

Yavapai College Housing Handbook for Workforce Housing

Welcome to Yavapai College! We are delighted to have you join our community. Below are the rules Workforce residents and their guests are expected to follow while on Yavapai College property.

Introduction

Yavapai College (YC) owns and manages a limited amount of unfurnished workforce housing units in Yavapai County to provide convenient, safe, and attainable housing to Yavapai College employees. Accommodations vary by location, but may include houses, tiny homes, RV pads, and a few RV Travel Trailers.

At YC, attainable housing is priced to be affordable to Yavapai College employee households. We strive to ensure our housing costs (rent and basic utilities) consume 30% or less of gross income for 2-person moderate-income households earning 80-140% of HUD's Area Median Income.

Generally speaking, available housing is offered to employees on a first-come, first-served basis. YC will reserve one or more units for employees to use for short-term stays of up to 90 days.

Those who wish to live in college workforce housing are required to pay an application fee, fill out an application, pass a background verification screening (for everyone who is 18+ years of age in household), share their housing preferences from the list of available units, sign a Housing License Agreement prior to moving in, and pay a security deposit equal to one month's housing payment. Additional fees and deposits will be required for employees with pets.

Policies

1. Additional Occupants

- Additional occupants can be legal spouse, dependents, Friends, Family, etc.- Approval is not guaranteed.
- Additional occupants' permission from Property Management is dependent on space availability and size of unit.
- Additional occupants may be asked to leave, and permission to reside on the property may be terminated at the sole discretion of Yavapai College Property Management or Yavapai College Campus Police.
- Additional Occupants are not considered individuals on the License Agreement and have no tenant authority to be on the property.

2. Guests

- A “guest” is any visitor who is not assigned to the unit as an occupant or additional occupant.
- Workforce housing residents are responsible for their visitors' conduct and any damage caused.
- Overnight visitors allowed for up to 14 consecutive days.
 - For a longer stay, you will need to seek approval from the Property Management Department.
- Property Management or Yavapai College Police can direct any visitor to leave at any time for any reason.

3. Compliance with Personnel

- Occupants and Guests are expected to promptly comply with any reasonable requests of any Property Management or Yavapai College Campus Police member or representative acting in the performance of their duties. This includes presenting proper identification upon request.
- Failure to comply with any of these rules may result in fines, criminal prosecution, or termination of your License Agreement, which would require your immediate removal from Workforce Housing.
 - Workforce License Agreement holder will remain financially responsible for any fees and charges occurred while they lived in the unit, even if removed from the property.
 - In the rare instance where damages exceed the security deposit, the balance owed will be paid via payroll deduction over the subsequent 12 months.

4. Quiet Hours & Courtesy Hours

- **Quiet Hours:** 10:00 PM to 7:00 AM daily.
- Outside of Quiet Hours, residents are expected to always practice courtesy and consideration for others at all times. You are expected to exercise good judgement with respect to making excessive noise. If noise is disruptive to an apartment-mate or a neighbor, it is too loud.
 - Noise is any sound coming from or created by the tenants, additional occupants, or guests, and can include: Music, Yelling, Vehicles, Animals, Children, etc.
- Enforcing Quiet Hours or Courtesy Hours is the responsibility of residents, not just College staff. If noise is disruptive to you, please ask the person(s) involved to decrease the noise level. If they are not responsive, please contact Property Management or YC Police for assistance.

5. Prohibited Items

- Prohibited at any housing location:
 - Fire hazards: Space heaters, extension cords, appliances with open heating elements, incense, candles, accelerants (oil, gas, kerosene), etc.
 - Electric or motorized transportation devices
- Wood burning is strictly prohibited at all housing locations
 - Propane burning is permitted in YC-provided propane fire pits and grills, at the discretion of local fire restrictions and burn restrictions per season.

6. Alcohol/Illegal Drugs, Other Controlled Substances

Alcohol

- If you are 21 or older, you may possess or consume alcohol responsibly within the following limits:

- In your unit or another resident's unit, so long as there are no individuals present who are under the age of 21 unless their parent/guardian approves.
- Alcohol is not permitted in any exterior common spaces except for the designated space around your unit (Like your Backyard, RV Patio, etc.)
- You may not
 - Drinking alcohol to an excess that creates a danger to yourself or a disturbance to others

Illegal Drugs

- Includes possession, use, sale, manufacture, cultivation, or provision of drugs like barbiturates, opiates, amphetamines, and hallucinogens.
- Possession or storage of items like bong, grinders, pipes, vapor pens, and rolling paper is prohibited.
- **Marijuana:** Use, possession, or cultivation of marijuana, including medical marijuana, is prohibited on college property, even with a medical marijuana card.
- Unauthorized use of controlled substances, including prescription drugs, is prohibited.
- **Prescription Drugs:** Must be issued in the Workforce Resident, or their additional occupant's name, in the original, properly labeled container.

7. Common Areas

- Use laundry facilities, gym, gazebos, picnic areas, pool, clubhouse, and hiking trails respectfully.
- Leave common spaces clean and in good condition after use.
- Properly dispose of any trash or debris generated.
- Failure to maintain cleanliness may result in cleaning fees or loss of access privileges.
- No personal items may be left unattended in any common space at any time.
- No alcohol permitted in any common space at any time unless it is a sponsored and approved event through Property Management.
- No sleeping in common spaces at any time.

8. Smoking/ Open Flame

- Individuals under the age of 21 are prohibited from possessing or using any tobacco or nicotine products—including e-cigarettes and nicotine vapes—on any Yavapai College campus, in designated smoking areas, or at any off-campus college-owned housing, including their own RV's.
- Smoking and vaping are strictly prohibited inside all YC facilities- Smoking is strictly prohibited inside any building and outside of the designated smoking areas. All residents and visitors must adhere to posted signage and use only the approved smoking stations. Violations of this policy may result in disciplinary action and/or removal from the property.
- Most YC locations have designated outdoor smoking areas. Smoking (including cigarettes) is permitted in designated outdoor areas. Nicotine vape pens, pods, or tanks are also allowed but may only be used in designated smoking areas.
- Reach out to Property Management for a map of designated smoking areas according to your housing community.
- Residents are financially responsible for repairs related to smoking in prohibited areas. All repairs must be completed by YC approved Staff or YC approved 3rd Party at the College's discretion.

9. Pets

- A maximum of 2 pets is allowed in any designated workforce housing unit, or personal RV with prior approval from Property Management.
 - Unauthorized animals will cause the tenant to incur a \$350 fine and be removed from the property within 24 hours.
 - Workforce Housing tenants who desire pets will incur additional pet fees and deposits.
- Written approval from Property Management is required for all pets- long-term or visiting.
- Owners are expected to clean up after pets, have them on no longer than a fixed 6 ft leash, and control noise/disturbances. At no time can the pet be left unattended on the property unless it is secured in the tenant's living quarters appropriately.
- All pets must have updated vaccination records given to Property Management on a term-by-term basis and

be registered with Yavapai County.

- Proof of registration and vaccination records should be emailed to propertymanagement@yc.edu
- All damage caused by pets will be billed back to the tenant's account for labor and materials.
 - Damage may impact continued tenancy for the tenant and pet.

10. General Conduct

To ensure the safety and well-being of everyone, the following rules apply:

- No tampering with smoke detectors, fire alarm, fire suppression, doors, locks, windows, surveillance systems, or any safety equipment.
- If applicable: no sharing digital access codes to anyone- all individuals who should have access will have their own.
 - A fee of \$50 will be incurred for anyone who gives out their access code.
- No fixing damages yourself
 - A \$100 fine + material and labor to fix properly will be charged to the tenant
- Climbing on buildings, including balconies, fences, and roofs, is strictly prohibited.
- Skateboarding and rollerblading are not permitted on sidewalks.
- Feeding wild animals is prohibited and punishable by law.
- Residents are responsible for following these rules and all applicable federal & state laws.

11. Tenant Behavior Expectations with Staff and Faculty

- Treat all staff and faculty with courtesy and respect.
- Maintain professionalism in all verbal, written, and digital communication.
- Use appropriate, non-threatening language at all times.
- Respond to communications promptly and constructively.
- Schedule meetings in advance and be punctual.
- Follow all College policies and procedures.
- Avoid interrupting or disrupting staff and faculty duties.
- Do not engage in:
 - Verbal abuse or intimidation
 - Harassment or discrimination
 - Disruptive or aggressive behavior
- Address conflicts through proper channels calmly and respectfully.
- Respect the roles, responsibilities, and time of college personnel.
- Reports of misconduct may result in warnings, review, or termination of tenancy.
- Concerns may be reported to Property Management or Campus Administration.

12. Move-in and Move-out procedures

Move-in

- Tenants need to do a full unit or space inspection upon their arrival.
 - Failure to perform and return an inspection form (Given upon move-in) will result in the Workforce resident being charged for all damages upon move-out that are found, even if they were there when they moved in, as it was not properly documented.
 - Move-in must occur during the set move-in day agreed upon between resident and Property Management.

Move-out

- You must coordinate with Property Management for an in-person walk-through prior to leaving.
 - Failure to do so will forfeit all rights to appeal any damages found and charged by Property Management Personnel.
- A 10% discount will be awarded if damages are reported to Property Management before they are found during an inspection.

- Units must be emptied and professionally cleaned prior to departure.
 - Failure to clean and reset the unit will result in a \$350 improper checkout fee plus \$50 (per shopping bag size) for items that may need to be removed.
- Resident must notify Property Management if they choose to leave prior to their term end date via a Notice to Vacate Form that can be emailed to them upon request, 60 days prior to them moving.

Title IX -Notice of Nondiscrimination

Yavapai College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

To report information about conduct that may constitute sex discrimination or make a complaint about sex-based harassment, which also includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, please refer to www.yc.edu/T9.

FAQ's

Who is eligible to live in YC Workforce Housing

We prioritize applications as follows:

- 1) College employees who do not own property within Yavapai County
 - a) To live in YC Workforce Housing, potential residents may not own property in Yavapai County.
- 2) College full-time employees whose household income is 80-140% of HUD's 2-person AMI for Yavapai County will be given highest preference
- 3) College part-time employees whose household income is 80-140% of HUD's 2-person AMI for Yavapai County will be given secondary preference
- 4) Public servants (k-12 teachers, police, fire, nurses, etc. will be offered a 1 year license agreement)
- 5) YC Retirees (15+years) (will be offered month to month license agreement)
- 6) General Public (will be offered month to month license agreement)

Important Notes:

- 1) Please note, because of limited availability, employees are not guaranteed housing.
- 2) As Employee households grow, existing licenses who express interest will be moved to the top of the waiting list for a larger home.
- 3) Employees who separate from Yavapai College may be asked to vacate prior to the end of their license agreement.
- 4) PLEASE BE ADVISED, the College may choose to not renew leases of employees whose household income exceeds 150% of the Yavapai County Median Income if there are full-time YC employees on the waiting list whose households are in the target range of 80%-140% of Yavapai County Area Median Income. In this case, the College would provide at least 90-day notice to the employee of its intent to not renew the Housing License Agreement.
- 5) YC reserves the right to change this workforce housing program—including the eligibility requirements—using its sole discretion as to what is in the best interests of the College.

What Types of Housing Are Available?

	Houses	Tiny Homes	RV Pads	Travel Trailer
Prescott Pines	X		X	X
Verde Valley Campus		X	X	X
Prescott Campus	X			
Chino Valley Center		X	X	X

How much does College charge for Workforce Housing?

The College uses HUD Fair Market Rents (FMR) as the basis to set prices in the Attainable Housing rang

Am I allowed to Sublease?

Employees may seek to sublet the Premises in accordance with and subject to the License Agreement. For instance, the sublet must be at least for 30 consecutive days, and the Employee will remain responsible for any damages to the unit beyond normal wear and tear.

Housing Repairs and Maintenance

All college-owned units are maintained and repaired by the Facilities Department- either directly by college personnel or through a third-party service provider. All Facilities Department personnel carry a college ID card. Residents are encouraged to properly identify anyone arriving to perform work and to report immediately to Facilities anyone who is not authorized. We will coordinate with you if we use a third party so you know what to expect.

Repairs and maintenance fall into two broad categories: Emergency/Non-Discretionary and Routine/ Minor.

- Emergency/non-discretionary repairs include life safety, plumbing (eg. burst pipe), heating, appliance issues requiring immediate attention, and significant pest infestation. These items will be addressed ASAP and best efforts will be made to notify residents in advance of this work taking place. IF YOU HAVE AN EMERGENCY, CALL Campus Safety at (928) 237 0420. An emergency is a problem that would result in harm to you or others or cause damage to the building and must be resolved that day.
- Routine repairs and maintenance, such as annual furnace and chimney checks, routine pest control, life safety inspections, gutter cleaning, and Minor repairs (eg. leaky faucet) will be scheduled in advance and adequate advanced notice will be provided to residents. Please notify the Facilities Department when you need Routine or Minor repairs by emailing propertymanagement@yc.edu. Please note that Residents are financially responsible for repairs necessitated due to their negligence or misuse.

NOTE: Be sure to be very specific when emailing the description of work required. For example:

My window is broken.

Is the glass broken? Is the glass cracked? Is there glass on the floor? Does the window not open or close?

Is the frame damaged?

We have made every effort to make these instructions as user-friendly as possible, but if you need assistance, please contact the Property Management Office at propertymanagement@yc.edu or 928-717-7235. We are open M-F, 8:00a.m. to 5:00p.m. (M-Th in Summers).

Capital Repairs

Periodically, the college invests in unit improvements. When possible, this work occurs when the unit is vacant, but it may sometimes need to take place while a unit is occupied. In those cases, Facilities will provide a high level of communication with the residents regarding the scope and schedule for the work and a minimum 48 hour's notice for permission to enter the space. In some cases, residents may be required to temporarily relocate due to the nature of the work. If so, the Property Management Office will work with the residents to find temporary housing to minimize the disruption.

Preventative Maintenance

In order to maintain efficiency and longevity of our resources on site, Facility will perform preventative maintenance on items such as the HVAC systems, appliances, water heaters, etc.

In the event they need to perform work, Property Management will give 24-hour notice of entry. You may be present during the preventive maintenance completion or be away. Our facilities team will enter via a knocking procedure in a team of two or more, complete the work and leave the space.

Contact Information

Property Management Office
propertymanagement@yc.edu
(928) 717-7235

Campus Safety and Security
Prescott Campus
(928) 776-2185 non-emergency
(928) 237-0420 emergency

Chino Valley Center
(928) 776-2185 non-emergency
(928) 237-0420 emergency

Verde Valley Campus
(928) 634-6599 non-emergency
(928) 239-0172 emergency

Prescott Pines
(928) 776-2185 non-emergency
(928) 237-0935 On Call Officer On-Site
(928) 237-0420 emergency

Appendix: Affordable vs. Attainable

Affordable housing and **attainable housing** are terms often used in discussions about housing policy, but they have distinct meanings:

Affordable Housing:

- **Definition:** Affordable housing refers to housing units that are affordable to those with a household income at or below the median income level for a specific area. Typically, housing is considered affordable if it costs no more than 30% of a household's gross income, including rent or mortgage payments and utilities.
- **Target Group:** This type of housing is usually targeted at low-income individuals or families who may not be able to afford market-rate housing.
- **Examples:** Affordable housing can include government-subsidized housing, income-restricted rental units, and housing provided by non-profit organizations.
- **Funding:** Often involves government assistance, such as housing vouchers, subsidies, or tax credits, to reduce costs for tenants or homeowners.
- **Target Income Range:** The income range targeted for **affordable housing** is generally for households earning **up to 80% of the area median income (AMI)**.

Attainable Housing:

- **Definition:** Attainable housing is a broader concept that focuses on making housing accessible and within reach for a wider range of income levels, particularly middle-income earners. It addresses the gap between affordable housing and market-rate housing.
- **Target Group:** This type of housing is aimed at individuals and families who do not qualify for affordable housing subsidies but still struggle to afford market-rate homes. These are often moderate-income earners, such as teachers, firefighters, and other essential workers.
- **Examples:** Attainable housing might include workforce housing, entry-level homes for first-time buyers, or market-rate units that are priced lower due to cost-effective building practices or innovative financing solutions.
- **Funding:** Attainable housing may involve public-private partnerships, community land trusts, or zoning reforms to increase the supply of housing that is affordable without subsidies.
- **Target Income Range:** The income range targeted for attainable housing typically falls between **80% to 120%** of the area median income (AMI).

Key Differences:

- **Income Levels:** Affordable housing is typically focused on low-income households, while attainable housing is geared towards moderate-income households.

- **Subsidies:** Affordable housing often requires government subsidies or assistance, whereas attainable housing may rely more on market solutions, policy changes, or private-sector initiatives to keep prices within reach.