other vehicles and undesirable objects are not allowed to remain on the premises for any undue length of time or they will be removed at the Tenant’s expense.

No mobile homes or trailers of any kind are allowed to be parked against the housing unit and/or on the lawn, without prior written permission from the District/District’s Agent.

The Tenant shall park his/her vehicle only in the designated parking area. If necessary, parking areas will be assigned. Visitors are not to infringe upon the parking area of other tenants.

Parents and guardians are fully responsible for the action and conduct of their children and guests within the housing compound.

**MAINTENANCE AND REPAIR**

The Tenant will, at he/she sole expense, keep and maintain the Premises and appurtenances, including light bulbs in good and sanitary condition and repair during the term of this Agreement and any renewal thereof.

The Tenant agrees to give prompt notice of any maintenance or repairs to the District/District’s Agent in writing via SchoolDude Maintenance work order System. Tenant/District shall report all complaints, defects, and any dangerous or potentially dangerous conditions on the premises to the District/District’s Agent to include emergency situations via a phone call to the Emergency On-Call Number 505 879 3051 and a message to 505 782 5566. This is to be followed by a work order being filed via the SchoolDude Maintenance Work order System. Damages caused by failing to notify will result in tenant being assessed fees for repairs. Any items
that need repaired must have a work order in the system or the tenant will be responsible for the repair. The tenant will also be responsible for any damage above and beyond normal wear and tear.

The Tenant agrees to a twenty dollar ($20.00) fee for lock-out service. The $20.00 will be deducted from the tenant’s paycheck. Whether provided during or after regular business hours (Monday through Friday 8 a.m. to 12 noon and 1 p.m. to 5 p.m.) or after hours. If a lock out occurs during regular business hours tenant is to contact the District/District’s Agent at 505 782 5566, after hours assistance can be reached via the Emergency On-Call Number 505 879 3051 which must be accompanied by a voice mail message to 505 782 5566.

Emergency calls which, in the opinion of the District/District’s Agent are not true emergencies may be charged to the Tenant in the amount of $50.00 per instance.

The Tenant agrees to use all appliances and fixtures provided by District/ District’s Agent in the proper manner and not to add or relocate any appliances or equipment without the prior written permission of the District/ District’s Agent and to prohibit waterbeds and aquarium in excess of 20 gallons, burglar alarms, or similar furnishings from the premises without District/ District’s Agents written consent which may be granted or withheld at the District/ District’s Agent sole and absolute discretion.

The Tenant agrees to make no alteration, painting application, addition, repair, or improvement in or to the premises without prior written permission of the District/ District’s Agent. Tenant agrees to refrain from excessive use of nails and to refrain from any use of tape to suspend or hang any decorative or practical items.

No antennas shall be roof mounted.

**Control of livestock/Pets**

The Tenant shall not keep any horses, cattle, sheep, poultry, on the school district premises, or property at any time whatsoever during the continuance of the lease.

Tenant will be permitted to keep two (2) pets only (dogs, cats, birds, reptiles, etc.), subject to proper safeguards on the part of Tenant. All pets must be kept caged or fenced. Pets will be kept on a leash and be accompanied by the tenant him/her in the common areas of the teacherage. The tenant will carry a bag with them to clean up after their
pets. When pets do become a nuisance in any way, they shall be removed on demand of the District/ District’s Agent, whose decision shall be final.

Tenant shall pay to the District a non-refundable fee of $25.00 per pet in the form of money order due at the time of lease agreement. A photo of each pet is required and due at the time of lease signing or when the pet becomes part of your household.

The Tenant shall keep his/her cats and dogs vaccinated for rabies and shall provide a current certification of rabies vaccination to the District. Current vaccination records are due at the time of lease agreement and must be maintained/kept on file with the Tenant records.

The Tenant will present proof of spay/neuter* at the time of lease agreement or within 10 days from the time, the pet becomes part of the tenant’s household.

*papers or show animals may be waived of spayed/neuter by Super FAKC or other official paperwork presented

The Tenant will maintain appropriate restraint of all dogs and cats. Tenant must receive prior written permission from the District/District’s Agent before the construction of any fencing or kennel enclosures.

The Tenant must clean up after his/her pets on a weekly, or more frequent, basis as needed. Please ensure that all soiled litter box and food will be disposed of in a garbage bag and placed in the trash upon cleaning the litter box or pet dish.

The tenant must ensure that his/her pet is not disturbing the peace or sleep of the other tenants. Should the tenant put their pet (dog) out in the morning, the tenant should stay with the pet until the pet goes inside. Leaving your dog unattended while constantly barking (even in the back yard) in the morning before 7:30 am is prohibited.

The Tenant will be liable for damage resulting from his/her pet’s behavior or actions, whether such damage is to life, health, or property.

Only one aquarium of 20 gallons or less will be allowed in a unit and only one cage for small birds will be allowed in one unit. All birds must remain in the cage at all times.

Should a problem arise involving livestock on school property that belongs to someone other than the Tenant, notify the Zuni Pueblo Game & Fish 505 782 2750.
Problems with dogs and cats should be handled in similar fashion. Refer to the following list of agencies and then notify that which is appropriate:
Pueblo Of Zuni Police Department 782 4493 or 911 for emergency services
Pueblo Of Zuni Game and Fish 782 2750

Hazardous Materials

All combustibles or flammable liquids such as charcoal lighters, and other materials which might be deemed hazardous and might cause a fire, are to be stored in an appropriate manner. Cleaning fluids, gasoline, fireworks or other flammable products are prohibited from storage in the unit or storage areas.

The Tenant shall not tamper with any restricted electrical and/or gas controls of the range, furnace, refrigerator, and the water heater in a housing unit.

Water heater and furnace closets are to be kept clear of oily rags, junk, and other flammable materials, and no foreign objects shall be placed in fuse boxes.

Extreme caution should be used to avoid overloading electrical circuits.

Use of space heaters must be approved by the District/District’s Agent.

No firearms or weapons of any nature shall be discharged in the vicinity of the residential area.

Fireworks of any type are strictly prohibited in the housing area. Because of fire safety, absolutely no padlocks will be placed in the outside of exit doors of tenants units.

Tenant is responsible for yard upkeep and landscaping. Weeds are to be cleared and yards maintained and free of clutter.

District/District’s Agent reserves the right to enter, inspect, and perform work on the premises in the interest of health, safety, or to safeguard District/District Agent’s property, at any reasonable time on demand. Any work performed which is the responsibility of the Tenant may be charged back to the Tenant.

Improvements
Tenant/District shall report all complaints, defects, and any dangerous or potentially dangerous conditions on the premises to the District/District’s Agent to include emergency situations via a phone call to the Emergency On-Call Number 505 879 3051 and a message to 505 782 5566. This is to be followed by a work order being filed via the SchoolDude Maintenance work order System. Damages caused by failing to notify will result in tenant being assessed fees for repairs.

All unreported conditions will be deemed at the sole risk and responsibility of the Tenant. Tenant shall defend, indemnify, and hold harmless the District/District’s Agent from all claims, loss, liability, or expenses arising from any such condition that is unreported.

The Tenant shall not make any alterations or improvements (landscaping, storage, sheds, additions, fencing, kennels and other similar structures) without prior written permission of the District/District’s Agent. Mobile home owners are bound by this regulation as well. If consent is obtained, all work done shall be at the Tenant’s own expense and in compliance with applicable state, tribal, district, and federal ordinances, laws, rules, and regulations. All alterations, additions, and improvements to the premises shall immediately merge with and become a part of the realty and at District/District’s Agent election, shall remain with the premises unless District/District’s Agent instructs the Tenant to remove them at the end of the term.

In the event the Tenant vacates or abandons the housing unit, any personal property remaining or items built on district property (sheds, fences, etc.,) will be considered District property after a period of thirty (30) days, consistent with tribal and state laws and procedures.

The District/District’s Agent is responsible for major repairs, remodeling and repairing between the end of one Tenant’s lease and the beginning of a new Tenant’s lease.

At the end of the term, the Tenant shall deliver the premises clean and in the same condition as when it was leased, reasonable and normal wear and tear excepted. Tenant shall remain liable to the District for all damage to the premises and shall reimburse the District for such damage on demand.

Tenant shall provide proper upkeep of their assigned housing unit and the area around their housing unit is to be kept in a clean and neat manner. Tenant is responsible for yard upkeep and landscaping. Weeds are to be cleared and yards maintained and free of clutter. Tenants who do not adhere to this regulation may lose consideration for reassignment to any district housing.
Tenant shall provide proper upkeep of their assigned housing unit and the area around their housing unit. Tenant is responsible for pest control services. It is recommended that tenant have their unit serviced at least once a month. The District/District’s Agent. Or Support Services Office may provide information on service companies.

Tenant shall keep walkways and driveways clean of snow and otherwise in a safe condition for pedestrian traffic at all times.

The painting of any rental unit (exterior or interior) shall be at the discretion of the District/District’s Agent. Only school-approved paint and colors may be used.

Tenant shall make their best faith effort to control moisture and growth of mold within their unit. To include immediate notification of any water leaks or plumbing disturbances. Tenant/District shall report needed repairs to include emergency situations via a phone call to the Emergency On-Call Number 505 879 3051 and a message to 505 782 5566. This is to be followed by a work order being filed via the SchoolDude Maintenance Workorder System. Damages caused by failing to notify will result in tenant being assessed fees for repairs.

Tenant shall not install new locks, change or add to any entrance doors of a housing unit without the prior written approval of the District/District’s Agent.

The installation of any wood or coal burning fireplaces or stoves in apartments is prohibited.

Tenant must request and receive prior written permission from District/District’s Agent to install a satellite dish system on school premises.

RULES AND REGULATIONS GOVERNING INSURANCE

The District/District’s Agent shall provide fire and extended coverage insurance upon all District owned house units, and alterations, additions, and improvements upon the premises.

Fire and extended coverage insurance upon all personal contents situated in, upon or about the premises shall be provided by the Tenant if he/she desires such coverage.
SCHOOLDUDE MAINTENANCE WORK ORDER INSTRUCTIONS

Get on the Internet Explorer and log on www.myschoolbuilding.com. If you are asked what the account number is, enter 349482656.

The program will open up showing:
Welcome! To begin, please enter your email address below.
Enter your email address and press "Submit"

**Step 1:** Your name and information will show up with your First Name, Last Name and Email address. You can enter in your phone numbers if you want to.
Click on the MAINT REQUEST tab at the top
******For IT Request- click on the IT Request tab******

**USE THE DROP DOWN MENUS!**
**Step 2:** Location - Select the location
  - Area - Select Area (faculty apartment, mobile home, classroom)
  - Area/Room Number #A__ for mobile home T#

**Step 3:** Select Problem Type - click on the problem type (all are shown in icons) After you select, OK will appear.

**Step 4:** Please describe your problem or request.
Less is more:
  - Example: screen door broken, sink constant drip, toilet clogged

**Step 5:** Request Completion Date - You do not have to enter in the date

**Step 6:** Submittal Password is **password**

**Step 7:** Submit
After you do "Submit" a copy of your work order will appear. You can log off the internet. Any questions, call the Support Services Department at 782-5566.