



New York State Office of Parks,
Recreation and Historic Preservation

Section:

Operations

Policy Title:

Public Rental Housing in State Parks and Historic Sites

Directive:

OPR-POL-003

Effective Date:

10/01/2009

Summary

This policy governs the assignment and leasing of state-owned housing under the jurisdiction of the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) to rent unused housing to the public.

Policy

Public Rental Housing

Housing that is not designated for facility managers or employees rental housing may be offered as public rentals by the Regional Director with approval by the Commissioner for Operations. Offering housing (that is not needed to provide security and protection to the facility) for rental by the public is a cost-effective way to maintain housing in a habitable condition and to generate revenue for the agency's operations. All offerings of public rental housing shall be publicly advertised and shall be competitively leased at a fair market value based on local conditions. Payment of rent for public rentals shall occur on a monthly or annual basis in accordance with the residential lease.

Housing Lease Terms and Conditions

All public rental housing shall be subject to the execution of a written residential lease:

- All facility manager and employee rental housing shall be subject to a lease executed by the employee, the Regional Director and the Director of Housing or Deputy Commissioner for Operations. The lease term shall be three years. Lease rental rate increases shall be effective on April 1st of each year of the lease. The lease shall list the individuals that are authorized to reside in the housing.
- All public rental housing shall be subject to a lease executed by the renter, the Regional Director and the Deputy Commissioner for Finance and Administration. The

lease term shall be for one year, with annual renewals granted to the lease at the discretion of the Agency.

The following terms and conditions shall apply to all housing leases for both employee occupied housing and public rentals:

- **Utilities.** Lessees of public rentals shall be responsible for the payment of all utilities: or may choose to use the DOB base rate.
- **Telecommunications Services.** All telecommunications services, including telephone, cable television, and internet access, are the responsibility of the occupant. Telecommunication services shall be established in the name of and shall be paid by the lessee.
- **Appliances.** Appliances will not be provided for public rentals, unless provided for in the lease.
- **Security Deposits.** Leases for public rental housing shall require payment of a security deposit in the amount of one month's rent. Security deposits shall be paid prior to occupancy of the residence. Security deposits will be kept in a separate account which will earn interest. The security deposit plus interest will be payable to the employee or public renter only upon termination of the housing agreement and upon satisfactory inspection and completion of the housing inspection form. Employees and public renters will be financially responsible for damages to the house beyond normal wear and tear.
- **Pets.** Pets shall not be allowed in Agency-owned housing unless explicitly allowed for in the rental agreement or approved in writing by the Regional Director or his or her designee. If pets are approved, the tenant shall be responsible for all pet damages.

Other Related Information

History

10/01/2009 This policy is effective immediately.