

Middlebury College Staff Housing Rental Policy

Effective: October 1, 2025

I. Purpose

This policy establishes the guidelines and procedures for the rental of Middlebury College–controlled housing to eligible staff. While housing may be offered to existing staff when available on a case-by-case basis, the primary purpose of all College housing is to support recruitment efforts for incoming staff and faculty. The goal is to provide temporary housing assistance in alignment with institutional priorities and overall housing availability.

II. Housing Availability

Staff 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

- New hires of Middlebury College
- All full-time benefits-eligible staff members are eligible to apply for housing.
- Interested staff 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- **Security Deposit:** A security deposit equivalent to one month's rent is required prior to move-in, or be withdrawn from paychecks for a term not to exceed 5 payroll periods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 staff member's **bi-weekly Middlebury paycheck**.

VI. Termination of Lease

- **Employment Status:** Occupancy in College 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

- Staff tenants must abide by all terms outlined in the **Middlebury College Staff 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**.