

# Commuters Guide



LANDER UNIVERSITY

**Resources for students living off campus**

Lander University  
**Commuters Guide**

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# OVERVIEW

## Lander University Commuters Guide

Lander University is situated on a wooded 100-acre campus just a few miles from Uptown Greenwood, SC. There are about 3,000 students enrolled at Lander University with about 50% of those students living off-campus and commuting to classes each day. [Click Here for 8.5 x 11 Printable Campus Map](#)

Off-Campus Student Services (OCSS) is part of the Office of Student Affairs and offers resources for Lander University students' off-campus living and/or commuting experience. If you are thinking about living off-campus, already live off-campus or are commuting to campus, OCSS is here for you. Check out the OCSS website for more resources and information. Do not hesitate to contact the office at (864) 388-8240 if you have any questions, comments or concerns about your off-campus experience.

### Is Living Off-Campus for You?

Living off campus, away from residence halls, can provide exciting new benefits, challenges and responsibilities. If you like privacy, independence and the chance to pick your own roommates, perhaps living Off-Campus is the right choice for you! Independence brings more responsibilities, such as paying for rent and utilities. This guide was created to help you through the process of finding your own place and successfully living off-campus!

#### Here are some questions to consider before you begin:

- Are you interested in a house, condominium, or apartment?
- What is your price range?
- Do you want to live with roommates?
- Should it be in walking distance, biking distance, on the bus line or do you have your own transportation?
- Is the distance from campus an issue?
- What amenities would you like? Pool, gym, air conditioning, dishwasher?
- Do you have or want to get a pet?
- Does the facility need to be handicap accessible?



# Student Code of Conduct

Q. Does the Student Code of Conduct apply to me if I live OFF-Campus?

A. **Yes.**

The Student Code of Conduct applies to ALL students enrolled at the university, regardless of institutional or program affiliation. This applies to all students whether the event occurs on or off-campus. If you are enrolled and engage in student misconduct off-campus, you may be held accountable though the university's Judicial System. *Click here to download a PDF of the Student Handbook.* See pages 55-84 for specific details about the Student Code of Conduct. While attending Lander University, students are representing the university and have the responsibility to conduct in a manner consistent with The Student Code.

## Parking & Transportation Off-Campus Students

### **PARKING ON-CAMPUS:**

Lander University requires parking permits to ALL enrolled students regardless of whether you live in campus Residence Halls, Off-Campus housing or Commute. These permits allow you to park in designated lots. For more information, including a campus map, permit fees, visit the University Police Department website at [www.lander.edu/police](http://www.lander.edu/police)

### **BEARCAT SHUTTLES:**

Lander provides free Shuttle Bus transportation for residents of Bearcat Village and McGhee Court to/from the main campus. These shuttles operate during set-times and circulate along the route, stopping at designated areas. *Click here for the Bearcat Shuttle schedule.*

### **PUBLIC TRANSIT:**

The city of Greenwood does not have a public transportation system, thus transportation to and from campus is limited if you do not have access to a car.



# Get Active On Campus!

## **Event Calendar**

Stay connected to campus activities with the University's *online Event Calendar*. As a student of Lander University, you have access to a variety of events and programs, at no additional cost. So don't miss out on Concerts, Dances, Comedians, Hypnotists, Laser Tag, Yoga, Exercise Classes, Hiking Trips, Intramural Sports, Pool Parties, and more!

## **Office of Student Activities**

Want to join a student group, fraternity or sorority? The Office of Student Activities can help you get involved! You'll have opportunities to serve your community while exploring leadership opportunities. For more information about campus events and student activities, *go online to [www.lander.edu/studentactivities](http://www.lander.edu/studentactivities)*

## **Grier Student Center**

The Student Center can serve as your home-away-from-home. It offers a Post Office, Bookstore & Gift Shop, Bearcat Den (food grill) and Dining Hall with an all-you-care-to-eat buffet. You'll find sitting areas inside the Commons and comfortable couches inside the Bearcat Lounge, which is a great place to kick back with friends while watching large-screen television, playing Wii games or plugging in the Guitar Hero.

## **Campus Recreation**

From burning the calories in a high-energy exercise class to a leisurely hike along a mountaintop, the Office of Campus Recreation is the place to go. Lander University boasts an 18-hole "Disc Golf Course" which winds its way around the beautiful campus. Teams compete against nearby universities in Club Sports such as Ultimate Frisbee, Rugby, Bass Fishing and Equestrian. *For more information, go online to [www.lander.edu/campusrec](http://www.lander.edu/campusrec)*

## **Intramural Sports**

From traditional sports such as flag football, basketball, and slow-pitch softball to non-traditional sports such as table tennis and disc golf, Intramural Sports is a place for all students to compete in a friendly game while developing new friendships with other students. No skill required. *Visit [www.lander.edu/campusrec](http://www.lander.edu/campusrec)*

## **Joe V Chandler Center**

Fondly called "The PEES Building", the Chandler Center has everything a student needs to stay active and in shape! The PEES Gym, Indoor Walking Track, Racquet Ball Courts, and Weight Room are all available at various times throughout the day. You must provide a valid Lander ID to use these facilities. Guests are not allowed.

## **Sproles Recreation Center**

The Outdoor Pool is open during warmer months and has vending and snack machines, restrooms and a changing area. You must show a valid Lander ID to use the pool. *Visit for [lander.edu/campusrec](http://lander.edu/campusrec) for pool rules and hours*

## **Jackson Library**

Need a quiet place to study? The library is located in the center of campus directly across from the Learning Center. *Click here for [Hours of Operation](#)*. Students can renew books and access electronic databases online 24/7 by going to [www.lander.edu/library](http://www.lander.edu/library)

## **Tutoring**

The Academic Success Center (ACS) provides placement testing, study skills help and academic advising. Students who are struggling in a particular academic area can sign-up for "Peer Tutoring" at no extra cost. *[Sign up for a tutor](#)*

# YOUR HEALTH & SAFETY

## Eating Well / Meal Plans

### Off-Campus Students

Dining with friends is an integral part of your college experience. Whether it's a quick bite on the go or a casual sit-down meal with your friends, Lander University's Dining Services makes it easy for you to refuel and reconnect.

To purchase a Commuter Meal Plan, call (864) 388-8303 or stop by the Student Accounts Office in LC-111. You can purchase a Commuter Meal Plan with your financial aid monies, bill it to your account or pay with cash or credit card at the Student Accounts Office. Plans listed below are subject to change. Please visit [www.campusdish.com/en-US/CSSE/Lander](http://www.campusdish.com/en-US/CSSE/Lander) for updated plans and prices.

#### **Bearcat 300**

- 5-Meals in the Grier Center Dining Hall
- \$300 in Bearcat Bucks to use in the Java City Gourmet Coffee Shop, the POD Express, the Bearcat Den

#### **7 Meal Plan**

- 7-Meals each week in the Grier Center Dining Hall
- \$200 in Bearcat Bucks to use in the Java City Gourmet Coffee Shop, POD Express or Bearcat Den

#### **25/25 Plan**

- 25-anytime meals in the Grier Center Dining Hall
- \$25 in Bearcat Bucks to use in the Java City Gourmet Coffee Shop, POD Express or Bearcat Den.

#### **50/100 Plan**

- 50-anytime meals in the Grier Center Dining Hall
- \$100 in Bearcat Bucks to use in the Java City Gourmet Coffee Shop, POD Express or Bearcat Den.

#### **75/100 Plan**

- 75-anytime meals in the Grier Center Dining Hall
- \$100 in Bearcat Bucks to use in the Java City Gourmet Coffee Shop, POD Express or Bearcat Den.



## AFTER-HOURS EMERGENCY: 911

STUDENT HEALTH SERVICES: (864) 388-8885

LANDER POLICE: (864) 388-8222

# If You Become Sick or Injured

Student Health Services  
Wellness Center @ Genesis Hall  
Office Hours: 8:00am-5:00pm (M-F)

Students with a health concern, become sick or injured, should come to the Office of Health Services for evaluation and/or treatment during office hours. We are located in the Wellness Center inside Genesis Hall next to LUPD.

A Registered Nurse is available on campus for routine nursing treatments when school is in session, during office hours. Students who need medical care must see the Campus Nurse, who will provide routine nursing treatment and determine if additional medical treatment is needed.

If the Campus Nurse determines that additional medical treatment is needed, the student will then receive a referral to go to the [Montgomery Center for Family Medicine](#), which is a contracted physicians' office. The Montgomery Center for Family Medicine will not treat students for chronic illness pre-existing before enrolling at Lander University.

Some over-the-counter medications are available at Health Services; however, students should have a personal supply of basic medications that are usually taken at home for minor illness.

It is a good idea to have the following in your home:

- Heating Pad
- Cool Mist Humidifier
- Thermometer
- Any physician-prescribed medications for current illnesses

### Walk-In Clinic @ Lander's Office of Health Services:

- Acute Illness Observation
- Treatment for Injuries
- Urgent Care / referral if needed
- Pregnancy Testing
- Contraceptive Information
- Nutrition Counseling referral
- Mental Health Counseling referral

### Referrals to off-campus professionals provided for:

- Diagnostic Service
- Sexual Assault & Abuse
- Sexually Transmitted Disease
- Emergency Contraception
- Eating Disorders Education
- Nutrition Counseling
- Allergy Shots

The Student Health Fee covers walk-in treatment at the campus Wellness Center and general office visits provided by the Montgomery Center for Family Medicine. The fee does not cover the cost of a general physical exam. Any services aside from general office visits including the cost of medications, treatments, x-rays, etc., prescribed by a physician are the financial responsibility of the student.

## EMERGENCY: 911

LANDER UNIV. POLICE: (864) 388-8222 GREENWOOD POLICE: (864) 942-8422 GREENWOOD SHERIFF: (864) 942-8600

# Medical Emergency

A Medical Emergency is an injury or illness that is acute and poses an immediate risk to the person's life or long-term health. Your response to help an injured or sick person will depend on the location and your level of first-aid training. Those who are trained to provide First Aid can act within the bounds of the knowledge they have while waiting for the next level of care to arrive. In case of minor injury or illness, provide first aid care.

Those who are not trained in First Aid can assist by calling 911, then calmly remaining with the injured or ill person until help arrives. If there are others nearby, they can assist by keeping the area clear and as safe as possible. In the event that you or another person experiences a medical emergency, DIAL 911.

If a Medical Emergency happens:

- DIAL 911.
- If on campus, you can also use the Emergency Call Boxes to instantly reach LUPD.
- Give the dispatcher your name and exact location
- Give the dispatcher a detailed description of the problem
- Do not hang up until told to do so

Only trained individuals should provide first aid treatment such as CPR. Use only sterile first aid materials. In the case of serious injury or illness, properly trained personnel should quickly perform the following steps:

- Keep the victim still and comfortable.
- Ask the victim, "Are you okay?" and "what is wrong?"
- Check breathing and give artificial respiration (CPR) if necessary.
- Control serious bleeding by direct pressure on wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses and give all information to the paramedics.



# When You Need Someone to Talk With

Student Counseling Services / Wellness Center @ Genesis Hall  
 Office Hours: 8:00am-5:00pm (M-F) Phone: (864) 388-8885

Each Lander student's University experience is, ideally, a time of personal as well as intellectual growth. Sometimes personal problems can develop which make it difficult for a student to achieve success. Counseling Services helps students in dealing with these problems once they occur.

If more long term or specialized services are needed, counselors can make referrals to off-campus resources. Personal counseling is accessible by appointment or on a walk-in basis for students willing to wait for counselor availability. The Mission of Student Counseling Services is to assist students in overcoming and working through their problems.

### Counseling Services provides :

- Personal and individualized counseling sessions
- Group counseling sessions
- Substance Use awareness programs
- Student development educational programs
- Student development issues and concerns

### Common concerns:

- Adjusting to College
- Anxiety / Depression
- Family problems / Homesickness
- Stress / Time Management
- Relationship problems
- Low academic performance
- Alcohol or drug abuse

### Self Help Resources

In addition to personal counseling and health care, the Wellness Center offers an online library of Self-Help Resources providing information on Depression, Alcohol & Drugs, Grief, ADHD, Eating Disorders, Sexual Trauma and more. Visit our website: [www.lander.edu/wellness](http://www.lander.edu/wellness) (link to: <http://www.lander.edu/en/Student-Affairs/Wellness-Center/Self-Help-Resources.aspx>)

	U-Lifeline is an ANONYMOUS online resource where you can learn more about emotional health and ways to help yourself or a friend if you are struggling with your thoughts or feelings. <i>Go online to <a href="http://ulifeline.com">ulifeline.com</a></i>
	If you feel an overwhelming sadness that won't go away and you can't see a way out, let someone know your pain. Call 1-800-273-TALK (8255) toll-free from a cell phone, pay phone or any land-line phone. Trained counselors will listen, provide support and help you connect with a crisis center near you.
	The Greenwood Mental Health Clinic offers assistance over the phone to persons in crisis situations. The caller does not have to reveal his/her name. Persons working on the Hotline are trained to respond to crisis situations. After-hour calls go to the Beckman Center in Greenwood. (864) 223-8331 / After-Hours: 1-800-868-2642
	MEG'S House is an emergency shelter for women and children who are victims of domestic violence and provides emergency shelter to men who are victims of family violence. McCormick, Edgefield & Greenwood. Hotline: 1-800-447-7992
	Cornerstone commission on alcohol & drug abuse provides prevention, intervention & treatment services for adolescents and adults who have been impacted by alcohol and other drug use as well as problem gambling. <a href="http://www.cornerstonecares.org">www.cornerstonecares.org</a> Phone: (864) 227-1001
	Sexual Trauma & Counseling Center is a non-profit agency specializing in providing services for sexual trauma victims and their families. Website: <a href="http://sexualtraumacenter.org">sexualtraumacenter.org</a> 24-Hour Crisis Hotline 1-888-297-4546

# Student Disability Services

Wellness Center @ Genesis Hall  
Office Hours: 8:00am-5:00pm (M-F)  
Phone: (864) 388-8885

**The Office of Disability Services** coordinates accommodations for students with disabilities at Lander University. The Wellness Center notifies faculty of appropriate accommodations and assures that students receive the necessary physical accommodations based on their medical condition. This office is the first point of contact for all students with disabilities.

**Section 504 of the Vocational Rehabilitation Act of 1973**, as amended, and the Americans with Disabilities Act of 1990 state that no “otherwise qualified” individuals, solely by reason of their disability, can “be denied the benefits of, be excluded from participation in or be subjected to discrimination” in any program or activity. Individuals who are protected under these statutes include those with physical, sensory, or learning disabilities and other disabilities, such as health impairments or psychological impairments.

## Course Substitutions

In some cases, a specific learning disability can interfere with a student’s successful completion of a course (e.g., foreign language and mathematics courses). Appropriate documentation from a psychologist that specifically addresses this issue is required. Course substitutions cannot be permitted if the course is determined essential to a student’s major.

## Temporary Disabilities

Temporary disabilities are not covered by Section 504 and the Americans with Disabilities Act. Personal care cannot be provided for temporary disabilities such as a broken ankle, wrist, etc. However, consultation, assistance with obtaining support, and other relevant information can be provided through this office. Documentation may be required.

## Confidentiality and Release of Information

The Office of Student Disability Services is committed to ensuring that all information regarding a student remains confidential as required or permitted by law. This information may include grades, biographical history, disability information, and case notes. No one has immediate access to student files in our office except authorized staff. Any information regarding a disability shall be considered confidential and shall be shared with others on a need-to-know basis only. A student may sign a written consent form giving our office permission to discuss the disability with faculty, staff, and advisors who require more information.

## Typical accommodations provided:

- Extended Time for Testing
- Note-taking Services
- Priority Registration
- Reduced course load recognized as full-time by Lander University

## Additional Resources:

- [Attention Deficit/Hyperactivity Disorder \(AD/HD\)](#)
- [Learning Disability](#)
- [Medical / Health Disorder](#)
- [Psychiatric Disorder](#)
- [Academic Success Center](#)

## Forms:

- [Release of Confidential Information Form](#)
- [Housing Accommodation Form](#)
- [Absence Negotiation Form](#)
- [Course Appeal Form](#)

## EMERGENCY: 911

LANDER UNIV. POLICE: (864) 388-8222 GREENWOOD POLICE: (864) 942-8422 GREENWOOD SHERIFF: (864) 942-8600

# Personal Safety

Be Aware of Your Surroundings  
(864) 388-8911 or (864) 388-8222

Whether you are on-campus or traveling to and from campus, personal safety and responsibility is extremely important. The list below includes several university resources available to you, as well as many other strategies that you can use to maintain personal safety.

Lander University's Wellness Center works closely with community advocates to instruct students on self-defense techniques and increase awareness of sexual assault. The Rape Aggression Defense (RAD) class is offered to female students during select times. This realistic self-defense program teaches students how to reduce the risks of being assaulted and progresses into the basics of hands-on defense training. For more information on the RAD program, contact the Wellness Center at (864) 388-8885

- **Trust your instincts.** If you feel unsafe, or find yourself in an unsafe situation, go with your gut instinct & get out of there. It's better to make up a reason to leave, than to stay in a possibly dangerous situation. Your safety comes before someone else's feelings.
- **Use your cell phone as a tool,** Make sure it's fully charged before you leave home & if you find yourself in an uncomfortable situation, send a quick text to a friend for help.
- **Be careful with your Facebook or Four-Square Status.** If you wouldn't give the information to a stranger, then don't put it on your profile. Don't make it easy for someone to track your every move.
- **Stick with your friends.** If you're going to be out late, go with friends, stay with friends, and return with the same friends.
- **Drink responsibly and know your limits.** Don't accept drinks from people who you don't know or trust. Never leave your drink unattended. At parties, stick to drinks you prepared yourself instead of common open containers like punch bowls.
- **Be aware of your surroundings.** Whether you're walking home from the library or to the Parking Lot after class be aware of potential risks. Get to know your campus and learn a well-lit route back to car or place of residence. Think of a safe exit strategy. Are there people around who might be able to help you? Don't hesitate to use the campus Blue Light Emergency Phones that dial straight into LUPD.



## EMERGENCY: 911

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# Sexual Assault Harassment

Crime can occur on campus and against students in the community around campus. One of the most important elements in your personal safety is your own consciousness of potential dangers.

### Preventing Assault

- Don't walk alone after dark. Statistics prove that attackers usually prey on lone, unsuspecting targets. An attacker is less likely to approach a group but will sit and wait for a lone target to arrive. Remember, the larger the group, the less chance of being attacked.
- Keep a noise making device, such as whistle or air-horn, with you when walking at night. This loud noise would attract attention and possibly scare the attacker away.
- If you must work alone in a campus building after dark, be sure to let a friend know where you are and when you'll be home.

### Sex Offenders

- Information on all registered adult sex offenders (age 17 and over) is provided on the South Carolina Law Enforcement Division (SLED) website under the link Sex Offender Registry.
- University Police suggest visiting sites such as Family Watchdog.com to view online maps which locate sex offenders in your neighborhood.

### Safety Programs

The Lander University Police Department offers a variety of educational and safety programs for students, faculty and staff on the areas listed below. For more information on these programs and schedules, contact Lander University Police at (864) 388-8222

- Women's Safety
- Sexual Assault
- Dating/Domestic Violence

### Be Cautious and Prepared

Learn the locations of the yellow emergency call boxes in campus parking lots and throughout the campus area. These call boxes provide a direct link to the University Police.

- No dialing is necessary.
- Simply press the emergency red button and the police dispatcher will answer.
- The blue light at the top of the yellow pole will begin to flash making your location even more visible.

### Rape Aggression Defense (R.A.D.)

This class is designed to give female students the power of knowing how to reduce the risks of being assaulted. While this is not a martial arts program, it does progress into some basics of hands-on defense training. Instructor leads students through an intense, 8-hour training session. Students can find more information by calling the Wellness Center at (864) 388-8885.

# Disaster Preparedness



*Sign-Up for Lander Alert*

The Lander Alert System has been adopted by Lander University in order to quickly notify students, faculty, and staff via SMS text messaging and email in the event there is an imminent campus emergency. Although this system is optional, all students are encouraged to register. By registering you will automatically be sent critical alerts, notifying you of dangerous incidents of a threatening nature. Sign up now through the MyLander Campus Portal!

## **Campus Siren & PA System**

The Lander public address system has been installed at the highest point on the campus to be able to broadcast sirens or voice alerts to be heard throughout the campus. The Campus Siren and PA system are setup to test automatically the first Monday of every month in addition to a bi-annual manual testing of the alert system (1x in the Fall / 1x in the Spring).

The university also utilizes a tone system that can be heard on-campus as well as in parts of uptown Greenwood. For more info on campus safety, including Safety Procedures in the event of Fire, Severe Weather, Explosions, Medical Emergencies, Hazardous Material Spills and/or Evacuation, go to [www.lander.edu/en/Safety/Overview](http://www.lander.edu/en/Safety/Overview)

## **Campus Evacuation**

In the event of a fire, a fire alarm, or notice to evacuate, students should assemble in the designated areas for their building. During evacuation students should locate the closest safe exit and leave in an orderly fashion and proceed to the assembly area. For a complete list of evacuation areas, go online to [www.lander.edu/safety](http://www.lander.edu/safety).

## **Severe Weather**

During the spring and summer months, conditions that create severe weather such as thunderstorms, lightning strikes and tornadoes may develop at any time. In our region of the country it is possible to have severe weather at any time of year.

**A Watch** (Tornado/Thunderstorm Watch) means to be alert that the weather conditions are right for the development of that particular type of weather.

**A Warning** (Tornado/Thunderstorm Warning) means that a tornado has been sighted or a severe thunderstorm is expected. During a tornado warning or a severe thunderstorm warning the University will activate its emergency warning sirens, as well as activate the LU Alert mass notification system. Act immediately to find suitable shelter.

## **Medical Emergency**

In the event that you or another person experiences a medical emergency dial 911 from a cell phone or (864) 388-8911 or (864) 388-8222 immediately. Know the locations of the Emergency Call Boxes and use them in the event of an emergency. Be prepared to give the dispatcher your name and exact location and a description of the problem. Do not hang up until told to do so. For more info, go to [www.lander.edu/en/Safety/Medical-Emergencies](http://www.lander.edu/en/Safety/Medical-Emergencies)

## FINDING A JOB

Lander's Office of Career Services

[www.lander.edu/careerservices](http://www.lander.edu/careerservices) (864) 388-8971

The **Office of Career Services** assists students in preparing for employment by advising students on effective Job Search Skills, Mock Job Interviews and Resume/Cover Letter Critiques. Career Fairs are held on campus and Recruiter Days are coordinated to offer students the opportunity to connect with employers. Messages may be sent to students with job opportunities and career event information to your Lander email account. Contact the Career Services Director to schedule an appointment.

**An Online Job Posting Board** is provided by the Office of Career Services in partnership with College Central Network the nation's largest network of college job seekers. Showcase your talents to over one million registered employers at College Central Network! Create, upload and update your résumé, portfolio, cover letter, and more. Submit them to recruiters seeking qualified job candidates.

[www.collegecentral.com/lander](http://www.collegecentral.com/lander)

Recognizing that not all employers will post positions on the College Central job board, the Office of Career Services also provides links to multiple Job Search Boards via their website at [www.lander.edu/careerservices](http://www.lander.edu/careerservices)

Students have access 24/7 to the **Online Career Library** which provides samples and guidelines to creating powerful Resumes and Cover Letters, Successful Interview Tips, Professional Attire, Career Fair Advice, Job Search Strategies, Career Videos and more. *Click here for more tips* on making a great impression.

### **Student Work-Study Program**

Working on campus can provide valuable career experience in addition to helping to offset educational expenses. Contact the *Office of Financial Aid* if you are interested in the student Work-Study program.

### **Experience Your Education (EYE Program)**

To be successful in their careers, students need to enhance their textbook knowledge by applying it in real-world settings. Internships and cooperative education allow students to work field of interest while attending college. Some of the opportunities are qualified to earn college credit while others earn money. For more information, contact Dr. James Colbert, Director of the EYE Program by calling (864) 388-8767 or go online to [www.lander.edu/eye](http://www.lander.edu/eye)

**Stay Connected!** Job opportunities and career events will be posted on Lander's student life Facebook page. "Like" our Facebook page to get timely messages in your newsfeed. LinkedIn is a great social media tool for students to build a network of professional contacts in the job search. Attend networking events such as Alumni functions, Chamber of Commerce events, Volunteer opportunities, career-related luncheons or conferences. Get in touch with the Office of Career Services by calling (864) 388-8971.



# Costs of Living

## Personal Budgets

Rent in Greenwood and the surrounding area can vary. The average rent is likely to be somewhere between \$300-\$800 per month, plus utilities. Some landlords include basic utilities in the monthly rent, such as Water & Sewer, Cable-TV or Internet.

Paying rent is not your only expense when living off-campus. Create a simple budget and use it as a guideline to determine how much you can afford to pay in rent. Your rent should be no more than 20-30% of your monthly income.

Depending on the season and type of Heating/AC in the apartment, Electricity or Natural Gas can range from \$75-\$300 each month. Consider finding a roommate to split the costs and share living space. Click here for a sample Budget (hyperlink to PDF)

### **Financial Aid**

Financial Aid awarded by the university is always applied to a student's university fees first. If there is a credit on the student's account after all university fees are paid, those funds are sent to the student (or parent if a PLUS loan generates the credit) in the form of an "overage" check or electronic deposit. The student can use those funds to buy books, pay rent (if living off-campus), transportation, food, etc. Check with Lander University's Financial Aid Office to get specific details about your financial aid package and if there are any restrictions on using specific funds. For more information, visit the Financial Aid Office's website at [www.lander.edu/finaid](http://www.lander.edu/finaid).

## Finding a Place to Live

### Off-Campus

If you are a freshman, or first-year student, Lander strongly recommends that you live on-campus during your first academic year. However, it is not mandatory. Many students remain at home with their family in order to save money on rent, while others prefer more independence and prefer to live own-their-own.

### **If you're looking for a rental home or apartment:**

- Go through the local newspapers and look in the Classifieds section under "For Rent".
- Visit the local rental agencies to get a copy of their rental listings. Borrow their Rental Keys to see the property in-person.
- Walk through the rental property. Take your checklist with you and make note of any items of concern.
- Take a look around the neighborhood. Is it quiet? On a Busy Street? Does the property look well-kept?
- Check the Crime Stats for that neighborhood. The local law enforcement will usually give you a copy of their incident reports or talk with you about the type of criminal activities that often occur in that area.

Some of the larger apartment complexes in the Greenwood community are listed below. These off-campus properties are not affiliated with the Lander University.

# The Housing Application

The property manager may require you to complete an application and submit a deposit to reserve the rental. The application fee covers the property manager's cost of running a credit check, criminal background check, and general processing costs. The deposit to reserve the rental may be different from the Security Deposit.

The property manager may require that you have a Co-Signer if you don't meet income requirements. The Co-Signer is often a parent or guardian and they may be required to show proof of their income. A property manager may require: credit references, a security deposit, up to 2-months rent and/or references from previous property managers.

## **FAIR HOUSING**

Fair Housing Laws protect you against discrimination based on race, creed, color, national origin, ancestry, sexual orientation, sex/gender, marital status, number of children in the family, age, mental disability, physical disability, learning disability, legal source of income or participation in Section 8 or a Rental Assistance Program. Housing Discrimination is when a person/family is treated differently when trying to buy, rent, lease or sell a home or apartment. Discrimination can take many forms.

# Finding a Roommate

If you decide to live with a roommate(s), finding the right one(s) is just as important as finding the right place to live. Your roommate(s) will impact your social life, financial decisions and off-campus safety. They can be a lot of fun, or a lot of stress.

Even if your best friend wants to be your roommate, you have to be realistic in your expectations of how well the two of you would get along in sharing a living space. Living with someone off-campus can be more complicated than if you shared a room in one of the residence halls on-campus. Unlike on-campus housing, you cannot just switch rooms during room-change if you have signed a lease.

Consider these lifestyle questions when choosing a roommate:

- What are your study habits (quiet vs music, etc)
- Do you split the grocery bills or share groceries?
- How is space to be divided?
- Who will chores be divided? Cleaning of common areas? Yardwork?
- Who will setup the Utility accounts?
- Is smoking allowed?
- If the rental allows pets, will you or your roommate HAVE a pet? Is anyone allergic to animals?
- If you want to throw a party, when & how often should they occur?
- How do your roommates feel about locking doors & windows?

Enter into a lease with someone only after the two of you have a clear understanding of each other's expectations. One way to get some of the basic issues clarified is to create a rental agreement with your roommate.

# Roommate Rental Agreements

The purpose of a Roommate Rental Agreement is to set up basic guidelines at the beginning of a lease to determine the responsibilities of all persons living in that apartment. It's best to have all roommates sign and date the agreement, giving everyone a copy. A [sample](#) roommate agreement can be found under Additional Resources at the end of this guide.

The Roommate Rental Agreement should include the following:

- The agreed dollar amount that each tenant is responsible to pay for rent. Rent may be split equally, or can vary according to bedroom size.
- Who pays the utility bills and how the costs will be split among the rooms.
- Who is responsible for paying the Security Deposit and will the deposit be split among roommates?
- If the property is damaged, who will take care of the damage and/or pay for its repair
- Expectations regarding guests, academics and study time.

## Signing a Lease

Don't rush into signing a lease before reading the fine print! Make sure that all terms are well-defined and written in clear, concise language. You have the right to edit the lease before signing. The bottom line, read the lease carefully BEFORE you sign it!

A lease is a legal document that outlines you and the property manager's responsibilities; it does not just reserve you a place to live. It can be very short or long with lots of details. See the Lease Checklist at the end of this guide for a list of things typically mentioned in a lease. A lease can be negotiable, so ask the property manager if they will negotiate any clause of the lease that you do not like. They may so no, but it is worth asking. If they will not change the clause, you may want to live somewhere else.

Here are a few common issues that should be specified in the lease:

- Amount of Rent
- Date the rent is due each month
- Amount charged if the rent is paid late.
- Length of the Rental Period (6-months, 12-months, etc)
- Amount of Security Deposit & Return Date/Agreement
- Who is responsible for repairs
- Which repairs will be done by the landlord
- Whether sub-leasing is allowed, and under what terms
- Definition of when a landlord may enter your property
- Are Pets Allowed? Is so, is there a Pet Deposit?

### **SUB-LEASING**

Sub-leasing is when the Tenant (you) sign a Lease with the Property Manager and then the Tenant (you) rents-out a room/apartment/house to another person. If you sublease, you remain on the original lease and are responsible for all lease provisions and actions of the new Tenant until the end of the original lease agreement. Remember, the sublease is SEPARATE from the Lease. It is always best to get permission from your property manager before trying to sublease your place. A landlord might prohibit subleasing.

# SECURITY DEPOSIT

A security deposit is usually in the amount of one or two months' rent. It usually must be paid at the time that the Property Manager/Landlord and Tenant (you) sign the lease. Upon the termination of the lease, the landlord must return the security deposit to the tenant if no violations of the lease occurred. He/she may keep the entire security deposit or return a portion of the amount due to any damages, which can be proven, as agreed upon in the Lease.

## Getting Your Deposit Back

Before moving into your rental, inspect it and write down anything that is need of repair, damaged or hazardous. If the property manager does not provide a checklist form, you can use the "Move-In/Out Checklist" at the end of this resource guide. If you find something wrong with the rental & it is not listed on the checklist, make a note of it under the additional comments section.

Ideally, the property manager should be with you while you are inspecting the property. After the inspection, ask the property manager to sign the checklist to make sure that you both agree on the condition of the rental before you move-in. If the property manager is not available during your initial inspection, send them a copy of your findings.

It is best to video or photograph your inspections. Take pictures of EVERYTHING. Make sure the photos/video have a date/time stamp. Repeat the process when you move-out to help prove your case to the property manager if he/she refuses to refund your Security Deposit. When moving-out, make sure to leave you new address so the Property Manager can mail the refund.

# Cost of Utilities

Before you move in, call the Utility Companies to make sure that you have service at that address. Many Utility Companies require a Deposit and some charge a Connection Fee to turn on the service. Deposits are usually returned at the end of service (when you move out) or after a set amount of time. Remember to disconnect these utilities when you move out!

Discuss Utility Bills with your roommate(s) up front. Talk about the usage of electricity/gas heat/water and other services and determine how the bills will be divided. If a roommate decides NOT to pay their portion of the bill, be sure to pay the entire amount on time, especially if it's in your name. You can settle your personal differences with the roommate later. You don't want the Utility Company to add late fees and other penalties. Not only can they shut-off your utilities (electricity, heat, water, etc), but it can impact your credit in a negative way.

A Roommate Agreement is a helpful way to determine responsibility and hold roommates accountable. (see sample at the end of this resource guide)

## Renter's Insurance

Do you have about \$10 a month to ensure that all your belongings will be replaced in the event of a fire, tornado, theft or vandalism? You can usually find cheap Renters Insurance online by comparing multiple home insurance companies.

Many people who already have a car insurance policy, healthcare coverage or life policy may simply add their renters insurance to their existing coverage policy. Many insurance companies will offer a discount when you bundle plans.

In addition to insuring your valuables and personal property, you will also be protecting yourself against lawsuits with liability protection. If a person is injured in your home that is not due to a problem with the actual structure of the home, they can sue you. If you have a renter's insurance policy however, you can protect yourself from any litigation that might result from someone injuring him/herself while visiting your home.

Your property manager may have insurance to cover the physical structure of the rental, but it usually does not cover your possessions inside that structure. Therefore, your property manager will likely have NO legal responsibility to cover or protect your stuff. For a list of Insurance Agents in the Greenwood community, go online to [www.greenwoodscchamber.org/members](http://www.greenwoodscchamber.org/members).

## If You have a Pet

Some property managers will allow pets if you provide a "Pet Deposit". Make sure you understand if the deposit is refundable and if so, that should be included as part of your signed Lease. Other property managers do not allow pets inside the rental or on the property. The only situation where the Property Manager cannot prohibit or require a Pet Deposit is in the case of an assistance animal for a person with a disability, such as seeing-eye dogs. If your lease prohibits pets, your property manager has the right to evict you if you bring a pet onto the property. If your property manager agrees to allow pets, get the terms in writing.

### Pet Responsibilities:

- Pets are a lot of responsibility! Your pets rely on you for fresh food and water.
- Clean up after your pet and make sure your pet is properly immunized.
- Keep your pet under control. Don't let your pet disturb the neighbors by barking or running loose.
- Find out if you need insurance or a license for your dog. Certain breeds of dogs are deemed dangerous and the pet owner may be required to maintain liability insurance, even if the pet has never been a problem
- If you are aware that your dog has bitten or attacked someone in the past, you may be liable civilly and/or criminally if your dog attacks someone.
- If you can't control your pet, you may be liable for fines, court costs and any injuries inflicted by your pet.
- If you find that you can no longer take care of your pet, do not abandon your pet! Contact the local animal shelter to help them find a new home. The Greenwood Humane Society can be reached online [www.gwdhumanesociety.org](http://www.gwdhumanesociety.org) or by calling (864) 942-8558.

# Smart Renter Tips

- Consider renters insurance. It's an in-expensive way to protect your personal belongings if they are damaged, or protect yourself from being held liable if someone gets injured in your apartment
- For a better chance of getting a return of your Security Deposit, take photos and document the condition of the property before you move in! When you move-out, these photos/documents can verify the condition of the property before you moved in.
- Don't agree to any verbal changes to the written lease. All changes should be agreed upon and signed by you and the landlord. Keep a copy for your records.
- Follow all procedures to pay the rent, and if possible, do not pay in cash. If cash is your only option, then get a receipt from the property manager.
- Check smoke detectors and know where the fire extinguishers are located.
- Contact your landlord at the first sign of any problems such as repairs needed. Follow-up in writing and document everything. Keep a copy for yourself.
- If the landlord does NOT complete a repair in a reasonable about of time, and it affects your health or safety, then he/she is not fulfilling the contract.
- Keep your apartment safe and sanitary. Get rid of garbage in a clean and safe manner.
- Use appliances properly and prevent others from damaging your place.
- When you move out, make sure that it is clean and in the same condition it was in when you first moved in. Leave a forwarding address for your landlord to send your security deposit.

## Be a Good Neighbor

As a member of the Greenwood community, you now have a set of responsibilities and expectations that come with being part of your surrounding neighborhood. Sometimes conflicts come up between neighbors, and usually arise as a result of poor communication. The most common conflicts are:

- Noise and nuisance complaints (parties, vehicles, etc)
- Parking problems and occupancy concerns
- Animal disturbances (excessive barking, etc)
- Safety issues such as speeding cars
- Property maintenance/up-keep (or lack of)

You can avoid some of the problems with these simple steps:

- Introduce yourself to your neighbors & exchange phone numbers.
- Get to know your neighbors by asking about their interests, professions and family.
- Keep your property clean and don't leave trash scattered around your yard
- Take care of your lawn, cut the grass if that is part of your rental agreement.
- Be considerate of neighbors at night by keeping noise to a low volume
- Handle any problems politely and maturely

# Responsible Party Hosting

If you decide to throw a party, check your Lease and the City Ordinances to determine any restrictions that might prevent you from hosting the party (guest limits, keg restrictions, parking, noise restrictions, etc) Keep in mind, the university's Student Code of Conduct applies to your behavior off-campus.

## Before the party:

- Only invite people you know
- Decide what time the party will END with your roommates.
- Designate "Sober Monitors" to enforce house rules, talk with police if they show up, and find a sober driver to get your intoxicated guests safely home.
- Let your neighbors know about the party a few days before.

## During the Party:

- In SC, you must be 21-years old to drink beer, wine or liquor. Make sure those guests who are drinking alcohol are of LEGAL DRINKING AGE!
- If a guest is drinking too much alcohol (or too fast) – by all means, slow them down!
- Call 911 immediately if there is an emergency
- Keep the noise level down & watch out for other problems that could result in a Police visit.
- If police do arrive, allow them to do their job without interference and follow all police instructions.

## Ending the Party:

- Turn on the Lights / Turn off the Music
- Put away the Alcohol and begin serving only soda, water or coffee
- Make sure your intoxicated guests have a sober driver take them home.

## After the Party:

- Make sure your yard is free from party trash (cups, bottles) and check on the neighbor's yard too.
- Ask your neighbors if they had any problems from the party. If so, discuss how to resolve it.

## If serving alcohol.

- As a party host, you are responsible for your guests' health.
- You can be held legally responsible for your guests' behavior after they leave your party
- Don't collect money at the door to help cover cost of alcohol (It is Illegal)

## Alcohol Poisoning

A person who is unconscious or can't be roused is at risk of dying. Do not leave the person alone! Watch for these signs of Alcohol Poisoning and Dial 911 for help!

- Confusion, Stupor
- Vomiting
- Seizures
- Slow or Irregular Breathing
- Blue-Tinged Skin
- Pale Skin
- Low Body Temperature
- Unconscious / Passes Out

# RENTAL ISSUES WITH A PROPERTY MANAGER

*The following information is for educational purposes only. It is not legal advice from the university.*

In general, the Tenants are the ones responsible for informing the Property Manager about any repairs or maintenance needed. The Property Manager makes repairs and makes sure that your rental meets state and local Fire, Housing and Health codes!

If you've informed the Property Manager about the repairs needed and he/she does not respond, you cannot withhold the rent, but you do have some options.

1. Send a written letter by Mail (certified to make sure it was received) asking the Property Manager to make repairs. Keep a copy for your files.
2. Contact the local housing code office to file a complaint. If you don't file an official complaint to the code enforcement office or agency, you won't be able to take the case to court.
3. Finally, File the case with the Court.

## **Eviction**

In some cases, property managers may force tenants to leave before their lease ends. This is called an "Eviction". If a property manager gives you an Eviction Notice, remember that Tenants have many rights, and if a property manager does not handle the eviction process in a legal manner, you may want to seek the advice of an attorney.

When you have a written lease, property managers can evict you for the following reasons:

- Failure to vacate the premises after the lease ends
- Failure to pay rent after it is due (indicated in the lease)
- Breaking a serious law (like buying/selling drugs)
- Breaking clauses in the lease, or being a legal nuisance

## **Eviction Process**

- Property Manager issues a "Notice to Quit" telling the Tenant (you) to vacate the premises by a certain date.
- If you choose not to move-out by that date, the Property Manager then files a "Summons and Complaint". This will include an official court paper with the words "return date", indicating when the "Appearance Document" must be filed with a court (not when the Tenant appears before the court)
- Do not ignore the "Summons & Complaint" or you will LOSE the eviction case by default.
- Go to Clerk of Court's Office to request an "Appearance Document".
- Complete the Appearance Document & return to the Clerk of Court. (They can help you fill it out)

If you complete & return all of this paperwork properly, you will have an opportunity to defend your actions in court. If you have a written lease that is still in effect, you retain basic Tenant rights. This means that your property manager cannot lock you out of the house/apartment or take other actions against you unless they file separate complaints.

**Greenwood County Courthouse / Clerk of Court**  
528 Monument Street, Room 114  
Greenwood, S.C. 29646  
Phone: (864) 942-8546

# COMMUNITY RESOURCES

## Greenwood, SC

With a population of 23,000 in the city limits and 66,000 in the county, Greenwood is located in the piedmont of South Carolina. Lander University is situated on a 100-acre campus just a few miles from the uptown merchants. The university has an estimated annual economic impact of \$103.7 million on the region that includes Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties.

## Businesses

Greenwood has much to offer its residents. Whether you want to stroll around Uptown, go shopping or take in a play or theater production, there is plenty to do in Greenwood. The Greenwood Chamber of Commerce website is loaded with information about the community and businesses in this area.

[www.greenwoodscchamber.org/members](http://www.greenwoodscchamber.org/members)

## Housing Codes

In the city of Greenwood, Code Enforcement inspectors work in the Building Inspection Department. Code Enforcement Inspectors ensure that public health and quality of life are not compromised by violations of City ordinances designed to protect the health and safety of all residents.

**The Building Inspection Office** enforces local ordinances that establish requirements for unsafe buildings, substandard housing, trash, debris, overgrowth and abandoned vehicles within the city limits of Greenwood. All residential properties must be in compliance with the International Property Maintenance Code (hot/cold water, heating, sanitary facilities, protective treatment, etc.). For more information, visit their website at [www.cityofgreenwoodsc.com/Building](http://www.cityofgreenwoodsc.com/Building)

**How do I report a possible violation?** Call the Code Enforcement Office at (864) 942-8478 or 942-8445 or complete a request form by going online to [www.cityofgreenwoodsc.com/OnlineServices](http://www.cityofgreenwoodsc.com/OnlineServices). Be prepared to give the street address and a brief description of the potential violation.

## Fire Codes

The Greenwood Fire Department is dedicated to the protection of life and property by providing professional service of the highest quality. The Fire Prevention Office enforces numerous fire codes within the City limits of Greenwood. For more information, go to [www.cityofgreenwoodsc.com/Fire\\_LegalandInspectionInfo](http://www.cityofgreenwoodsc.com/Fire_LegalandInspectionInfo)

The following are some of the major fire codes enforced:

- Smoke Detectors
- Fire Extinguishers
- Portable Heaters
- Sprinklers & Sand pipes

**How do I report a possible violation?** Call the City Fire Marshal at (864) 942-8495. Be prepared to give the street address and a brief description of the potential violation.

## Trash Pick-Up

The City of Greenwood provides a roll-cart for each single-family and duplex dwelling located within the City limits. Residential garbage service is provided once a week on your designated collection day. For more info, call (864) 942-8420 or go online to [www.cityofgreenwoodsc.com/publicworks\\_sanitation](http://www.cityofgreenwoodsc.com/publicworks_sanitation).

## Recycling

The County of Greenwood provides recycling services. For information on the County's recycling program, please call (864) 942-8754

# Transportation

Greenwood, SC

Lander University is not affiliated with these businesses.

## Car Rentals / Cabs

### **Enterprise Rent-A-Car**

1005 Montague Ave  
Phone: (864) 229-0749

### **Hartfield's Car Rentals**

1175 Main St S  
Phone: (864) 229-1500

### **U-Save Car & Truck Rental**

2356 Highway 72 221 E  
Phone: (864) 223-1163

### **Southside Cab**

1302 Phoenix St  
Phone: (864) 388-2055

### **Cambridge Limousine Service**

109 Whispering Pines Ln  
(864) 377-1895

### **1-800 Limo Now**

Serving the Greenwood Area  
(800) 546-6669

## Airports/Trains

### **Airport Shuttle**

Serving the Greenwood Area  
(864) 295-4098

**Greenwood County Airport** is a small airport offering chartered & corporate air service.

**Greenville-Spartanburg Airport (GSP)** offers regional, national and international flights on most major airlines. This airport is an hour's drive from campus.

### **Atlanta Hartsfield International Airport**

offers regional, national and international flights on most major airlines. This airport is 3-hours drive from campus.

### **Charlotte-Douglas International Airport**

offers regional, national and international flights on most major airlines. This airport is 3-hours drive from campus.

**Amtrak TRAIN** station is located in Greenville, SC, about an hour's drive from campus.

## ADDITIONAL RESOURCES

- Checklist: Rental Search
- Checklist: Lease Agreement
- Checklist: Condition of rental move-in / move-out
- Sample: Personal budget
- Sample: Roommate Agreement Form
- Sample: A Simple Lease

# CHECKLIST

## RENTAL SEARCH

*This checklist can be used when you are visiting potential rentals.*

Terms & Conditions	Rental #1	Rental #2	Rental #2
<ul style="list-style-type: none"> <li>• Amount of Rent</li> <li>• Rent Due Date</li> <li>• Amount of Security Deposit</li> <li>• Maximum No. Occupants</li> <li>• Move-In / Move-Out Dates</li> <li>• Late Fees</li> <li>• Penalty for Breaking Lease</li> <li>• Subleasing Allowed?</li> <li>• Trash/Recycling Service</li> <li>• Utilities Included</li> <li>• Pets Allowed? Fees?</li> </ul>			
<b>LIVING SPACE:</b>	<b>Rental #1</b>	<b>Rental #2</b>	<b>Rental #3</b>
<ul style="list-style-type: none"> <li>• Size of Living Room</li> <li>• Type of Flooring (wood, carpet, vinyl, etc)</li> <li>• Number Electric Outlets</li> <li>• Furnished or Un-Furnished</li> </ul>			
<b>BEDROOM:</b>	<b>Rental #1</b>	<b>Rental #2</b>	<b>Rental #</b>
<ul style="list-style-type: none"> <li>• Number Bedrooms / Size</li> <li>• Number Electric Outlets</li> <li>• Enough Closet Space</li> <li>• Blinds / Curtains</li> <li>• Furnished or Un-Furnished</li> <li>• Type of Flooring (wood, carpet, vinyl, etc)</li> </ul>			
<b>UTILITIES:</b>			
<ul style="list-style-type: none"> <li>• Air Conditioning (Window Unit or Central)</li> <li>• Heat Source (Gas, Electric, Oil)</li> <li>• Cable-TV Connection</li> <li>• Washer-Dryer Hook-up</li> <li>• Landline Phone Connection</li> <li>• Internet Connection</li> <li>• Parking available / Fees?</li> </ul>			

KITCHEN:	Rental #1	Rental #2	Rental #3
• Refrigerator (Condition)			
• Dishwasher (Condition)			
• Stove (Gas or Electric/condition)			
• Microwave (Condition)			
• Condition of Sink/Faucet			
• Is the Kitchen Clean?			
BATHROOM:	Rental #1	Rental #2	Rental #3
• Number of Bathrooms			
• Condition of the Toilet			
• Are the electrical outlets grounded in the bathroom?			
• Is the Bathroom Clean			
NEIGHBORHOOD:	Rental #1	Rental #2	Rental #3
• Type of Neighborhood (Student, Family, Mixed, Business, Senior)			
• Distance to Lander University			
• Distance to Grocery Stores, Banks, Pharmacy, etc			
• Is a Laundry Service nearby?			
• Transportation Options			
• Do you feel SAFE in the neighborhood?			
SAFETY:	Rental #1	Rental #2	Rental #3
• Passed a Housing Inspection?			
• Emergency Exits			
• Fire Extinguishers			
• Smoke Detectors (especially in bedrooms)			
• Windows Open/Close easily?			
• Screens on the Windows?			
• Door Locks work properly			
• Lighting Outside the Rental			

# Checklist for a Lease Agreement

Read the lease very carefully. Do not sign a lease or any agreement until every statement is fully clear to you. You have the right to omit parts of the lease that you don't agree with (If the Landlord agrees to it the changes). All changes to the lease should be made in writing. Both you and the Landlord should initial and date the changes on the lease. Keep copies of all signed documents.

## **RENT:**

Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_ Late Charges: \_\_\_\_\_  
Where to send Rent Payments: \_\_\_\_\_

## **SECURITY DEPOSIT:**

Amount of Security Deposit: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
Conditions for Security Deposit Return: \_\_\_\_\_

## **MOVE-IN COSTS:**

Total Due to Landlord at Time of Signing Lease (Security Deposit, 1<sup>st</sup> Month): \_\_\_\_\_

## **UTILITIES:**

Which Utilities paid by Landlord: \_\_\_\_\_  
Utilities paid by Tenant (You): \_\_\_\_\_  
Who pays for Trash/Recycling Service: \_\_\_\_\_ Cost: \_\_\_\_\_  
Who is responsible for Lawn Care: \_\_\_\_\_ Cost: \_\_\_\_\_

## **PARKING:**

Parking Available: \_\_\_\_\_ Number Spaces: \_\_\_\_\_ Cost: \_\_\_\_\_  
Guest Parking: \_\_\_\_\_ Number Spaces: \_\_\_\_\_ Cost: \_\_\_\_\_

## **PETS:**

Are Pets allowed: Yes \_\_\_ No \_\_\_ Amount of Pet Deposit: \_\_\_\_\_  
Animals allowed (dog, cat, etc): \_\_\_\_\_ Number Pets allowed: \_\_\_\_\_

## **DAMAGES AND REPAIRS:**

Who is responsible for damages: \_\_\_\_\_ How is damage determined \_\_\_\_\_  
Who is responsible for repairs: \_\_\_\_\_  
Landlord/Maintenance Contact Info: \_\_\_\_\_

## **OCCUPANCY:**

Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_  
Can the Rent be raised? \_\_\_\_\_ Max No. Occupants allowed: \_\_\_\_\_  
Is Smoking allowed? \_\_\_\_\_ Smoking Restrictions: \_\_\_\_\_  
Number of Guests allowed: \_\_\_\_\_ Guest Restrictions: \_\_\_\_\_  
Property Storage: \_\_\_\_\_ Are Waterbeds Allowed: \_\_\_\_\_  
Restrictions on Painting, Hanging Pictures by Tenant: \_\_\_\_\_  
Improvements planned by Landlord? \_\_\_\_\_  
If so, what is expected completion date: \_\_\_\_\_

# CHECKLIST

Condition of Rental at Move-In/Move-Out

# Sample

## Personal Budget

The following information is for educational purposes only. It is not legal advice from the university.

Monthly Income	
Item	Amount
Estimated monthly net income	
Financial aid award(s)	
Other income	
<b>Total</b>	<b>\$0.00</b>

<b>Student Name</b>
<b>Guardian</b>
<b>School/College</b>

Monthly Expenses	
Item	Amount
Rent	
Utilities	
Cell phone	
Groceries	
Auto expenses	
Student loans	
Other loans	
Credit cards	
Insurance	
Laundry	
Hair cuts	
Medical expenses	
Entertainment	
Miscellaneous	

Semester Expenses	
Item	Amount
Tuition	
Lab fees	
Other fees	
Books	
Deposits	
Transportation	
<b>Total</b>	<b>\$0.00</b>

Discretionary Income	
Item	Amount
Monthly Income	\$0.00
Monthly expenses	\$0.00
Semester expenses	\$0.00
<b>Difference</b>	<b>\$0.00</b>

# SAMPLE

## Roommate Agreement Form

*The following information is for educational purposes only. It is not legal advice from the university.*

# SAMPLE

## A Simple Lease

*The following information is for educational purposes only. It is not legal advice from the university.*

