

# Crane Independent School District

## Employee Housing Guidelines

1. School housing will be reserved for Crane ISD teachers. First priority in school housing will go to teachers new to CISD. First priority among this group will go in the order based upon employment offer. After a date determined annually by the Superintendent, teachers who do not own a home or have housing in Crane County, are eligible for teacher housing based on availability. Other scenarios will be considered on a case-by-case basis by the District Housing Committee (a quorum is required). Available housing will be filled from the waiting list in order and by unit type. Teachers may not sub-let the unit or any part thereof, and the teacher to whom the unit is let shall reside in the unit.

Administrators may live in District Housing for up to one year during their transition into the District with Board approval.

2. Rental prices and supplements:
  - (a) Teachers who reside in school housing will not receive the “live in district” supplement, and no employee living in teacher housing will be eligible for the one-time signing bonus. Employees may later gain or acquire the “live in district” supplement when they meet its requirements.
  - (b) Teachers who already work for CISD will begin on the year two rate, staying at that rate for two consecutive years.

**Duplex:**

	3 BDRM (sq. ft 1670)	2 BDRM (sq. ft 1484)
Year 1	\$600	\$550
Year 2	\$750	\$700
Year 3	\$1000	\$950
Year 4	\$1195	\$1060
Year 5	\$1195	\$1060
Year 6	\$1300	\$1250

**Manufactured Home:**

	3 BDRM
Year 1	\$350
Year 2	\$500
Year 3	\$650
Year 4	\$650
Year 5	\$650

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Year 6 \$700

### **RV Hookup at Bethune (tenant pays electricity charges):**

Year 1	\$150
Year 2	\$200
Year 3	\$250
Year 4	\$300
Year 5	\$300
Year 6	\$450

### RV Hookup at Athletics (tenant pays electricity charges)

3. Water and electric utilities will remain in the name of CISD. Monthly payroll deductions will be made for tenants for electricity. Water will be paid by CISD to help ensure lawns can be maintained at all times. Tenants will be responsible for telephone, cable, internet services and gas.
4. Lawn maintenance is the responsibility of the tenant. Lawns should be watered three times per week, barring any applicable restrictions, and mowed weekly. The area around each unit must be kept neat and orderly. If, in the opinion of CISD administration, lawns and/or yards are not being properly maintained, the tenant will be given written notice to correct the situation. If the tenant does not address the concerns, a charge of \$100.00 will be deducted per occurrence from the tenant's paycheck.
5. Recreational vehicles, boats, trailers, etc. may not be parked at the premises over three days and may not block driveways.
6. Smoking is not permitted inside housing units. Alcoholic beverages are not permitted in public view outside of the housing units.
7. CISD will not be responsible for damaged or stolen property. It is the responsibility of the tenant to provide their own renter's insurance against any losses due to damage or theft. A liability certificate from the insurance company must be provided to CISD when signing the initial lease agreement and each subsequent lease agreement.
8. Minor maintenance (light bulbs, plugged sinks and toilets, yard maintenance, etc.) is the responsibility of the tenant.

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9. Major maintenance and normal wear and tear or weather-related damage (broken water lines, plugged sewer lines, broken windows and doors, etc.) is the responsibility of CISD. Any damage caused by tenant is the responsibly of the tenant and/or their designees.
10. A non-refundable \$200 cleaning and damage deposit will be required.
11. No more than 2 domestic pets are allowed.  
A non-refundable \$150 pet deposit will be required per pet.
12. CISD does not warrant the quality or adequacy of the supply of heat, water or electricity. Additionally, the District does not warrant any of the services above will be free from interruption beyond the control of CISD.
13. CISD housing may be used only as a private residence, and only the teacher and their immediate family may occupy them. No more than six (6) residents per three (3) bedroom unit, and no more than four (4) residents per two (2) bedroom unit are allowed.  
  
CISD will retain the right to enter the residence at all reasonable times for inspection purposes, or at any time if in the opinion of CISD an emergency exists requiring immediate action. Properties shall be maintained in good, clean, and sanitary condition inside and outside.
14. Walkthrough inspections will be made a minimum of two times per year. The maintenance department will replace air filters on a quarterly basis. The District shall supply a smoke detector and the employee must maintain it in working order with batteries as necessary.
15. No alterations including painting, or additions of any kind may be made to dwellings without the prior written consent of the CISD Maintenance Director.
16. Except for approved picture hooks and approved fasteners for drapery or curtain fixtures, no nails, screws or other fasteners may be driven, screwed or otherwise placed in the walls, woodwork, or any other part of the building without the prior written consent of the CISD Maintenance Director.
17. The tenant's family and guests shall at all times maintain order in the dwelling, and shall not make or permit any loud improper noises, or otherwise disturb other residents.
18. Any outside storage structures require prior written approval of the CISD Maintenance Director.

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19. Personal vehicles must be parked in proper designated areas, never in a yard or on landscape rocks.
20. CISD reserves the right to lease exclusively to employees of the District and to terminate the lease if the employee separates from the district. The tenant shall have 14 calendar days to vacate employee housing upon separation of employment.
21. CISD reserves the right to terminate the lease for any material violation of the lease agreement including nonpayment. CISD retains the right liens, including a statutory landlord's lien against the tenant's contents for nonpayment of rent.
22. Crane ISD and its Board of Trustees does not and will not discriminate in any way on the basis of race, color, national origin, religion, sex, age, familial status or handicap (disability).
23. "SPREAD FAR THE FAME OF THE GOLDEN CRANES"