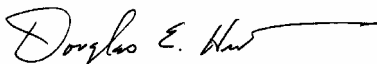


<b>NEVADA DEPARTMENT OF WILDLIFE  POLICY AND PROCEDURE</b>	<b>Pages: 10 (plus lease and inspection form)</b> <b>Effective: September 28, 2006</b> <b>Approved:</b> 
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**TITLE: Housing and Installations**

**REFERENCE: NRS Chapter 41; NRS 321.003; NRS Chapter 284; NAC Chapter 284; NAC Chapter 341; SAM 1900; 29 C.F.R. § 778.320(b); 29 C.F.R. § 785.23**

**AFFECTED EMPLOYEES:** Director (Pos. No. 0100), Deputy Director (Pos. No. 0101), Engineer (Pos. No. 0140); Land Agent (Pos. No. 0141); Personnel Technician III (Pos. No. 0115); Bureau Chiefs (Pos. Nos. 0300 and 0600); Fish Hatchery Supervisors (Pos. Nos. 1350, 2351, 2360, 3352); Wildlife Area Supervisors (Pos. Nos. 1650, 2613, 3660, 3670, 3685); Employees residing in Department housing or utilizing trailer pads; and any Employees on or using the installations.

**PURPOSE:** To establish uniform guidelines to cover the rental, use, and general maintenance of Department-held housing and set operating procedures affecting all employees living on or using Department-controlled installations.

**POLICY:** It is the policy of the Department to use housing at certain installations as an essential management tool to effectively and efficiently provide for the operation and protection of the resources, property, and visitors in meeting the Department's mission.

**PROCEDURE:**

1. Housing Covenants and Rates
  - a. If housing is not available for all employees stationed at a Department installation, priority will be given to employees based on seniority and the greatest benefit to the Department but the welfare of individual employees will also be considered in the determination. The decision will be made jointly by the installation supervisor and the appropriate bureau chief.
  - b. All employees who reside in Department-owned housing will be required to sign and abide by the Housing Lease. The Land Agent is responsible for executing all leases and will renew leases upon a new schedule covered in section 1d under Housing Covenants and Rates. A copy of this agreement will be given to the employee and a copy placed in the employee's personnel file.
  - c. From the date of this policy forward, any new employee assigned to reside in Department housing will be required to pay a \$200 refundable cleaning and damage deposit upon moving into Department housing. For record

keeping purposes, it is preferred that the new employee pay the deposit in full upon moving into the housing; however, if the employee demonstrates that the deposit causes a financial hardship, the employee may make arrangements to pay the deposit within the first four pay periods. The total deposit or a portion of the deposit may be refunded to the employee if no outside services must be hired to clean or repair damage to the residence prior to occupancy by the next employee. Normal wear and tear will be taken into consideration. After an inspection, the installation supervisor will determine the amount of cleaning and damage deposit to be refunded and will request the refund be generated by the Personnel Technician III. It is the employee's responsibility to leave the house clean and in good repair. The employee will be held liable for any damage or repair costs which exceed the cleaning deposit.

- d. Rent is due biweekly and is paid by each employee through payroll deductions. The rent increase will begin with the first full pay period following July 1 of each fiscal year identified for an increase. The rates for housing are as follows:

- FY 2007 = \$35 per pay period
  - FY 2008 = \$40 per pay period
  - FY 2009 = \$45 per pay period
  - FY 2010 = \$50 per pay period
  - FY 2011 = \$50 per pay period

The rates for a trailer pad will be as follows:

- FY 2007-FY 2011 = \$20 per pay period

The rates will be reviewed prior to the expiration of the schedule above.

- e. Insurance

- (1) Employees assigned to live in Department housing will at their sole cost and expense, agree to obtain, procure and maintain personal property and liability coverage in the minimum amount of \$300,000 within one month after being assigned to the installation. All currently assigned employees will be required to obtain, procure and maintain personal property and liability coverage in the minimum amount of \$300,000 within one month after the effective date of the policy. The insurer shall have an A.M. best rating of A-VIII or better. The employee must have a Certificate of Insurance in full force and effect at all times during the term of this assignment. The employee must provide a copy of the current certificate to Human Resources to be maintained in the employee's personnel file. If an employee is unable to obtain insurance

because of the remote location of the installation and the insurance company provides written documentation to that affect, the insurance requirement will be waived.

- (2) Except as covered in the line of duty, the employee, their successors and assigns, agree to indemnify, defend and hold harmless the State of Nevada, its employees and agents from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with the condition or use of the premises for the purposes covered herein or related activities, including any hazard, deficiency, defect or other matter, known or unknown. The State will not waive and intends to assert available statutory liability limitations in all cases, including, without limitation, the provisions of NRS Chapter 41.

f. Utilities

- (1) Employees occupying Department housing and/or trailer pads are required to pay for their own utilities, except for water and trash disposal which will be furnished by the Department at no cost to the employee.
- (2) The Department will insure that the heating fuel tanks are full when an employee moves into a residence and the vacating employee will be financially responsible for filling the tanks, and making final payment for all commercial utilities before vacating the residence. The Department will provide propane tanks as required. The Department will purchase, not lease propane tanks so as to insure competitive propane rates for its employees.

2. Residence maintenance and repairs are the responsibility of the Department.

- a. An amount equal to all rental funds collected from the previous fiscal year will be placed into a special housing repair category by the Department to be used for statewide housing repairs and maintenance. These funds will be made available to installations based on budget requests made by the installation supervisors through the appropriate bureau chief and approved by the Deputy Director. Any remaining funds will be available for future maintenance.
- b. The standard housing will be equipped with a serviceable cook stove, refrigerator, heating furnace, fire extinguishers and smoke detectors. All appliance replacement purchase requests will insure compliance with "Energy Star" ratings and uniformity of quality between all houses for new appliances. In general, it is the policy of the Department to provide its employees with appliances commensurate with mid-grade or slightly

higher quality appliances unless overriding considerations demand otherwise.

- (1) Smoke detectors will be installed by the Department in all Department-owned housing or facilities on the installations. Smoke detectors must comply with the 2003 International Residential Code R313.1 or later, which requires one detector in each sleeping room and one in all connecting corridors. The Department will pay for replacement batteries which will be of the long-life alkaline type (see section for Scheduled Maintenance). All battery operated detectors will be upgraded to hardwired units upon the initiation of any electrical repairs or upgrades that are made to the housing or installation. All electrical systems repairs must be coordinated through the Department Engineer, State Public Works Board, and the State Fire Marshal as required by State law and regulation.
  - (2) All Department housing will be equipped with at least one household fire extinguisher, Type 2 ABC, minimum 20-pound capacity, which is readily available (see section for Scheduled Maintenance).
- c. The Department will make available lawn mowers, shovels, snow shovels, 100 feet of garden hose, and lawn sprinklers for housing on installations where applicable.
  - d. The Department will assume the responsibility for normal repairs and maintenance of the housing. Minor home repairs, such as but not limited to, leaky faucet repair or replacement, maintenance or replacement of garbage disposals, hose bib or sprinkler system repairs, toilet valves, storm door repair or replacement, caulking, painting, cleaning gutters, replacing furnace filters, etc. may be completed by the employee upon the approval and scheduling by the installation supervisor if the employee has the appropriate skills for the task. The repairs and maintenance will be performed on Department time, using Department materials.
    - (1) Home upkeep painting (exterior/interior) will be done by contract or by the employee using good quality paint provided by the Department and on Department time.
      - (a) Exterior paint type, quality, and color will be specified by the installation supervisor. Each installation will have a similar and complementary color scheme for an aesthetic and appealing appearance.
      - (b) Interior paint used during scheduled maintenance will be of white in color and of satin or semi-gloss finish for the walls

and semi-gloss or gloss finish for the trim. All painting outside of scheduled maintenance must be approved by the installation supervisor. Wall coverings or stenciling are not allowed in Department housing.

- e. The employee will take reasonable care of the residence and will provide all normal upkeep including housecleaning, yard and lawn maintenance; i.e., watering, mowing and weeding on personal time. Occupants of the residences equipped with carpeting are required to own a functional vacuum cleaner for the purpose of proper carpet upkeep.
- f. The employee will report any needed residence maintenance to his immediate supervisor in writing so that these needs can be evaluated and identified for budgeting purposes or corrected immediately under emergency situations.
- g. Major repairs or maintenance will be performed under contract or by qualified employees at the discretion of the installation supervisor after consultation with the Department Engineer. Such projects may include roofing or window replacement, siding, bathroom or kitchen remodels, extensive plumbing repairs, furnace or water heater repairs or replacement, or any project involving building codes or changing the building structure. If these projects are approved to be completed by qualified employees, the Department will provide the materials and time to complete the project in conformance with State or county building codes. Any modifications affecting structural integrity must be approved by the Department Engineer. All electrical repairs must be performed by a certified and licensed electrician.
- h. The appropriate bureau chief will insure that residences and other structures are inspected at least once annually and upon move-in or move-out of employees.
  - (1) An inspection must be in the presence of the installation supervisor and the employee after giving at least one-day notice.
  - (2) The Employee Residence Inspection Form will be used during inspection to record the condition of the residence and any deficiencies. One copy of the inspection form will be forwarded for the employee's personnel file located in Human Resources; one copy to the employee; and one copy to the installation supervisor.
- i. The installation supervisor will evaluate any employee requests for residence or yard modification or residence decoration change and will authorize in writing those found to be acceptable. These modifications become the employee's responsibility for maintenance and upkeep.

- (1) Major modifications to a residence, determined by the installation supervisor, will require prior approval of the Department Engineer and bureau chief.
  - (2) All sheds, pet kennels, shelving, work benches, ceiling/roof jacks for wood stoves, or like structures which are permanently affixed to the residence and which if removed, would create a condition where the building or structure could not be returned to its original appearance or status, will become Department property even if installed originally at the employee's expense.
  - (3) Upon vacating the residence, employees will paint and remove those modifications which are not permanently affixed to the residence and replace landscaping in order to return it to its original appearance. The restoration must be approved by the installation supervisor and Department Engineer if it involves structural elements and the overall integrity of the residence.
- j. The employee will leave the residence in a clean and orderly condition when moving from the residence.
- (1) All nail holes for pictures or shelving must be filled with appropriate filler and touched up with paint of a matching color and finish.
  - (2) Cleaning of any carpets, rugs and draperies will be the responsibility of the employee.
  - (3) Cleaning of the kitchen and appliances, and bathrooms will be the responsibility of the employee.
  - (4) The employee is responsible for leaving the residence in clean and good condition; otherwise a professional service will be hired to clean the residence and the employee will be held liable for any damage or repair costs which exceed the cleaning and damage deposit. It is not the installation supervisor's responsibility to clean a residence left in poor condition by the employee.
3. Scheduled Maintenance and associated costs will be the responsibility of the Department
- a. Furnaces will be inspected annually and the filters replaced every 6 months unless dust and pollen at the installation is excessive, in which case, the installation supervisor may replace the filters as frequently as needed to facilitate efficient operation of the furnaces.

- b. Unless otherwise needed, septic tanks will be pumped every 5 to 10 years, dependent upon usage, and at the discretion of the installation supervisor. The installation supervisor is responsible for scheduling the pumping through the budget process.
- c. Painting: Exterior paint every 10 years (for homes requiring exterior re-painting); and interior paint as needed/requested or when residences are vacated if needed.
- d. Smoke alarms will be tested every 6 months under the direction or supervision of the installation supervisor. Battery operated units will have their batteries replaced annually when changing from Daylight Savings Time to standard time or earlier if required.
- e. Fire extinguishers will be serviced annually at the Department's expense along with all other installation fire extinguishers located on site as required by statute, regulation, and UFC 10-1. The installation manager will be responsible for the coordination of this work.

### **General Operating Procedures on Department Installations**

#### **1. Operations and Security of the Installation**

Operations and security of the premises, buildings, products, supplies and equipment is a major justification for the establishment and maintenance of residences at any installation. 29 C.F.R. 785.23 says an employee who resides in a state-owned residence on a permanent basis is not considered as working all the time he is on the premises. Ordinarily, the employee may engage in normal private pursuits and thus have enough time for eating, sleeping, entertaining, and other periods of complete freedom from all duties when the employee may leave the premises for purposes of the employee. When more than one employee resides on the installation, the installation supervisor will arrange schedules to provide general attendance at all times with the least impact to the fewest number of installation employees, and with the least fiscal impact to the Department. If an employee is going to be absent from the station over an extended period on any non-workday, the employee is encouraged to let the immediate supervisor know so the supervisor is aware of available staff should an emergency or need occur.

- a. Employees living in these residences are responsible for operations, security and protection extending beyond their normal duty hours. Payment for standby in the form of a housing subsidy will not be counted as hours worked. 29 C.F.R. § 778.320(b) allows employee and employer in certain situations to agree to compensation without the compensated time being calculated for overtime purposes. If an employee in standby status is called into work, the employee is encouraged to use flex time

within the same pay period. If flex time is not possible, then the employee may claim compensatory time according to the Overtime and Compensatory Time Policy and Procedure at a rate of time and a half for the actual time worked.

- b. On all days, including non-workdays, a brief inspection should be made to ascertain that all is in order; the employee should be alert to any intrusion, disorder or irregularity, power or water failure, and proper functioning of the installation.
  - (1) Irregularities of an emergency nature will be reported to the supervisor immediately.
  - (2) Minor deviations will be reported to the supervisor at the beginning of the next regular work shift.
  - (3) Emergency water shut-off signals in hatcheries require immediate action at all times by all employees available.

## 2. Employees Not Assigned to an Installation

- a. Employees not specifically assigned to any installation but who have cause to be on, or use installations for office space are prohibited from removing materials, equipment, or tools of any kind without first notifying the installation supervisor.
- b. Non-installation employees are subject to all installation regulations while on the installation, except those policies which apply specifically to housing.

## 3. Pets and Livestock on the Installation

- a. Pets must be kept under current inoculation against distemper, hepatitis, rabies, leptospirosis and parvo. Any offspring are to be relocated off site, within one month after weaning.
- b. The types and number of pets cannot exceed the county codes or ordinances in which the installation is located.
- c. All pets will be confined in a safe manner as not to interfere in any way with Department operations, wildlife, livestock, visitors, or other employees and dependents on the installation. Pets are not allowed in offices or shop areas during normal duty hours.
- d. Aggressive or dangerous pets or pets with nuisance or excessive behavior such as barking or baying dogs, etc. will not be tolerated and may result in

the employee-owner having to remove the animal from the installation if there are complaints from other employees or the public. Employees are expected to be responsible pet owners.

- d. All employees will use the appropriate force and restraints necessary to keep pets under control at all times and under no circumstances shall pets be allowed to run loose unattended. Additional confinement of pets may be required in the case of common fencing when children are present.
- e. Unless specifically authorized in writing by the appropriate bureau chief, employees will not be allowed to keep livestock on any installation. The chief will consider the recommendation of the installation supervisor and the facilities available at the installation in making this determination.
- f. Full care of, and responsibility for animals will be at the expense of the employee-owner on personal time.
- g. Employee-owned livestock may be pastured on the installation only during times and in areas designated by the chief in consultation with the installation supervisor where such grazing will not adversely affect the condition or the objective of the installation. All other feed utilized will be at the expense of the employee.
- h. Cost of repairs for damaged property by employee pets or livestock will be the responsibility of the employee-owner.

#### 4. Children on Installations

- a. To insure the safety and wellbeing of children on installations and to protect the Department from undue damages and liabilities, the installation supervisor will be responsible for developing guidelines that will apply to children on installations and the employee having children will be responsible for insuring that his or her children follow those guidelines.
- b. The Department will provide a fenced back yard for children to play in a secure environment whenever possible and as the budget allows. The supervisor may consult with the NDOW Engineer for fencing recommendations or specifications.
- c. The employee will be held liable for restitution to the Department or other employees for any damages suffered due to a lack of child supervision or neglect.

5. Use of Shop and Shop Tools

- a. Employees may use the Department shop and shop tools for personal use so long as such use will be done before or after normal working hours or on non-workdays so as not to interfere with installation operation.
- b. Any employee who uses the shop or shop tools will leave the shop and tools in at least as clean and organized fashion as they were found.
- d. Any unfinished repairs to an employee's personal items must be removed from the shop before the next regular working day to prevent interruption of normal Department operations.
- e. Any tools or equipment lost, broken, or damaged by the employee, when used for personal benefit, will be replaced at the expense of the employee.
- f. Employees may not use consumable materials such as oil, gas, fuel filters, etc., for personal benefit.

6. Use of Department Storage and Supply Buildings by Installation Employees

- a. Employees needing additional storage space for personal property may be assigned the use of certain outbuildings at the discretion of the installation supervisor on a first come first served basis, but the Department will in no way be responsible for the security or eventual condition of the employee's property while in such storage. Any personal items stored in outbuildings must be covered under the employee's renters insurance.
- b. Use of Department storage and supply buildings should not interfere with the Department operations.
- c. Employees who harvest animals or trap furbearers and possess raw furs for processing in a location other than their own residence must contact the installation supervisor for instruction on a location suitable to all employees.

Any exceptions to the foregoing policy may be made only by the Deputy Director or the Director.



A.P.N. \_\_\_\_\_ County, - -

**Return to:**  
**Nevada Department of Wildlife**  
**Land Agent**  
**4600 Kietzke Ln., Suite D-135**  
**Reno, NV 89502**

**HOUSING LEASE**

THIS HOUSING LEASE, made and entered into this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by and between the STATE OF NEVADA, acting through the Nevada Department  
of Wildlife, hereinafter referred to as LESSOR, and \_\_\_\_\_, hereinafter  
referred to as LESSEE.

**WITNESSETH:**

WHEREAS, the State of Nevada owns property known as \_\_\_\_\_ in \_\_\_\_\_  
County, Nevada, which property is administered by the LESSOR; and

WHEREAS, a requirement of LESSEE'S employment is that he/she remain on site to  
maintain security; and

WHEREAS, the LESSOR wishes to lease the residence as part of the employment of  
LESSEE;

NOW THEREFORE, for and in consideration of the rents herein reserved and the  
covenants, terms and conditions herein contained, LESSOR does by these presents lease unto  
LESSEE the premises described below.

1. **PREMISES:** The LESSOR hereby agrees to lease to LESSEE the home located  
\_\_\_\_\_. It is understood and agreed that the premises are leased in an  
"as is" condition.
2. **USE OF PREMISES:** The premises will be used solely for residential purposes as set  
forth in the Housing and Installations Policy and Procedure. LESSEE agrees to have no  
more than \_\_\_\_\_adults and \_\_\_\_\_ children residing at the Premises. Guests residing

longer than two weeks will require written permission from the [installation supervisor]. If written permission is granted, the LESSEE may be imposed with an increased monthly rental rate, which shall not exceed more than \$100 per person. LESSEE will not allow any vehicles to be abandoned or allow unregistered vehicles to be placed or left on the premises.

3. **TERM** The term of this lease shall run from \_\_\_\_\_ through \_\_\_\_\_.
4. **CONSIDERATION FOR LEASE:** In consideration for this Lease, the LESSEE agrees to pay the residential portion of the lease in the form of payroll deductions due biweekly as follows:

FY 2007 = \$35 per pay period  
FY 2008 = \$40 per pay period  
FY 2009 = \$45 per pay period  
FY 2010 = \$50 per pay period  
FY 2011 = \$50 per pay period

The rates for a trailer pad will be as follows:

FY 2007-FY 2011 = \$20 per pay period

Any amount of rent determined to be owed over and above the monthly amount will be paid by in-lieu services. The services in-lieu of rent will be agreed upon in advance by [bureau chief] and \_\_\_\_\_ LESSEE.

Rent funds collected on this lease will be used for maintenance of the residence and can be carried forward from year to year. LESSOR will deposit these rents in a special account within budget account 4452 to be used for the statewide housing repairs and maintenance program.

5. LESSEE agrees to pay a cleaning and damage deposit in the amount of TWO HUNDRED (\$200) DOLLARS upon moving into the premises. The total deposit or a portion of the deposit may be refunded to LESSEE if no outside services are employed to clean or repair damage to the residence prior to occupancy by the next employee. An

Employee Residence Inspection Form Condition Checklist is attached to this Lease and made a part hereof. The condition of the premises at the time of inspection and normal wear and tear will be taken into consideration for any refund. After a final inspection, the installation supervisor will determine the amount of cleaning and damage deposit to be refunded. The employee may be held liable for any damage or repair costs which exceed the cleaning deposit.

6. **UTILITIES:** LESSEE agrees to pay all costs of electricity, heating fuel and telephone.
7. **SUBLEASE AND ASSIGNMENT:** The LESSEE shall not assign this Lease or sublease any portion of the leased premises.
8. **ORDINANCES AND STATUTES:** The LESSEE shall comply with all county ordinances, as well as statutes and requirements of all State authorities now in force or which may hereinafter be put into force pertaining to the premises or use of the premises by LESSEE.
9. **PETS AND LIVESTOCK:** Pets must be kept under current inoculation and offspring must be relocated off site, within one month after weaning. The types and number of pets must not exceed the county ordinances. Pets must be confined in such a manner as not to interfere in any way with Department operations and are not allowed in offices or shop areas during normal duty hours. All employees will use the appropriate force and restraints necessary to keep pets under control at all times and under no circumstances shall pets be allowed to run loose unattended. Pets with aggressive behavior or excessive barking are not allowed. Additional confinement of pets may be required in the case of common fencing when children are present. Livestock are prohibited unless authorized in writing by the [bureau chief]. Full care of, and responsibility for the livestock will be at the LESSEE'S expense and on personal time. Cost of repairs for damaged property by employee pets or livestock will be the responsibility of the LESSEE.

10. **INSPECTIONS**: LESSOR has the right to inspect the premises and LESSEE agrees to allow inspections upon request at reasonable times.

11. **MAINTENANCE AND REPAIRS**: The LESSEE agrees to be responsible for all maintenance of the premises at LESSEE'S expense, including but not limited to the following:

1. Maintaining the grounds in a clean and safe condition, including regular removal of all trash and debris;
2. Maintaining the vegetation on the grounds of the premises in a healthy condition, including regular watering, fertilizing, mowing and/or pruning of all lawns, shrubs, trees and other vegetation;
3. Maintaining parking areas in at least as good a condition as provided by LESSOR;
4. Maintaining in a safe condition all outdoor play areas and all equipment and facilities for children's use;
5. LESSOR will maintain in good working condition all interior and exterior lighting and electrical systems and all interior and exterior plumbing and irrigation systems;
6. LESSEE agrees to check all smoke detectors twice a year and replace the batteries if necessary, the replacement batteries to be purchased by the LESSOR.

12. **IMPROVEMENTS**: Any modifications or improvements to the grounds or building expansions must also have prior approval by LESSOR pursuant to NRS 321.003. Upon expiration of this Lease, if so requested by LESSOR, the LESSEE shall, at its own expense, restore the premises to the condition they were in prior to any authorized improvements or modifications.

13. **PROPERTY DAMAGE:** LESSEE agrees to reimburse LESSOR for any and all damage caused by LESSEE, LESSEE'S invitees or guests. Damage claims will be made in writing by LESSOR to LESSEE.

14. **INDEMNIFICATION:** To the fullest extent permitted by the law, LESSEE shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts of the LESSEE or its guests or invitees.

15. **INSURANCE:** The LESSOR and LESSEE will provide insurance coverage for the Building as follows: The State will insure the building for its replacement value on an all-risk building insurance policy and will be responsible for any deductibles required on that insurance. The LESSEE shall provide insurance coverage for the LESSEE'S personal property, the LESSEE will be responsible for any deductibles on such insurance.

**A) LIMITED STATE LIABILITY-** The State will not waive and intends to assert available statutory liability limitations in all cases, including, without limitation, the provision of NRS Chapter 41.

**B) LOSS OR PARTIAL LOSS OF BUILDING-** If the leased facility is rendered totally or partially unfit for the purposes for which this lease was entered into, whether by fire or other casualty, LESSOR may elect to reconstruct or remodel the affected portions to the condition they were in immediately preceding the fire or other casualty or may declare this Lease terminated. LESSOR is not liable in any manner for any loss or damage suffered by LESSEE because of the occurrence of any of these events or conditions set forth in this paragraph. LESSOR and LESSEE hereby waive any rights each may have against the other for loss or damage to their property in which they may have an interest.

**C) CERTIFICATE OF INSURANCE-** LESSEE shall procure and maintain, throughout the term of the Lease, Renters Insurance. LESSEE'S insurance coverage must be

provided by insurers licensed by the State of Nevada and with a minimum A.M. Best rating of A-VII. All policies shall contain a provision that written notice of cancellation or of any material change in said policy by the insurer shall be delivered to the LESSOR no less than THIRTY (30) days in advance of the effective date thereof. LESSEE'S Renters Insurance Policy shall also include personal liability coverage in the minimum limit of THREE HUNDRED THOUSAND DOLLARS (\$300,000). The State of Nevada, Department of Wildlife shall be included as Additional Insured for this insurance. A Certificate of Insurance and properly executed Additional Insured Endorsement shall be issued and mailed to the Nevada Department of Wildlife, Land Agent, 4600 Kietzke Lane, Suite D-135, Reno, NV 89502. Said insurance must be in full force and effect at all times during the term of this Lease. Any purchased insurance or self-insurance of the STATE shall be in excess of all insurance of LESSEE.

16. **QUIET ENJOYMENT:** The LESSOR agrees to defend the title of the Leased premises and also agrees that LESSEE shall peaceably and quietly hold, enjoy and occupy the Leased premises for the duration of this Lease without any hindrance, interruption, or molestation by LESSOR or other person or persons.
17. **UNLAWFUL CONDUCT:** The LESSEE shall not use, permit or cause to be used any part of the said premises for any unlawful conduct or purpose. This Lease may be cancelled by LESSOR with a FIFTEEN (15) day notice for such unlawful conduct. LESSOR shall not prorate or rebate any rent.
18. **TERMINATION OF LEASE:** In addition to any other cancellation clause contained herein, either party may terminate this Lease without cause with THIRTY (30) days written notice. This Lease will terminate automatically upon the termination of the contract between LESSEE and the LESSOR. The LESSEE will vacate the premise within THREE (3) days written notice to vacate said premises has been given to the LESSEE at which time the LESSOR may re-enter and takes possession of the

residence. The period to vacate may be extended up to SEVEN (7) days under special circumstances recommended by the installation supervisor and approved by the bureau chief.

19. **BREACH OR DEFAULT:** In the event of any failure by the LESSEE to keep and comply with any of the terms, covenants or provisions of this Lease or any breach by LESSEE, LESSEE shall have THIRTY (30) days from the receipt of written notice of such default or breach within which to remove or cure said default or breach. In the event of breach or default by LESSEE which is not removed or cured within the time limits set forth above, LESSOR may, in addition to any other right of reentry or possession, and at LESSOR'S sole option, consider the Lease forfeited and terminated and may reenter and take possession of the leased premises, removing all persons and property there from with prior notification to LESSEE so that arrangements concerning the removed property can be made.
20. **TAXES:** LESSEE shall use the demised premises only for the purposes heretofore stated and it is understood and agreed that should any real property taxes be due or owing upon the demised premises LESSOR shall have no responsibility to pay them. LESSOR shall also have no responsibility to pay any personal property taxes because of any personal property brought upon or used in connection with the demised premises, and LESSEE will indemnify LESSOR therefore should such taxes at any time be assessed.
21. **ENTRY AND INSPECTION:** The LESSEE shall permit the LESSOR or its agents to enter upon the premises at any time for the purpose of inspecting the same.

**LANDLORD'S ADDRESS:**

Nevada Department of Wildlife  
4600 Kietzke Ln., Suite D-135  
Reno, NV 89502

**LESSEE'S ADDRESS:**

x-----  
x-----  
x-----

The foregoing constitutes the entire agreement between the parties and may be modified only by writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have subscribed this HOUSING LEASE on the day and year first above written.

**LESSOR:**

**Nevada Department of Wildlife**

By: \_\_\_\_\_  
Land Agent

**APPROVED:**

By: \_\_\_\_\_  
Installation Supervisor

**LESSEE:**

**Installation** \_\_\_\_\_

\_\_\_\_\_  
NAME OF EMPLOYEE

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Deputy Attorney General

**EMPLOYEE RESIDENCE INSPECTION FORM  
CONDITION CHECKLIST**

Installation Name:

Residence No.:

Name of Occupant:

Date of Inspection:

**YARD AREA:**

1. Yard Fence                      Good  Fair  Poor  \_\_\_\_\_
2. Lawn                              Good  Fair  Poor  \_\_\_\_\_
3. Trees/Shrubs                    Good  Fair  Poor  \_\_\_\_\_
4. Hose Bibs/Water Line        Good  Fair  Poor  \_\_\_\_\_
5. Electric Meter-Power Lines    Good  Fair  Poor  (Reading) \_\_\_\_\_
6. Furnace Oil/Propane Tank—Level in Gallons/Percentage \_\_\_\_\_  
(As per the policy, the tank must be full upon move in and move out.)      (Reading upon move-in or move-out)

**HOUSE EXTERIOR:**

1. Roofing                            Good  Fair  Poor  \_\_\_\_\_
2. Siding                             Good  Fair  Poor  \_\_\_\_\_
3. Windows                         Good  Fair  Poor  \_\_\_\_\_
4. Doors                              Good  Fair  Poor  \_\_\_\_\_
5. Fascia, Eaves                    Good  Fair  Poor  \_\_\_\_\_
6. Foundation                      Good  Fair  Poor  \_\_\_\_\_

**HOUSE INTERIOR:**

1. Wall (paint, damage) \_\_\_\_\_
2. Floors (softspots, tile, carpet) \_\_\_\_\_
3. Ceilings (leak spots, chips, paint) \_\_\_\_\_
4. Window Coverings (if applicable) \_\_\_\_\_
5. Kitchen (stove, refrigerator, disposal) \_\_\_\_\_
6. Heating (furnace, wood stove) \_\_\_\_\_

