



Off Campus Living

Survival Guide

Everything you need to know to find, lease and move into your Burlington area off-campus home.

Off Campus Living Survival Guide

This Off-Campus Housing Guide is a collaborative effort undertaken by the Community Coalition. The guide is intended to be a resource for students so that they can be successful in their off-campus living situation. As such, it contains information about landlord/tenant laws; establishing off-campus residency within Burlington; and becoming good citizens and community members. We would like to thank the many people that contributed to the development of this guide.

The Community Coalition

UVM Student Government Association

UVM Office of Residential Life

UVM Office of Student and Community Relations

Burlington Police Department

Burlington Code Enforcement Office

Burlington City Attorney's Office

Burlington Center for Community and Neighborhoods

University of Missouri's Access to Alcohol Campus Community Coalition

The Community Coalition is a group of UVM students and Administrators, City representatives, residents, landlords and other stakeholders who are committed to the following:

- To continually improve and foster a quality relationship between UVM and the Burlington Community by educating UVM and Burlington community members about each other and by establishing common ground to work out differences.
- To establish a central body to coordinate ongoing and innovative initiatives that will enhance the quality of life in neighborhoods.
- To act as a leader to advocate and support institutional change when needed.

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CHAPTER 1

How to Find the Right Place to Live

WHEN DO I LOOK FOR A PLACE & WHERE?

Generally, we recommend beginning your search for an apartment 6 – 8 months in advance of your hoped for move in date. Some of the most desirable units are rented a year in advance. Word of mouth is a great way to start looking for a new place. There are several resources available to students looking for rental property. We do not endorse any particular site.

- **Seven Days Newspaper**
<http://www.sevendaysvt.com>
- **The Burlington Free Press**
<http://www.burlingtonfreepress.com>
- **Apartment finder websites:**
<http://www.apartments.com> or <http://www.apartmentsusa.com>
<http://www.burlingtonapartments.net>
<http://www.burlingtonrent.com>
- **You might consider checking with one of the following resources for more information:**
VT Tenants Inc — information on tenant’s rights 864-0099
Renting In Vermont Handbook available at <http://www.cvceo.org/vti/vtiindex.htm>
Vermont Apartment Owners Association — information on landlord rights 985-2764
Burlington Code Enforcement Office — history of code compliance 863-0442
- **UVM Apartment-Style Housing for Juniors, Seniors and Graduate Students:**
Spinner Place: new housing for UVM students in Winooski: www.spinnerplace.com/home.shtml
Redstone Apartments: 865-0214

DETERMINE YOUR NEEDS

As a prospective tenant, you have the right to ask the landlord questions. Before signing a lease, be sure that you are satisfied with the apartment, services provided by the landlord, and the security of the unit.

- Before you rent, inspect the apartment or house. Check for needed repairs, bugs, rodents, and obvious electrical or plumbing problems. Look at the parking area and trash facilities to see if they are adequate for who will be living there. Talk to the current residents to see if they enjoy living there. Talking to neighbors could also provide useful information about the neighborhood before you move in.
- Ask your landlord if he/she can change the locks or have them re-keyed. If they say no, ask if you can make the changes and then provide them with copies of the new keys.
- Give a list of needed repairs to the landlord and make sure a timetable for repairs is made and signed by both you and the landlord. Keep a copy of the agreement and ask that it be included as part of the lease deal.

BEFORE YOU RENT, ASK QUESTIONS

Before signing a lease, have the following questions answered and addressed in your lease.

- Who will pay for electricity, gas, water, trash, cable TV or DSL?
- When is rent due? Are fees charged for late payments?
- What repairs and cleaning will the landlord do? How much or what parts of the common areas/yard are the tenants responsible for maintaining?
- What is the policy on keeping pets or having pets visit?
- Who maintains the yard and handles snow removal?
- Is garbage pickup included in rent? When is pickup? When is recycling day and where do recyclables need to be placed?
- How many parking spaces come with this unit? Are parking spaces assigned?
- What are the exact move-in and -out dates, including time required to give notice of renewal or lease termination? When do keys need to be returned by?
- What is the security deposit amount and conditions for return? What does the landlord consider normal wear and tear?
- What circumstances allow for lease termination and subleasing?
- How will the landlord give notice before entering the premises, unless in an emergency? Who else may enter the premises? In non-emergencies, landlords must give 48 hours notice prior to entering a rented unit.
- Are there any restrictions on noise level and hours, smoking, and any other conduct that are exclusive to the property (i.e. beyond the established laws discussed in Chapter Three of this booklet)?
- What are the restrictions on alterations such as hanging pictures with nails or painting the facility?

A lease does not have to be in writing, unless it is for longer than one year. However, a written lease provides more clear and concise evidence of the exact terms of the agreement.

CHECK THE SAFETY OF THE HOUSING

Safety should be a priority when looking for off-campus housing. Go to the property during both daytime and evening hours to view the lighting and safety practices. Consider the following things when viewing a prospective apartment or house:

- **Lighting for security:** Is the housing well lit? Are all entry/exit points fully illuminated? Is emergency lighting provided in the apartment community?
- **Landscaping:** Are trees and shrubs trimmed so a person cannot conceal him or herself? Are areas clear of landscape debris? Do plantings block the visibility of and from windows and doors?
- **Common areas:** Are the common areas adequately lit, including entry and exit points? Are these areas well maintained? Is there police, fire or EMS access? Is the house number visible from the street?
- **Door systems:** Are all exterior doors made of solid wood core or metal construction? Are doorframes in good condition? Is there a deadbolt? Are there peepholes on the doors?
- **Windows:** Are screens and windows free of damage? Are there working locks on the windows? Do they stay open without need of a prop/stick?
- **Garages/Storage Areas:** Are garage and storage areas equipped with doors that lock or are padlocked?
- **Fire extinguishers and smoke detectors:** Are fire extinguishers provided by the landlord? If so, where are these located and are they charged? Are there smoke detectors located on the premises and in good working condition? Are there hard-wired smoke detectors with battery backup in each bedroom? Does the unit have carbon monoxide detectors? Has the heating system been inspected recently and is there proof that it is safe?
- **Maintenance/Appearance:** Does the space appear to be cared for? Are stairways, railings, and balconies secure/free of debris? Does the roof appear to be well maintained?
- **Paint: Is the paint peeling?** In older housing, there is a risk that the paint is lead based. This may cause safety issues with any children in the house. Any rental housing built before 1978 should have a state lead paint warning poster.
- **Certificate of Compliance with City Regulations:** Is the COC from the City's Code Enforcement Office posted in the building?

GUARD AGAINST DISCRIMINATION

Landlords cannot refuse to sell, rent, sublease or otherwise make housing unavailable based on a renter's race, color, religion, sex, disability, familial status, or national origin.

Landlords also cannot charge some individuals higher rent or falsely state that housing is not available for discriminatory reasons. If you believe you have been a victim of discrimination, contact one of these agencies:

- **Vermont Human Rights Commission:** 1-800-416-2010; <http://www.hrc.state.vt.us>
- **City of Burlington City Attorney's Office:** 865-7121

- **Fair Housing Project of the Champlain Valley Office of Economic Opportunity:**
<http://www.cvoeo.org/vti/fair.htm>
- **Vermont Legal Aid:** 1-800-889-2047; <http://www.vtlegalaid.org>
- **U.S. Department of Housing and Urban Development Housing Discrimination Hotline:** 800-669-9777

SIGN YOUR LEASE

Follow these tips when signing your lease:

- Read the lease very carefully.
- Keep copies of all documents you have signed.
- You have the right to omit undesirable portions of the lease, if both parties are in agreement.
- Any changes to the lease must be made in ink. Make sure both parties have initialed and dated the changes.
- Do not sign the lease or any agreement until every passage is fully clear to you.
- Leases are negotiable contracts. Check to see that the lease reflects the understandings you made with the landlord at the time you saw the apartment.

PAY A SECURITY DEPOSIT

- Most landlords require a deposit at the time of signing the lease.
- This deposit is money that the landlord collects as security against property damage, unclean conditions, and unpaid rent. The amount may vary; it is often equal to one month's rent. In Vermont it cannot exceed one month's rent and in Burlington it must be held in an interest bearing account.
- It is a good idea to take photos of the rental when you move in to document the shape it is in and when you move out to show that it is clean and in good repair.
- Within 14 days from the date the lease ends or the tenancy terminates, the landlord is required to either return your full security deposit or give you a written list of reasons why part or all of the security deposit was withheld.
- The landlord may retain all or any portion of the deposit to cover any damages or charges for which you are liable under the lease.
- The landlord is only obligated to send the security deposit to the tenant's last known address. It is important for the tenant to make it known where the tenant will be staying during the 30 days after the tenancy ends so that the security deposit can be sent.
- If the landlord fails to comply with this law, the renter may file a complaint with the City's Housing Board of Review if the property is in Burlington. Contact the City Attorney's office for details. For properties outside of Burlington, contact the City or Town Clerk's office for directions. Some cases may need to be resolved in civil court.



CHAPTER 2

How to Avoid Problems with Your Landlord, Your Roommates, or Any Other Possible Disasters

AFTER THE LEASE IS SIGNED

Schedule a check-in time with your landlord. Find out exactly what is expected of you. On move in day, inspect the apartment with the landlord and take photos to compare to photos you will take on move out day. A sample move-in checklist is provided in Appendix A. Make a list of existing damages with your landlord on move in day, date it and have all parties sign it. Consider the following things when moving in:

- Ask your landlord or property manager to show you the location of the fuse or breaker box. Have them show you where the water shuts off (in an emergency, such as a broken pipe, you would need to know this).
- Introduce yourself to your neighbors. Having friendly relations with your neighbors will increase your enjoyment and safety during your stay. It also makes for a safer environment if neighbors can look out for each other. If you feel comfortable doing so, provide your neighbors with your phone number.
- Put your name(s) on the mailbox. If your name is not on the mailbox, you might not receive all of your mail. You may wish to only put your last name on the mailbox in order to protect your privacy and safety.
- Assemble a list of who to call if there is an emergency with your rental property (for e.g., if the heating system shuts down).

BUY RENTER'S INSURANCE

Before moving into your new rental home, make sure your belongings are protected. Renter's insurance is available at a relatively low cost and is one of the wisest purchases an apartment resident can make. Landlords and property owners' property insurance will not cover your personal property. If you are still

on your parent/guardian's insurance, you may be covered by your parent's homeowners' insurance; check with your parents to determine what is and is not covered in the event of a loss.

Insurance agents are listed in the yellow pages under "Insurance." Prices vary, so shop around for a good price before buying a policy. Your car insurance provider may also offer renter's insurance to you at a discounted cost.

FULFILL YOUR RESPONSIBILITY AS A RENTER

- Pay rent on time.
- Keep the property clean and free from damage beyond normal wear and tear. Notify the landlord of problems.
- Provide proper notice before terminating a rental agreement.
- Pay for damages resulting from your own negligence or the negligence of a guest.
- Refrain from taking on additional occupants or subleasing without the landlord's written permission.
- Allow the landlord to enter the premises to make needed repairs and inspections.
- Ensure that all tenants and guests conduct themselves in a manner that will not disturb other tenants' peaceful enjoyment of the premises.
- Follow ALL provisions of the lease.

BE A GOOD NEIGHBOR

- Burlington's neighborhoods are diverse and each street has its own character. After you move in and get settled, it is a good idea to get to know your neighbors.
- After moving in, introduce yourself to your neighbors living close by and behind you. Provide a contact person for your household and a telephone number in the event that neighbors have information to share.
- Be specific about inviting your neighbors to call you first if they have a concern or complaint about noise or other issues related to your household. Most people prefer to work out minor problems among themselves.
- Check in with neighbors from time to time and ask how things are going.
- Offer to help your neighbors with small acts of kindness like moving furniture, shoveling snow or sharing garden vegetables.
- When having a social gathering let your neighbors know in advance and ask them to contact you first if things get too noisy. If they do call, be respectful and take immediate action to lower the noise level.
- Call for help early if a conflict with a neighbor is escalating (**Community Support Program:** 658-2704 x338 or the **UVM Office of Student and Community Relations:** 656-1103).

THE LANDLORD IS REQUIRED TO:

- Make sure your property is livable and complies with all building, fire and housing codes.
- Make and pay for repairs due to ordinary wear and tear.
- Refrain from turning off a tenant's water, electricity or gas.
- Provide written notice to tenants when ownership of the property is transferred to a new landlord.
- Before ending the rental agreement, the landlord must give proper notice to the tenant and, in the case of an eviction, follow proper legal procedure.
- Not unlawfully discriminate.
- Not raise the rent or change any other lease provisions without giving the tenant proper notice.

ATTEND TO REPAIRS

Your lease should state which repairs are your responsibility and which are the landlord's. If you live with one or more people, you should select a spokesperson that will be responsible for contacting the landlord and requesting repairs.

- Ordinary wear and tear and damages due to natural forces (e.g. weather) should be the responsibility of the landlord.
- You should pay for damages caused by you or your guests.
- When repairs are necessary, ask the landlord to make repairs within a reasonable period of time. If repairs are not made, make a written request for the necessary repairs and keep a copy of the letter.
- If the dwelling becomes unsafe due to the repair problems, contact the **Burlington Code Enforcement Office** (863-0442) or your **town clerk's office**.
- Prior to withholding rent payments for repairs, check with a legal advocate such as the **Student Legal Services** (legal@zoo.uvm.edu or 656-4379) or **Legal Aid** (1-800-889-2047), or go to the **Vermont Tenants Inc.** website at <http://www.cvoeo.org/vti/vtiindex.htm> for copies of tenant action sheets and letters.
- You should recognize and report small maintenance problems as soon as possible. Fixing these quickly can help avoid bigger and more costly repairs.

EVICITION

A landlord may not remove you from the property or lock you out without a court order. The landlord may begin eviction proceedings if a tenant:

- Damages property
- Fails to pay rent

- Violates the terms of the lease
- Injures the lessor or another tenant
- Allows drug-related criminal activity on the premises
- Fails to vacate at the end of the lease term

The tenant will receive a notice that an eviction lawsuit has been filed and will have the opportunity to be heard in court before any eviction. The Vermont Tenants Inc has produced an excellent resource that thoroughly explains the eviction process in Vermont. Call them at 864-0099 or check out their online guide at <http://www.cvoeo.org/vti/vtiindex.htm>.

WHEN A LEASE EXPIRES

- Leases specify a date on which you must move. In some situations, the landlord requires notice, and in other cases notice is not required. Read your lease carefully to determine whether or not you are required to provide notice.
- Some leases contain an automatic renewal clause. These leases are automatically renewed unless you notify the landlord that you will move out when the lease ends.
- Any agreement between you and your landlord allowing you to stay after the lease ends should be in writing. Otherwise if there is a disagreement, you may be charged.
- Plan ahead! Schedule moving trucks and lease storage units well in advance of your move out day. Arrange for utilities to be turned off. Make sure all your garbage can be disposed of properly.

LANDLORD APPROVAL NEEDED FOR LEASE TERMINATION

If a landlord approves, you may cancel a lease before it terminates. You and your landlord must sign a statement that the lease has been cancelled by mutual agreement.

LANDLORD APPROVAL NEEDED FOR SUBLEASING

If you wish to move out before a lease ends, you may choose to sublease. Subleasing is transferring a lease to another person who moves in and pays rent. You should carefully consider if and to whom you choose to sublease. A subletter can damage neighbor relationships and make your efforts to be a good neighbor more difficult.

- When subleasing, you are still responsible to your landlord for the original lease.
- You also can be held responsible for any problems created by the new tenant.
- Before subleasing to another individual, you must get the landlord's approval. This should be done with a written agreement.

RESOLVING CONFLICT WITH YOUR ROOMMATES

- Before you move in, discuss with your roommates what everyone is bringing. When everyone arrives, organize a group meeting to discuss how things will work and how problems will be handled.
- Make sure you have a good idea of everyone's habits (e.g., sleeping, studying, cleanliness and how long guests will be allowed to stay) before agreeing to live together.
- Plan regular meetings with your roommates to check in with each other. You may also want to put up an erase board for communicating about payments for utilities and other expenses — how much they are each month and how much each person owes.
- Do not let conflicts linger. If you have a problem with one of your roommates, be sure to talk about it right away. Generally, there are three options in responding to roommate conflict:
 1. Let it go — sometimes we need to make adjustments for different life styles, preferences and tastes.
 2. Take personal responsibility and change your behavior or attitude (e.g. If you are leaving dirty dishes in the sink, start washing the dishes!)
 3. Communicate early and often. When a conflict happens between roommates, often just taking the time to have a heart to heart talk about the issue and problem solving together before things escalate will resolve the conflict.

Difficult conversation tips:

Get ready

- Choose a good time and place for your conversation
- Think about what has happened from your perspective and theirs
- Understand the impact the conflict is having on you and others
- Decide what is important and your goal in having a conversation about the conflict

Talk It Out

- Find a way to open the conversation that identifies the issue and finds common ground
- Avoid blaming, faultfinding and making assumptions
- Listen to everyone's perspective before moving to solutions

Problem Solving

- Move to problem solving when the issue is clear and agreed upon
 - Brainstorm solutions
 - Commit to taking action
 - Check-In with each other to see if the conflict really has been resolved.
- It is a good idea to split the utility bills between the house members. This way, one person is not responsible for all of the bills. Make sure you communicate with your roommates the amount owed as soon as the bill arrives. Some renters open a "household" checking account for shared bills. Discuss in advance what you all will do if someone doesn't contribute his or her share as agreed upon.

- Specify a date for everyone to have his or her share of the rent ready. This date should be well in advance of your rent due date. Out of state checks can take up to five business days to clear, so submit your payment early to avoid late fees.
- In Burlington, everyone on the lease can be ticketed for a loud party, even if all roommates are not present for the party. Tickets range from \$300 – \$500 dollars per tenant. This can add up fast!

MOVING OUT

- Make sure to fill out the Move Out portion of Appendix A. This will help ensure that you document the condition of your unit as it was on the last day of your lease term.
- When you move out, make sure to clean the place thoroughly. Clean the oven, refrigerator, bathroom, etc. If you do not do this, the landlord may deduct money from your security deposit. The key is to make sure the apartment/house is in as good, if not better, condition as when you first moved in.
- Contact ALL the utility companies to terminate your services.
- Remove your name(s) from the mailbox, and have your mail held at the post office until they receive your new address. The post office will forward all your mail when they receive your new address on a change of address form.
- Make arrangements to have your landlord examine the apartment/house to get approval before you move out. You may save money from your security deposit if minor problems are found that you can repair yourself.
- The landlord must schedule your “moving out” inspection at a reasonable time. Once this is scheduled, the landlord should notify you. However, if he or she does not, keep in mind that it is your right to be present at this meeting.
- Return your keys to the landlord.
- Give the landlord your forwarding address so that your security deposit can be returned to you.

Consider participating in the spring “Student Move Out Project” (SMOP) in late May. SMOP is held each year in Burlington and is a great community recycling event. This is an opportunity for people who are moving out to bring their unwanted usable household items (everything from non-perishable food items to books, clothes and furniture) to a place where it can be swapped or recycled. *Garbage disposal is still the responsibility of tenants.* For more information on SMOP, contact the **Burlington Center for Community & Neighborhoods:** 865-7155 or the **UVM Office of Student and Community Relations:** 656-1103.

CHAPTER

How to Avoid Breaking the Law

3

KNOW AND FOLLOW THE ALCOHOL LAWS

Although hosting a party can be fun, the host should be aware of the responsibilities and consequences if alcohol is present at your event.

Open Container

Any person who possesses an open container of alcohol on any street, sidewalk, city parking facility or any other public place could be charged with a violation of local ordinance.

Illegal Possession of Alcohol

Any person under the age of 21 that purchases, asks for or in any way receives intoxicating liquor can be charged with a violation of local ordinance or State Law. Fines range from \$150 to \$300.

Selling Alcohol without a License or allowing minors to consume alcohol

It is unlawful for any person to sell alcohol, in any quantity, without acquiring a liquor license. If you sell alcohol at or charge admission to a party, the person accepting the money could be charged with selling liquor without a license. Sentences for this violation involve up to two years in prison and/or fines of up to \$1,000. If alcohol is served to a minor, the server could also be charged with furnishing alcohol to a minor. It is also unlawful to enable the consumption of alcohol by minors. This includes providing a place or opportunity for minors to consume alcohol. In short, don't take chances. Do not sell alcohol to anyone and do not allow underage persons to consume alcohol in your presence or in your home. Party hosts could face both civil and criminal liability for any injury to guests or damage to property.

Keg Registration

Keg sales are recorded and can be tracked by both the Vermont Department of Liquor Control and local police. If a keg is confiscated by police at a party at which underage persons have consumed alcohol, the purchaser of the keg can be identified — and arrested or fined — for supplying alcohol to underage persons.

Use of or Possession of a Fake ID

Any person who is less than 21 years of age, who uses a reproduced, modified, or altered license, or one that is not theirs, for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor can be ticketed and fined.

DWI

The legal BAC limit for DWI is .08. Those under 21 could be found guilty of a Zero Tolerance violation if their BAC is above .02. Consequences could include: fines, license revocation, classes, community service, and jail time, as well as misdemeanor or felony charges on one's record.

WATCH YOUR NOISE LEVEL

Burlington's neighborhoods are a mix of families, students, senior citizens and working people. Noise at nighttime has an impact on the entire neighborhood. Please be considerate and watch your noise level.

- Noise that is deemed unreasonable is prohibited 24 hours a day. Yelling and shouting that disturbs others is illegal at any time. Be mindful of the volume of your stereo, television or conversations at all times. Some neighborhoods are densely populated and it is easy to disturb your neighbors.
- 10:00pm to 7:00am have been designated by the City Council as "quiet hours." This means that music or any noise (this includes loud voices) that disturbs others *or* that can be heard beyond the dwelling unit is prohibited between 10:00 pm and 7:00 am. In Burlington, you could be charged with a violation of local ordinance and fined up to \$500. If you are convicted of a noise violation for a party/social event (three or more people) you will be required to attend a three-hour restorative justice class. If you receive two noise tickets within two years, the third offense will be a misdemeanor charge and may result in you having a permanent criminal record.
- *In Burlington, everybody on the lease* will be ticketed if a noise violation occurs at your apartment or house as a result of a party/social event. A social event is defined as a gathering in which one or more of the persons present is not a resident of that premises.
- In other towns you can be charged with a violation of local ordinance or charged with a misdemeanor (disorderly conduct).
- Any music from a vehicle that can be heard at a distance of 25 feet is prohibited at any time.
- **Students:** Violations of Burlington Municipal Ordinances and arrests are reported to every college and university in the State. You may be subject to additional penalties from your school's judicial affairs or administration.

WATCH WHERE AND HOW YOU PARK

- Please be considerate of your neighbors and obey all parking signs as vehicles found in violation can be ticketed and towed. Do not block driveways or park on any portion of the sidewalk. Common violations include no parking here to corner, no parking this side of street, and parking in front of a fire hydrant.

- Vehicles cannot be parked on any green space or grass, including front lawns or edges of driveways
- Vehicles cannot be parked on any Burlington street with “For Sale” signs displayed.

Residential or Permit-only parking — some streets in Burlington are posted as residential parking only. You must have a valid parking permit, or a guest pass to park on these streets. In order to obtain a residential parking permit, contact the Burlington Police Parking Enforcement Division 658-2704 x112. The University of Vermont has numerous parking restrictions and nearly all on-campus parking requires a permit. For questions related to on-campus parking contact UVM Transportation and Parking Services at 656-8686 or check online at www.uvm.edu/~tpswww/

Be aware of the local snow ban and street maintenance parking bans — Burlington maintains a warning system of yellow lights mounted on utility poles throughout the city. These lights are activated when a snow parking ban is declared or when street maintenance, such as sweeping, will occur. When the lights are on, parking is prohibited on any street in the residential areas from 10:00 p.m. to 7:00 a.m. and in the downtown/Church Street Marketplace areas from 12:00 midnight to 6:00 a.m. This prohibition allows snow removal crews to effectively clear city streets of snow and restore them to operating efficiently. Vehicles found on the street will be towed to the nearest street the Public Works Department designates as a drop off point. This would be a street that has been cleared of snow. Vehicles towed or found in violation of the snow ban or street maintenance ban will be ticketed (\$75.00 fine). Vehicles found with more than \$49.00 in outstanding fines or previous winter tow tickets will be impounded until payment is made.

- Parking your vehicle in a public place for longer than 5 days and leaving a wrecked or dismantled vehicle on a public street or private property are prohibited.
- It is illegal to park unregistered vehicles (this includes expired license plates and vehicles with no license plates) on the street.

For more information about parking or residential permits in Burlington, go to:

<http://www.bpdvt.org/parking1.htm>

To subscribe to the Burlington Parking Ban Notification listserve go to:

To subscribe via e-mail write to the following address: burlingtonparkingban-subscribe@yahoogroups.com

To subscribe via the web, go to <http://www.bpdvt.org/>

Or call 802-658-SNOW (802-658-7669)

KEEP YOUR PROPERTY CLEAN & SAFE

- Properties must be kept clear of excessive trash. Yards of all homes must be kept clear of inappropriate items such as tires, appliances, furniture, etc. A fine could result. Do not keep your indoor furniture such as couches and armchairs or broken or discarded furniture on your porch or in your yard.
- Burlington City Ordinance prohibits grills and barbeques from being used on porches. It is a fire hazard! Please ensure your safety and that of the entire neighborhood by using grills and cooking equipment at least 15 feet away from the residence or any structure.
- Occupants of a single-family house (including rentals) are responsible for setting up the disposal of garbage.

DRUG CONVICTIONS CAN AFFECT YOUR FINANCIAL AID

The Education Department recently passed a federal regulation affecting students' abilities to receive student loans. Students may lose or become ineligible for Pell grants and any other type of federal assistance if the student has been convicted of drug charges in state or federal courts.

One conviction for drug possession will result in withholding of aid eligibility for two years; more than two convictions for drug possession will result in a permanent bar to federal financial assistance. A conviction for drug sales will result in withholding of aid for two years; more than one conviction will result in a permanent bar to federal financial assistance. The only exceptions to this bar will be in cases where the student has satisfactorily completed a drug-rehabilitation program, or the conviction is reversed or set aside.

FIREWORKS ARE ILLEGAL

Discharging fireworks within the city limits is illegal. Outside of Burlington, check with the local police before using fireworks of any type. Please remember that fireworks can be frightening and disruptive to unsuspecting neighbors. They can also be hazardous if not carefully controlled.

DO NOT URINATE IN PUBLIC

Any person found urinating in public can be charged with a violation of local ordinance and fined.

BE WARY OF STOLEN PROPERTY

- It is illegal to receive stolen property.
- It is illegal to steal street signs or to receive stolen street signs. Any person caught could be arrested and charged with a misdemeanor or felony, depending on the value.

DO NOT TRESPASS

Any person found trespassing on private property can be charged with a misdemeanor. It is disrespectful and illegal to cut through your neighbors' yard or enter onto any property for which you do not have permission to be present. The Burlington Police have had numerous cases in recent years where intoxicated persons have entered the wrong residence, thinking it was their own or a friend's. It is a felony offense to enter into an occupied dwelling without permission! Intoxication is no excuse for going onto someone else's property or into someone else's house.

SCOOP YOUR DOG'S POOP!

Owners must scoop their dogs' poop anywhere in the City. Some parks have volunteers that stock plastic bags so you can clean up after your dog if you get caught by surprise. Violators can be fined \$50 per occurrence. Also, owners are responsible for the level of noise created by their dog. Barking dogs that disturb others can result in a fine of \$50-\$500.

CHAPTER 4

How to Be Safe While Living Off-Campus

BE SAFE IN YOUR HOME & GUARD AGAINST BURGLARY

- Burglaries and larcenies are usually crimes of opportunity. Report all crime and any suspicious activity to the local police or dial (911).
- The vast majority of burglaries occur at residences where a door or window has been left unsecured. Keep your doors and windows locked at all times, especially when you are alone, sleeping, or when the apartment is unoccupied (even if only for a few moments)!
- If you return home and something looks questionable such as a slit screen, a broken window or an open door, do not go in. Call the police from a neighbor's house or a public phone.
- At night, if you think you hear someone breaking in, leave safely if you can, then call police. If you can't leave, lock yourself in a room with a phone and call police. If an intruder is in your room, pretend you are asleep.
- Determine who is on the other side of the door before opening it. Have repair or service personnel show official identification and confirm their presence with the person requesting the service. Delivery persons should remain outside to await the person requesting the delivery.
- Be sure you have blinds or curtains on your windows to discourage window peepers. Always keep your windows covered at night.
- Be sure all outdoor lighting fixtures are in working condition.
- Place items of value out of sight and in locked areas. Do not leave valuables unattended in such common areas as laundry rooms and lounges.
- Make sure your car is always locked and that any valuables left in the vehicle are locked in the trunk or placed out of view.
- Make a list of your valuables — DVD players, stereos, computers, and jewelry — and mark them. Take photos of the items, list their serial numbers and descriptions.

- Avoid walking alone at night, but if you must, stay in well-lit, open areas.
- Guard against identity theft. Remember that your off-campus computer is not as secure as the on-campus network. Identity theft is a growing concern across the country. For information on preventing identity theft please visit the following website: www.consumer.gov/idtheft/
- Guns are responsible for many accidental deaths in the home every year. Think carefully before buying a gun. Make sure that your lease does not prohibit firearms on the premises. If you do own one, learn how to store it and use it safely.

PROTECT YOUR VEHICLE

Take these steps to protect any vehicle:

- Lock your car, even in your own driveway.
- Never hide a spare key on the vehicle.
- Roll up windows completely.
- Remove keys from ignition.
- Park as close as possible to a source of light or activity.
- Do not leave valuables in open sight. Place valuables in trunk if possible.
- Always park with the wheels turned toward the curb.
- If you have a garage, use it and lock the garage door.
- Never leave your car running while it is unattended.
- Do not leave your registration inside your vehicle, but carry it with you. Important identification papers or credit cards should never be left in a glove compartment. The title to a vehicle should never be kept in the vehicle.
- If your car is stolen, before it can be listed as stolen, you must have your license plate number and/or vehicle identification number.

PREVENT FIRE AND CARBON MONOXIDE POISONING

- Be sure smoke detectors and carbon monoxide detectors are in proper working condition. Install new batteries at the beginning of each semester. DO NOT disable smoke detectors for any reason. Tenants can be fined for disabling a smoke detector. If you have trouble with a smoke detector, immediately contact your landlord. Do not disable the detector. If the landlord fails to correct the problem in a timely manner, contact the local code enforcement office. In **Burlington, the Code Enforcement office** can be reached at 863-0442.
- Do not overload electrical outlets. If you need to plug multiple appliances into an outlet, use a fused power strip.

- Know where your fire extinguishers are and how to use them. There should be one in every kitchen and on every floor of your house.
- Put out candles and incense when unattended.
- Extinguish all smoking materials thoroughly.
- Clean up immediately after parties and take all trash outside.
- Do not leave food unattended on the stove or in the microwave.
- Plan your escape routes in case fire does strike. Know where escape ladders are and how to use them.
- Make sure all exit doors are unlocked and not obstructed.
- Know two ways out of your apartment.
- Keep gas heaters free from debris and clutter.

SECURE YOUR PLACE

Whether you are going home during an extended break, or are just leaving town for a couple of days, the following tips are ways to increase the security of your residence:

- Be sure there is good lighting around all doors, especially those doors not visible from the street.
- Lock sliding doors, and place a wooden or metal bar in the track of the doors. Be sure all windows are locked.
- Do not hide spare keys in places outside.
- Arrange for a neighbor whom you trust (or the landlord) to watch over your house or store your valuables while you are away.
- Take anything of value home with you. Don't leave any valuable items near windows. Take pictures of any valuables in case they are stolen.
- Make sure all windows are secure and close your curtains and blinds.
- Stop mail and paper delivery or arrange for a neighbor to pick it up daily.
- Consider the use of timers for interior lights or radios.
- In winter, do not turn the heat completely off as you may return to find that the water pipes burst.
- Contact the local police and request that your building be added to the "extra patrol list." Provide them with the following information: your name, address, when you will be leaving, when you will return, a contact number, whether or not there will be cars in the driveway and what types, and if there will be lights on in the house. Please let them know if someone will be stopping by to feed any pets, water the plants, and/or collect mail.

CHAPTER 5

How to Set Up Services and Contact Various Burlington Resources

GETTING GAS, OIL OR PROPANE SERVICE

Burlington area natural gas service is provided by **Vermont Gas**. Apply via telephone: 863-4511.

For oil or propane providers please consult the yellow pages as there are numerous vendors in the Burlington area.

GETTING A TELEPHONE

Landline telephone service in the Burlington area is provided by Verizon, located in South Burlington.

- To arrange for installation, call the **Verizon Business Office**: 1-800-870-9999.
- For **telephone repair**, call 1-800-555-1611.
- Burlington area phone books are available at the **Verizon** office or the **Chamber of Commerce** located at 60 Main St.

There are several cell phone service providers in the area. Look at the yellow pages of the phone book to find the right one for your needs.

SETTING UP YOUR ELECTRICITY

- In Burlington, contact the **Burlington Electric Department** at 585 Pine Street, 865-7300.
- Outside of Burlington, contact **Green Mountain Power** at 888-835-4672.

GETTING WATER SERVICE

In Burlington, water is provided by the **Burlington Water Department**, 863-4501. Outside Burlington, the provider that will serve you is dependent on the location of your residence. Your landlord can tell you which provider to contact.

TRASH COLLECTION

If you live in Burlington in a single family dwelling, you are responsible for providing and maintaining sufficient garbage facilities. Check in the yellow pages for providers or go to the following **Chittenden Solid Waste** web site for a list of haulers: <http://www.cswd.net/>. For duplexes and all multi-unit dwellings, the landlord is required by law to make arrangements for trash collection. The landlord must provide properly sized storage facilities for waste and see that they are collected on a weekly basis. The tenants are responsible for putting waste in the designated receptacle or storage area.

If you live outside the city limits, you must contact private companies for trash collection.

RECYCLING

Recycling is required in Vermont. In Burlington, contact the **Public Works Department** (863-9094) for details on your neighborhood's pick up and requirements. Outside of Burlington, contact the **Chittenden Solid Waste District** (872-8100) for details. For a recycling list go to the **Chittenden Solid Waste** web site at <http://www.cswd.net/>.

CABLE, DSL OR SATELLITE SERVICE

There are multiple providers for cable or satellite TV as well as high-speed internet access in the Burlington area. Please consult the Yellow Pages to select the service that is right for you.

REGISTER TO VOTE

Contact your local **City** or **Town Clerk** for voting requirements and registration information. In Burlington, call 865-7000 for details.

DRIVERS LICENSES AND VEHICLE REGISTRATION

Within 30 days of establishing residency, drivers need to obtain a Vermont operator's license. The **Vermont Department of Motor Vehicles (DMV)** maintains an office at 1193 North Avenue in Burlington, 863-7292. You can obtain a Vermont Operator's license or register your vehicle at this office. The DMV maintains a helpful website located at <http://www.dmv.state.vt.us>

NEIGHBORHOOD RESOURCES & COMMUNITY GROUPS

There are many active street or neighborhood groups in the Burlington area. These groups meet periodically to discuss and work on issues of common interest such as traffic concerns, quality of life problems, the physical appearance of a neighborhood and planning community events. If you are interested in more information about these resources, or just want to meet some neighbors, contact the City of Burlington's **Center for Community and Neighborhoods** at 865-7155, or go to <http://www.cedoburlington.org>





CHAPTER 6

Contact Information You May Need & Internet Resources

Burlington Area and Vermont Information

Vermont Tenants Association	864-0099
Lake Champlain Chamber of Commerce	863-3489
Burlington City Hall and Information Desk	865-7000
Burlington International Airport	863-1889
Burlington Code Enforcement Office	863-0442
Burlington Center for Community & Neighborhoods	865-7155
Burlington Parks and Recreation	864-0123
Burlington Public Library (Fletcher Free Library)	863-3403
State of Vermont Health Department	863-7200
Attorney General Consumer Protection Hotline	1-800-649-2424 or 656-3183
All other calls for the Attorney General	1-802-828-3171
Directory Assistance	411
University of Vermont Directory Assistance	656-3131
Saint Michael's College Switchboard	654-2000
Champlain College Main Number	860-2700
Vermont Human Rights Commission	1-800-416-2010
Vermont Department of Consumer Service	
Consumer Hotline	1-800-622-4496

Emergency Numbers

	911
Burlington Police Department	658-2704
University of Vermont Police Services	656-3473
Vermont State Police	878-7111
Chittenden County Sheriff	863-4341
CrimeStoppers	864-6666
or toll-free	1-800-427-8477
Burlington Fire Department	864-5311
Fire Marshall's Office	864-5577

Hospitals

Fletcher Allen Healthcare	847-0000
UVM Student Health/Medical Center	656-3350

Other Useful Numbers

Women Helping Battered Women	658-1996
Women's Rape Crisis Center	863-1236
Mental Health Crisis Service (24 hour hotline)	863-2400
Planned Parenthood	863-6326
Vermont Cares	863-2437
Outright VT	865-9677
Community Information	211
UVM Women's Center	656-7892
UVM Office of Student and Community Relations	656-1103
UVM Affirmative Action and Equal Opportunity	656-3368

INTERNET RESOURCES

Department of Housing and Urban Development	www.hud.gov/
City of Burlington	www.ci.burlington.vt.us/
UVM Center for Health and Wellbeing	www.uvm.edu/health/
The University of Vermont website	www.uvm.edu/
University of Vermont Police Services	www.uvm.edu/police/
UVM Parking and Transportation	656-8686
.....	www.uvm.edu/~tpswww/
St. Michael's College website	www.smcvt.edu/
Champlain College website	www.champlain.edu/
UVM Women's Center	www.uvm.edu/~women/
Vermont Human Rights Commission	www.hrc.state.vt.us/

Landlord/Tenant Information

VT Tenants Inc.	www.cvteo.org/
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Burlington area Volunteer Information

United Way	http://www.unitedwaycc.org/
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UVM Student Legal Services

.....	www.uvm.edu/~legal/
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THE FOLLOWING RESOURCES WERE USED IN CREATING THIS GUIDE:

Vermont Tenants Inc Handbook	Burlington Code Enforcement Office
UVM Student Government Association	Burlington City Attorney's Office
University of Missouri Off-Campus Living Guide	UVM Office of Student and Community Relations
Burlington City Ordinances	UVM Division of Student and Campus Life
Burlington Police Department	Members of the UVM Community Coalition

APPENDIX A

Rental Condition Checklist

The purpose of this checklist is to (1) document the original condition of the rental at the beginning of the lease term and (2) follow-up at the end of the lease to record the condition of the rental as it was left upon move out. Examine each item in the rental and record its condition by checking the appropriate column: **NP= no problem; P=problem; NA=not applicable**. You may also want to take photos to document the condition of the rental when you move in and again when you move out.

Then on a separate sheet of paper describe each problem in as much detail as possible. If you choose, you can provide this to your landlord, or keep it for your records.

Rental Address _____ Apt. No. (if applicable) _____

City _____ State _____ Zip _____

MOVING IN CONDITION

Living Room

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Shades/Blinds
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Fireplace
_____	_____	_____	Sofa

MOVING OUT CONDITION

Living Room

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Shades/Blinds
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Fireplace
_____	_____	_____	Sofa

MOVING IN CONDITION

_____	_____	_____	Lounge
_____	_____	_____	Chairs
_____	_____	_____	Other chairs
_____	_____	_____	End tables
_____	_____	_____	Coffee table
_____	_____	_____	Lamps
_____	_____	_____	Bookshelves
_____	_____	_____	Drapes/curtains

Dining Room

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Shades/Blinds
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Tables
_____	_____	_____	Chairs
_____	_____	_____	Cabinets
_____	_____	_____	Drapes/curtains
_____	_____	_____	Shades/Blinds

Kitchen

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Floor
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Sink
_____	_____	_____	Toilet

MOVING OUT CONDITION

_____	_____	_____	Lounge
_____	_____	_____	Chairs
_____	_____	_____	Other chairs
_____	_____	_____	End tables
_____	_____	_____	Coffee table
_____	_____	_____	Lamps
_____	_____	_____	Bookshelves
_____	_____	_____	Drapes/curtains

Dining Room

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Shades/Blinds
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Tables
_____	_____	_____	Chairs
_____	_____	_____	Cabinets
_____	_____	_____	Drapes/curtains
_____	_____	_____	Shades/Blinds

Kitchen

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Floor
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Sink
_____	_____	_____	Toilet

MOVING IN CONDITION

_____	_____	_____	Stove/Oven
_____	_____	_____	Hood/Fan
_____	_____	_____	Refrigerator
_____	_____	_____	Garbage Disposal
_____	_____	_____	Dishwasher
_____	_____	_____	Light Fixtures
_____	_____	_____	Shades/Blinds
_____	_____	_____	Counter Tops
_____	_____	_____	Drawers
_____	_____	_____	Cupboards
_____	_____	_____	Cabinets
_____	_____	_____	Dinette Table
_____	_____	_____	Dinette Chairs
_____	_____	_____	Drapes/Curtains

Bathroom

NP	P	NA	
_____	_____	_____	Door
_____	_____	_____	Fan
_____	_____	_____	Tissue Holder
_____	_____	_____	Towel Racks
_____	_____	_____	Mirrors
_____	_____	_____	Medicine Cabinet
_____	_____	_____	Other Cabinets
_____	_____	_____	Drawers
_____	_____	_____	Bathtub
_____	_____	_____	Shower
_____	_____	_____	Shower Tiles
_____	_____	_____	Shower Curtain/ Door
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Drapes/Curtains
_____	_____	_____	Shades/Blinds

MOVING OUT CONDITION

_____	_____	_____	Stove/Oven
_____	_____	_____	Hood/Fan
_____	_____	_____	Refrigerator
_____	_____	_____	Garbage Disposal
_____	_____	_____	Dishwasher
_____	_____	_____	Light Fixtures
_____	_____	_____	Shades/Blinds
_____	_____	_____	Counter Tops
_____	_____	_____	Drawers
_____	_____	_____	Cupboards
_____	_____	_____	Cabinets
_____	_____	_____	Dinette Table
_____	_____	_____	Dinette Chairs
_____	_____	_____	Drapes/Curtains

Bathroom

NP	P	NA	
_____	_____	_____	Door
_____	_____	_____	Fan
_____	_____	_____	Tissue Holder
_____	_____	_____	Towel Racks
_____	_____	_____	Mirrors
_____	_____	_____	Medicine Cabinet
_____	_____	_____	Other Cabinets
_____	_____	_____	Drawers
_____	_____	_____	Bathtub
_____	_____	_____	Shower
_____	_____	_____	Shower Tiles
_____	_____	_____	Shower Curtain/ Door
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Drapes/Curtains
_____	_____	_____	Shades/Blinds

MOVING IN CONDITION

Bedroom 1

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Bookshelves
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Box Bed Spring
_____	_____	_____	Bed Frame
_____	_____	_____	Bed Headboard
_____	_____	_____	Shades/Blinds
_____	_____	_____	Night Tables
_____	_____	_____	Lamps
_____	_____	_____	Mirrors
_____	_____	_____	Dressers
_____	_____	_____	Chairs
_____	_____	_____	Study Table/Desk
_____	_____	_____	Drapes/Curtains

Bedroom 2

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Bookshelves
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets

MOVING OUT CONDITION

Bedroom 1

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Bookshelves
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Box Bed Spring
_____	_____	_____	Bed Frame
_____	_____	_____	Bed Headboard
_____	_____	_____	Shades/Blinds
_____	_____	_____	Night Tables
_____	_____	_____	Lamps
_____	_____	_____	Mirrors
_____	_____	_____	Dressers
_____	_____	_____	Chairs
_____	_____	_____	Study Table/Desk
_____	_____	_____	Drapes/Curtains

Bedroom 2

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Bookshelves
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets

MOVING IN CONDITION

_____	_____	_____	Box Bed Spring
_____	_____	_____	Bed Frame
_____	_____	_____	Bed Headboard
_____	_____	_____	Shades/Blinds
_____	_____	_____	Night Tables
_____	_____	_____	Lamps
_____	_____	_____	Mirrors
_____	_____	_____	Dressers
_____	_____	_____	Chairs
_____	_____	_____	Study Table/Desk
_____	_____	_____	Drapes/Curtains

Bedroom 3

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Bookshelves
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Box Bed Spring
_____	_____	_____	Bed Frame
_____	_____	_____	Bed Headboard
_____	_____	_____	Shades/Blinds
_____	_____	_____	Night Tables
_____	_____	_____	Lamps
_____	_____	_____	Mirrors
_____	_____	_____	Dressers
_____	_____	_____	Chairs
_____	_____	_____	Study Table/Desk
_____	_____	_____	Drapes/Curtains

Additional sheets are attached that describe in detail problem conditions in the apartment.

MOVING OUT CONDITION

_____	_____	_____	Box Bed Spring
_____	_____	_____	Bed Frame
_____	_____	_____	Bed Headboard
_____	_____	_____	Shades/Blinds
_____	_____	_____	Night Tables
_____	_____	_____	Lamps
_____	_____	_____	Mirrors
_____	_____	_____	Dressers
_____	_____	_____	Chairs
_____	_____	_____	Study Table/Desk
_____	_____	_____	Drapes/Curtains

Bedroom 3

NP	P	NA	
_____	_____	_____	Doors
_____	_____	_____	Screens
_____	_____	_____	Windows
_____	_____	_____	Floor
_____	_____	_____	Rug/Carpet
_____	_____	_____	Walls
_____	_____	_____	Ceiling
_____	_____	_____	Closets
_____	_____	_____	Bookshelves
_____	_____	_____	Light Fixtures
_____	_____	_____	Outlets
_____	_____	_____	Box Bed Spring
_____	_____	_____	Bed Frame
_____	_____	_____	Bed Headboard
_____	_____	_____	Shades/Blinds
_____	_____	_____	Night Tables
_____	_____	_____	Lamps
_____	_____	_____	Mirrors
_____	_____	_____	Dressers
_____	_____	_____	Chairs
_____	_____	_____	Study Table/Desk
_____	_____	_____	Drapes/Curtains

Additional sheets are attached that describe in detail problem conditions in the apartment.

APPENDIX B

Monthly Budget

Due date of monthly bill: _____

Financial responsibility is an important aspect of living off-campus. Use the following worksheet to help you budget your financial obligations. Fill in the blanks that apply to you.

Income

Money from home _____
 Money from savings _____
 Money from work _____
 Scholarship, grant or loan _____
 Other income _____

Total _____

Expenses

Regularly occurring expenses

Rent _____
 Car payment and insurance _____
 Gas for car _____
 Credit card payment _____
 Health insurance _____
 Emergency Fund _____
 Natural gas services _____
 Electric services _____
 Water services _____
 Garbage services _____
 Cell phone service _____
 Cable service _____
 Internet service _____

Telephone (landline) service _____
 Groceries _____
 Savings _____
 Other _____

Total _____

Other expenses

Tuition _____
 Books _____
 Eating out/entertainment _____
 Activities and hobbies _____
 Personal _____
 Clothing _____
 Health care _____
 Other _____

Total _____

Grand Total of Expenses _____

Total Income _____

Minus Total Expenses _____

Balance _____

