Insider’s Guide: APARTMENT SEARCH
THE OFFICE OF OFF-CAMPUS AND COMMUTER SERVICES

The Office of Off-Campus and Commuter Services (OCCS) is committed to offering information, resources, education, and programs that promote skill development, student independence, and civic engagement to all Syracuse University students. In addition, the OCCS provides all students living off campus or commuting to campus from home with support, information, and resource referrals throughout their off-campus housing experience.

Students are encouraged to visit the OCCS to learn about the network of educational and community services available to them. The office provides students with information on finding suitable housing; exercising their rights and upholding their responsibilities as tenants and as members of the community; and identifying resources that can assist with other off-campus housing questions. OCCS is available for in-person assistance at 754 Ostrom Ave., via phone at 315-443-5489, online at offcampus.syr.edu, and via e-mail at offcampus@syr.edu.

This guide is designed to assist students in their search for off-campus housing by offering useful information on determining needs, viewing rentals, doing research, and understanding leases and security deposits. This is only a guide and is not meant to offer legal advice or to replace the services of an attorney.
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Choosing to live off campus is a decision that will have an impact on your college experience. The appeal of living on your own is enhanced by the opportunities it presents for more privacy and more personal space, as well as a greater sense of freedom. However, it is important to identify and understand the responsibilities of living off campus and to be prepared to handle a range of added tasks, such as cooking, cleaning, and budgeting.

When beginning your search, it is important to think carefully about what you are looking for and to be an educated consumer, it is not wise to look at just one rental and to sign a lease quickly. The following information will assist you in determining your needs, seeking and viewing rentals, doing research, and ultimately signing a lease.

**Step 1: 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 begin your housing search, it is important to determine your needs and what you can afford; if you plan to live with others, you should have this conversation prior to beginning your search. You should consider the following:

- How close to campus, the nearest bus stop, and other conveniences do you want to be?
- What size unit are you looking for?
- How much can you afford for rent and utilities? Security deposit?
- Do you need parking? Off-street or on-street?
- How long a lease do you need?
- How many roommates will you have?
- Will you have pets?
- Will you be able to take care of snow removal and/or lawn care if required?
- Do you want a furnished or unfurnished apartment?
- What type of housing are you looking for: apartment, house, studio, or shared rental?

**APARTMENT**
Independent rental unit within a building, separated from other units, with private cooking and living facilities.

**HOUSE**
Single- or two-family building where the WHOLE building is for rent.

**STUDIO**
A small apartment with kitchenette, bathroom, and a living room/bedroom area.

**SHARED RENTALS**
Individual room listings in houses and apartments where others already live. You will move into a situation with others you probably do not know. In most of these rentals, you and the others in the house share the kitchen, living room, and other common areas.

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**Step 2: Search for Available Rentals**

There are a number of rental units available in the university area (see map of local area on page 32) and several ways to search for them:

- Visit [orangehousing.com](http://orangehousing.com). Orange Housing is a local company that is not affiliated with Syracuse University or SUNY ESF, but maintains a website of apartment offerings in the neighborhoods adjacent to campus.
- Visit [apartmentfinder.com](http://apartmentfinder.com) for listings of local apartment complexes.
- Check out The Daily Orange and other local newspapers.
- Ask friends and classmates who rent in the area or have rented there.

**Step 3: Call about Potential Rentals**

When you find rentals that fit your needs, you should call or email the contact person, state what you are looking for and when you would be available to view the rental. If you will be living with others, you should all view the rental unit to ensure that it will satisfy everyone’s needs.

**Step 4: View Rentals**

You should view two or more rentals that meet your needs. When looking at each rental, you should take notes and ask several questions.

- Use the Apartment Hunting Checklist (Appendix A, page 24) to document the condition of each rental.
- Examine each apartment thoroughly, interior and exterior. Don’t be afraid to test things (e.g., Does the toilet flush? Is there adequate water pressure?). Be sure you are satisfied with the safety features of the rental (e.g., working locks, adequate lighting, secure windows).
- Note utilities that are included with rent.
- Note repairs that are needed.
- Note distance to the nearest bus stop.
- Ask who is responsible for yard work and/or snow removal.
Step 5: Research the Rental

Before you sign a lease you should find out first-hand information about the rental unit and the landlord to make sure your needs will be met and to ensure a successful rental experience.

- Does the rental meet minimum housing and property maintenance codes? Are there any outstanding violations? Does the property have a Certificate of Suitability stating that it can be rented to the number of tenants you will have occupying it? There are several housing and property maintenance codes in effect for rentals. If you have questions about housing codes, call the City of Syracuse Division of Code Enforcement at 315-448-8695.
- Ask the landlord for a summary of the past two years’ heating bills. The landlord must provide this information to prospective tenants upon written request.
- Examine the amount of parking available in your new neighborhood. Be sure you are aware of the on-street parking regulations you are expected to abide by, or associated parking costs.
- Talk with the current tenants about the location, apartment condition, and their relationship/experience with the landlord.
- Visit the area both during the day and at night to get a feel for the safety of the area. Pay attention to noise, activity level, and appearance of nearby buildings.
- Check out the neighborhood crime statistics for your new area at www.syracusepolice.org.
- Consult with the Landlord Information Sharing Program that is hosted by the Office of Off-Campus and Commuter Services and available for viewing at the OCCS Office at 754 Ostrom Ave. The program provides students with a method for communicating with each other from year to year about their rental housing challenges.

Step 6: Review and Sign the Lease

Once you decide on a rental that meets your needs, you will need to sign a lease and pay a security deposit in order to guarantee it will be held for you. You should carefully review the lease; do not rush as a lease is a legally binding document.

- Have your lease reviewed by Student Legal Services, 760 Ostrom Ave., 315-443-4532. All students paying the student activity fee, except law students, are eligible to have their lease reviewed by an attorney free of charge.
- Review the lease with your parents; they may be required to sign the lease also as a guarantor.
- Become familiar with common lease terms and understand all responsibilities outlined in the lease. (See lease information on page 6.)
- Make a copy of the signed lease and security deposit check and save it with all other rental information in a rental file.

Step 7: Prepare for your move off campus

- If you have roommates, discuss whose name utilities will be in and who will contact the companies; if you plan to share common space, discuss who will bring what items to your apartment (furniture, cleaning supplies, dishes, etc).
- Confirm move-in dates with your landlord and when keys can be picked up.
When living off campus you do not have resident assistants to mediate conflicts, and you cannot just move to a new apartment if you are not getting along with your roommate(s). If you will be living with others, even if you have lived with them before in the residence hall or you are close friends, you should consider the following questions prior to living together to avoid conflict:

- What are you looking for in a roommate?
- Do you or does your potential roommate smoke?
- Do you and your potential roommate have similar sleeping habits? How late do you like to sleep on the weekends? Weekdays?
- How late do you stay up on the weekends? Weekdays?
- Do you and your potential roommate have similar study habits?
- Can you and your potential roommate handle each other’s lifestyle differences (i.e., use of alcohol, sexual orientation, etc.)?
- Does either of you have pets or plan to have pet?
- How important is cleanliness to both of you?
- Consider the amount of personal belongings you both may have. The more there is, the more opportunity there is for clutter.
- How much time do you both spend in the bathroom/shower?

For a sample roommate agreement see the “Off-Campus Roommate Guide” at offcampus.syr.edu.

If you are looking for a roommate, Orange Housing maintains a listing of students who have apartments and are looking for roommates to fill a vacancy. If you are looking for someone to rent an apartment with, you may want to ask staff at your school/college, as they may know of students who are looking for a roommate and will be able to connect you.
LEASING

WHAT IS A LEASE?

A lease is a legally binding agreement that outlines rights and responsibilities of both the landlord and the tenant. The lease details rules by which landlords and tenants agree to handle matters arising under the agreement. A written lease gives you the most protection under the law. The majority of leases in the University area are for a full calendar year. In addition, most leases require that each tenant is responsible for the entire amount of the rent. Therefore, if one of your roommates fails to pay the month’s rent, you may be held responsible for paying the entire amount of the rent for that month. Before signing a lease, make sure you understand it and agree to the terms listed in it.

Important Things to Look for in a Lease

Standard clauses in a lease include the following:

- Names and addresses of all parties involved
- The amount of rent, when it is due, and whether there are late fees
- The beginning and ending dates of the lease, and the amount of the security deposit
- Who is responsible for paying utilities (e.g., heat, hot water, electric, gas, phone, Internet, and cable)
- Whether pets are allowed
- Who is responsible for repairs and maintenance (Sometimes fixing luxury items like dishwashers is not the responsibility of the landlord)
- Who is responsible for disposing of trash, cutting grass, and shoveling snow
- Limits on number of persons allowed in the rental unit (living or visiting)

Do not overcrowd a unit or occupy an illegal unit just to lower the rent.

For Model Lease Agreement see Appendix B (page 25).

Common Lease Terms

**Action:** A legal proceeding by which one demands or enforces one’s rights in court

**Arrears:** Overdue rent

**Assignment:** The transfer of rights or property from one person to another

**Automatic Renewal Clause:** A provision in a written lease that allows the lease to be automatically extended upon expiration of a term or tenancy (See also “Fixed Term Tenancy.”)

**Breach:** A violation of one or more provisions of a lease or contract

**Caveat Emptor:** A concept meaning “buyer beware;” summarizes the rule that when renting or buying housing, one must examine and test the condition of the premises for himself or herself

**Civil:** A noncriminal legal matter; housing disputes are typically handled in civil courts

**Constructive Eviction:** Occurs when a tenant vacates premises due to the landlord’s gross interference with his or her lawful enjoyment of the premises
Contract: An agreement to do or not do a particular thing
Damages: Usually a sum of money awarded to a landlord or a tenant as compensation for a financial loss caused by the other party
Default: Failure to fulfill a legal obligation, particularly payment of rent
Dispossess: Remove a person from land; evict
Eviction: Dispossession by process of law; turning a tenant out of possession
Exculpatory Clause: A clause within a written lease that relieves one party from any liability resulting from a negligent or wrongful act
Expiration: The ending of a rental agreement by its own provisions, i.e. the term of lease is over
Fixed Term Tenancy: A tenancy of a definite duration that ends at an expiration date stated in the lease agreement (See also “Automatic Renewal Clause”)
Fixtures: Property that is attached or annexed to a structure, such as sinks and light sockets
Holdover Tenancy: Occurs when a tenant retains possession of a premises after the term of lease has expired
Housing Codes: Regulations written by a state, county, or local government that establish certain minimum standards of habitability for residential property
Judgment: A decision or opinion of the court, usually awarding money damages
Landlord: One who owns and leases real estate
Lease: A contract by which one conveys the right to possession of real estate to another for a designated length of time, and usually for a specified monetary rent
Lessee: A tenant under a lease
Lessor: One who grants a lease (landlord or his agent)
Liability: The state of being legally responsible
Mitigate: Take action to make damages less costly or severe
Notice: An oral or written forewarning of a legal event
Notice of Petition to Recover Possession of Real Property: A legal document, often accompanying a petition to recover possession of real property, which informs the tenant of the date, time, and place of an eviction hearing
Parties: Persons involved in a legal contract; the lessor and a lessee under a lease
Periodic Tenancy: A tenancy that continues indefinitely until terminated by one of the parties. The month-to-month tenancy is the most commonly used periodic tenancy.
Petition to Recover Possession of Real Property: A legal document presented to the tenant at the commencement of an eviction preceding that states the grounds for eviction and the remedy being sought
Premises: The property conveyed in a lease; a building, a house, an apartment, a dwelling unit, etc.
Property: That to which a person has a legal title; real estate that one has the legal right to possess, use, and enjoy
Quit: To leave or vacate
Remedy: A legal means to redress grievances or to correct a wrong
Retaliatory Eviction: An attempt by a landlord to evict a tenant in retaliation for the tenant’s complaint of a housing code violation to the appropriate enforcement agency
Right to Quiet and Peaceful Enjoyment: Generally reflects the landlord’s promise to the tenant that he or she has title to the premises that allows him or her to rent to the tenant
Security Deposit: Money deposited by a tenant with the landlord as security for full and faithful performance by the tenant of the terms of the lease
Sublease: A lease by a tenant to a third party, usually conveying the leased property for a shorter term than the tenant’s term. The original tenant remains completely liable to the landlord for rent.

Summary Proceeding: The legal procedure a landlord must follow to evict a tenant.

Tenancy: A holding of real property; also, the period of a tenant’s occupancy or possession of premises.

Tenant: One who holds or possesses premises under a lease.

Term: The period of time for which a lease is granted.

Termination: The ending of a rental agreement by action of either party not resulting merely from the passage of time or from provisions of the lease limiting the term.

Utilities: Usually heat, hot and cold running water, and electricity supplied to a premises.

Warrant: A document granting authority to do something; can be used to authorize a sheriff to physically remove a tenant from a premises.

Warranty of Habitability: An implied warranty in every lease (even if it is not stated explicitly in the lease) that the condition of the premises rented is free of any defects that might harm the health, safety, or welfare of the tenants.

**LEASE REVIEW**

Any student paying the student activity fee, except law students, is eligible to have their lease reviewed by an attorney at Student Legal Services (SLS). Contact SLS at 315-443-4532 or email@studentlegal.net, or visit 760 Ostrom Ave.
Security Deposits

A security deposit is money that protects landlords against damage beyond normal wear and tear, provides a remedy for unpaid rent, and funds cleanup of the rental, if necessary.

Almost every landlord will require you to pay a security deposit in addition to your first month’s rent before you move in. A security deposit can be anywhere from one to two times your monthly rent.

Protecting Your Security Deposit

When moving in, the best way to protect your security deposit is to complete a detailed checklist of all damages already present in the unit. Note things as small as nail holes in the walls, burns in the carpets, and cracks in the windows. For Sample Apartment Condition Checklist, see Appendix D (page 29). Be sure that your landlord is with you when you do this and signs the checklist. If your landlord is unable to walk through with you, you should take pictures of, or videotape, your apartment to accurately depict its condition and send a copy to your landlord via certified mail.

When you move out, you should conduct the same kind of inspection with your landlord, with the results recorded in writing. To further protect your security deposit, you should take photos of all areas of the apartment once you move out to show cleanliness and any possible damages. According to Syracuse city ordinance, security deposits must be returned within 21 days of the end of the lease.

For Sample Sublease Agreement see Appendix C (page 28).

Subleasing

Subleasing occurs when a tenant rents the apartment to a third party (subtenant). The subtenant is responsible to the tenant for performing all obligations set forth in the sublease agreement; the tenant is responsible for performing all obligations set forth in the original lease agreement. This means that finding a subtenant does not release you from your obligations under the original lease. For example, if the subtenant does not pay his or her rent, you remain responsible for the amount due. Before you negotiate a sublease agreement, you must be sure that you are entitled to do so under your lease.

See Appendix E (page 31) for Sample Letter to Verify End of Lease.
Renter’s 
INSURANCE

WHY HAVE RENTER’S INSURANCE?
Before moving into your new rental home, make sure your belongings are protected. Landlords and property owners are typically not responsible for personal property.

There are two main reasons for obtaining rental insurance for your home. The first, and most obvious, is to protect your property against theft or damage. Some policies cover property theft from your home and your place of work. Renter’s insurance can cover fire and smoke damage, theft, vandalism, damage from windstorms, and other hazards. Specific coverage depends on your particular policy.

The second reason to get a policy is for the liability coverage, to protect you from a civil suit based on negligence. Some policies also pay medical expenses if people are injured on your premises.

IMPORTANT CONSIDERATIONS
Renter’s insurance usually ranges from $55 to $235 a year. To determine how much coverage you need, add up the cost of replacing all of your possessions. Every policy is slightly different. Shop around for the policy that meets your needs. Prices vary from company to company, and so does protection. Many local agents carry policies from several different insurance companies, so shop for the best deal. Insurance agents are listed in the Yellow Pages under “Insurance.”

Syracuse University offers a personal-property-only protection plan to all enrolled students. For more information about this plan, call 1-866-535-0456 or e-mail student@haylor.com. Note that the Haylor, Freyer & Coon, Inc. policy does not include liability coverage.

DEDUCTIBLE
Most policies have a deductible. This is a specific amount deducted from each claim you file. For example, if your $400 camera is stolen, and you have a $100 deductible, you will, subject to the policy’s terms and conditions, receive $300 in your adjustment. The purpose of a deductible is to eliminate paperwork for small claims. Unfortunately, insurance companies and students may have different ideas of what is a small claim. Shop around; deductibles usually vary from $50 to $500.

LIABILITY
Liability coverage can range from $100,000 up to $1 million. Check to see if your policy will cover your attorney costs in a civil suit and/or medical expenses to those who are injured due to your negligence.

VARIABLES THAT CAN AFFECT YOUR RATES
• Whether you live within or outside city limits
• Type of building construction (e.g. wood frame or brick) and protection (e.g. dead bolts, smoke detectors, etc.)
• Student or non-student status, and sometimes marital status
• Whether you live in a complex with four or more units
• Whether you have other policies with the company (e.g. auto insurance)
• How much property and liability coverage you want or need

WILL I BE COVERED UNDER MY PARENTS’ HOMEOWNER’S INSURANCE?
Students up to age 25 are typically covered under their parents’ homeowner’s insurance; therefore, you may be covered. Check with your parents to determine what would be covered in the event of a loss or claim.
Obtaining UTILITIES

How to Obtain Gas and Electricity

To have your electric and/or natural gas service turned on, contact National Grid at 1-800-642-4272, or visit National Grid’s web site at www.NationalGridUS.com. When you call to order your electric and/or natural gas service, the National Grid service representative will ask for the following information:

- Your complete name, address, and telephone number
- Kind of service you are requesting
- When you would like the service connected
- Social Security number, driver’s license number, credit card number, or student I.D. number
- If you have had National Grid service in your name, the representative will ask for your previous address

How to Install Your Telephone

To order telephone service, contact Verizon at 1-888-251-7802. When you call to order your phone service, the Verizon service representative will ask for the following information:

- Your complete name and address
- Kind of service you are requesting
- Name of the long-distance carrier you have chosen
- How you would like your directory listing to appear
- Your previous address and telephone number
- Other credit information that will be kept strictly confidential

How to Obtain Cable Service

To obtain cable service, contact Time Warner Cable at 315-634-6000. When you call to order cable service, the Time Warner Cable representative will ask for the following information:

- Your complete name, address, and telephone number
- The kind of service you are requesting
- If you have had Time Warner Cable service in your name, the representative will ask for your previous address

How to Obtain Internet

Both Time Warner and Verizon offer Internet service. Depending on your provider for phone and cable service, you may be able to save money if you get a bundle package. Call Verizon at 1-888-251-7802 or Time Warner at 315-634-6000 to get more information about pricing and bundle packages.
Managing Your FINANCES

Students often ask whether it is less expensive to live on or off campus. The answer to that question depends on information that is specific to you. However, we can provide you with information about costs you should consider when moving off campus.

Whether you are just thinking about moving off campus, or have already made the decision, the information that follows is designed to help you anticipate, plan, and manage the costs of living off campus.

MONEY-SAVING TIPS AND ADVICE

Rent
When you’re shopping for an apartment, be sure to ask what utilities are included—heat, hot water, electricity. The more that is included, the more expensive the rent will be, but you also won’t have to worry about paying additional bills.

Rent varies throughout the University area. Factors that determine the amount of rent that is paid include the following:

- In general, the closer the unit is to campus, the more expensive it will be.
- In general, the larger the unit, the more expensive it will be.
- In general, furnished units are more expensive than unfurnished units.
- In general, the more utilities included in the rent, the more expensive the rent will be.

WINTER HEATING
If heat is not included in your rent, ask your landlord for an estimate of expected heating costs. Ask the landlord for a summary of the past two years’ heating bills. The landlord must provide this information to prospective tenants upon written request. This is the best way to know what you should expect to pay. Also consider signing up for a budget payment plan through National Grid. It will spread your bills out evenly over the entire year so you’re not stuck with large bills during the winter months. The following are some money-saving tips:

- Set your thermostat lower when you are not home and when you are sleeping.
- Put an extra blanket on your bed and wear an extra layer to be comfortable.
- Set your thermostat at 68 degrees. For every degree you lower your thermostat, you can save three percent of your annual heating costs.
- Install a programmable thermostat that allows you to set up heating programs that will automatically change the thermostat’s set temperature between comfort and energy-saving levels at specified times.
- Keep curtains and shades open during the day to capture daylight warmth and close them at night to prevent heat loss through windows.
- Keep doors of unused rooms closed, and use a towel to eliminate drafts under doors.

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- Keep curtains and shades open during the day to capture daylight warmth and close them at night to prevent heat loss through windows.
- Keep doors of unused rooms closed, and use a towel to eliminate drafts under doors.
**SPLITTING BILLS**
When you move to an apartment, you’ll have many separate bills. Each bill will need to be in just one person’s name. If you have roommates, split the utility bills among house members. This way, one person is not responsible for all of the bills. Communicate with your roommates about when bills are due and what is owed.

**CLEANING SUPPLIES**
Keep in mind that when you move off campus you’ll be responsible for keeping your entire apartment clean. Make sure you have appropriate cleaning supplies and equipment, such as a vacuum cleaner for carpets or a mop for hardwood floors. You may also want some small rugs to protect the floor from snow and salt in the winter.

**FOOD AND GROCERIES**
It’s important to budget enough money to maintain healthy eating habits off campus. Save money by buying in bulk or using coupons. Store brands are often a better bargain than national labels and the quality is just as good. When comparing costs, keep your eye on unit prices. Another way to eat well on a budget is to purchase a 5-Meal Plan so you have the option of eating some meals on campus.

**PETS**
One advantage of living off campus is that your apartment may allow you to have a pet. While this seems like a fun benefit, having a pet comes with many costs and responsibilities. It costs a lot to take care of a pet—including food and veterinarian bills. It is illegal to abandon pets once you move, so make sure if you get a pet you’ll be able to take it with you when you move out.

**TRANSPORTATION**
You may drive more when you live off campus. Maybe not, but it is an important cost to consider. You should also consider whether you’ll need to pay for parking if no parking spot is included with your apartment. You may have to consider keeping your car on campus. Parking tickets can be costly, and parking illegally could get your car towed.

**CREDIT CARDS**
Resist the urge to use a credit card to pay for living expenses; credit cards aren’t free money! Credit cards typically have very high interest rates. Not only will you be paying for your purchases well into the future; you will actually be paying much more for them than if you just paid cash. It’s a good rule of thumb that if you don’t have enough cash to buy a certain item, you shouldn’t be buying it at all.

**NOT ALL CARDS ARE CREATED EQUAL**
If you apply for a credit card, be sure to fully understand credit terms and conditions. Compare costs.

- **Annual Percentage Rate (APR)**—The yearly interest charge applicable to outstanding credit balances.
- **Annual Fee**—The once-a-year cost of owning a credit card. Some credit cards have no annual fee.
- **Grace Period**—The period before interest begins to accrue on new purchases.
- **Minimum Payment**—The minimum dollar amount that must be paid each month, usually two or three percent of the amount owed.
- **Interest Rate**—The percent, per unit of time, of the total sum borrowed that is charged by a bank or financial institution for use of its money.
BUDGET WORKSHEET

It is important to make a budget if you are considering moving off campus. Working through a budget will help you identify and estimate the costs of living on your own. Once you estimate how much it will cost to live off campus, compare this to the cost of living on campus to see which option is better for you.

Make sure you use consistent measures; for example, to get an accurate comparison of income and expenses you must list them all in the same units (per month, per semester, or per year). This will require you to multiply or divide certain income or expenses to be consistent.

First, use the table below to determine your total income, then calculate how much should be spent on each expense.

<table>
<thead>
<tr>
<th>INCOME SOURCES</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>Family contribution</td>
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</tr>
<tr>
<td>Scholarships</td>
<td></td>
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<td>Employment</td>
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<tr>
<td>Loans</td>
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<td>Financial aid</td>
<td></td>
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<td>Savings</td>
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<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>PERCENT OF TOTAL INCOME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (tuition, books, fees, supplies)</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>Housing (rent, utilities, phone, renter’s insurance)</td>
<td>14%</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>6%</td>
<td></td>
</tr>
<tr>
<td>Transportation (car payment, gas, insurance, repairs)</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Personal/Miscellaneous (clothing, health, laundry, cleaning)</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>Entertainment (movies, sporting events, concerts)</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Other Expenses (parking, childcare, loans, travel)</td>
<td>1%</td>
<td></td>
</tr>
</tbody>
</table>

Also give some thought to one-time or occasional expenses—things like car repairs and registration, gifts for friends and family, vacation and travel, and other expenses that might occur just a few times a year, or maybe not at all. It’s good to set some money aside for unexpected expenses.

You can find an interactive budget designed especially for students online at the following web site: www.accessgroup.org/calculators/in_schlbud.htm.
It is important to make a budget if you are considering moving off campus. Working through a budget will help you identify and estimate the costs of living on your own. Once you estimate how much it will cost to live off campus, compare this to the cost of living on campus to see which option is better for you.

Make sure you use consistent measures; for example, to get an accurate comparison of income and expenses you must list them all in the same units (per month, per semester, or per year). This will require you to multiply or divide certain income or expenses to be consistent.

First, use the table below to determine your total income, then calculate how much should be spent on each expense.

<table>
<thead>
<tr>
<th>Income Sources</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family contribution</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
</tr>
<tr>
<td>Financial aid</td>
<td></td>
</tr>
<tr>
<td>Savings</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Percent of Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
</tr>
<tr>
<td>Education (tuition, books, fees, supplies)</td>
<td>70%</td>
</tr>
<tr>
<td>Housing (rent, utilities, phone, renter's insurance)</td>
<td>14%</td>
</tr>
<tr>
<td>Food</td>
<td>6%</td>
</tr>
<tr>
<td>Transportation (car payment, gas, insurance, repairs)</td>
<td>5%</td>
</tr>
<tr>
<td>Personal/Miscellaneous (clothing, health, laundry, cleaning)</td>
<td>3%</td>
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<td><strong>Also give some thought to one-time or occasional expenses—things like car repairs and registration, gifts for friends and family, vacation and travel, and other expenses that might occur just a few times a year, or maybe not at all. It's good to set some money aside for unexpected expenses.</strong></td>
<td></td>
</tr>
</tbody>
</table>

You can find an interactive budget designed especially for students online at the following website:

www.accessgroup.org/calculators/in_schlbud.htm

It is important to note how much of your total income should be allocated for the costs associated with living off campus. The following percentages of your total income represent the average for students living off campus. These are only guidelines; you should tailor your budget to fit within your needs and priorities.

**TIPS FOR SKILLFUL MONEY MANAGEMENT**

- Leave debit and credit cards home and carry only a few dollars with you each day.
- Know the difference between wants and needs, and resist the temptation to purchase products online or from catalogs.
- If you decide to have a credit card, choose one with a low or no annual fee, a low interest rate, and a long grace period.
- Use a credit card only for convenience, not credit, and pay your bill in full each month.
- Avoid extra fees for ATM withdrawals by using a bank with a convenient local branch.

**For Further Information**

The Office of Financial Aid and Scholarship Programs
200 Archbold North
315-443-1513
finmail@syr.edu financialaid.syr.edu

Consumer Credit Counseling
500 South Salina St., Suite 600
Syracuse, NY 13202-3394
800-479-6026
cccscny.org
Promoting Personal Safety

Burglars can strike in any neighborhood. They are opportunistic and always on the lookout for open and unlocked doors. They are attracted to dwellings that are poorly maintained, obscured by landscaping or fencing, and out of sight or earshot of neighbors. The best way to minimize your chance of becoming a victim is to take sensible precautions.

The following tips are offered by the City of Syracuse Police Department and the Syracuse University Department of Public Safety. They are designed to help you reduce your chances of becoming a crime victim. You may already be aware of some strategies, but others may be new to you. Remember to use common sense. Do not let yourself become a victim of a crime!

BEFORE RENTING AN APARTMENT

Survey the residence for the following security features:

- Does the apartment have metal or solid core wooden entry-exit doors? Are these doors equipped with deadbolts? Are the locks mounted securely? Have the doors been re-keyed since the last tenant moved out?
- Can visitors be observed without opening the apartment door, either through a door “peephole” viewer or window?
- Does any outside vegetation block doors or windows from public view? Does the vegetation provide places of concealment at entrances at, or along, walkways?
- Is there adequate lighting at the building entrance and along walkways? Are the outer doors kept locked at all times?

Orange Watch

Orange Watch is a DPS program that provides an expanded DPS presence in key areas on the North and South campuses and in neighborhoods north and east of campus.

The program expands DPS peace officers’ hours of armed walking, bicycle and vehicle patrol coverage. It supplements DPS’ and other law enforcement agencies’ current activities in areas frequented by students, faculty and staff.

Orange Watch officers are on patrol throughout the year, with increased presence between the hours of 7 p.m. and 5 a.m. and on weekends—times when students have the most serious concerns about safety, according to DPS surveys.

Orange Watch places five additional peace officers and a supervisor on patrol in these areas at night on weekends. During the summer months and on weekdays during the academic year, Orange Watch provides three additional peace officers. As a result, patrols in these areas during these times increases by nearly 40 percent on weekdays and more than 60 percent on weekends.

As they perform their duties, Orange Watch officers are highly visible; interact in community building, problem solving, and crime prevention; and provide services to students, faculty, staff, and residents in need of law enforcement assistance. Orange Watch officers promote the safety of students found walking alone or in small groups; use DPS’ radio network to report on any signs of criminal activity or other safety and security concerns; and assist Syracuse Police Department officers on request.
The Neighborhood Safety Patrol

The Neighborhood Safety Patrol is a partnership among residents of the University neighborhood, the Syracuse Police Department, and Syracuse University. The patrol is part of an effort to deter criminal activity, promote resident safety, and improve the quality of life in the neighborhood. The University Neighborhood Service Agreement Committee, which is administered by the South East University Neighborhood Association, funds this patrol, which supplements the normal police coverage of the University neighborhood. During the academic year, the patrol operates for four hours on Sunday through Thursday nights, and for six hours on Friday and Saturday nights. The area covered runs west to east from University Avenue to Allen Street, and north to south from East Genesee Street to Broad Street.

If you have any questions, please contact the Syracuse University Department of Public Safety at 315-443-2224.

Shuttle U Home

Syracuse University’s Shuttle U Home provides free transportation from the campus for students, faculty, and staff who reside off campus within a designated geographic area. The service operates daily from 8:15 p.m. to 3:30 a.m.

To use the shuttle, riders must go to the Students for Community Safety (SCS) program, located in 019 Watson Hall, and sign up. Riders are also required to show their SU or ESF I.D. The shuttle service van is capable of transporting as many as six passengers.

For more information, visit http://publicsafety.syr.edu/students/shuttle_u_home.html.

Walking Escorts

Walking Escorts are provided for students, staff, and faculty on Main Campus from academic buildings to residence halls or parking facilities, and vice versa. The program operates from 8 to 11 p.m. throughout the academic year. To request an escort, call 315-443-2224.
**ORANGE ALERT:**
Campus Crisis Alert Notification System

Directed by Syracuse University’s Department of Public Safety, **ORANGE ALERT** is designed to provide rapid notification and instruction to SU students, faculty and staff, and SUNY College of Environmental Science and Forestry students in the event of a crisis in progress—an instance in which there is immediate threat of physical harm to members of the campus community.

When activated, **ORANGE ALERT** uses various communications mechanisms—including e-mail, text messaging, and cell/landline phone calls—to send a brief notice about the situation and instructions of what to do. A typical message might read: “There is a (type of crisis) on campus at (a specific location); evacuate the area immediately and remain away until further instructed.”

When an **ORANGE ALERT** message arrives, the recipient is asked to respond following the simple instructions in the notification message. Once the response is sent, the system recognizes that the message has been received and no further contact occurs. If the recipient does not respond to the first notification, the system remains in operation and attempts to contact the individual via another communications mechanism. The process continues until confirmation is provided.

After the **ORANGE ALERT** message, more detailed follow-up information is provided through various means, including, but not limited to, the University’s website, e-mail, phone, and campus radio and television resources.

The Caller I.D. on a phone call from **ORANGE ALERT** will appear as 866-609-8028; similarly, a text message will appear from the number 24639. It is suggested that individuals program these numbers into their wireless devices as “SU ORANGE ALERT.”

**ORANGE ALERT** contact information for students, faculty, and staff is drawn from the MySlice online information system. Want to review and/or modify your contact information? Go to MySlice, log in using your NetID and Password, click on the **ORANGE ALERT** link, and then review/modify and save your information.

Questions? Contact OrangeAlert@syr.edu

**ORANGE ALERT SIREN SYSTEM**

The Orange Alert Siren System is an enhancement of the Orange Alert notification system that will also alert community members and visitors who may not be enrolled or have immediate access to electronic media needed for notification. Sirens that sound similar to a fire station siren or a weather siren are activated in case of emergency when individuals need to seek immediate indoor shelter.

The sirens can be heard outdoors throughout both Main Campus and South Campus. If the siren is activated for an Orange Alert, you should immediately seek shelter indoors and look to electronic media for further information about the crisis. The emergency warning sequence is eight seconds on and four seconds off, continuously repeating for two minutes.

If you are in the building where the emergency is occurring you should leave the building if you can safely do so and proceed to a short-term evacuation center (Hendricks Chapel or Schine Student Center on Main Campus, Goldstein Student Center or Manley Field House on South Campus).
When you are able to return outside, an additional Orange Alert message will be sent indicating that the incident has concluded, and this will be accompanied by one long steady siren blast lasting sixty (60) seconds.

The Orange Alert Siren is tested every Saturday at 1 p.m.; you may hear a single seven-second test blast from the siren, and you will also hear the same type of blast during each of the Orange Alert tests each semester. Orange Alert is tested once each semester; an announcement of the test is made a few days before each test. While the test will include a single seven-second blast, an actual Orange Alert emergency warning sequence will be eight seconds on and four seconds off, continuously repeating for two minutes.

**Syracuse University Ambulance**

**OFF-CAMPUS EMERGENCY: 315-443-4299**

Syracuse University Ambulance (SUA) provides EMS response and transport services for the Syracuse University community. When a serious injury or illness occurs, Syracuse University and ESF students, faculty, and staff may seek emergency medical services (EMS) by calling SUA.

Call SUA when you believe someone’s life is threatened, when someone faints or collapses, has persistent chest pain or difficulty breathing, or is injured. If you are not sure it is an emergency, call SUA for assistance. One call connects you with an entire emergency medical team: emergency medical dispatch operators, emergency medical technicians, paramedics, physicians, and nurses specially trained to handle these situations. Keep numbers for SUA near your telephone. When you call for help, remember the following:

- Stay calm. Follow the emergency dispatcher’s instructions and answer all questions he/she may have. Do not hang up until you are told to do so! This dispatcher may give you instructions on what to do until the ambulance arrives.
- Do not move someone who is hurt unless she or he is in danger. Keep the person warm and comfortable.
- Make it easy for SUA crews to find you. Send someone to meet the ambulance.

For additional information, call 315-443-4566 or visit sua.syr.edu.

**Non-Emergency Medical Transport Service (MTS): 315-443-4566**

Students who are temporarily disabled, and those with a permanent disability whose transportation has been temporarily interrupted, can receive short-term transportation in the greater campus area to and from the health center, campus, and area medical facilities by calling the Medical Transport Service. Reservations for transport are preferred. *** Services provided by SUA and MTS are covered by the student health fee. On occasion, SUA uses a commercial ambulance service to supplement the University’s emergency medical response. Syracuse University Ambulance and Syracuse University Health Services are not responsible for fees or charges incurred to students who receive Advanced Life Support interventions or other medical care from outside agencies at any time. Students who have not paid the student health fee may be charged for services provided by Syracuse University Ambulance.
Fire Safety

Fire safety is something most of us do not think about enough. Living off-campus means being more responsible for your own safety and the safety of those around you. Fire safety is one of the most important responsibilities you will assume. Make sure you know your responsibilities as a tenant, and what your landlord must do regarding fire protection.

REQUIRED FIRE PROTECTION DEVICES

The New York State Fire Code and City of Syracuse Property Code require that smoke detectors (certified by a nationally recognized fire testing laboratory) be installed in all common areas, including basements, in combination with other required alarm systems. They must also be installed both inside and outside each sleeping area. It is the landlord’s responsibility to install these devices, but the tenant must make sure the devices are in place and tested monthly. Make sure you know how to replace the batteries in your smoke detectors! A smoke detector’s early warning can provide you with the extra time essential for a successful escape.

New York State Law and the City of Syracuse Property Code also require each property to have at least one functioning carbon monoxide detector on the lowest level of the house with a bedroom.
Fire Safety

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**Required Fire Protection Devices**

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New York State Law and the City of Syracuse Property Code also require each property to have at least one functioning carbon monoxide detector on the lowest level of the house with a bedroom.

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**Important Numbers**

**Emergency Numbers**

- Gas Emergency (National Grid) 1-800-892-2345
- Poison Control 315-476-4766
- Power Outage (National Grid) 1-800-867-5222
- Syracuse University Ambulance 315-443-4299
- SU Department of Public Safety 711
- University R.A.P.E. Center 315-443-7273
- Syracuse Fire Department and Syracuse Police Department 911

**Non-Emergency Numbers**

- City of Syracuse Information 315-448-CITY
- ESF Police 315-470-6666
- SU Department of Public Safety 315-443-2224
- University R.A.P.E. Center 315-443-7273
- Syracuse Fire Department 315-471-1161
- Syracuse Police Department 315-442-5111
- Syracuse Police Department 315-472-0528
- Syracuse Fire Department and Syracuse Police Department 911

**City and Community Services**

- Animal Shelter 5878 E. Molloy Road 315-454-4479
- Board of Elections/Voter Registration 315-435-8683
- City of Syracuse Division of Code Enforcement 201 E. Washington Street 315-448-8695
- Department of Motor Vehicles 4671 Onondaga Boulevard 518-486-9786
- Parking Ticket Bureau 233 E. Washington Street 315-479-5300
- Recycling/Trash 315-453-2866
- Wescott Community Center 315-478-8634

**Grocery Stores**

- Abdo's Grocery 742 S. Beech Street 315-472-4821
- Empire News and Grocery 748 Wescott Street 315-422-5470
- Food Works
- Menschel Media Center 315-443-3594
- Lancaster Market 1007 Lancaster Avenue 315-472-4661
Important

PHONE NUMBERS

P&C
620 Nottingham Road ......................................................... 315-446-1652
Poppy’s Place
507 Westcott Street .......................................................... 315-474-0699
Student’s Choice Foods
161 Marshall Street............................................................. 315-475-7201
Syracuse Real Food Co-Op
618 Kensington Road ......................................................... 315-472-1385
Wegmans Food Markets
6789 E. Genesee Street ...................................................... 315-446-1610

SUNY ESF SERVICES
Office of the Vice President for Student Affairs and Educational Services
204 Bray Hall .................................................................. 315-470-4771
Student Life Office
110 Bray Hall .................................................................. 315-470-6658

SYRACUSE UNIVERSITY SERVICES
Counseling Center
200 Walnut Place .............................................................. 315-443-4715
Department of Public Safety
005 Sims Hall .................................................................. 315-443-2224
Government and Community Relations
2-212 Center for Science and Technology .......................... 315-443-3919

Health Center
111 Waverly Avenue .......................................................... 315-443-2666
Housing, Meal Plan, and I.D. Card Services
206 Steele Hall ................................................................. 315-443-2721
Office of Judicial Affairs
310 Steele Hall ................................................................. 315-443-3728
Office of Off-Campus and Commuter Services
754 Ostrom Avenue .......................................................... 315-443-5489
Office of Student Assistance
306 Steele Hall ................................................................. 315-443-4357
Parking and Transit Services
621 Skytop Road .............................................................. 315-443-4652
Slutzker Center for International Services
310 Walnut Place ............................................................. 315-443-2457
Student Legal Services
760 Ostrom Avenue .......................................................... 315-443-4532

UTILITY COMPANIES
National Grid ..................................................................... 1-800-642-4272
Time Warner Cable ............................................................ 315-634-6000
Verizon ........................................................................... 315-890-7100
APPENDIX A: APARTMENT HUNTING CHECKLIST/APARTMENT #1

Apartment Address: ________________________________________________________________

Landlord’s Name and Phone #: ______________________________________________________

Cost
___ Rent: _______ Security deposit: _______
___ What utilities are included? Cost?
___ Is the apartment furnished?

Security
___ Are the door locks adequate?
___ Are there locks on the windows?
___ Are the hallways/outside entrance(s) lit?
___ Is there a buzzer or intercom system?
___ Are there peepholes in the entrance door(s)?
___ Is there an alarm system, security personnel?

Kitchen
___ Is it large enough to eat in?
___ Is the sink scratched, damaged, rusted?
___ Does the faucet work/Is there adequate pressure?
___ Does the sink drain?
___ Is the stove/oven clean?
___ Do the burners and oven work properly?
___ Is there adequate cabinet and countertop space?
___ Is the floor in good condition?
___ Is there a vent fan? Is there a dishwasher?
___ Is there a garbage disposal?
___ Are the refrigerator and freezer large enough?

Heating
___ Can I control the heat?
___ Is the house insulated?
___ Are there storm windows?
___ Are there heat ducts in each room?

General
___ Is there enough parking for all of the tenants in the building? Is there off-street parking?

___ Are there water stains on the ceilings or walls?
___ Can the neighbors hear me?
___ Are there signs of mice or pests?
___ Is there adequate closet space?
___ Has the apartment been freshly painted?
___ Can the mailbox be locked?
___ What is the general condition of the building?
___ Have there been any burglaries or other crimes in the area?
___ What floor level is the apartment on?
___ Is it within walking distance to campus? On a bus line?
___ Are there laundry facilities on the premises?
___ Is it close to a grocery store?

Property Owner
___ Is the property owner generally available?
___ Will she/he respond promptly when repairs and maintenance are needed?
___ What do other tenants think about the property owner?

Bathroom and Plumbing
___ Do the faucets work and have adequate pressure?
___ Is there a shower? Condition?
___ Is there a shower curtain rod?
___ Is there a medicine cabinet? Mirrors/towel racks?
___ Is there a toilet tissue holder
___ Is there good lighting? Is there a vent fan?
___ Are the electrical outlets usable and safe?
___ Does each apartment have its own hot water tank? (10 gallons per person is recommended)

Electrical
___ Are the outlets grounded in each room?
___ Is the circuit breaker or fuse box within easy access?
___ Do all the outlets and light switches work?

Adapted with permission from Orange Housing.
APPENDIX A: APARTMENT HUNTING CHECKLIST/APARTMENT #2

Apartment Address: ________________________________

Landlord’s Name and Phone #: ________________________________

Cost

Rent: _______ Security deposit: _______

What utilities are included? Cost?

Is the apartment furnished?

Security

Are the door locks adequate?

Are there locks on the windows?

Are the hallways/outside entrance(s) lit?

Is there a buzzer or intercom system?

Are there peepholes in the entrance door(s)?

Is there an alarm system, security personnel?

Kitchen

Is it large enough to eat in?

Is the sink scratched, damaged, rusted?

Does the faucet work/Is there adequate pressure?

Does the sink drain?

Is the stove/oven clean?

Do the burners and oven work properly?

Is there adequate cabinet and countertop space?

Is the floor in good condition?

Is there a vent fan? Is there a dishwasher?

Is there a garbage disposal?

Are the refrigerator and freezer large enough?

Heating

Can I control the heat?

Is the house insulated?

Are there storm windows?

Are there heat ducts in each room?

General

Is there enough parking for all of the tenants in the building? Is there off-street parking?

Are there water stains on the ceilings or walls?

Can the neighbors hear me?

Are there signs of mice or pests?

Is there adequate closet space?

Has the apartment been freshly painted?

Can the mailbox be locked?

What is the general condition of the building?

Have there been any burglaries or other crimes in the area?

What floor level is the apartment on?

Is it within walking distance to campus? On a bus line?

Are there laundry facilities on the premises?

Is it close to a grocery store?

Property Owner

Is the property owner generally available?

Will she/he respond promptly when repairs and maintenance are needed?

What do other tenants think about the property owner?

Bathroom and Plumbing

Do the faucets work and have adequate pressure?

Is there a shower? Condition?

Is there a shower curtain rod?

Is there a medicine cabinet? mirrors/towel racks?

Is there a toilet tissue holder

Is there good lighting? Is there a vent fan?

Are the electrical outlets usable and safe?

Does each apartment have its own hot water tank?

(10 gallons per person is recommended)

Electrical

Are the outlets grounded in each room?

Is the circuit breaker or fuse box within easy access?

Do all the outlets and light switches work?

Adapted with permission from Orange Housing.
APPENDIX B: MODEL LEASE AGREEMENT

UNIVERSITY AREA
MODEL RESIDENTIAL LEASE AGREEMENT

WHEN SIGNED BY BOTH LANDLORD AND TENANT, THIS LEASE IS A LEGAL AND BINDING DOCUMENT. READ CAREFULLY BEFORE SIGNING.

LANDLORD: ________________________________ AGENT: ________________________________
ADDRESS: ____________________________________________________________
TELEPHONE NO: ________________________________ EMERGENCY NO.: ________________________________

TENANT(S): 1. ___________________________
Permanent Address: ____________________________________________________________
2. ___________________________
Permanent Address: ____________________________________________________________
3. ___________________________
Permanent Address: ____________________________________________________________
4. ___________________________
Permanent Address: ____________________________________________________________

PROPERTY: ____________________________________________________________ in the City of Syracuse, Onondaga County, New York State (the “Lease Premises”).

TERM: The term of this Lease shall begin on ____________, 20___, or as soon after that as Landlord can deliver possession of the Lease Premises to Tenant, and shall run through ____________, 20___ (the “Term”).

RENT: The monthly rent due to Landlord from Tenant for the Lease Premises shall be $_______,00, payable in advance on the first day of each and every month of the lease term. The rent shall be paid to Landlord at ____________, ____________, New York.

If the rent payment is not made before the end of the 5th day of the month, Landlord may assess a late charge of ______ per day for each day the rent or any portion of the rent remains unpaid, up to a maximum late charge of $50.00. The late charge may be avoided if Tenant gives notice to Landlord prior to the rent due date that payment may be late and Landlord agrees to a later payment date. This agreement must be in writing, however, in order to be binding upon Landlord.

DEPOSIT: Tenant shall pay a security deposit of $_______,00 to Landlord, due upon signing of the lease or the day on which possession of the Lease Premises is delivered to Tenant, whichever is later. This deposit shall be kept in an account separate from Landlord’s own funds. If Tenant surrenders the Lease Premises at the end of the Lease Term in good and broom-clean condition, the deposit shall be returned in full to Tenant no later than 21 days after surrender of the Lease Premises.

UTILITIES: All utilities used in the Lease Premises shall be the responsibility of Tenant, with the exception of ____________. Tenant must make arrangements directly with service providers for the provision of gas, electric, telephone and cable television services.

NOTE: THE “CONTROLLING TERMS” ATTACHED TO THIS LEASE ARE A PART OF THIS LEASE AND ARE BINDING UPON THE PARTIES TO THIS LEASE.

The parties to this Lease hereby bind themselves by their signatures this ________ day of ____________, 20__.

______________________________
TENANT

______________________________
TENANT

______________________________
TENANT

______________________________
TENANT

LANDLORD/LANDLORD’S AGENT
1. **LIABILITY:** The TENANTS are JOINTLY AND SEVERALLY LIABLE for performance of all obligations under this Lease. This means that, if more than one person has signed this Lease, then each one of them, as well as all of them collectively, is individually responsible for the fulfillment of each and every condition of the Lease, including payment of the entire monthly rent amount.

2. **DELIVERY OF POSSESSION OF LEASE PREMISES:** If Landlord does not deliver possession of the Lease Premises to Tenant within four (4) days after the starting date of the Lease term, Tenant may declare this Lease null and void. If the delay is due to construction or repair of the Lease Premises, then this grace period shall be extended for an additional four (4) days. Should any such delay occur, Landlord must inform Tenant in writing of the date on which possession of the Lease Premises may be had, and Tenant shall pay only a pro-rata portion of the monthly rent for the days on which the premises were occupied. The Lease Term shall not be extended by any delay in delivery of the Lease Premises.

3. **LANDLORD’S FAILURE TO DELIVER:** In the event Landlord fails to deliver possession of the Lease Premises within the period described above, Tenant may terminate the Lease by giving Landlord written notice of such, which shall render the Lease null and void. At Tenant’s option, the Landlord may provide Tenant with comparable accommodations at an equal rental rate. Otherwise, Landlord must, upon receipt of Tenant’s written termination notice, immediately return the full amount of the deposit to Tenant, together with any other funds paid by Tenant to Landlord and together with Tenant’s actual damages, not to exceed an amount greater than the sum of two (2) months rent.

4. **CONDITION AND INVENTORY STATEMENT:** On the day Tenant takes possession of the Lease Premises, Landlord shall provide Tenant with a Condition and Inventory Statement form, on which Tenant shall indicate the current condition of the Lease Premises. Landlord and Tenant shall sign two copies of the Condition and Inventory Statement and each shall keep one signed copy. Tenant shall return the Lease Premises at the end of the Lease Term in the condition in which the Lease Premises were found, reasonable wear and tear excepted.

5. **MAINTENANCE AND REPAIRS:** The Lease Premises shall be in good repair and suitable condition for human habitation at the time possession is delivered to Tenant. Landlord shall maintain the Lease Premises in such good repair and condition throughout the Lease Term and shall do the same for any common areas used by Tenant. In the event that something needs repair, Tenant shall notify Landlord promptly and Landlord shall make all appropriate arrangements for such repair and shall complete such repair within five (5) business days. If the repair is such that it cannot be made within five (5) business days, then Landlord shall act promptly and expeditiously to have the repair completed as quickly as is practicable, and shall notify Tenant in writing of the expected completion date. In the case of a system failure or other problem that renders the Lease Premises uninhabitable, such as a furnace failure in the winter (not caused by power outage) or no running water at any time of the year, Landlord shall repair that failure or problem immediately.

6. **PREMISES UNINHABITABLE:** If through any natural or extraordinary force, or due to the negligence of a third party (not Landlord or Tenant), the Lease Premises are rendered uninhabitable, this Lease may be terminated by either party at that party’s election. Upon such termination all prepaid rents and refundable security deposit shall be refunded to Tenant. If substitute housing is not provided, Landlord elects to restore the Lease Premises, and Tenant chooses not to terminate this Lease, then Tenant shall be entitled to a pro-rata reduction of the monthly rent for the period of time during which the Lease Premises were uninhabitable.

7. **NOTICES:** All written notices or demands shall be served either by person or by regular or certified mail. Notice to Landlord shall be given at the address listed at the start of this Lease. Notice to Tenant shall be given at the Lease Premises or at the permanent residence address listed at the start of this Lease.

8. **LANDLORD’S RIGHT TO ENTER LEASE PREMISES:** Landlord may enter the Lease Premises only in the following situations: (a) in case of emergency; (b) to make necessary or agreed-upon inspections, repairs, alterations or improvements; (c) to supply necessary or agreed-upon services; (d) to show the Lease Premises to prospective tenants or purchasers; (e) upon Tenant’s abandonment of the premises; (f) pursuant to court order; and (g) with Tenant’s consent. EXCEPT IN CASES OF EMERGENCY, ABANDONMENT, OR TENANT CONSENT, entry may only be made after 24-hour advance notice to Tenant, and then such entry shall be made only between the hours of 8:00 a.m. and 8:00 p.m.

9. **REMEDIES FOR TENANT DEFAULT:** If Tenant fails to perform any term, covenant or obligation under this Lease, and that failure continues or re-occurs after written demand for compliance with the Lease has been given to Tenant by Landlord, then Landlord may elect to declare the Lease forfeited and may proceed to recover possession of the Lease Premises from Tenant. If Tenant breaches the Lease by abandoning the Lease Premises, then Landlord may declare the Lease terminated and of no further force or effect. Absence from the Lease Premises for the duration of semester breaks or breaks between semesters shall not be deemed abandonment of the premises.

10. **REMEDIES FOR LANDLORD DEFAULT:** If Landlord fails to perform any term, covenant, or obligation under this Lease, and that failure continues or re-occurs after written demand from Tenant for Landlord’s compliance with the Lease, then Tenant may declare Landlord in breach and the Lease of no further force or effect. This declaration must be in writing and served upon Landlord in accordance with the Notice provision in Paragraph 7 above in order to be effective. After such termination, landlord must return to Tenant all prepaid rents and the refundable portion of the security deposit.

11. **DUTY TO MITIGATE:** Landlord must attempt to mitigate damages caused by Tenant’s default, by making reasonable efforts to re-let the Lease Premises. Landlord shall have complied with this duty if Landlord places a newspaper advertisement for this purpose and that advertisement runs for three consecutive days during a one-month period. Tenant must also attempt to mitigate damages caused by Landlord’s default, by making a prompt, good faith effort to secure housing at a rental amount similar to that charged by Landlord for the Leased Premises.
12. **DISPUTE RESOLUTION:** In the event Landlord and Tenant are unable to resolve a dispute or claim arising between them in connection with this Lease, either party may submit that dispute or claim to any alternative dispute resolution service, including mediation services or judge, PARC (Program on the Analysis and Resolution of Conflicts), or Student Legal Services. THIS PROVISION SHALL NOT PREVENT THE PARTIES FROM CHOOSING ANOTHER FORUM FOR THEIR DISPUTE, HOWEVER. IT IS NOT MEANT, NOR SHALL IT BE DEEMED, TO REQUIRE MEDIATION OR ARBITRATION OR TO LIMIT THE PARTIES REMEDIES IN ANY WAY.

13. **SUBLEASE OR ASSIGNMENT:** Tenant may not sublet or assign this Lease, or any interest in this Lease, without first obtaining the written consent of Landlord. In the event Landlord should release the Tenant from this Lease without securing replacement of Tenant, the remaining Tenants shall no longer be jointly and severally liable for the obligations of the departing Tenant.

14. **OCCUPANCY USE/RESTRICTIONS OF PREMISES:** The premises are to be used for lawful residential purposes only. Under the Special Zoning District near Syracuse University, no more than five unrelated occupants can live in a unit of a one or two-family dwelling.

15. **NOISE AND NUISANCE:** Tenant/s shall observe City ordinances that prohibit excessive noise or creating any nuisance that crosses property lines thereby disturbing the peace of neighboring residents. This ordinance is in effect 24 hours a day.

16. **PETS:** NO PETS ARE ALLOWED IN THE LEASE PREMISES OR ANY PART OF THE BUILDING, UNLESS LANDLORD HAS CONSENTED IN WRITING TO SUCH.

17. **LEASE RENEWAL:** Landlord is not required to renew this Lease at the end of the Lease Term. After providing Tenant with the terms of a new lease for a term commencing after the end of the Lease Term specified herein, Landlord may ask Tenant to sign an Option to Lease at any time. Landlord may not ask or require Tenant to sign an option or a lease renewal before providing Tenant with the terms of the new lease. Landlord agrees not to require Tenant to sign an option or a renewal, and not to show the Lease Premises to prospective tenants, until at least the first three (3) months of the Lease Term have passed.

18. **COVENANTS AND CONDITIONS:** Each term and provision of this Lease shall be deemed a convenant (a promise to perform) and a condition.

19. **INSPECTION AT END OF LEASE TERM:** When possession of the Lease Premises is returned to Landlord, Landlord and Tenant shall conduct a joint inspection of the premises and the furnishings and fixtures contained therein. A Final Condition and Inventory Statement shall be completed during the inspection and compared with the original Condition and Inventory Statement prepared at the start of the Lease Term. Landlord and Tenant shall sign two copies of the Final Statement and each shall retain a signed copy. Within twenty-one (21) days after the inspection, Landlord shall return to Tenant a check in the amount of the security deposit, plus interest thereon (if required by law), minus any deductions made for property damage in accordance with the Final Condition and Inventory Statement.

20. **MOWING AND SHOVELING:** It is the responsibility of __________ (Landlord or Tenant) to keep shrubbery neatly trimmed and to mow the lawn during the growing season to assure that grass never exceeds eight inches, and to shovel walk during the snow season after every snowfall of more than one inch. Lawn mowing and snow shoveling equipment will be provided by __________ (Landlord or Tenant).

21. **TRASH:** Tenant agrees to put trash out after 8:00 p.m. on the night before pickup in securely tied plastic bags and/or sturdy trash barrels with tight lids to prevent animal spillage of trash and garbage. Trash receptacles should be returned to storage the same day as pickup. It is the responsibility of __________ (Landlord or Tenant) to provide garbage receptacles.

22. **PARKING:** Legal off-street parking is provided for _______ (insert number) automobiles in the driveway and/or garage. _______ (insert number) of these spaces are reserved for signatories of this lease. They are designated as follows: __________. It is also a violation of city ordinances and prohibited by this lease to park on front lawns, other green spaces, and/or to block sidewalks.

23. **ALCOHOL SALE:** This property is leased as a private residence and the sale or distribution of alcohol is prohibited and illegal under the Alcohol and Beverage laws of NYS.

24. **QUIET ENJOYMENT AND HABITABILITY:** Subject to the terms of this Lease, as long as Tenant is not in default, Tenant may peaceably and quietly have, hold and enjoy the lease premises for the term. Landlord states that the apartment and building are fit for human living and there is no condition dangerous to health, life or safety.

25. **ADDITIONAL RULES AND REGULATIONS:** Landlord’s Rules and Regulations pertaining to the Lease Premises, if any, shall be signed by Tenant and attached to this Lease, and shall thereby become incorporated into this Lease as if stated in full herein. Other rules and regulations may be added after commencement of the Lease Term, but must be provided to tenant in writing, must have a reasonable basis and legitimate purpose, must be fairly and equally enforced, and may not significantly modify the Lease Agreement.
APPENDIX C: SAMPLE SUBLEASE AGREEMENT

TERMS OF SUBLEASE:
The subtenant ____________________________ agrees to rent the property located at ____________________________ from the tenant ____________________________.

The subtenant shall rent the property from the _____ day of ____________________________ until the _____ day of _____________________________. When the subtenant leaves the premises it shall be clean and in good repair.

The subtenant also agrees to pay a security deposit of $___________________ on ____________________________. This security deposit shall be returned minus any damages or unpaid rent within 10 days after termination of sublease and inspection of premises by tenant.

RENT:
The subtenant shall pay rent of $ __________ per month on the __________day of each month to ____________________________ at _____________________________.

RULES AND REGULATIONS:
The subtenant agrees not to transfer this sublease in whole or part without prior written consent of the tenant. The subtenant also agrees to abide by the terms and conditions of the attached lease dated the _________ of ____________________, 20___ between the property owner and the tenant.

ADDITIONAL PROVISIONS: __________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Tenant:
Permanent Address: ________________________________________________________________
Telephone: ________________________________________________________________
Signature: ________________________________________________________________

SubTenant:
Permanent Address: ________________________________________________________________
Telephone: ________________________________________________________________
Signature: ________________________________________________________________

Landlord:
Permanent Address: ________________________________________________________________
Telephone: ________________________________________________________________
Signature: ________________________________________________________________

Do not leave any blank spaces. Attach a copy of the original lease to the sublease. Make sure all parties involved have copies of both original lease and sublease. Used with permission from Orange Housing.
# APPENDIX D: APARTMENT CONDITION CHECKLIST

Street address _____________________________ Apt. No. ______________
City _____________________________ State ____________ Zip ____________

The purpose of this checklist is to document the original condition of the apartment at the beginning of the lease term. Examine each item in the apartment and record its condition by checking the appropriate column (np = no problem, p = problem, na = not applicable). Then, describe each problem (stains, cracks, holes, dirt buildup, and items that appear to be missing or damaged) as accurately as possible on a separate sheet of paper. All sheets should be attached to the checklist and signed and dated exactly as this checklist is signed and dated.

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

____________________________________________________  ___________________________________________________
tenant  landlord/agent

____________________________________________________  ___________________________________________________
tenant  landlord/agent

____________________________________________________  ___________________________________________________
tenant

____________________________________________________  ___________________________________________________
tenant

**Used with permission from Orange Housing.**
APPENDIX E: SAMPLE LETTER TO VERIFY END OF LEASE

It’s a good idea to contact your landlord by letter and by telephone to verify that your lease is terminating. Make an appointment for your landlord to inspect the condition of the dwelling. If your apartment is not in substantially the same condition as when rented, your landlord may keep your security deposit to make repairs. It’s a good idea to keep a copy of this letter.

[Tenant address]
[Date]

[Landlord name]
[Landlord address]

Dear Mr./Ms. [Landlord’s last name]:

I/We are writing to remind you that my/our lease for the apartment/house at [address of apartment or house] terminates on [month, day, year], as stated in our lease agreement. I/We intend to vacate the premises on [month, day, year].

I/We will return to the keys to you on [month, day, year]. I/We would appreciate it if you would schedule an inspection of the property before we leave to ensure that you are satisfied with its condition. I/We will call you to set up an appointment.

Please return my/our security deposit(s) to me/us at the following address(es):

[Tenant name(s) and address(es) to send security deposit]

If you have any questions, please contact [name of one tenant] at [phone number].

Sincerely,

[Tenant signature]
[Tenant name]

SAMPLE ONLY. The user of this document should read the terms and conditions of his/her lease carefully, and consult with a licensed real estate attorney or agent before executing this document.
This is only a guide and is not meant to offer legal advice or to replace the services of an attorney. The Office of Off-Campus and Commuter Services at Syracuse University is dedicated to providing support and resources to students living off-campus. The office offers engagement to all Syracuse University students. In addition, the OCCS provides all students living off campus or commuting to campus from home with information and assistance. The office coordinates on-campus and off-campus events and services for students. The Office of Off-Campus and Commuter Services is located on the campus or commuting to campus from home with information and assistance. The office coordinates on-campus and off-campus events and services for students. The Office of Off-Campus and Commuter Services is located on the campus.