



ASUB Standard Operating Procedure – 2008

Standard Operating Procedure Synopsis

Title: **RENTAL HOUSES**

Approval Date: November 3, 2021

Revision Date, if applicable:

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Annual Review Month: April

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): VCFA Fiscal Support

A. Purpose and Scope

This standard operating procedure outlines the process for requesting to lease an Arkansas State University–Beebe owned rental house. ASU-Beebe owns and maintains six (6) rental properties. These are available from time to time for lease to an ASU-Beebe employee or, if approved by the VCFA, to other persons.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

C. Procedures

When a rental property becomes available, these are the steps that the VCFA office will follow:

1. The VCFA will post a campus wide email advertising the location and specifics of the house available.
2. All interested employees are invited to complete a housing application, which can be requested from the VCFA office.

3. Applications are reviewed and approved by the VCFA.
4. Properties are rented as first come first serve provided that they are currently in good standing with the college and their current landlord.
5. A rental deposit is required and a lease must be signed.
6. All deposits and rental payments are made through the ASU-Beebe Cashier's Office.

D. Related Information
