

RENTAL PROPERTIES

Valparaiso University owns several properties that are rented as residential space. The Office of the Vice President for Administration and Finance manages the leases for these spaces.

The maintenance of these facilities is provided by Facilities Management as specified in the individual lease agreement. Maintenance needs during the work week (Monday - Friday, 7 a.m. to 4 p.m.) are reported by calling the campus work order desk at 464-6864. Requests for service outside these hours should be reserved for emergencies but can be made by calling the campus police at 464-5430.

After a tenant reports a maintenance need, Facilities Management arranges for a contractor to perform the service. The contractor will then call the tenant to set a time/date of service.

Checkout Process

Approximately one month before a lease expires, tenants receive a letter with checkout instructions. Those instructions include scheduling a checkout with Facilities Management. These checkouts serve several functions:

- Determine if the rental location has been reasonably maintained.
- Determine how clean the location is: floors mopped/vacuumed; sinks, tub, toilets cleaned; lawn mowed; pet stains/odor removed, etc.

The tenant is to notify NIPSCO and the water department of their move. A successful inspection will result in a full refund.

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