

**FACT SHEET  
UNIVERSITY OF KENTUCKY  
REAL ESTATE SERVICES  
518 OLDHAM COURT  
LEXINGTON, KY 40502  
859-257-8649**

Thank you for your interest in housing through UNIVERSITY OF KENTUCKY REAL ESTATE SERVICES. We provide campus area housing for full-time University of Kentucky and BCTCS students, faculty and staff. Undergraduate students must be registered for at least 12 hours and graduate students must be registered for a minimum of 9 hours. Students may stay in Real Estate Services Housing during the summer if they are registered for summer sessions. Upon graduating, tenants must vacate housing at the end of the graduation month. All properties are within walking distance of main campus and are **unfurnished** except for kitchen stove and refrigerator. Some of our properties may have a washer and dryer; however, they are not supported appliances. Real Estate Services staff will not repair or replace these items should they become inoperable.

**LEASE INFORMATION**

**Only persons listed on the lease may occupy the property and each must sign the lease.** If there is a change in tenants, our office **MUST** be notified immediately and the lease updated to show current residents.

All persons, 18 years of age or older, that live in a Real Estate Services home must sign the Lease Agreement. This makes them "jointly and severally" responsible for the home and its contents as well as all charges. Simply put, each individual in the home can be held legally responsible for the full balance of charges.

Leases automatically renew each month and tenants must give a 30 day written notice to vacate. If the effective date or vacating date of the lease is other than the first or last of the month; rent will be prorated.

Rent is due on the 1<sup>st</sup> day of each month and must be received in our office before 4:00pm on the 10<sup>th</sup> of each month. A \$25 late fee will be charged if payments are made after the 10<sup>th</sup>. Rent can be paid in cash, check or money order; credit cards are not accepted. All payments will be applied first to any past due or unpaid charges, thereafter to current charges. A \$25 fee will be charged for a returned check.

A security deposit will be required to hold a property and will not be refunded if a lease is canceled before move-in. This will be deposited in a University account and will be refunded when the premises are vacated; provided proper notification is given and the unit is clean/ in as good repair as when leased; except for normal wear and tear. The Security Deposit is not intended as payment for unpaid rent or other charges.

A **Check In-Check Out** sheet is provided when the lease is signed and must be completed, signed by each tenant and returned to our office within 5 working days after move-in. Tenants are asked to note any problems within the property and if none are listed, the property is assumed to be clean and in good condition. The same sheet will be used to inspect the property when it is vacated. Any cleaning, damage or replacement charges will be deducted from the Security Deposit and it is understood that liability is not limited to the amount of the Security Deposit and that the tenant is responsible for all such charges upon vacating. A list of approximate charges will be provided.

The University is not liable for most damage to personal property. Personal property (including automobiles) is the responsibility of the owner. It is strongly recommended that you purchase "Renters Insurance" to cover the items inside your home in the event of flood, fire or other tragedies. Renter's Insurance is usually inexpensive and can protect you in the event of loss. Kentucky State law requires that you maintain insurance on your automobile.

The tenant is responsible for registering for utilities within 3 working days after the effective date of the lease. After that time, service will be discontinued in the name of Real Estate Services.

## CONDUCT

Students living in Real Estate Services housing are bound by the Student Code of Conduct, which addresses the use of alcohol in all University of Kentucky properties.

All radios, TVs, stereos and any appliance or item that may cause noise must be turned down to a level of sound that does not annoy or interfere with other residents or neighbors at any time; day or night.

## PROPERTY REGULATIONS/POLICIES

**SMOKING:** The University has implemented a smoke-free policy. There is no smoking inside any University building which applies to all Real Estate Services housing. Smoking is not permitted within 20-feet of any University building, window or covered walkway. Smokers should dispose of their cigarette butts properly. Do not litter the ground with cigarette butts. Do not put them out on the sidewalks or in the grass.

**PETS:** Pets are PROHIBITED in all rental property and failure to comply will result in an immediate eviction notice and a cleaning fee will be assessed.

**FURNITURE:** Anything designed for indoor use cannot be placed outdoors for any purpose.

**WATERBEDS:** Allowed only with the written permission of Real Estate Services.

**WINDOWS:** Mini-blinds are provided in each unit and must not be removed for alternative window coverings.

**CLEANINESS:** Residents are required by their Lease Agreement to maintain their home in a sanitary condition. Residents must pay particular attention to the kitchen area, tub, toilet and floors. Floors should be kept free of excess clutter. Trash must be disposed of regularly in approved outdoor containers. Porches, hallways and yards are to be kept clean and clear of trash. You are in violation of your Lease Agreement if you do not keep your home clean. You may be subject to financial or other disciplinary proceedings.

**COOKING:** Cooking foods should always be supervised. Do not leave food or beverages cooking when you leave your home. You are financially responsible for all damage caused by fire due to unattended cooking. Additionally, you may be fined even if there is no damage but the smoke alarms sound off and maintenance and/or fire personnel are dispatched to the home.

**SMOKE ALARMS:** Do not remove or disable smoke detectors. They are there for your protection!! Report a damaged or non working detector immediately.

**PERSONAL PROPERTY:** Personal storage is NOT PERMITTED in a basement.

**KEYS:** Locks may not be changed or added to and keys cannot be duplicated. Failure to return all entrance keys when vacating will result in a charge for changing the locks. There is a non-refundable charge of \$5 to replace a lost key and \$15 charge for after hour's lockout calls.

**MISCELLANEOUS:** THE USE OF CANDLES, INCENSE, EXTENSION CORDS AND SPACE HEATERS IS STRICTLY PROHIBITED. These are fire hazards and should not be in the property. Only UL Listed flame retardant Christmas trees may be used. Changes, such as painting or repairs, may not be made to the property without the written permission of Real Estate Services.

## MAINTENANCE/EMERGENCIES

We handle all the maintenance on our properties. Tenants are to call our office to report any problems during regular office hours. **Nights, weekends and holiday EMERGENCY calls will be answered by the University Facilities Dispatch office at 257-2830.**

Sanitary products should NEVER be flushed down the commode! If there is a stopped up drain or sewer line and we find sanitary products, paper towels, garbage, excessive hair, food, etc when making the repairs; you **will be responsible for the cost of repairs**. Do not use any type of Liquid Drano or drain cleaners, call us for the repair. You may be held financially responsible for damage caused by unreported maintenance problems.

Real Estate Services will maintain all lawns. Tenants are required to keep sidewalks, steps and yards free of trash and debris.

All window air conditioners are to be installed and removed by Real Estate Services Maintenance Staff.