

## **Process for UW Students/Employees Renting Housing:**

The following process stipulates how University of Wyoming Students/Employees who require the University of Wyoming to **pay** for residential housing while conducting University business will acquire such housing. University Regulation 7-2 and Standard Administrative Policy and Procedure (3/16/2022), Subject: Signature Authority specifies who is permitted to sign contracts and agreements for the University of Wyoming. Only the Vice President for Campus Operations has the authority to sign agreements involving real property or mineral interests, including financing, sale, purchase, **lease** or easements of any type on behalf of the University of Wyoming.

Upon Departmental approval, Students/Employees shall enter the lease agreements themselves – signing as the tenant(s). It is the decision of the tenant(s) who are signing to determine if they agree to the lease terms. The University of Wyoming or any of its departments shall not be noted in any residential lease agreements. Exceptions may be granted in the case of residential housing acquired by a University department for a long-term rental, one year or more, whereby occupants may be transient/rotational.

The fully completed and executed lease agreement(s) is/are provided to Real Estate Operations and the department's accountant or business manager for review and approval. Upon approval, Real Estate Operations will provide to the department's accountant or business manager a Rent Guarantor Letter (example to be provided upon request). The department's accountant will then submit the lease agreement with the Rent Guarantor Letter through WyoCloud as an invoice to be paid.

The Rent Guarantor letter stipulates that the University will pay for the security deposit and the rent but will not be responsible for any other costs incurred with the rental.

All renter(s)/tenant(s) will be required to sign an Apartment Occupant letter which is to be held by Real Estate Operations.