

# OFF - CAMPUS

## HOUSING GUIDE

A handbook to navigating off-campus housing

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Special thanks to Off-Campus Life at Colorado State University for assistance in providing information for the Housing Guide.

This handbook is for informational purposes only and should never be used as a substitute for individualized counseling or legal advice from an attorney or other qualified professionals. Information contained in this handbook does not constitute legal advice. Please note that laws and ordinances discussed herein can change or be amended due to subsequent court decisions or other legislation.

# 1. First Steps

## Should I Live Off Campus?

Living off campus can be a dramatic change. Ask yourself these questions to help make the right decision for you:

- Do I know what type of housing I want?
- Am I ready to be more independent and take on additional responsibilities?
- Will I be able to manage and pay utility bills?
- Am I willing to spend extra time commuting to class?
- Am I okay with having to travel back to campus for events or study sessions after class?
- Do I know what type of transportation I will need (car, bike, bus, walk)?
- Should I still purchase a meal plan, or will I cook more at home?
- Do I have an idea of who I would like to live with?
- Will I be able to communicate effectively with roommates and neighbors?
- Am I familiar with city codes and ordinances and how they can affect me?



## Off-Campus Housing Guide

This handbook is designed to help you make a successful transition into the Flagstaff community. After reading this guide, you will know what to look for when choosing a place to live and how to be smart when signing a lease. Additionally, you will learn about managing a budget, being a good neighbor and maintaining healthy roommate relationships.



## Initial Budget Questions

- How much is the rent?
- When is the rent due?
- What is included in the rent (e.g., trash, water)?
- Who is responsible for paying utilities hookup/installation fees?
- What is NOT included in the rent?
- What type of heating is used (gas or electric) and how may that impact your heating bill?
- What are the late fees if you do not pay your rent on time?
- If you own a pet, what is the pet fee and/or pet deposit?



## Things to Consider

When planning to rent a house or apartment off campus, your search will be easier if you start looking early. Becoming familiar with the types of rentals available and the current rental rates will help you locate the apartment or house that best suits your needs. Remember to expand your search to all areas of Flagstaff, not just near campus. Bus lines, biking and carpooling are all great ways to commute to campus.

### LOCATION

- How long does it take to get to campus?
- Is it close to bus stops?
- Can you walk/bike or do you need to drive to campus?
- If driving, how much will it cost to park your car?
- Are there other students nearby or is it mainly a family neighborhood?
- Are there amenities/stores nearby?
- Check out [Section 7. Transportation](#) for more detailed information on ways to commute.
- For maps of Flagstaff neighborhoods and other neighborhood resources go to [flagstaff.az.gov/index.aspx?nid=1527](http://flagstaff.az.gov/index.aspx?nid=1527).
- Would you feel comfortable living there, daytime and nighttime?

- Are all windows lockable and in good condition?
- Are there smoke/carbon monoxide detectors?
- If the apartment has a security system, is it working?
- Is there more than one fire exit?
- Is the entrance well lit?
- Do bushes or shrubs block the windows, creating a potential hiding place?
- Who has access to the house key, and when were the locks last changed?

### RESPONSIBILITIES

- Is there a snow shoveling service provided, or will you be responsible for shoveling snow?
- Is there a lawn service, or will you be mowing the lawn?
- Does the lawn have to be watered, or is there a sprinkler system? Who pays for the water?
- Who is responsible for maintenance, or will you be fixing everything?
- Has the unit been cited for a code violation recently?
- Is the space furnished, or will you have to provide your own furniture?

# The Search

## SETTING YOUR PRIORITIES

Begin by asking yourself some questions. What features are most important to you? List features in order of importance and the areas where you are willing to be more flexible. Can you afford the apartment? Remember, there are move-in costs associated with the rental, such as deposits and application fees. Will you need a roommate to help with the monthly rent? What is the atmosphere like? Do you feel safe? Does the complex appear clean and kept up?

**Visit [Louie's List](#) for listings and help finding roommates**

## ASK QUESTIONS

Before you sign a lease, submit a deposit or agree to rent, check the place over very carefully. Your property manager may not show you the less desirable qualities of the space. Take a list of questions with you when you visit. If there is anything you are unsure of, ask the property manager about it. Be sure to look at the unit during the day and again at night if possible. This will allow you to see if you would be comfortable

there when it is dark. Suggested questions to consider are included in the Appendix in [Questions to Ask Property Managers](#).

## ARIZONA RESIDENTIAL LANDLORD AND TENANT ACT

The Arizona Residential Landlord and Tenant Act was enacted to govern the rental of dwelling units and the rights and obligations of landlords and tenants. By law, your landlord must provide a printed copy of the document upon your request. Be aware of your rights and responsibilities before renting. View the entire document at [housing.az.gov/general-public/arizona-residential-landlord-and-tenant-act](http://housing.az.gov/general-public/arizona-residential-landlord-and-tenant-act).

## FAIR HOUSING ACT

The Fair Housing Act protects people from discrimination when they are renting, buying, or securing financing for any housing. The prohibitions specifically cover discrimination because of race, color, national origin, religion, sex, disability and the presence of children. View the Fair Housing Act in detail at [justice.gov/crt/about/hce/title8.php](http://justice.gov/crt/about/hce/title8.php).

Contact the Southwest Fair Housing Council, an organization that specializes in Landlord Tenant and Fair Housing issues if you think your rights have been violated. Learn more at [swfhc.com](http://swfhc.com).





## 2. Leases

Leases are legally binding documents and should be read carefully before signing. Oral leases are also legally binding, although harder to prove in court. **Always put your lease in writing.** A written agreement protects you and the landlord by defining rental terms, rules, and expectations.

### What Should Be In The Lease?

- The amount of rent and due date.
- Apartment number or house address.
- Beginning and end date of the lease.
- Names of the owner, manager, or person authorized to receive notices from you.
- The amount of security deposit and return date.
- Who is responsible for paying utilities, and initiating/disconnecting city services.
- Items in need of repair – make sure you get this in writing before you sign the lease.
- Who is responsible for repairs.
- Whether subleasing is allowed, and under what terms.
- The conditions under which your landlord may enter your rental unit.

### OTHER CONSIDERATIONS

- Are pets okay? If so, do they require a deposit?
- Are overnight guests allowed?
- Are there monetary penalties for code violations?
- Are rooms rented by the room or is the entire property leased?

**Read through the lease to make sure all terms are defined and written in clear and concise language.**

### Sight Unseen

Have you gone into an apartment complex and visited a model apartment that looks brand new? What will your actual apartment look like? If you are signing a lease without seeing your exact apartment, ask the landlord to include a Sight Unseen Addendum in the lease. This will provide you some protection in case the unit you are given is substandard or not as represented. If the landlord refuses to add this to the lease, think twice before signing it. In addition, have the property manager sign a document indicating any work the facility has agreed to complete.



## Negotiating Lease Terms

Say you found the perfect house or apartment, but the rent is too high or the property will not allow your pet. Don't give up! You may be able to negotiate with the landlord for the type of lease agreement that would ideally suit you. Make sure the person you bargain with has the power to fulfill their promises.

- **Strategies** - Your demands are likely to meet some opposition, so it is important to give some thought to your negotiating strategies.
- **Use of information** - The better informed you are, the more confident and assertive you can be when making a request.
- **Collaboration** - Play on the mutual benefits theme and make some offers. A "what if" question followed by a respectful silence can do wonders. For example, "What if I do the painting?" or "What if we put down a larger deposit?"

## Taking Inventory

Take inventory upon moving in to protect yourself from unreasonable charges when you move out. If you want something fixed or changed, have the property manager do it before you move in, or sign a written promise that it will be fixed. Do not take possession of a unit that is in any way different from what had been agreed upon. It is recommended that you take pictures of the facilities at move in to prove the conditions later when you move out.

## Security Deposits

A security deposit is money given to a landlord in addition to the rent. As specified in the lease, it can be used for the last month's rent, pets or damages. The security deposit cannot have a value greater than 1.5 times the monthly rent.

- Keep receipts for all deposits paid.
- Know how much of your deposit is applied to either the first or last month's rent and how much will be held for the entire term of the rental agreement.
- The tenant is expected to return the premises to the landlord in the same condition it was found at the beginning of the lease; reasonable use and wear and tear are expected. On the day you move in, record the condition of all items, preferably with your property manager present. Follow an inventory checklist (which may be provided by the property manager). An example of a [Rental Checklist](#) Can be found in the Appendix. Keep a copy of the checklist, signed by both you and the landlord, after the inspection of the unit. Take pictures of any damage, and, if possible, have a witness present. In order to avoid potential problems concerning the condition of the premises, make sure you understand what is expected in the way of cleaning, per the terms of your lease agreement.
- As you move out, give proper written notice, and be sure to give the property manger a valid forwarding address. It is important that you ask for the return of your deposit in writing at the time that you move out. Do not assume that because your lease is ending you do not need to provide a written notice. Always provide at least a 30-day written notice.
- If your landlord fails to send you a letter returning your deposit or itemizing the expenses that were withheld 14 days after termination of the tenancy, you can pursue the matter in court.

# Getting Your Security Deposit Back

It is essential that you take pictures upon moving in and even make a narrated video describing your cleaning efforts and pointing out repair matters that are preexisting conditions or ordinary wear and tear. Give copies to your landlord right after moving out to encourage fair treatment of your security deposit and to deter wrongful charges.

## Types of Leases

### APARTMENT VS. INDIVIDUAL LEASE

**APARTMENT/HOUSE LEASE** – You are signing a lease for the whole apartment/house.

**PROS:** You control the apartment/house and who lives there.

**CONS:** You are liable for the entire rent even if one of your roommates does not pay their share. Even if your roommate has signed the lease, your landlord can and may hold any of you responsible for the entire rent.

**INDIVIDUAL LEASE** – You are signing a lease for your specific bedroom. Many student housing complexes lease this way.

**PROS:** You are responsible only for your rent.

**CONS:** The landlord may control who your roommate(s) will be.

### FIXED-TERM VS. MONTH-TO-MONTH LEASE

**FIXED-TERM LEASE** – This lease is for a specific length of time. Check to determine if the lease is for the academic or calendar year.

**PROS:** You are guaranteed the apartment and rental rate for the duration of the lease.

**CONS:** Unless otherwise noted in the lease, you will be responsible to pay the landlord for the entire duration of the lease (e.g., summer, breaks), even if you vacate early.

**MONTH-TO-MONTH** – In this type of lease, both you and the landlord have the right to terminate the lease at any given time, as long as one gives

proper notice to the other party. Notice usually must be given at least 30 days before the next rent payment is due.

**PROS:** This type of lease gives you more flexibility to move out if you need to (after giving the appropriate notice).

**CONS:** Since this type of agreement automatically renews on a monthly basis, a landlord also has the right to raise the rental rate (after giving the appropriate notice).

## Terminating a Lease Early

- Tenants are legally responsible for rent until the premises are re-rented or the lease has expired.
- A voluntary early termination of a lease can occur at any time if the landlord and tenant mutually agree to such termination.
- Early termination is not always an option offered by landlords. If this is the case and you still are moving out, you could either continue to pay rent or work out a sublease agreement if allowed.
- The tenant may be liable for the landlord's reasonable costs of re-renting – it depends on the terms of the lease.
- It is strongly recommended that you seek legal advice before pursuing an early termination of your lease.



## Assignments

If you absolutely must get out of your lease agreement early, assigning the lease is your best option. This can occur only with landlord approval. Assignment replaces you with someone new and removes you from further obligations of the lease.

## Subletting

If your landlord will not agree to an assignment, subletting is another option to consider. When you sublet your place, a third party known as a subtenant takes over your lease. It is important to remember that you will be in charge of finding this subtenant. In addition, subletting does not release you from the responsibilities of your lease if the subtenant fails to fulfill their obligations.

### STEPS:

1. The first thing to do is check with your landlord to make sure subletting is an option.
2. If you have roommates, be sure to discuss the idea of subletting with them. It is possible to sublease just your part of the lease but it is important that your roommates are in agreement. Find out what requirements they have for your future replacement.
3. Interview potential candidates, keeping in mind that you will be responsible for the rent due if the subtenant you choose fails to uphold their end of the agreement.
4. You and your subtenant must fill out a sublease agreement that states the terms of the sublease. Your landlord may provide you with a predrafted sublet agreement.
5. Before a subtenant moves in, have your landlord do a walk-through of your space so your subtenant, and not you, will be held responsible for any damages that occur after you sign your lease over.

## Legal Terms You Need to Know

### CIVIL:

Non-criminal legal matters generally relating to the rights of private individuals. Most housing disputes are handled in civil courts rather than criminal courts.

### CONSTRUCTIVE EVICTION:

Takes place when a landlord makes a property uninhabitable or unusable for the original purposes in which the lease was signed. Get legal advice before moving out due to unacceptable conditions. The situation must meet certain requirements, and there are specific steps that you must take.

### DEFAULT:

Failure to fulfill a legal obligation such as making a required appearance at a court case or paying the agreed upon rent amount.

### Mitigate:

Making compromises to avoid legal action.

### ARIZONA RESIDENTIAL LANDLORD AND TENANT ACT

If you have any further questions, refer to the Arizona Residential Landlord and Tenant Act on the Arizona Department of Housing website. The full document is available to view and download at [housing.az.gov/general-public/arizona-residential-landlord-and-tenant-act](https://housing.az.gov/general-public/arizona-residential-landlord-and-tenant-act).<sup>↑</sup>



# 3. Moving In

Moving in to your new place can be an exciting and stressful time. Between making sure you have all of the basics, arranging furniture, and getting all the utilities hooked up, there is a lot to consider. Here is some helpful information to make the process easier.

## Changing Your Address

Changing your address is a relatively simple process and should be one of the first steps you take when moving into your new place. We recommend doing it online through the U.S. Postal Services website, [usps.com/moversguide](https://usps.com/moversguide). You can also pick up a form at the local post office to submit it directly.

NOTE: If you choose to fill out the form online, you will be required to provide a valid e-mail address and credit card number for security and verification purposes.

Be sure to update your address in LOUIE!

### VOTER REGISTRATION

Moving is a great time to register to vote or update your current voter registration information. You can register online at [servicearizona.com](https://servicearizona.com).

### DRIVER LICENSE AND VEHICLE REGISTRATION

If you have an Arizona driver's license or your vehicle is registered in Arizona, change your address at any Motor Vehicle Services location or online at [azdot.gov/mvd/OnlineServices](https://azdot.gov/mvd/OnlineServices).

## Utilities

This may be your first time connecting utilities. Perhaps you're not sure which company to call or how far in advance you need to make arrangements. No problem - here is a list of utilities in Flagstaff.

- The City of Flagstaff provides water, sewer, trash and recycling services. Choose the "Residents" tab for information at [flagstaff.az.gov](https://flagstaff.az.gov).
- APS supplies electricity in Flagstaff. You can set up your electricity by visiting [aps.com](https://aps.com).
- A list of other services such as natural gas, propane and television can be found on the Flagstaff Central website, [flagstaffcentral.com/Subjects/MovingInfo/utilities.html](https://flagstaffcentral.com/Subjects/MovingInfo/utilities.html).
- Allow at least three business days to connect or disconnect service. Consult the provider for specific requirements.
- Be prepared to make deposits on utilities.
- If you move out, you must call or go online to cancel your service.
- Utilities may be included in your monthly rent.
- If some utilities are included in your monthly rent, it will be the landlord's responsibility to make any service changes for those utilities.



# Saving Energy and Water Starts with YOU!

You can save money every month and help out the environment by conserving energy and water. Even as a renter, small actions can add up to make a big difference. Here are the top seven tips for you to conserve:

- Turn off lights and appliances when you are not using them.
- Set your computer to hibernate after 30 minutes of inactivity, and turn off your monitor when you leave the room for more than 20 minutes.
- Talk to your landlord about setting your hot water heater temperature to no more than 120 degrees.
- Install CFL and LED light bulbs. Be sure to discard old light bulbs properly.
- Ask your landlord to install efficient shower heads and faucet aerators.
- Take shorter showers.
- Look at your electric and water use online. Challenge your roommates to use less.



## Television

- There are many cable and satellite television companies serving Flagstaff. Make sure to shop around for a good price and the package that works best for you.
- Many cable and satellite television companies offer high-speed Internet and digital phone services, so you may be able to get a discount if you bundle phone and Internet with your television service.



## Internet

- While several companies provide Internet in Flagstaff, some services may be limited in certain areas. Contact each provider to confirm service options in your area.
- Do not just trust advertised speeds. Look at the data to find the fastest ISP near you.



## Phone

- To establish a phone service, call your chosen provider a minimum of three business days before service is needed.
- Installation fees may apply.
- A deposit may be required for long distance service.

# Trash and Recycle Services

The City of Flagstaff automated system makes trash and recycle collection more efficient and safe and keeps neighborhoods clean.



- Homes are assigned a brown (90 gallon) trash container and a green (90 gallon) recycle container.
- Roll the container out to the curb on designated collection days for your address.

## Reduce, Reuse, Recycle

Learn how reducing, reusing, and recycling can help you, your community and the environment by saving money, energy and natural resources. Find general tips at [www2.epa.gov/recycle](http://www2.epa.gov/recycle).

- If you live in an apartment, your complex should provide bins and dumpsters for your trash and recycling needs. Talk to your apartment manager if recycling is not available.

- Recyclables can be dropped off at the Cinder Lake Landfill free of charge. The address is 6770 E. Landfill Road Flagstaff, AZ 86004.
- Consider donating reusable items. There are several thrift stores located in Flagstaff.
- Glass is not collected in your recycle bin. You have to take it to a glass drop-off site, or add glass pick up to your trash collection for an additional monthly fee.
- For glass drop-off locations visit [flagstaff.az.gov/index.aspx?NID=2465](http://flagstaff.az.gov/index.aspx?NID=2465).
- Information about bulk trash collection, removal of move-in boxes, and other collection services is available at [flagstaff.az.gov/index.aspx?NID=923](http://flagstaff.az.gov/index.aspx?NID=923).

## IMPORTANT CONTACTS

- Arizona Public Service (APS) – (928) 779-6911
- UniSource Energy Services – (928) 774-4592
- Trash and Recycle – (928) 774-0668
- Water and Sewer – (928) 779-7646



be resourceful

# Plastic

# Paper

# Metal



All Plastic Bottles & Containers

Empty • Lids on

No Bags, Wraps, Styrofoam, or Compostable Plastics



Steel & Tin Cans  
Aluminum Cans & Foil

Empty



Office Paper  
Cardboard & Cereal Boxes  
Newspaper  
Junkmail & Magazines

No Cups, Napkins, or Waxy Items



## Glass

Use a drop off location or call 928-213-2110 to sign up for glass collection



All Plastic Bags, Wraps, & Film

Take to the grocery store

## What about...

Batteries, CDs, DVDs, Ink Cartridges, & Cell Phones

Take to the Downtown Library  
300 W. Aspen Ave.



## Electronics & Paint

Take to the Hazardous Products Center  
6770 Cinder Lake Landfill Rd.  
[www.flagstaff.az.gov/hpc](http://www.flagstaff.az.gov/hpc)

## Phone Books

Take to Norton Environmental  
1800 E. Butler Ave.



# FLAGSTAFF RECYCLES

To learn more about what is recyclable in Flagstaff, visit [www.flagstaff.az.gov/recycle](http://www.flagstaff.az.gov/recycle) call 928-213-2153 or like us on Facebook: Flagstaff Sustainability Program

Printed on 100% recycled paper



GLASS



RECYCLE



GARBAGE

## Renter's Insurance

Be sure to purchase renter's insurance. It is inexpensive and will protect your belongings from damage or theft. More importantly, it will protect you if you cause damage to the property from something such as fire or water damage.

### BEFORE YOU START MAKING CALLS:

- Check to see if you are covered under your family's home owner's insurance.
- If you are not covered, do an assessment of your property and determine approximately how much money it would cost to replace your belongings. You will also need to decide which items you want to have fully covered (e.g., jewelry or laptop.)
- If you pay for car insurance, check to see if that company will provide renter's insurance at a discounted rate.

### WHEN CALLING EACH COMPANY, HAVE THE FOLLOWING INFORMATION AVAILABLE:

- Your name, phone number and property address.
- The names of everyone who lives at the property and how long they have lived at the residence.
- Prior addresses.
- Employment history.
- Any insurance claim history you have, including details such as dates, type of loss and the extent of damages.
- Some companies may ask for additional information about your residence, such as construction material or square footage.

## Variables Impacting Rates

Policies can be adapted to your specific needs. These factors will affect the cost of renter's insurance:

- Whether the structure is frame or brick.
- How much theft and fire protection the home has (e.g., dead bolts, smoke detectors).
- Whether you live in or out of city limits.
- Student or non-student status, and sometimes marital status.
- How many units there are in your apartment complex.
- Whether you have other policies with the company (e.g., auto insurance).
- How much property and liability coverage you want or need.

## Renter's Insurance Terms

### DEDUCTIBLE:

This is a specific amount of money you have to pay for every claim you file. Deductibles vary, so be sure to ask how much your deductible will be.

### MINIMUM COVERAGE:

Some policies won't cover your property for less than a specific amount. Usually the minimum range is between \$8,000 and \$10,000.

### LIABILITY:

Liability coverage can range from \$100,000 to \$300,000. In most cases, more coverage is better. Check to see if your policy will cover your attorney costs in a civil suit, and/or medical damages for you and others.

# 4. Managing a Budget

Before moving off campus, you should know how much it will cost. An example of a [Budget Spreadsheet](#) can be found in the Appendix.

Don't take on more than you can afford!  
Your rent should be no more than 30% of your monthly income.

## Balancing a Budget

If your income and expenses do not balance and/or show a negative balance, here are some suggestions about how to improve your budget:

- **Increase your income/resources.** Obtain a part-time job, financial aid, or a loan.
- **Decrease your expenses.** Start with the easy stuff by cutting variable expenses, like entertainment (cable services), credit card purchases or eating out. If that isn't enough, you can cut fixed expenses by seeking a lower rent rate and/or sharing housing with others.
- **Change your payment schedule.** There may be a better way to divide payments or spread them over the coming months. Check to see if you can adjust your payment schedule.
- **Monitor daily spending.** Carry only as much money as you need each day. Extra cash in your pocket is often a temptation to spend.
- **Plan for extra expenses.** When planning your budget, do not forget to take into account times during the year when your spending might be higher, such as for air conditioning in the summer, heat in the winter, and gifts during the holidays.

## Food

Now that you may no longer be eating in the dining locations on campus, you need to start thinking about your options.

Start by answering some of the following questions:

- Do you enjoy cooking?
- Do you know how to cook?
- Do you have the time to cook?
- Are you going to eat out often?
- Can you afford eating out?

## Off-Campus Meal Plans

Still interested in having a meal plan?

Campus Dining offers a variety of affordable meal plans for students, even if you live off campus.

See your options at [nau.edu/dining](http://nau.edu/dining).





## Credit Cards

The decision to get a credit card should not be taken lightly. When used responsibly, credit cards can be a great way to establish good credit, which will be important later in life when applying for loans, buying cars or purchasing a home. On the other hand, when a credit card is abused it can result in low credit scores and overspending. Credit cards can also present a security risk through loss, theft or identity fraud.

### THINGS TO KEEP IN MIND WHEN CHOOSING A CREDIT CARD:

- Not all credit cards are equal! Specially designed cards exist for college students.
- Some cards charge an annual fee.
- Every credit card will have an Annual Percentage Rate (APR). This is the interest rate you will be required to pay for your purchases. When looking at rates, remember that the higher the rate, the more you will have to pay if you are not able to pay off your full bill each month.
- Many cards offer an introductory rate with a lower APR, but keep in mind this is not permanent. Make sure you know what interest rate you will pay once the introductory period has passed.
- Some credit card companies charge extra to pay your bill online or by phone.

- Some credit card companies offer a grace period in which you have 20 to 30 days to pay your bill if you get behind. However, others will charge a late fee.
- If you fail to make a payment on time or within a grace period, it will negatively affect your credit score and may increase the rate you are charged on your credit card. This is called a penalty rate.
- Some credit card companies have a “Change of Terms” policy, which means they can change the terms of your credit card agreement at any time. This includes the ability to raise your interest rates for any reason.

### IF YOU DECIDE TO GET A CREDIT CARD, BE SMART ABOUT IT!

- Do not overspend! In addition to paying the money back at a later date, you will also have to pay all of the accrued interest, which can add up quickly.
- Only carry one or two cards at a time. Credit cards are a great tool to build up credit and to have in case of emergencies. However, filling your wallet with them can result in increased spending and confusion when paying bills.
- Be sure not to spend more than your designated credit limit. Exceeding your limit can result in fees and penalties.





- Schedules
- Lifestyle habits
- Parking
- Study habits
- Partners
- Sharing a bathroom

**GROCERIES CAN CREATE SOME OF THE BIGGEST ISSUES BETWEEN ROOMMATES. HERE ARE A FEW IDEAS TO HELP:**

- Designate cabinets and refrigerator space for each roommate.
- Talk about which groceries you do not mind sharing.
- Establish a rotating schedule for purchasing shared items.
- Condiments can be shared, and who wants four bottles of ketchup? Have each roommate donate a condiment before you move in.

## 5. Roommates

Who are you going to live with? This is a big decision which needs to be given careful consideration. There are legal, financial and personal implications that affect people living together. Even best friends may not be perfect roommates.

### Roommate Considerations

- Privacy
- Noise
- Visitors and overnight guests
- Pets
- Personal belongings
- Smoking/alcohol/drugs
- Parties
- Bills/deposits
- Cleaning
- Groceries/food

### Roommate Agreements

You should always have a written agreement in place. An example of a [Roommate Agreement](#) can be found in the Appendix.

### Communication

Open and honest communication is key in establishing and maintaining a positive and successful roommate relationship. Talk often and work together to resolve potential conflicts. Avoid making assumptions about how your roommate feels or acts. Ask questions and initiate dialogue on a regular basis.

# 6.Safety

Talk to your roommates about safety, and commit to practicing good safety habits together. Common sense precautions can reduce your vulnerability to both personal and property crimes.

## At Home

- Lock your doors and windows, even when you are inside your home.
- Keep emergency numbers by on your phone.
- Do not leave messages on your door indicating that you are away and when you will return (including your schedule).
- Do not put your address on your key ring.
- Get to know your neighbors.
- Do not leave keys in hiding places. Thieves will find them.
- Close blinds and curtains at night.
- Keep your heat on a low setting during winter breaks to avoid bursting pipes.

## Leaving for Breaks

- Thieves know the college schedule, so make your place look occupied.
- Let your neighbors know you will be out of town and ask them to watch your home and pick up any packages or newspapers.
- Store electronic equipment and small valuables in a safe place.
- Contact the post office to have them hold your mail while you are away.

## Walking

- Avoid walking alone at night.
- Change your routines.
- Use well-lit and well-traveled routes.
- Avoid shortcuts and dark, isolated areas.
- Walk purposefully, know where you are going and project a confident image.
- If you feel threatened, cross the street, locate an emergency phone or enter a store or place of business, even if you just left there.
- Have your door keys ready; carry them in your pockets, not buried in a purse or backpack.
- Do not hit the unlock button until you are near your car.

## Emergency Services

### Flagstaff Police Department

*911 East Sawmill Road*

*Flagstaff, AZ 86001*

*Non-emergency: (928) 779-3646*

*Emergency: 9-1-1*

### Flagstaff Fire Department

*211 West Aspen Avenue*

*Flagstaff, AZ 86001*

*Non-emergency: (928) 213-2500*

*Emergency: 9-1-1*

# Fire Safety

## FIRE PREVENTION CHECKLIST

- Make sure smoke detectors are working properly. Test the batteries at least once a month and install new ones at least once a semester.
- DO NOT remove batteries from smoke detectors to prevent false alarms.
- Know at least two ways out of every room.
- Make an escape plan in case of emergencies.
- Purchase collapsible escape ladders for upper floor windows and know how to use them.
- Do not overload outlets.
- Be careful with space heaters. Keep flammable items, including furniture, at least three feet away from heaters, furnaces, water heaters and fireplaces.
- Do not leave food unattended on the stove or in the microwave. Make sure all burners are turned off before leaving the house.
- Be sure cigarettes are fully extinguished. When smoking, use a sturdy, non-tipping ashtray. DO NOT smoke in bed!
- Keep a fire extinguisher in the kitchen.
- Make sure the wattage in light bulbs matches the correct wattage for the fixtures.
- Do not run the dryer without a lint trap. Clean the lint trap regularly.
- Keep your electrical wiring in good condition. Have wire replaced if it is frayed or cracked. If you are renting, it is your landlord's responsibility to keep the wiring up to date. Bring any issues to your landlord's attention.



## IN CASE OF FIRE

- Never ignore a fire alarm.
- Leave at once and close all doors behind you on your way out.
- Call 911 once you are out of harm's way.
- Use the stairs. DO NOT take the elevator.
- Test every door for heat. If a door feels hot or you see smoke seeping out, DO NOT OPEN IT.
- Crawl low in smoke.
- If possible, cover your mouth with a cloth to avoid inhaling smoke and gases.
- Do not go back in, no matter what!
- If a fire starts while cooking, put a lid over the burning pan or use the fire extinguisher. Never pour water on grease fires.
- If you are trapped in your home STAY CALM! Close your door and seal off any cracks with wet towels. As soon as you are able, call the fire department and give your name, address and location in the building or house.
- If possible open a window for air and signal for help. DO NOT JUMP!
- Wait for help to arrive.

# 7. Transportation

Leaving your car home instead of bringing it to Flagstaff is more economical for you and more sustainable for the environment. Utilizing a combination of public transit and biking will save you money and time parking.

## Mountain Line Transit System

The Mountain Line Transit system offers eight routes that traverse Flagstaff, providing a reliable transportation option for students living off campus.

Ride Mountain Link (Route 10) free of charge with your JacksCard. This route connects the campus with Woodlands Village and downtown Flagstaff or Aspen Place at the Sawmill. You can use Mountain Link or the Campus Shuttle service to move about the campus.

Students wishing to access other Flagstaff routes have several options for purchasing a pass, including the affordable semester and annual college student passes. These passes give you access to any route at any time, essentially giving you access to any of the off-campus activities that Flagstaff has to offer. The TransLoc real time arrival system (via a free app or an SMS texting service) lets you know exactly when the bus will be at your stop, minimizing your wait time and taking the guesswork out of riding transit. Each bus is also equipped with a bike rack, and your bike rides free when you pay your fare! For more information visit [mountainline.az.gov](http://mountainline.az.gov).<sup>†</sup>

## Biking

NAU has numerous locations for bicycle parking on campus including racks and lockers, making it a healthy and convenient way to commute. There are many miles of shared-use paths open to cyclists in Flagstaff, including the Flagstaff Urban Trail System. **Remember, bicycles must follow the same traffic laws as vehicles.** Wear a helmet and be safe. A headlamp and reflector are required for biking at night. Visit the Bike Hub on the south side of the Health and Learning Center to learn about bicycle maintenance. Be sure to register your bike with NAU's Parking and Shuttle Services, located on north campus. You can also register your bike with the Flagstaff Police Department. Registering your bike is essential to locating your bike if it is lost or stolen or if you are requesting your lock to be cut. The NAU Yellow Bike Program provides free bike rentals to students for up to seven days and includes a lock, key and helmet.

## Walking

If your house is close to campus, walking can be a great option to get to class and stay fit. While Flagstaff is considered to be a safe city, be aware of traffic and your surroundings when walking around town. Check out [Section 6. Safety](#) in the handbook for more information.

## Driving

If you have to drive to campus, be sure to carpool with your roommates, friends and neighbors to save on the cost of parking and gas. NAU parking permits are sold online through Parking and Shuttle Services. You may choose between North Commuter, South Commuter, Knoles Parking Garage, San Francisco Parking Garage or Evening Only permits. North Commuter permits are limited and sell quickly. Short term passes are also available. For details visit [nau.edu/Parking-Shuttle-Services](http://nau.edu/Parking-Shuttle-Services).<sup>†</sup>



# 8. Being a Good Neighbor

Flagstaff is known for its friendliness and small-town feel. Take pride in where you live and get to know your neighbors. Here are some helpful tips:

## Neighbor Etiquette

### INTRODUCE YOURSELF

A simple “hello” goes a long way. This is your first step in building a good relationship. Grow the relationship throughout the year; you never know when you will need that cup of sugar or help shoveling your walk.

### KEEP NEIGHBORS INFORMED

- **Contact your neighbors before undertaking something that may affect them... like throwing a party or building a fence.**
- **Share your contact information so there is an easy way to communicate during any event you might host or if other questions come up.**
- **Let neighbors know if you are going out of town.**

### NEIGHBORHOOD EXPECTATIONS

Be aware of local laws, homeowner association (HOA) covenants and neighborhood expectations.

### BE UNDERSTANDING OF DIFFERENCES

Age, faith, ethnic background and family status can drastically affect how one goes about daily life. Consider that neighbors will have different schedules and lifestyles such as working a night shift or raising children. Be respectful of differences between you and your neighbors.

### BE FRIENDLY

Neighborly gestures contribute to a positive and welcoming neighborhood for all. Taking the trash bin up the driveway or shoveling snow for your neighbor is a good way to create good rapport. Contribute to your neighborhood

by attending events such as clean-up days, barbeques or neighborhood association meetings to understand the local issues and concerns. Neighborhoods may have volunteer opportunities that can enhance your academic experience, like helping to research local history or career networking.

### BE AWARE

Observe parking controls such as red curbs and time limits. Do not park in landscaped areas, on private property or in business parking lots. Avoid blocking driveways, fire hydrants or trash collection areas.

## Neighbor Conflicts

Sometimes conflicts come up between neighbors. These problems usually arise because the two households did not have a good communication system to assist them in cooperatively resolving their dispute.

Handle problems politely. If your neighbors do something that bothers you, be polite and respectfully let them know as soon as possible. If you think your neighbors make unreasonable complaints or do not like you, keep in mind that your neighbors may have suffered from problems with a previous renter. Be patient and polite, and if you cannot work out a fair compromise, talk to your landlord.



# Parties

Always remember that when hosting a gathering, you are assuming responsibility for any and all issues that may arise. Here are some tips for hosting a responsible party:

- Discuss party expectations with your roommates. Things to consider include date, time, house rules, how many people to have over, what you will provide guests.
- Designate a sober host to control music volume and access to the party, mitigate outside disturbances and address interactions with neighbors or police.
- Notify your neighbors in advance and provide them with the phone number of the sober host.
- Think before you post! We strongly advise you to not post your party using social media outlets, as this can attract more people than you want or people you do not know.
- Neighbors typically report that it's the behaviors of people coming and going to the party (including parking) that they find most disruptive, not the party itself.
- Keep the size reasonable so your party stays in line with the capacity of your residence to avoid disturbing your neighbors.
- Know the laws concerning alcohol. A minor in possession of alcohol, or providing alcohol to minors are both punishable, with up to 6 months in jail and a \$2,500 fine. **If in doubt, do not serve alcohol to someone who may be underage.**
- If you are uncomfortable with the size of your party, or people will not leave despite your requests, call the Flagstaff Police Department's non-emergency dispatch line at (928) 774-1414 and ask for assistance in breaking up your party before things get out of control.

- Encourage your guests to be quiet and respectful as they arrive and when they leave.
- Be cooperative toward neighbors, police and others who come to discuss issues.
- Clean up all trash resulting from your party and follow up with your neighbors the next day. Your neighbors may be more tolerant of your next party if they see that you are respectful and care about the neighborhood.

## Nuisance Party Ordinance

Effective June 2015, Flagstaff police officers can issue civil citations and fine anyone who is contributing to making a disturbance at a party that has five or more people, including parties held on private or commercial properties. Such disturbances may include but are not limited to excessive noise or traffic, obstruction of public streets by crowds or vehicles, drinking in public, service of alcohol to minors or consumption of alcohol by minors, fighting, disturbing the peace, and littering.

Citations can be given to the host, tenant, guests or any other organizer making a disturbance. The per person fine for a first offense is \$250. A second nuisance party within 120 days of the first will garner the violators a \$500 fine. A third party within 120 days of the second party increases the fine to \$1,000. If there is criminal activity at the nuisance party, such as underage drinking, the fines per person increase to \$500 for the first party, \$1,000 for the second party and \$2,000 for the third party.

People who are at the party but not creating a nuisance will not be cited or fined; however, they may be asked to leave. A property owner can also be fined if a nuisance party is held at a property they are renting out to others.

# Owning a Pet

Owning a pet can bring a lot of happiness, but it can also create some complications. Make sure you are ready for the responsibilities that accompany pet ownership. Remember to budget for veterinarian bills, food and daycare for your pet. Not all homes and apartments allow pets, so it may be harder to relocate once you have a pet.

## FEEDING YOUR PET

Be sure to feed your pets on a regular schedule. Pets require a healthy diet. Also, pets are not humans, and a diet heavy in table scraps can lead to obesity and medical issues.

## GROOMING

Grooming is more than just the occasional bath. Your pet may need to have regular toenail clippings and teeth cleanings as well. Be sure to research the grooming needs for the type of pet you own.

## MAINTENANCE

This refers to some of the more unpleasant aspects of pet care such as yard cleanup, litter box cleaning, cage cleaning and fish tank maintenance. A clean environment for your pet is a healthy environment. Poor sanitation can lead to behavioral problems (such as litter box avoidance) and health problems (such as skin infections and the spread of communicable diseases).

## EXERCISE

Make sure your pet gets the exercise it needs. Regular exercise keeps your pet in good condition and reduces the risk of heart and joint problems, diabetes and a number of other medical issues.

## HEALTH CARE

As a pet owner, you have a legal duty to maintain important annual examinations and vaccination updates. Remember, preventative healthcare is the cheapest kind!

## Ready to Own a Pet?

- Do you have \$1,000 or more to spend on your pet annually?

- Can you afford the \$20 to \$50 it will cost monthly to feed most pets?
- Are you away from the house for long periods of time during the day?
- Are you willing to spend the time necessary to train a pet?
- If you are considering a dog, do you have a fenced yard or are you willing to dedicate at least 30 minutes everyday to walking your pet?
- Are you willing to clean up after a pet (e.g., changing litter or picking up dog waste)?
- Does your property management company or apartment complex allow pets?
- If you have roommates, are they all in agreement about getting a pet? Do any of them have allergies?
- If you travel a lot, will you be able to bring your pet with you?

Consider your answers to the above questions, as now may not be the best time to get a pet. Think about volunteering at an animal shelter or getting a smaller pet that requires less maintenance. If you decide to own a pet, be sure you have your home ready.

## CHECK YOUR HOME FOR THE FOLLOWING:

- Toxic chemicals – rodent poison, antifreeze and foods that are toxic to pets. **DO YOUR RESEARCH!**
- Adequate fencing, gate closures, etc.
- Sharp objects – these might include nails sticking out of the fence or metal landscape borders.
- License – Dogs must be licensed, and both dogs and cats must be vaccinated against rabies. Contact Coconino County Animal Management at (928) 679-8756 for animal licensing and vaccination requirements.



## 9. City Codes and Ordinances

The City of Flagstaff has ordinances in place to address issues of local concern. You can be fined if you fail to comply with an ordinance. It is important to be familiar with all city ordinances. While a few notes are highlighted below, the complete City Code with detailed information can be found on The City of Flagstaff website. Select the City Hall tab, then choose City Code at [flagstaff.az.gov](http://flagstaff.az.gov).

### Noise

Flagstaff's noise regulations apply on Monday through Friday from 12 a.m. to 6 a.m. and on Saturday and Sunday from 1 a.m. to 7 a.m. During these hours it is unlawful for any person, while outdoors or within a residential unit to make noise which is clearly audible within a residential unit other than where the noise originated. The following standards are considered when determining whether a violation of this section exists:

- The volume of the noise
- Whether the nature of the noise is usual or unusual
- Volume of background noise, if any
- The duration of the noise

### Dogs

Every person owning or having charge, care, custody or control of any dog should keep it upon his or her own premises. If a dog is off premises, it needs to be under the control of a competent person and restrained by a chain, leash, rope or cord to contain and control the dog.

Every dog found within the city limits may be impounded at a pound and kept there for a period of 72 hours.

It is unlawful for anyone owning or having the care, custody or control of a dog to permit the dog to bark, bay or make any other noise, day or night, in such an unreasonable manner to disturb the peace and quiet of any person.





# Winter In Flagstaff

## PARKING ORDINANCE

The City of Flagstaff's Winter Parking Ordinance is in effect from November 1st through April 1st. There is NO PARKING on city streets or alleyways from midnight to 7 a.m. ***This parking restriction is enforced whether it is snowing or not.***

This ordinance allows crews to thoroughly plow streets for your safe travel, and it aids street sweepers in the removal of cinders following a snowstorm.

The Flagstaff Police Department enforces this ordinance. If you are parked in violation of the ordinance and it is not snowing, you will receive a citation. If you are parked in violation while it is snowing, in addition to a citation, your vehicle will most likely be towed.

## CLEARING SIDEWALKS

Property owners and occupants are responsible for keeping the sidewalks adjacent to their property free and clear of any accumulation of snow, ice or other obstruction within 24 hours of accumulation. The ordinance also prohibits moving snow or ice onto city streets or alleys when you are clearing snow. Be considerate of your neighbors. Clear off your sidewalk after snowstorms, from deposits of snow or ice from street clearing efforts, or from any other accumulations.

## PLEASE CLEAR WATER METERS OF SNOW AND ICE

You can help the city water meter readers provide you with an accurate reading of your water consumption by clearing off the snow and ice from your water meter following a snow storm. If meter readers are unable to access a residential meter, an estimate will be used for billing purposes.



# 10. Community

Living off campus doesn't mean you have to be disconnected from the university. Want to get involved and stay active but do not know where to start? Try these:

## Fraternity and Sorority Life

Are you interested in making new friends, gaining leadership experience, providing community service and pursuing academic excellence? Greek organizations provide a social and academic support system designed to give you a well-rounded and enriching college experience, even if you live off campus. To learn more about Fraternity and Sorority Life, visit [nau.edu/Student-Orgs/FSL/](http://nau.edu/Student-Orgs/FSL/).

## Student Clubs and Organizations

Gain experience, meet new people and get involved on campus with more than 300 student organizations. For a list of all current student clubs and organizations, go to [nau.edu/Student-Life/Student-Organizations/](http://nau.edu/Student-Life/Student-Organizations/).

## Sports

### SPORT CLUBS

Whether you want to compete nationally for a championship, enjoy social time with your friends or simply play the sport you love, Sport Clubs will have something to keep you active. Learn about Sport Clubs at [nau.edu/Campus-Recreation/Competitive-Recreational-Sports/Sport-Clubs/](http://nau.edu/Campus-Recreation/Competitive-Recreational-Sports/Sport-Clubs/).

### INTRAMURAL SPORTS

Whether you are looking for competition, social time or just exercise, there is an intramural sport for you. To see all the intramural sports offered, check out [nau.edu/Campus-Recreation/Competitive-Recreational-Sports/Intramurals/](http://nau.edu/Campus-Recreation/Competitive-Recreational-Sports/Intramurals/).

## Athletics

Cheer on your Lumberjacks! Students get FREE admission into all home athletic events with a valid NAU student ID. View the current athletics schedule at [nauathletics.com](http://nauathletics.com).

## Transfer & Online Connections

If you have a long day and don't want to drive back and forth from campus – you don't have to!! All students living off campus are welcome in our lounge. We encourage students to treat it as a home away from home. We have day use lockers, a fridge, microwave, computers & print stations and places to hang out and study. We also have many fun events you can join too!



# 11. Appendix

## Questions to Ask Property Managers

Ask these questions while you are touring the property and before you sign a lease. Be sure to ask questions about anything you do not understand regarding the lease or anything else having to do with your rental.

1. Who pays for utilities, including electricity, water, trash and sewer?
2. How much does each utility usually cost per month for both summer and winter?  
Does the unit have gas or electric heat?
3. Who controls the heat?
4. Who pays for cable and Internet?
5. Is parking available? How many spaces are assigned to the rental unit?
6. Is there a permit required? If so, how much does it cost?
7. Is there guest parking?
8. What are the rules on guests and visitors? What are the restrictions, if any?
9. Are pets allowed? What are the restrictions? Is there an extra deposit and/or rental fee?
10. Is there storage space?
11. How safe is the area? Is security provided?
12. Do all the locks work?
13. Do the windows open, close tightly and lock?
14. Is there weather-stripping? Can you feel drafts around the windows and doors?
15. Are there enough electrical outlets? Can more be added if requested?
16. How is the water pressure?
17. Are fire extinguishers and/or smoke detectors provided?
18. Is there 24-hour emergency service if needed?
19. Is redecorating the apartment allowed? What are the restrictions, if any?
20. If repairs are needed, is the property manager willing to make them before you move in?
21. Are there laundry facilities in or near the building?
22. When is the rent due? Is there a charge for late payments?
23. What deposit and fees are required? How much of that is refundable?
24. What length leases are available?
25. Is subletting permitted? Is there a fee for subletting?
26. Can the rent be increased if the number of tenants increases?
27. Do your roommates have to be approved by the landlord?
28. If you're interested in renting an apartment or house, can you leave your name and a deposit now to reserve it? Does this guarantee you the apartment or house for when you want to move in?
29. When is the space available to move into?

# Rental Checklist

The rental checklist is intended for use by both renters and landlords. Be sure to inspect the housing unit thoroughly and mark any damages or defaults that can be found. Proper inspection before signing a lease can ease the moving out process for all parties involved. After this sheet is filled out completely, have both the tenant(s) and the landlord sign and distribute copies to all people involved. Also, make sketches or take pictures (and write the date on them) of the areas and attach to the form.

<b>Living Area</b>
Walls
Ceiling
Floor/Carpet
Baseboards
Windows/Screen
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Thermostat
Furniture
Other
<b>Dining Area</b>
General Cleanliness
Walls
Ceiling
Floor/Carpet
Baseboards
Windows/Screens
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Thermostat
Furniture
Other
<b>Bathroom</b>
General Cleanliness
Walls
Ceiling
Tub Faucet
Toilet and Lid
Cabinet/Mirror/Shelves
Sink
Sink Faucets
Plumbing

Bathtub/Shower
Floor/Tile
Baseboards
Window/Screen
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Exhaust Fan
Door
Other

## **Kitchen Area**

General Cleanliness
Walls
Ceiling
Floor/Carpet
Baseboards
Windows/Screens
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Refrigerator Exterior
Refrigerator Interior
Refrigerator Temperature and Light
Freezer Temperature
Sink/Faucets
Disposal and Switch
Dishwasher
Stove Hood/Light/Fan
Stove Burners/Knobs
Exhaust Fan
Oven Interior/Broiler Pan
Counter tops
Microwave
Fire Extinguisher
Cabinets/Drawers

## **Laundry Area**

General Cleanliness
Walls
Ceiling
Floor/Carpet
Baseboards
Windows/Screens

Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Washer
Dryer

### **Bedroom #1**

General Cleanliness
Walls
Ceiling
Floor/Carpet
Baseboards
Windows/Screens
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Closet Doors
Closet Shelves/Rods
Dresser
Bed/Mattress/Box Spring
Heat
Other

### **Bedroom #2**

General Cleanliness
Walls
Ceiling
Floor/Carpet
Baseboards
Windows/Screens
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Closet Doors
Closet Shelves/Rods
Dresser
Bed/Mattress/Box Spring
Heat
Other

### **Bedroom #3**

General Cleanliness
Walls
Ceiling

Floor/Carpet
Baseboards
Windows/Screens
Electrical Outlets
Light Fixtures
Curtains/Rods/Blinds
Closet Doors
Closet Shelves/Rods
Dresser
Bed/Mattress/Box Spring
Heat
Other
<b>Misc.</b>
Hallways
Doorways
Basement
Doors
Linen Closet
Other
<b>Exterior</b>
General Cleanliness
Roof
Paint
Wood
Lawn
Driveway
Sidewalks
Porch/Patio
Other

# Budget Spreadsheet

When using this spreadsheet, be sure to take into account monthly amounts for each item. Remember you may need to pay rent and other expenses over breaks and summer.

## Income

Take-home pay (net pay)

Loans/Grants/Scholarships

Savings/Checking

Parental Contribution

Interest/Dividends

Social Services

Other

**Total Income:**

## Expenses

Rent

Tuition and Fees

Books/Supplies

Utilities

Groceries

Entertainment

Car Payment

Insurance (car/renter's/etc.)

Gasoline

Loans

Credit Cards

Clothing

Cable TV

Household Supplies

Laundry

Miscellaneous

**Total expenses:**

**Total Income – Total Expenses**

**REMAINING BALANCE:**



# Roommate Agreement

This agreement explains the duties and responsibilities roommates agree to uphold. It does not affect the responsibilities that the roommates owe the property manager either by a separate agreement or by law.

It is mutually agreed on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), that the roommates, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, agree to abide by the terms of the lease with \_\_\_\_\_ (property manager), dated \_\_\_\_\_, and share rent and other responsibilities for the premises commonly known as \_\_\_\_\_ (complex and address of complex).

## Security deposit

Each roommate agrees to pay \_\_\_\_\_ percent of the total security deposit of \$\_\_\_\_\_. If different portions of the deposit are paid by each roommate, their specific amounts are noted below:

1. \_\_\_\_\_ shall pay \$\_\_\_\_\_ of the total deposit.
2. \_\_\_\_\_ shall pay \$\_\_\_\_\_ of the total deposit.

## Rent

Each roommate agrees to pay \_\_\_\_\_ percent of the total rent per month of \$\_\_\_\_\_/month. This rent will be paid for the term of the lease which runs from \_\_\_\_\_ to \_\_\_\_\_. If different portions of the rent are paid by each roommate, their specific amounts are noted below:

1. \_\_\_\_\_ shall pay \$\_\_\_\_\_ of the total rent.
2. \_\_\_\_\_ shall pay \$\_\_\_\_\_ of the total rent.

## Utilities

The owner shall furnish only the following utility services:

\_\_\_\_\_

All other charges shall be divided equally between roommates, with each roommate being responsible for \_\_\_\_\_ percent of total utilities. Utility expenses to be paid by roommates include: (check all that apply)

\_\_\_\_\_ gas \_\_\_\_\_ electricity \_\_\_\_\_ telephone service \_\_\_\_\_ water \_\_\_\_\_ trash \_\_\_\_\_ cable/internet

## Repairs

Roommates are liable for damages which result from his/her intentional or negligent conduct or that of his/her guests, done to the premises or personal possessions of other roommates. Any repairs or improvements to the premises which will be paid for by all the tenants shall be approved by all of the tenants when the cost exceeds \$\_\_\_\_\_. If pets are permitted under the lease, each pet owner shall be solely responsible for all damaged caused by his/her pet. This includes, but is not limited to, damage to furniture, carpeting, doors, lawn and garden.

## Special Conditions

Each roommate agrees to the special conditions as set forth below:

Food: \_\_\_\_\_

Cleaning: \_\_\_\_\_

Sharing of personal items: \_\_\_\_\_

Smoking/drinking: \_\_\_\_\_

Overnight guests and visitors: \_\_\_\_\_

Noise/study time: \_\_\_\_\_

Additional remarks: \_\_\_\_\_

## Termination of Agreement

If for any reason a roommate will be moving out before the end of the lease, he/she must give the other roommates a thirty day written notice on or before the periodic rental date, or come to a mutual agreement with all roommates. Such notice shall not relieve the moving roommate from any financial liability contained in this agreement unless a substitute roommate is found and accepted by all remaining parties. It is understood that the leaving roommate may still be obligated to the property manager under the property manager's rental agreement.

The moving roommate shall be entitled to his/her share of the security deposit when the property manager refunds it or when a substitute roommate moves in and replaces the moving roommate's security deposit portion.

All Roommates Sign/Date Below:

\_\_\_\_\_  
\_\_\_\_\_