Division of State Parks

General #00-6	Housing Policy	Rev. 7/1/08	Page 1 of 16

PURPOSE: It is the policy of the Division of State Parks to provide housing for employees, within the limits of practicality, to ensure availability of qualified employees to meet operational need and requirements, and to enhance recruitment and retention.

Establishment of statewide division housing policies is intended to ensure consistent and equitable treatment of all tenants, while meeting the operational objectives of park units where housing is provided.

ORGANIZATION: The housing policy provides guidelines for employees of the Division of State Parks to follow when dealing with authority, residency requirements, tenant responsibilities, residency designation, housing standards, utilities, pets and livestock and care and maintenance requirements.

DEFINITIONS:

1. Utilities: Include electricity, gas (natural or liquefied petroleum gas [LPG]), wastewater, garbage collection, potable water, and telephone.
2. Living Area: Includes kitchen, dinning area, living room, laundry area, bedrooms, bathrooms, closets, and hallway. Living area does not include garages, porches, patios, and outbuildings
3. Common Area: Non living space, the use of which is shared by common tenants.
   House: The residence assigned and described in the residential agreement including house, garage, storage and yard, if applicable.
   Employee: A paid permanent employee, seasonal employee or volunteer of the Nevada Division of State Parks.

PRIOR POLICY: This policy supersedes policy # 00-6 – Housing-Residency, Pets and Livestock, Care and Maintenance, 1/14/00; #00-9 – Housing-Utilities, 3/14/02; and #00-10, Residence Standards, 3/14/02.

PROCEDURES

I. Authority

A. The management of division housing is governed by federal and local laws and regulations. Ultimate authority to establish rental policy, procedures, cleaning deposits and fees for all state owned housing rests with the Division of State Parks and Division of State Lands (DSL).

II. Residences in state parks, historic sites or recreational areas.

A. Living on state park property presents unique obligations for tenants and the division. The division and its tenants must balance the private use of the property with stewardship of the resources. Residents and guests must respect park values and be aware the visiting public is observing their occupancy. When a tenant's residency conflicts with the division's rules, regulations, policies, mission, or values, the division may require the tenant to make other housing arrangements, or evict the tenant.

III. Region Responsibilities

A. Regional managers and park supervisors under the direction of the administrator or designee are responsible to implement housing policies and guidelines. In addition, the regional manager is responsible for the following:

1. Ensure an ADM-7a, Tenant Residential Lease Agreement (Attachment A), and the $500 cleaning/security deposit is collected and deposited prior to a housing unit being occupied.

2. Be a signatory on all Tenant Residential Lease Agreements and other documents related to the administration of the housing units within the Division of State Parks.

3 Go through the Park Residence Inspection Record, ADM-7b (Attachment B), with the tenant during the move-in inspection.

4. The regional manager and/or facility supervisor will complete residence inspections biennially or more frequently at the discretion of the regional manager and maintain a copy of the inspection form and if problems are noted send a copy to the deputy administrator.

5. Complete move out inspection with tenant prior to tenant's move and complete the Park Residence Inspection Record.

6. All state park residences, when feasible, will be equipped with a state phone for incoming public calls and have radio scanning capabilities for park frequencies.

7. Ensure necessary repairs are made and tenant is charged accordingly.

IV. Tenant Responsibilities

A. Must sign a Tenant Residential Lease Agreement and pay a refundable cleaning/security deposit of $500.00 **prior** to occupying a division residence. Residents are responsible for any and all damages caused in the residence even if it is over and above their deposit.

B. Responsible to ensure compliance with the requirements of the Tenant Residential Lease Agreement and to follow policies and procedures outlined in this policy.

C. It is the option of tenants to carry renters insurance to protect personal property and to protect the tenant from liability if a second party is injured on the premises, and/or by the tenant's pets or livestock.

D. No overtime will be claimed for monitoring or answering phone or radio traffic.

V. Division Office Responsibilities

A. Approval of the Tenant Residential Lease Agreement by the administrator or designee and secure signatures from State Lands and the Attorney General's office.

B. Maintain a database of state housing and leases.

C. Maintain record of all funds received from security deposit by tenant. Provide purchase orders for housing repairs.

D. Refund tenants remaining cleaning/security deposit funds after any repairs are completed.

E. Develop and maintain a Division Housing Plan.

VI. Tenant Tax Liability

A. Internal Revenue Service (IRS) rules and the Code of Federal Regulations (CFR) establish that employee housing constitutes a taxable working condition fringe benefit. The difference between fair market value of division housing units and the rental rate paid by the employee is considered additional compensation and is taxable as income.

B. In order to be considered exempt from this fringe benefit taxation, the housing unit must meet the requirements of IRS regulations. IRS and the CFR sets parameters of tax exempt employee housing as follows:

1. The housing must be located on employer's premises.
2. The employee's presence must provide a benefit to the employer.
3. The housing must be necessary or practically necessary for the employees to perform his or her duties.

C. In order for the region to maintain division housing units as tax exempt, the region shall maintain a Call-Out-Log for each tenant residing in division housing.

D. Tax exempt classification may be rescinded by the division if the division housing no longer meets the IRS criteria, the tenant's job function changes so the housing no longer provides the same benefit to the division under the IRS rules, or the tenant is repeatedly unavailable, unable, or unwilling to respond to emergency call-outs as requested.

E. While the division's residential designation is based on the best available information, the tenant has ultimate responsibility for all personal tax liability related to the division residency. The division encourages tenants to consult with a professional tax advisor regarding housing related working condition fringe benefit and possessory interest taxation.

F. If a tenants housing is designated by the division in a category that qualifies for a tax exemption and an IRS audit later determines the housing does not meet the exemption criteria, the following consequences may occur:

1. The tenant may be required by the IRS to pay back taxes and penalties on the difference between the tenant rental rate and the fair market value, going back several years prescribed by law.

2. The division may be required by the IRS to pay back taxes and penalties for the employer's portion of taxes (i.e. Social Security) for the differences between the tenant rental rate and the fair market value.

VII. Determining Tax Exempt Classification

A. When determining whether employee housing should be exempt from housing related working condition fringe benefit taxes, the following points shall be considered.

1. The division's use of the terms "required housing" or 'beneficial housing," does not ensure that the unit meets IRS tax exemption criteria. Regardless of the division's internal designations or labels, the housing must meet the criteria of IRS and CFR to be considered exempt.

2. The fact that division housing unit was considered tax exempt when leased to one tenant does not determine whether or not the housing unit will be considered tax exempt under a new tenant.

3. The determination of tax classification should focus on the duties or functions the employee will perform and the importance of having the duty or function available at that location and after hours.

VIII. Residence Designation

A. A residence designation is based on the division's need to meet the following functional criteria:

1. Public Safety

- Response to crimes and emergencies in progress
- Response to park alarms (intrusion, fire, sewer, water, etc.)
- Hazardous material response
- Deterrent to unlawful activities (vandalism, theft, etc.)
- Fire response
- Disaster response (direct and support)
- First aid/medical responses
- Search and rescue

2. Resource Protection
   - Hazardous material response
   - Fire response
   - Disaster response
   - Irreparable harm to resources

3. Facilities Protection
   - Response to park alarms
   - Security of Equipment
   - Emergency repair of facilities
   - Disaster response

4. Recruitment and Retention
   - Housing is necessary to be competitive in hiring or retaining employees
   - Outside housing is not available (high cost, travel time, isolation., undesirable, or substandard area)

5. Maintaining Facilities after Hours
   - Snowplow campgrounds, boat ramps, state park roadways
   - Emergency repair of campground utilities
   - Emergency repair of roads and facilities during severe weather

IX. Residency Category

A. All residences in the Division Housing Plan fall into one of three categories: required, beneficial, or non-beneficial.

1. **Definition**:

a) Required Housing. Occupancy as a condition of employment may be required when no other practical source is available for:

1) Public safety
2) Resource protection
3) Facility protection
4) Specific critical workload (i.e. gate house, sewage plant)

(a) Criteria to consider when evaluating whether to assign a position to required housing include:

(1) Isolation of park unit;
(2) Availability of law enforcement and emergency medical response and backup;
(3) Potential loss vs. cost to maintain division presence and;
(4) Availability of outside sources of protection.

b) Beneficial Housing. Housing is designated as beneficial when occupancy of the house is not required as a condition of employment, but is a documented benefit to the division and meets one or more of the functional criteria listed in the residency designation, and must be the employee's primary residence. The housing benefits the division when the employee is available to respond to emergency or critical events occurring outside the employee's normal work hours, when the presence of the employee discourages vandalism within the park unit, or when a their presence otherwise provides security to the park unit.

c) Non-Beneficial Housing. Housing is designated non-beneficial when there is none of the listed functional criteria.

X. Assignment of Division Housing

A. Available division housing in the **required** category will be on a condition of employment basis. The position's description shall include a statement that housing is a required condition of employment and must be the employee's primary residence.

B. Available division housing in the **beneficial** category and designated for a specific function and offered based on the following order:

1. Permanent full-time employees in the region meeting the functional criteria with the most seniority among those interested in occupancy.
2. Permanent seasonal employees in the region meeting the functional criteria with the most seniority.
3. Seasonal employees in the region meeting the functional criteria.
4. Volunteers in the region meeting the functional criteria.

5. If no employee meeting the functional criteria is interested in the residence, the residence will be assigned by seniority and benefit to the region to other interested division employees within the geographic area of the region..

C. Available division housing in the non-beneficial category may be offered to:

1. Division employees.
2. Department of Conservation and Natural Resources employees.
3. Others as determined by the agency.

XI. Changing classification or residences

A. A residence may have its designation and/or category changed to accommodate an employee in a residence whose change in classification may also change his or her function. The regional manager may change the employee's residence designation and/or category when he or she determines that the employee still meets the functional criteria of the designation, the same result can be achieved by changing other residences or there is no longer a need for the existing designation.

B. When an employee changes parks, the employee must relinquish his or her residence. The regional manager shall provide the employee notice of termination of the Tenant Residential Lease Agreement. Thirty (30) day notice is required. The division and the employee may mutually agree in writing to an earlier termination of the rental agreement. An employee $500.00 deposit will transfer with them to a different residence. If repairs are necessary on the vacated residence, the employee would be required to repay the portion of the cleaning deposit to make it whole again and a new Tenant Residential Lease Agreement will be processed.

XII. Seasonal Employees

A. The region shall determine on a case by case basis whether rent should be collected from a seasonal employee residing in division housing.

B. Seasonal employees are highly beneficial to the operation of parks and in many situations it is not possible to recruit seasonal employees due to the lack of adequate housing, remote location of the park or in unique situations where it is important to have the employee living as close as possible to the park. Therefore the division generally considers seasonal housing as meeting the IRS tax exempt. All seasonal employees who reside in division housing without being charged rent are encouraged to seek the advice from a certified tax professional.

C. In preparation for seasonal employee residency and determining the need to charge rent or deposits, the following should be carefully considered:

1. Temporary Residence – The seasonal employee will be vacating the residence prior to nine months of occupancy. This condition shall be identified in the lease agreement prior to the seasonal employee moving into the residence.
2. The remoteness of the park and the availability of housing.
3. The difficulty of recruiting for the position.
4. The need for the employee to assist with critical public safety, first aid, and emergency repair of critical park infrastructure.
5. Equitability with full-time employee residing in residences.

XIII. Tenant Residential Lease Agreement.

A. The Tenant Residential Lease Agreement along with any applicable photographs and approval signatures of the regional manager, the administrator of state parks or designee and administrator of state lands will be maintained in a general housing folder at the region. A copy is also maintained in the division's fiscal and administration section.

B. Upon notification by either party of the termination of the Tenant Residential Lease Agreement, regardless of cause, the regional manager will retrieve a copy of the original agreement and photographs and arrange for an inspection to be completed no more than fifteen (15) calendar days before the tenant vacates the premises. The inspection shall be performed by the regional manager or designee and the tenant. The regional manager will assess the condition of the premises and determine if the condition meets with the agreed upon standards or if additional repairs or cleaning are required. The regional manager may recommend retention of a portion or all of the cleaning deposits based on the actual costs of repairs.

C. If the regional manager determines the residence will be re-occupied, the region shall make necessary repairs and carry out general cleaning to ensure the premises is safe, clean and habitable.

D. Rental Agreement Term/Compliance/Eviction

1. All division housing leased to both permanent employees and non-employees shall be occupied with the standard Tenant Residential Lease Agreement.

2. The term of Tenant Residential Lease Agreement is four years (48 months). LESSOR and LESSEE, upon execution of this lease, shall agree upon the date the lease commences and insert said date into this agreement. LESSEE is entitled to enter the premises upon commencement of this agreement. This lease agreement may be extended for additional four year periods if both the LESSOR AND LESSEE agrees to extend the lease and if the LESSEE'S request to extend is received by LESSOR at least 30 days prior to the termination of the lease agreement. This lease agreement may be terminated upon LESSEE's transfer, termination of employment with PARKS, or otherwise upon termination as provided in Paragraphs 20, 21 and 23 of the Tenant Residential Lease Agreement.

3. The regional manager shall be the representative of the division for purpose of termination of tenancy.

4. The tenant may terminate the tenancy upon thirty (30) days written notice to the region manager, if tenancy is not a subject of employment.

5. The division may terminate the tenancy at any time without cause. The division retains the right to terminate this Lease for any reason upon 90 days written notice.

6. If termination of the tenant is through disciplinary action the regional manager shall terminate the Tenant Residential Lease Agreement upon the applicable date of the action to be taken. If the separation is voluntary, every effort should be made to encourage the tenant to vacate the residence within fifteen (15) days of the effective separation.

7. If the death of the tenant occurs, the family may be permitted to reside in the residence for a reasonable period of time, to be determined in writing by the regional manager.

8. Nothing herein prohibits the division from exercising its right as a landlord to issue a notice when a tenant is found to be using the residence for illegal purposes, creating a nuisance, or any other violation of the Tenant Residential Lease Agreement or policy. The lessee will be given fifteen (15) days notice of lease termination. Parks shall not prorate or rebate any rent or security/cleaning deposit.

E. Tenant Residential Lease Agreement Approval

1. The regional manager's signature is required on all Tenant Residential Lease Agreements. If/When the regional manager occupies a division residence, the Tenant Residential Lease Agreement and all terms shall be subject to approval of the deputy administrator.

F. Rental Agreement – Additional Provisions (Addendum)

1. The standard Tenant Residential Lease Agreement is the only approved instrument for renting. Should there be a need for additional provisions, they may be added as an addendum to the standard Tenant Residential Lease Agreement.

G. Tenancy of Premises

1. Occupancy of the premises constitutes the primary residence of the employee with the understanding the employee will reside in the residence during the term of the Tenant Residential Lease Agreement.

2. If after signing a Tenant Residential Lease Agreement, the tenant fails to occupy the premises on the agreed upon date, the tenant is still responsible for all the terms of the Tenant Residential Lease Agreement and may forfeit the right to tenancy. In the event the division is unable to deliver possession of the premises to the tenant for any reason not within the division's control, the tenant shall have the right to terminate the Tenant Residential Lease Agreement. In such event, the division's liability to the tenant shall be limited to the return of any sums previously paid by the tenant to the division in connection with such tenancy.

3. The tenant shall notify the regional manager in the event they will be away from the premises for an extended period of time, thirty (30) consecutive days or more. During such absence, the division may enter the premises at times reasonably to maintain the property and inspect for damage and needed repairs.

H. Limits on Tenancy and Use

1. Division housing premises are to be used only as a private residence for the tenant and members of their household listed in the Tenant Residential Lease Agreement, and for no other purpose without the prior written approval of the regional manager.

2. Smoking is prohibited within the park residence.

I. Prohibition of Assignment and Subletting

1. The tenant shall not sublet any part of the premises or assign the Tenant Residential Lease Agreement to another party.

2. There shall only be one (1) employee of record as the tenant on the Tenant Residential Lease Agreement for each residence. No employee will be permitted to sign more than one Tenant Residential Lease Agreement or occupy more than one residence. Should another employee(s) reside in the residence with the tenant, and the tenant vacates the housing, the other employee(s) shall be expected to vacate the house, unless the other employee is awarded the house, in accordance, with housing assignments policy and the region housing plan.

J. Complaints

1. Complaints regarding employee housing issues may be filed by submitting a written complaint to the region manager responsible for managing and overseeing the housing unit. All complaints will be evaluated and acted upon by the regional manager and deputy administrator.

2. Issues that might arise between the division and non-employee tenants will be handled in the same manner.

XIV. Housing Standards

A. Condition of the Premises

1. The tenant shall keep the premises clean and sanitary and in good repair. The tenant shall immediately notify the division of any defects or dangerous conditions in and about the premises once aware of them. Upon termination of the tenancy, the premises shall be returned to the division in a condition identical to that which existed when the tenant took occupancy with the exception of ordinary wear and tear.

2. Prior to occupancy, the tenant will be required to pay a $500.00 cleaning/security and repair deposit. The deposit will be retained in a division account and used to offset the cost of damages or required cleaning, considered outside of normal wear and tear. The tenant and the regional manager or designee, shall inspect the housing unit for the purpose of identifying the condition of the unit prior to occupancy. The condition shall be recorded on the Park Residence Inspection Record, ADM-7b, with signatures from the tenant and the regional manager or designee. It is recommended that photographs be taken to create a documented record of the condition of the premises prior to occupancy.

B. Fire Extinguishers in Residences

1. The region shall provide the required number of fire extinguishers per each residence and garage. There should also be an escape plan and route developed and posted that has been reviewed by the tenants.

2. The existence and location of the fire extinguisher(s) in the residence/garage shall be documented on the Park Residence Inspection Record, which is incorporated as part of the Tenant Residential Lease Agreement. Extinguishers shall be inspected annually by the park supervisor, and be in compliance with State Fire Marshall regulations.

C. Locks

1. The tenant shall not, without the regional managers prior written consent, alter, re-key or install any locks to the premises or install or alter any burglar alarm systems. The tenant shall provide the Key Master, at the division office, a key(s) capable of unlocking all such authorized new locks, as well as, instructions on how to disarm any authorized privately-installed burglar alarm systems.

D. Antennas and Satellite Dishes

1. Antennas and satellite dishes are permitted subject to the written approval of the regional manager.

   a. Antennas or satellite dishes placed in areas subject to normal public use or vision must be:

      1) Of a color that will not contrast with the surroundings;
      2) Antenna and satellite dish shall not be permitted if the residence; is part of the public experience and a screening structure would compromise the unit's historic integrity; and
      3) Antenna and satellite dish mounting must be entirely removed and the yard returned to the original condition when the tenant vacates the residence.

E. Maintenance and Condition of Yard

1. The tenant shall maintain their belongings and grounds surrounding their residence in a condition that is attractive and safe. Personal property will be stored out of the sight of the public or other residents, except as determined appropriate by the regional manager.

2. Requests to install large items such as portable spas or hot tubs, gazebos or playground equipment must be submitted to the regional manager for consideration.

3. Changes to existing yard/garden landscape shall be requested in writing and approved by the regional manager.

F. Fire Regulations

1. Flammable vegetative material clearance is required to maintain a defendable space is the responsibility of the tenant.

G. Vehicle, Vessel, and Trailer Storage

1. Tenants shall not keep inoperable vehicles on state park property other than temporarily for repair purposes, unless in an enclosed garage or storage facility.

2. The regional manager may authorize, in writing, the storage of recreational vehicles, vessels, travel trailers, etc., when such accommodations does not interfere with park operation or cause a negative visual impact. The regional manager may require the removal of any equipment within 72 hours for any cause. Failure to remove such equipment after being given written notice shall be cause for termination of the Tenant Residential Lease Agreement.

3. Tenants desiring to erect a portable temporary structure to house vehicles, vessels, etc. must make their request in writing to the regional manager. Before considering any such request the regional manager must consider the visual impact of the structure and the impact it may have to the visiting public.

H. Repairs and Alternations

1. Major repairs or alteration may not be made to the premises without the prior written approval of the regional manager and the chief of planning and development. Routine repairs to park residential units may be made when necessary without approval, but should be followed with written notification to the regional manager.

XV. Damages to the Premises

A. In the event the premises are partially or totally destroyed, the division shall have the option to:

1. Repair such damage and restore the premises, with the Tenant Residential Lease Agreement continuing in full force and effect, by mutual agreement with the tenant, except the tenant's rent shall be abated while repairs are being made, or;

2. Give the tenant notice of immediate termination of the agreement. In the event the division gives notice of termination, the Tenant Residential Lease Agreement and all the tenant's rights pursuant to the agreement, shall expire. In the event the division determines the premises are totally damaged and destroyed, the tenant may immediately terminate the Tenant Residential Lease Agreement.

B. If the division determines the premises are only partially damaged, the division may elect either of the following options:

1. In the event the tenant, members of their household, guest or invitees, in any way caused or contributed to the damage to the premises, the division shall have the right to terminate the Tenant Residential Lease Agreement and shall have the right to withhold the tenant cleaning deposit. The tenant shall also be responsible for all the damages, including but not limited to damage and repair costs, as well as, loss of any applicable rental income. The regional manager shall initiate recovery of costs incurred to repair damages as soon as possible. Notice to the tenant of responsibility for costs shall be in writing and done as soon as possible. The notice shall advise the

tenant of his or her responsibility to pay for damages per the Tenant Residential Lease Agreement and policy, the date of occurrence of the damages, an outline of the damages, repair needs and the estimated time for repairs to be accomplished and the estimate costs to make the repairs, as well as, any amount lost in rental fees. The notice shall identify a date when payment is due. If the tenant chooses to meet the obligation through a reimbursement from an insurance company, direction shall be given that such a reimbursement is made directly to the division. In cases where the tenant refuses or delays reimbursement, the division may notify the Attorney General and initiative disciplinary proceedings, or;

2. If the required or beneficial residence is, for a temporary period, uninhabitable, unsafe or inaccessible due to fire, flood, threats, other causes, or repairs are necessary due to such events, the region may provide alternate lodging or per diem to displaced tenants.

C. Repairs due to unusual wear and tear as noted on the move-out inspection will be made using the $500.00 cleaning/security deposit. Costs exceeding the $500 deposit must be requested, in writing, and approved by the administrator to use the interest earned on the account to cover these costs

D. The final move out inspection is to be done by the regional manager and the lessee both and the Park Residence Inspection Record will be completed and signed by both. Any items to be repaired using the cleaning/security deposit are to be listed in the comments section of the Park Residence Inspection Record.

E. The repairs to be made using the cleaning/security deposit will be done through purchase orders requested by the division office's accountant technician. The funds will be deposited and maintained in budget account 4605 and will be spent from this budget account.

F. The final move-out Park Residence Inspection Record should be submitted to the division office accountant technician along with any receipts for repairs referring the purchase order number received.

G. The division office accountant technician will process payment to the vendors on the receipts. Any funds remaining of the cleaning/security deposit will be refunded to the tenant at this time. With this refund, a list of expenses will be outlined showing how the remainder of the deposit was expended.

H. If the full amount of the cleaning/security deposit is to be made, forward the completed Park Residence Inspection Record to the division office accountant technician checking off the "yes" for a full refund.

I. If no refund is due to the tenant after all repair invoices are paid, the division office accountant technician will send the tenant a letter outlining how the funds were expended.

XVI. Utilities

A. Utilities provided directly by a utility company will be paid by the tenant according to the procedures established by said company.

B. Utilities provided through State Parks.

1. Tenants will pay utilities at the rate established by the local utility company for residential customers or the park's rate, whichever is less. LPG or other petroleum products rates will be at the latest billing price.

2. Meters will be read on the 26th of each month or monthly on a date determined by the regional manager or the local utility company.

3. A running record of collections, disbursements and usages will be maintained by the park supervisor or his designee and made available for inspection by region or division staff.

4. If the bill has not been paid by the 26th of the following month, **disciplinary action may be initiated.**

5. Upon the event of the residence becoming vacant, the meter will be read on that day. If the residence is vacant during the winter months when it is necessary for the utility to be on for heating purposes (frozen pipes, etc.), or in the summer months for air conditioning, the Division of State Parks will cover all costs.

Tenants vacating a residence that uses propane must pay for a tank refill upon vacating the residence.

6. Upon the moving in of a new occupant, the meter will be read on that day and the resident will be responsible from that reading on.

7. The cleaning/security deposit refund will be used to offset final utilities left unpaid by tenants who vacate a residence and haven't paid final utilities, including filling propane tank.

C. Utilities generated by State Parks.

1. To offset future repair cost, residents should make a monthly cash donation for utilities generated by State Park's generator/solar.

2. A running record of collections, disbursements and usages will be maintained by the park supervisor or his designee.

3. Donated funds will be deposited into a gifts and grants account designated for solar/generator repairs.

XVII. Animals

A. Park regulations governing pets will also apply to pets kept by park personnel.

B. Pet owners will insure their pets conform to local regulations governing animals.

C. No tenant may keep more than two dogs and two cats with the exception of kittens or puppies up to twelve (12) weeks old.

D. Livestock. With the written permission of the regional manager, tenants may be permitted to keep livestock. No livestock will be permitted in parks in which the livestock would be objectionable to the public, adjacent residents, or the esthetic values of the park or residence area. Tenants are responsible for keeping their animals in approved existing pens and structures, or to provide for those pens and structures at their own expense. The areas of confinement will be kept clean and repaired at the tenant's expense and removed (if not approved as a permanent structure) by the tenant at the termination of their housing lease. No livestock will be kept for commercial purposes, with the exception of the annual sale of any offspring that must be sold by the time of weaning. The tenant will assume all expenses for maintenance of the animals and any liabilities associated with their ownership. The regional manager will determine the appropriateness of the quantity, species, location and duration of any animals approved under the Tenant Residential Lease Agreement.

E. Pets are not permitted in state vehicles.

F. Owner will not allow pets or other animals to create an annoyance to other residents due to offending odor, excessive noise or any other unacceptable behavior.

G. Animal wastes will be cleaned up routinely and disposed of properly. Areas used for keeping pets or livestock will be kept clean and neat at all times.

H. No tenant will use pets or livestock in the park for a commercial purpose.

I. Exotic animals (reptiles, birds, monkeys, ferrets, or wild or alien animals) may be kept only if these animals do not present a danger or annoyance to the other resident tenants or park visitors and necessary federal permits have been obtained. A tenant wishing to keep an exotic animal must receive written approval from the regional manager. If approved, the tenant will, at his own expense, provide and maintain suitable cages, tanks, pens or other enclosures. The tenant must also obtain all applicable permits necessary to keep exotic animals.

J. The tenant is responsible for restoring the residence and any area used to contain animals back to its original condition. Enclosures, pens, etc. constructed by the tenant will be removed unless approved in writing by the regional manager. All cost of repairs and

removal will be at the tenant's expense. Damage caused to the residence by tenant pets, or livestock will be paid for by the tenant. In no case will pets/animals that have not been, or capable of being, house broken be allowed to roam at large in the park residence.

Original signed by: **SIGNED** **David K. Morrow, Administrator**	**7/2/2008** **Effective Date**

Original signed by: **SIGNED** **Allen Biaggi, Director**	**7/3/2008** **Date**

Copy to Regions: *7/7/2008*

Review Date:

NEVADA DIVISION OF STATE PARKS
TENANT RESIDENTIAL LEASE AGREEMENT

THIS LEASE AGREEMENT made and entered into this _____day of _____, 20___, by and between the STATE OF NEVADA, acting by and through the DIVISION OF STATE LANDS, hereinafter referred to as LESSOR, for and on behalf of the DIVISION OF STATE PARKS, hereinafter referred to as PARKS, and _____, employee of PARKS, hereinafter referred to as LESSEE.

The parties hereto agree as follows:

1. PREMISES

LESSOR hereby leases to LESSEE the premises situated on the grounds of _____, property of the State of Nevada, further designated as _____. It is necessary and appropriate that the LESSEE be stationed on said premises and reside in said premises as required in the Park's Master Plan Chapter 6, Operating Procedures, 1.g. Housing.

2. TERM

The term of this Lease is four years (48 months). LESSOR and LESSEE, upon execution of this lease, shall agree upon the date the lease commences and insert said date into this agreement. LESSEE is entitled to enter upon the premises upon commencement of this agreement. This lease agreement may be extended for additional four year periods if both the LESSOR AND LESSEE agrees to extend the lease and if the LESSEE'S request to extend is received by LESSOR at least 30 days prior to the termination of the lease agreement. This lease agreement may be terminated upon LESSEE's transfer, termination of employment with PARKS, or otherwise upon termination as provided in paragraphs *herein.*

3. CONSIDERATION FOR LEASE

LESSOR AND PARKS agree that on-site residency by LESSEE and LESSEE'S availability to respond to emergency situations within the park; even after hours is sufficient consideration for this Lease agreement per NRS 322.063 and NDSP Policy #00-6. LESSOR and PARKS agree that residency is a benefit to PARKS. LESSEE may also be required to serve on standby status at designated times for which they will receive standby pay accordance with NAC 284.218.

4. SECURITY AND CLEANING DEPOSIT

LESSEE, agrees to deliver to PARKS, on or prior to the commencement date of this lease agreement and prior to occupation of the residence, the sum of FIVE HUNDRED DOLLARS AND NO/100 ($500.00) for a combined security and cleaning deposit. This deposit shall ensure faithful performance by LESSEE of all the covenants, terms, and conditions of this contract inclusive of, but not restricted to, the payment of all fees, utilities, and charges and prompt performance of and/or payment for all maintenance obligations. In the event this Lease is extended or the LESSEE enters into another

residential lease with the LESSOR funds previously deposited with PARKS by the LESSEE shall be applied to the new or extended lease agreement.

Deposits are fully refundable only if all utility obligations have been paid in full and if the premises are left in as good or better conditions than on the date of the entry inspection excepting normal wear and tear. The LESSEE is responsible for repair of damages beyond normal wear and tear in the residence over and above their deposit.

5. QUIET ENJOYMENT

PARKS covenants that on performing the covenants herein contained, LESSEE shall peacefully and quietly have, hold and enjoy the demised premises for the agreed term.

6. USE OF PREMISES

The demised premises shall be used and occupied by LESSEE exclusively as a private single family residence, and neither the premises nor any part thereof shall be used at any time during the term of this Lease for the purpose of carrying on any business, profession or trade of any kind, for any purpose other than as a private single family residence without prior written consent of PARKS. LESSEE shall comply with all the sanitary laws, ordinances, rules and orders of appropriate governmental authorities affecting the cleanliness, occupancy and preservation of the demised premises during the term of this Lease. Smoking is prohibited within the park residence.

7. NUMBER OF OCCUPANTS

LESSEE agrees that the demised premises shall be occupied by no more than _____ persons, consisting of adults and _____ children. Number of occupants may be changed upon written approval of PARKS.

8. CONDITION OF PREMISES

LESSEE stipulates that they have examined the demised premises, including the grounds and all buildings and improvements and that they are at the time of the Lease in good order, repair and a safe, clean and tenantable condition. LESSEE and PARKS stipulate that they both have inspected the demised premises including the grounds and all buildings and improvements and together have noted any hazards, deficiencies or damages. Such inspections will become part of this agreement when written, and signed by both LESSEE and LESSOR and attached to this agreement.

9. ASSIGNMENT AND SUBLETTING

Without the prior written consent of PARKS and LESSOR, LESSEE shall not assign this Lease, nor sublet or grant any concession or license to use the premises or any part thereof. Any assignment, subletting, concession or license without the prior written consent of PARKS and LESSOR, or an assignment or subletting by operation of law, shall be void and shall, at PARKS option, terminate this Lease.

10. ALTERATIONS OR IMPROVEMENTS

LESSEE shall make no alterations nor do any painting to the buildings on the demised premises without the prior written consent of PARKS. All alterations, changes and improvements built, constructed or placed on the demised premises by LESSEE, with the exception of fixtures removable without damage to the premises and movable personal property, shall, unless otherwise provided by written agreement between PARKS and LESSEE, be the property of PARKS and remain on the demised premises at the expiration or sooner of this Lease. Reference Policy #00-6.

11. DANGEROUS MATERIALS

LESSEE shall not keep or have on the lease premises any article or things of a dangerous, inflammable or explosive character that might unreasonably increase the danger of fire on the lease premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

12. UTILITIES

LESSEE shall be responsible for providing utility services on the premises. PARKS will not be responsible for payment for utility services. PARKS will provide a utility meter. The meter will be read by PARKS upon the LESSEE's move in and move out dates (Reference, Policy #00-6, paragraph XVII, Utilities). Any costs incurred by PARKS to settle any of LESSEE'S outstanding utility bills will be deducted from the LESSEE'S security and cleaning deposit. If the demised premises include either a propane or natural gas tank(s) it is the LESSEE'S responsibility to ensure the tank has been filled upon move out. If the tank(s) have not been filled upon move out PARKS will have the tank(s) filled and deduct the cost from the LESSEE'S security and cleaning deposit.

13. MAINTENANCE AND REPAIR

The Premises will be maintained by both PARKS and LESSEE as follows:

A. PARKS, at PARKS' sole expenses, shall make and be liable for all repairs made to the heating system, flooring, electrical system, plumbing, sewer, irrigation, roofing, exterior walls, sidewalk and for other similar repairs required as a result of any defect of the leased premises as a result of the same wearing out or becoming unserviceable or damaged through no carelessness or negligence on the part of the of the LESSEE during the term of this Lease.

B. LESSEE, at LESSEE'S sole expense, shall maintain the yard and other areas of the premises in neat and clean condition in as good a state of repair as when first occupied, excepting for ordinary wear and tear, obsolescence, and damage by the elements, fire or other casualty. LESSEE shall regularly test and maintain the fire/smoke alarm detectors located within the Premises. LESSEE shall keep the driveway clear for ingress and egress and maintain the grounds area, drive way and parking area free of non operational and unregistered vehicles.

14. PROPERTY DAMAGE

LESSEE agrees to reimburse PARKS for any and all damage caused by LESSEE or his invitees or guests. Damage claims will be made in writing by PARKS to LESSEE.

15. ANIMALS

LESSEE shall be allowed to keep no more than _____ pets and/or livestock upon the leased premises. References, Policy #00-6, paragraph XVIII, Animals.

16. RIGHT OF INSPECTION

PARKS and its agents shall have the right at all reasonable times during the term of this Lease to enter the demised premises for the purpose of inspecting the premises. A minimum of one (1) inspection will be conducted biennially or at the discretion of the regional manager. PARKS will give a minimum of one (1) week notice of such inspection.

17. HOLDOVER BY LESSEE

In the event LESSEE remains in possession of the demised premises without the written consent of PARKS after the natural expiration of the Lease, LESSEE will be considered to be a holdover tenant and shall continue to be bound by the terms of this agreement until a new lease agreement is signed or the LESSEE moves out. A new tenancy from month to month may be created by PARKS which shall be subject to all the terms and conditions hereof but shall be terminable on thirty (30) days written notice served by either PARKS or LESSEE on the other party.

18. SURRENDER OF PREMISES

At the expiration of the Lease term, LESSEE shall quit and surrender the premises hereby demised in as good a state and condition as they were at the commencement of this lease, reasonable use and wear thereof and damages by the elements accepted. A Park Residence Inspection form (ADM-7b) will be completed upon move-out and compared to conditions that existed upon the move-in inspection. LESSEE will be responsible for cleaning and repairs necessitated by negligence.

19. DEFAULT

If any default is made in the performance or in compliance with any other term or condition hereof, the lease, at the option of PARKS, shall terminate and be forfeited, and PARKS may re-enter the premises and remove all persons therefrom. LESSEE shall be given written notice of any default or breach, and termination and forfeiture of the Lease shall not result if within ten (10) days of receipt of such notice, LESSEE has corrected the default or breach or has taken action reasonably likely to effect such correction within a reasonable time.

20. TERMINATION

This Lease is subject to termination by PARKS upon THIRTY (30) days written notice to LESSEE if changes in Nevada Division of State Parks Policy #00-6, "Housing" require termination of said lease. The LESSEE may also terminate the lease upon THIRTY (30) days written notice to LESSOR of his intention of vacating state housing. LESSOR and PARKS retain the right to terminate this Lease for any reason upon NINETY (90) days written notice.

PARKS and LESSEE understand and agree that upon termination of employment of the LESSEE by PARKS, this Lease shall terminate upon the same day as LESSEE'S employment and that LESSEE shall surrender and vacate said premises no later than the last day of his employment. PARKS and LESSEE understand and agree that notification of termination by the employer shall be acknowledged and accepted by the LESSEE as written notice of lease termination and shall waive the standard THIRTY (30) day notice. Should the LESSEE remain in possession of the premises after the date of the LESSEE'S termination of employment by PARKS, LESSEE shall pay the fair market value rent as determined by LESSOR prorated from the last day of LESSEE'S employment to the day the LESSEE moves out.

21. ABANDONMENT

If at anytime during the term of this Lease, LESSEE abandons the demised premises or any part thereof, PARKS may, at his option, enter the demised premises by any means without being liable for any prosecution therefore, and without becoming liable to LESSEE for damages or for any payment of any kind whatever, and may at his discretion, relet the demised premises. If PARKS right of re-entry is exercised following abandonment of the premises by LESSEE, then PARKS may consider any personal property belonging to LESSEE and left on the premises to also have been abandoned, in which case PARKS shall dispose of such property by any means which it deems proper and is hereby relieved of all liability for doing so.

22. RIGHT OF ENTRY

PARKS shall have the right to enter the Premises for the purpose of viewing and ascertaining its condition. LESSEE has responsibility for the maintenance of peace and order on the Premises. In the event that LESSEE is unable to maintain peace and order, authorized personnel of PARKS may enter the Premises to do so.

In any case in which provision is made herein for the termination of this lease by PARKS or in the case of abandonment or vacating of the Premises by LESSEE, PARKS, in lieu of declaring forfeiture, may enter upon the Premises. To such end, LESSEE hereby irrevocably appoints PARKS, its agent, to remove any and all persons or property on said Premises whose occupation is in violation of the terms and conditions of this lease agreement. LESSEE agrees to save PARKS harmless from any loss or damage or claim arising out of the action of PARKS in pursuance of this section.

23. 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 terminated by LESSOR or PARKS with FIFTEEN (15) day notice for such unlawful conduct. PARKS shall not prorate or rebate any rent security or cleaning deposits.

24. HOLD HARMLESS

LESSEE and assigns covenants and agrees that he will at all times indemnify, defend and hold harmless THE STATE OF NEVADA, DIVISION OF STATE LANDS, and the DIVISION OF STATE PARKS, their officers, agents, or employees from and against:

A. Any and all liens, damages, claims, liabilities, causes of action, charges and demands of any and every nature and kind, including attorney's fees, which may at any time be established against the Premises or any part thereof as a consequence, directly or indirectly, of any act or omission of LESSEE or as a consequence, directly or indirectly, of the existence of LESSEE'S interest hereunder.

B. Any and all loss, costs, damage, or expense, including attorney's fees sustained by LESSOR and PARKS:

1. On account of or through the use of the Premises or any part thereof by LESSEE or LESSEE'S representative, agents, guests, invitees, or of any other person or persons whomsoever.

2. Arising out of, directly or indirectly, or due to any failure of LESSEE in any respect to promptly and faithfully satisfy LESSEE'S obligation hereunder.

3. Arising out of, directly or indirectly, or due to any accident or other occurrence causing injury to any person or persons or property whomsoever or whatsoever resulting from the use of the premises or any part thereof.

Any third party leases relating to the operation of this concession shall contain and include releases and indemnification for PARKS, its officers, agents, employees, leasers and assigns. PARKS shall assume no liability whatever of LESSEE. All rights of PARKS pursuant to NRS 41.035 et. seq. are reserved.

25. REQUIRED RESIDENCE

As an employee of the Nevada Division of State Parks, LESSEE accepts assigned State Housing per Section 1 as a condition of employment. If said residence is vacated for reasons other than those listed in Section 2, Terms of the Residential Lease, employment with the Division will terminate. The effective date of termination will be the date the residence is vacated.

26. PARKS POLICIES

Policies cited herein shall be attached hereto and be enforceable as part of this Lease.

27. BINDING EFFECT

The covenants and conditions herein contained shall apply to and bind the heirs, legal representatives, and assignees of the parties hereto, and all covenants are to be construed as conditions of this Lease.

IN WITNESS WHEREOF, the Parties have executed this Lease in _____ County, (Name of County) Nevada in the day and year first above written.

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

STATE OF NEVADA
Division of State Lands

By: _____
Administrator or Designee, Ex-Officio State Land Registrar

_____
NOTARY PUBLIC

STATE OF NEVADA
ss
CARSON CITY

On_____, _____ personally appeared before me, a notary public, Administrator and Ex-Officio State Land Registrar, Division of State Lands, who acknowledged that he executed the above Instrument.

APPROVED as to Form:
FROM THE OFFICE OF THE ATTORNEY GENERAL THROUGH

By: _____
Deputy Attorney General

LESSEE:

By: _____

Date: _____

APPROVED:
STATE OF NEVADA
Division of State Parks

By:_____
Regional Manager

By: _____
Administrator or Designee

Division of State Parks

PARK RESIDENCE INSPECTION RECORD

Employee _____ Title _____

Residence _____ Park _____

Move-In Inspection ☐ Move-Out Inspection ☐ Other ☐ Inspection Date _____

Cleaning/Security Deposit Paid Date _____

Date	S	P	U	COMMENTS
	See Below			
1. KITCHEN				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Shades/Drapes*				
d. Cabinets				
e. Stove				
f. Refrigerator				
g. Sink				
h. Dishwasher				
i. Electrical fixtures				
j. Doors				
k. Other Appliances				
2. LIVING ROOM				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Shades/Drapes*				
d. Wood Stove (Cleaned)*				
e. Doors				
f. Electrical fixtures				
3. HALLWAYS				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Closets				
d. Doors				
e. Electrical fixtures				
4. BATHROOM #1				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Shades/Drapes*				
d. Electrical fixtures				
e. Towel Bars				
f. Cabinets				
g. Lavatory				
h. Tub/Shower				
i. Doors				
j. Commode				
5. BATHROOM #2				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Shades/Drapes*				
d. Electrical fixtures				
e. Towel Bars				
f. Cabinets				
g. Lavatory				
h. Tub/Shower				
i. Doors				
j. Commode				
6. BEDROOM #1				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Shades/Drapes*				
d. Electrical fixtures				
e. Doors				
f. Closets/Shelves				
7. BEDROOM #2				
a. Ceiling/Walls				
b. Floor/Carpet*				
c. Shades/Drapes*				
d. Electrical fixtures				

* = Date last shampooed/cleaned
P = There is a problem -- add comments
S = Items are satisfactory
U = Unsafe/Unsatisfactory- add comments

Attachment B

	Date	S / P / U See Below	COMMENTS
e. Doors			
f. Closets/Shelves			
8. BEDROOM #3			
a. Ceiling/Walls			
b. Floor/Carpet*			
c. Shades/Drapes*			
d. Electrical fixtures			
e. Doors			
f. Closets/Shelves			
9. OTHER ROOM			
a. Ceiling/Walls			
b. Floor/Carpet*			
c. Cabinets/Shelves			
d. Electrical fixtures			
e. Doors			
f. Other			
10. MISC.			
a. Water Heater			
b. Heater			
c. Cooler			
d. Garage/Storage Shed			
e. Phone/Radio Equip.			
f. Fire Extinguishers			
11. EXTERIOR			
a. Windows /Screens			
b. Fuel Tank Reading:			
c. Siding			
d. Electrical fixtures			
e. Roof			
f. Grounds/Other			
g. Turf			
h. Fence/Gates			
i. Patio			
j. Trees/Shrubs			
12. LOCATION OF SERVICE DISCONNECTS AND SHUT OFF VALVE IN EMERGENCY OF MAINTENANCE OCCURENCE			
a. Electrical			
b. LPG/Natural Gas			
c. Water			

HOUSING ASSIGNMENT: ☐ REQUIRED ☐ BENEFICIAL ☐ NON-BENEFICIAL

COMMENTS: (List item number)

Cleaning/Security Deposit to be refunded ☐ YES ☐ NO ☐ PARITAL If partial, how much $_____

Submit a copy of this completed form to the Division Accounting Office within 30 day s of move-out inspection. Attach any receipts for repairs.

Inspector's Title _____ Inspector's Signature _____ Date _____

Employee's Signature _____ Date _____

* = Date last shampooed/cleaned
P = There is a problem -- add comments
S = Items are satisfactory
U = Unsafe/Unsatisfactory- add comments

Attachment B

Division of State Parks
Resident Listing

REG	PARK	RESIDENCE TYPE	RESID #	COUNTY	SQ FT	COND	TITLE	COMMENTS	YR OF RESID	DATE OF LEASE	RENEWAL YR DUE	CATEGORY	DESIGNATION
D	LTNSP	FRAME TOWN HOUSE	SH #2	WASHOE	1248	GOOD	P.S. III		1973	4/1/2009	2013	Required	Public Safety, Resource and Facility Protection.
D	LTNSP	FRAME TOWN HOUSE	SH #1	WASHOE	1208	GOOD	P.R. III		1973	4/1/2009	2013	Required	Public Safety, Resource and Facility Protection.
N	BISP	NEW FRAME HOUSE	#1	NYE	0	EXCELLENT	P.S. II		2011	1/23/2012	2016	Required	Resource and Facility Protection and Recruitment and Retention.
N	BISP	FRAME	#4	NYE	7964	GOOD	P.R.I	Reconstructed over the years. Most recent in 1990.	1910	1/23/2012	2016	Required	Resource and Facility Protection and Recruitment and Retention.
N	BISP	FRAME	#2	NYE	280	EXCELLENT		Seasonal Residence	2007	4/18/2011	N/A	Beneficial	Seasonal Facility Protection and Recruitment and Retention.
N	BISP	FRAME	#3	NYE	280	EXCELLENT		Seasonal Residence built by Parks.	2007	5/25/2011	2015	Beneficial	Seasonal Facility Protection and Recruitment and Retention.
N	CLSP	MODULAR HOME	#1	WHITE PINE	1152	GOOD	P.S. II		1982	1/24/2012	2016	Required	Public Safety and Resource and Facility Protection.
N	CLSP	FRAME	#2 ELK FLAT	WHITE PINE	976	EXCELLENT			1992	6/18/2008	2012	Required	Resource and Facility Protection.
N	FCSP	FRAME	BUCKLAND #4	LYON	2100	GOOD			1940			Required	Public Safety and Facility Protection.
N	FCSP	FRAME	DEPAOLI #2	LYON	1786	GOOD	P.S. II		1983	1/4/2012	2016	Required	Public Safety and Resource and Facility Protection.
N	FCSP	FRAME	N. Ghiglia #1	Lyon	1700	Good	M.R.S. II	Leased from US Fish & Wildlife	1970	1/3/2012	2016	Non-Beneficial	
N	FCSP	FRAME	DEPAOLI #1	LYON	1624	GOOD	P.R. II		1983	1/4/2012	2016	Required	Resource and Facility Protection and Recruitment and Retention.
N	FCSP	FRAME	#3	LYON	1176	GOOD		RANCH LESSEE	1983			Required	Lease Agreement.
N	FCSP	FRAME		LYON	1845	POOR		STORAGE ONLY	1953			Non-Beneficial	
N	LSRA	MODULAR HOME	SS #1	LYON	1152	FAIR	P.R. II		1981	1/4/2012	2016	Required	Public Safety and Resource and Facility Protection.
N	LSRA	FRAME	DAM #4	LYON	1108	GOOD	EM III	LD Res #4	1920	1/6/2012	2016	Beneficial	Facility Protection and Upkeep.
N	LSRA	FRAME	DAM #1	LYON	1050	GOOD	P.S. III		1981	1/6/2012	2016	Required	Public Safety and Resource and Facility Protection.
N	LSRA	FRAME	DAM #2	LYON	1050	GOOD	P.R. II		1981	1/30/2012	2016	Required	Public Safety and Resource and Facility Protection.
N	LSRA	FRAME	DAM #3	CHURCHILL	800	GOOD	M.R.S. II		1950	1/6/2012	2016	Beneficial	Maintaining Facility After Hours.
N	RPSRA	MODULAR HOME	#1	PERSHING	1350	GOOD	P.R. I		1998	1/26/2012	2016	Required	Public Safety, Resource and Facility Protection and Recruitment and Retention.
N	WCO	FRAME		WHITE PINE	1792	GOOD	P.R. II	REMODELED IN 1985 AND 2004	1985	1/24/2012	2016	Required	Public Safety and Resource and Facility Protection.
N	WHSRA	MODULAR HOME		ELKO	1400	GOOD	P.S. I	OBTAINED 1/7/81.	1981	1/25/2012	2016	Required	Public Safety, Resource and Facility Protection and Recruitment and Retention.
N	WHSRA	MODULAR HOME		ELKO	1400	FAIR		OBTAINED 1/7/81 FOR NDOW WARDEN, BUT NOW USED FOR SEASONAL	1981			Beneficial	Seasonal Recruitment and Retention.
N	WLSP	LOG	SPRV RES	WASHOE	1470	GOOD	P.S. II		1979	1/12/2012	2016	Required	Public Safety and Facility Protection.
N	WLSP	MODULAR	HOME	WASHOE	1280	GOOD	EQ MEC III	OBTAINED IN OCT	1995	1/12/2012	2016	Non-Beneficial	
S	BBC	FRAME		CLARK	1400	EXCELLENT			1995			Required	Resource and Facility Protection.
S	BBC	MOBILE HOME	#2	CLARK	1400	EXCELLENT	P.R. II		2008	1/4/2010	2014	Required	Public Safety and Resource and Facility Protection.