

## **FAQ Rules on Rentals**

*Q: Can I list my rental on the student housing page?*

A: Yes, you can list your rental on the student housing page as long as you follow this guidance. An employee may not use LANL equipment, facilities, or other resources to advertise or manage rental properties. This means you cannot use your LANL email or phone number as the contact information for the rental. If your rental meets the requirements for an Outside Activity Request (Request), you must have an approved Request on file prior to renting. See guidance below on if a Request is required for your rental.

*Q: Can I rent to a student in my group?*

A: Employees may not rent to other employees who report to them in any manner. This is not limited to just managers; if you are their mentor or have any input on their job assignments or performance, you should not be renting to them.

*Q: We have many summer students looking for housing. Can I post about my rental on our group/division bulletin board?*

A: No. "Public" bulletin boards should not be used for any rental or other business. P821, *Government Personal Property*, states government personal property may not be used for "commercial activities that may result in personal financial gain...." This restriction also applies to incidental use.

*Q: I use Airbnb to rent my room. Do these same rules apply?*

A: Yes. You cannot use any LANL time or resources and you may still need to complete a Request.

### **When do you need to submit a Request?**

Many Triad employees own rental property, including rooms for rent, apartments, homes, and even commercial property. This does not necessarily mean you need to complete an Outside Activity Request (Request). P723, *Conflicts of Interest*, gives the requirements for when a Request is required. Per P723, if you meet either of these criteria, then you are required to complete a Request and get approval for your rental:

- The rental property is rented to Triad, LLC or a Triad subcontractor company; or
- The employee has created a legal entity to manage the rental property

If you do not meet either of these criteria, then no Request is required.