Ohio Department of Administrative Services
Ted Strickland, *Governor*
Hugh Quill, *Director*

DAS Directive

Directive No. **GS-D-03**
Effective Date: **09-01-2009**

To: All Departments, Offices, Agencies, Commissions, Boards, Bureaus and Institutions

From: Hugh Quill, *Director of Administrative Services*

Re: Establishment of Rental Rates for State-Owned Employee Housing Facilities

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PURPOSE

The purpose of this directive is to establish the procedures for the rental rates of state-owned employee housing facilities.

GENERAL

The director of the Department of Administrative Services is responsible for determining the manner in which the actual costs of employee residential rents are to be calculated. Each state entity providing state-owned housing to employees shall determine the monthly rental rate for each employee for the fiscal year based on the following factors:

1. The cost of all maintenance based on past experience and anticipated increases over the biennium.

2. Utility charges, which are not paid directly by the occupant.

3. All taxes and assessments not otherwise exempted under sections 319.20 and 5709.08 of the Ohio Revised Code.

4. The term of all leases should coincide with the biennium, although the duration of leases may be shorter than the biennium.

Every lease agreement with an employee should specifically state that the employee is responsible for taxes and assessments, which may become due during the employee's occupancy.

The amount of monthly rent for each employee to be charged for the next fiscal year is to be submitted to Department of Administrative Services, Real Estate Services, General Services Division no later than 30 days prior to the end of the current fiscal year.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

AUTHORITY & REFERENCE

ORC 121.07
ORC 124.15