

Middlebury College Employee Temporary Housing Policy

Effective: October 13, 2025

I. Purpose

This policy establishes the guidelines and procedures for the rental of Middlebury College—controlled housing to eligible benefits-eligible employees on a temporary basis. While the primary purpose of College housing is to support recruitment efforts for incoming faculty and administrators, housing may be offered to all benefits-eligible employees when available on a case-by-case basis. The goal is to better utilize the properties that the College controls and provide temporary housing assistance for those in need of short-term emergency housing or for recruitment purposes.

II. Housing Availability

Employee housing availability is determined on a rolling basis. The anticipated bulk of availability will be announced in May, following the completion of the Faculty Housing Lottery process. Housing is limited and is subject to availability.

III. Eligibility & Application Process

All full-time benefits-eligible employees are eligible to apply for housing. Interested employees must submit a completed Housing Request Form. Applications will be jointly reviewed by Business Services and Human Resources.

IV. Selection Criteria

Due to limited housing inventory, the following criteria will be utilized when evaluating whether there is a match between an application and an available unit:

- Years of Service: As measured by years of continuous benefits-eligible employment
- Housing Need: The circumstances around which housing is being requested, whether it be loss of existing housing, some other housing emergency, or recruitment for new employees. (Please note that “lower cost” is not an approved criteria for applying for housing.)
- Unit Availability: Do the available units meet the needs of the applicant (e.g. size, # of bedrooms, location.)

Middlebury College strives to ensure fairness and transparency in this process, though housing cannot be guaranteed for all applicants.

V. Lease Terms

Lease Duration: All leases will be for a maximum of one (1) year (termination date of June 30th) and are non-renewable.

Move-In Date: All leases commence on a mutually agreed upon date.

Security Deposit: A security deposit equivalent to one month's rent is required prior to move-in, or be withdrawn from paychecks for a term not to exceed 5 payroll periods

Rent & Deposit Payments: Monthly rent and security deposit will be automatically deducted from the employee's bi-weekly Middlebury paycheck.

VI. Termination of Lease

Employment Status: Occupancy in college controlled housing is contingent upon active employment at Middlebury College.

If employment is terminated (voluntarily or involuntarily), the housing lease will also terminate.

A 30-day notice to vacate will typically be provided, unless immediate departure is required due to circumstances of termination.

End of Lease: At the conclusion of the lease term, residents must vacate the property.

VII. Additional Terms

Employee tenants must abide by all terms outlined in the Middlebury College Housing Lease Agreement.

The College retains the right to inspect housing units with appropriate notice and to address policy or lease violations.

Pets, modifications, or subletting are subject to specific lease terms and prior approval.

Questions regarding this policy or the application process should be directed to Business Services.