

## TENANT POLICY: EL ZAGUÁN

The rental policy for El Zaguán reflects the special character of the building, its architectural and historical significance, and the responsibility of its nonprofit owner, the Historic Santa Fe Foundation (HSFF) to protect and preserve the building for the public benefit.

### **HSFF ACCESS TO APARTMENTS:**

As stated in apartment leases, the Foundation has access to apartments for maintenance purposes and to fulfill its responsibility as the steward of a historic property.

### **ACCESS TO THE PUBLIC:**

As a nonprofit educational organization, the Foundation has the responsibility of maintaining and preserving El Zaguán for the "public benefit," i.e.: public education and enjoyment. To this end, the public is allowed limited access to the grounds and building, during restricted hours. Every effort is made to meet the privacy and security needs of tenants, in spite of requirements for public access.

Tenants may be requested to open their apartments for public viewing for a few hours one afternoon a year, during "Historic Preservation Week," when all HSFF properties are open to the public. Tenants may be excused by the HSFF Board from participating in this annual "open house" because of ill health or other reasons.

Tenants will be notified in advance of any special functions planned for the premises, such as tours or receptions.

### **RENTS:**

Rent schedules will be reviewed periodically by the HSFF Board to enable the Board to maintain a balance between maintenance costs and rental income. Rents in comparable buildings will also be taken into account, although it is the policy of the Foundation to maintain "below market" rents at El Zaguán to ensure utilization of the building for the "public benefit." You can expect a 3% rent increase annually. Rents are due and payable on the first of each month.

In exchange for below-market rents, we ask that each artist donate a piece of their work to the Foundation for their private collection. These works will be added to the Foundation's existing collection which includes works by Dorothy Stewart, Olive Rush, Laura Gilpin, Helmuth Naumer, Irene von Horvath and others.

### **LEASES:**

All apartment occupants will be required to agree to the terms of a lease and to sign a lease. The lease term is one year.

### **VACANCIES:**

According to tradition, El Zaguán tenants in order of seniority have a right-of-first-refusal for any apartment which becomes vacant. If no current tenant is interested in the available apartment, the HSFF will put out a call for prospective tenants. Preference will be given to applicants who are:

- § prepared to use the apartment as their primary residence, on a long-term basis;
- § supportive of the work of the Foundation and willing to abide by its property-use guidelines, including the requirement that apartments be made available for public viewing during Historic Preservation Week;
- § artists and writers, and those involved in the fields of art and literature, particularly those seeking "affordable" housing; and
- § descendants of the original owners of the property, i.e.: members of the Baca/Johnson family;

**PETS:**

The apartments will not be rented to applicants with dogs with the exception of apartment 7.

**SUBLEASES:**

Apartments may not be sublet. Guest privileges extend for 10 days only.

**FURNISHINGS:**

An inventory is maintained by the HSFF of Foundation-owned furniture in apartments. No HSFF-owned furniture may be altered or removed from an apartment without the express permission of the Foundation's Executive Director.

**GROUNDS:**

The garden at El Zaguán and the back lawn may be used by tenants and their guests, but the flowers in these areas are for the enjoyment of all and may not be picked by tenants or guests.

**MAINTENANCE:**

Tenants must promptly notify the Foundation's Executive Director of maintenance problems in apartments and garages to ensure proper maintenance of the building.

**PARKING:**

Priority in renting garages will be given to El Zaguán tenants; rent is payable on the first of the month.

Surface parking spaces are available, at no charge to tenants, to the north of the building, on the lower level.