Policy for Rental of Residential Housing Units Owned and Operated by the Town of Westport

WHEREAS, The Town of Westport owns various residential units which it desires to rent;

WHEREAS, The Board of Selectman wishes to establish a standard policy for leasing these residential units;

THEREFORE, This policy hereby establishes guidelines for management of these residential units:

Properties covered by this policy

Cabin 1
Longshore Club Park

Cabin 9
Longshore Club Park

Cabin 10
Longshore Club Park

Knoll House, Apartments #1, #2, #3
Longshore Club Park

99 Myrtle Ave

52 Compo Road South

52 B Compo Road South

Policy

Management of Properties
Management responsibilities are to be directed by the Parks and Recreation Department. Management responsibilities include the collection of rental payment, supervision of use of the properties and supervision of maintenance of properties.

Lease
Leases are to be maintained for each dwelling at all times in accordance with this policy. All leases are to be approved by the Board of Selectman. Leases should be based on the following criteria:

Duration of Lease
All leases should be for a period of not more than three years. Any renewal option to be held solely by the Town of Westport. Renewal must be approved by the Board of Selectman.

Lease Payment Amount
Workforce Housing
Residential units owned by the Town of Westport shall be made available to Town Employees and designated as workforce housing. Rent for Workforce Housing will be a percentage of household income as established by the Department of Human Services.

Non-Workforce Housing
In the event no Town Employee is selected for the workforce housing option, base rent shall be established based on a market appraisal with the approval of the lease by the Board of Selectman and shall be adjusted by the Consumer Price Index for succeeding years of the lease. Execution of any renewal option shall also include a CPI adjustment. Any adjustment in the lease payment other than an annual CPI adjustment in accordance with this provision shall be approved by the Board of Selectman.

Use of Premises
All properties under this policy are intended for use as residential units.

Number of Occupants
Consistent with the desire to maintain these properties as residential units, at no time may the leased premises be occupied by more than two adult persons without the prior, express and written consent of the First Selectman.

Selection of Tenants
Selection of tenants shall be made in accordance with the ***"Tenant Selection Policy for Town-Owned Residences"***

TENANT SELECTION POLICY
For Housing Units Owned and Operated
By the Town of Westport

WHEREAS, The Town of Westport owns various residential units which it desires to rent;

WHEREAS, the Board of Selectmen wishes to select tenants for these residential units pursuant to a standard policy;

THEREFORE, this policy hereby establishes the process for selecting tenants:

This process shall be used for selection of tenants for properties indicated in the "Policy for Rental of Residential Housing Units owned and operated by the Town of Westport".

Workforce Housing: It is the intent of the Town of Westport to make residential unit available to Town Employees as workforce housing with rent established in accordance with policy of the Department of Human Services based on employee income. If no Town of Westport Employee is selected for workforce housing based on criteria 1 and 2 below, the Town will then establish a market rental rate and proceed with tenant selection beginning anew with criteria 1.

1. When a vacancy occurs, all full-time Town employees (as defined by the Personnel Department with a minimum of six months service with the Town at the time of submission of a lottery ballot), and retired full-time employees, shall be eligible to submit a ballot for a lottery. Each eligible person is entitled to one ballot. All ballots shall be placed in a box and one ballot shall be randomly drawn from the box. The Town shall perform a standard background and reference check of the winner. Ballots will continue to be drawn until a qualified person enters into a lease.

2. If the lottery described in paragraph (2) does not produce a tenant, then regular part-time Town employees (as defined by the Personnel Department with a minimum of 60 days service with the Town at the time of submission of a lottery ballot) shall be eligible to submit a ballot for a lottery. Each eligible person is entitled to one ballot. All ballots shall be placed in a box and one ballot shall be randomly drawn from the box. The Town shall perform a standard background and reference check of the winner. Ballots will continue to be drawn until a qualified person enters into a lease.

3. If the lottery described in paragraph ~~(3)~~ (1) and (2) does not produce a tenant, then a lottery open to members of the general public over the age of eighteen shall be held. Each person is entitled to one ballot. All ballots shall be placed in a box and one ballot shall be randomly drawn from the box. The Town shall perform a standard background and reference check of the winner. Ballots will continue to be drawn until a qualified person enters into a lease.

4. At the discretion of the First Selectman, any member of the general public may be selected to be a tenant without the holding of a lottery as provided above.

5. All tenants shall sign a lease approved by the Board of Selectman. The tenants occupying the units referenced in paragraph (1) on August 1, 1999 shall remain in their respective units until their tenancies expire.