Thank you for picking up a copy of the Off-Campus Housing Guide brought to you by the Student Government Association and the Guerrieri University Center. We hope you find this booklet helpful as you begin your search for off-campus housing in the Salisbury area. There are plenty of housing options in and around Salisbury, but the search can be overwhelming. This guide contains important information to jumpstart this process from understanding leases to roommate questionnaires.

This booklet serves as a complement to the other off-campus housing resources available at Salisbury University, such as the Housing Fairs hosted by the Student Government Association and the Guerrieri University Center (www.salisbury.edu/campusgov/sga), the roommate search assistance service provided by Off-Campus Housing Services (www.salisbury.edu/commuters/offcampushousing) and Commuter Connections (www.salisbury.edu/commuters, commuterconnections@salisbury.edu).

Please be sure to make use of all the resources available to you. Good luck with your off-campus housing search!

Student Government Association & Guerrieri University Center Staff

Commuter Connections
Advocacy, resources and programming for commuters
Guerrieri University Center
Room 222
410-543-6100
www.salisbury.edu/commuters
commuterconnections@salisbury.edu

Off-Campus Housing Services
Year-round assistance with off-campus housing and roommate search
410-543-6100
Guerrieri University Center
Room 222
www.salisbury.edu/commuters/offcampushousing

Student Government Association
Regularly scheduled Housing Fairs and advocacy for students’ needs
Guerrieri University Center
Room 125
410-548-4757
www.salisbury.edu/campusgov/sga
SGA@salisbury.edu
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Greetings Salisbury University Students!

Moving off-campus and being a responsible member of a neighborhood community presents new opportunities for growth, as well as new challenges. Although this is a fun and rewarding part of your college experience, take a moment to remember the SU Promise as you move forward.

**I will connect what I learn with how I live.** – In your classes you learn to adhere to deadlines. Make sure to find out important information regarding trash pickup and commit to discarding your trash before it piles up. Doing so will prevent you from receiving a fine from the city and avoid creating bad will with your neighbors.

**I will demonstrate personal and academic integrity.** – Become a productive member of your new community and make an impact. Strive to be an active member of your community and leave it in a better position than how you found it.

**I will respect diverse groups of individuals.** – Respect the fact that your neighbors may be elderly, have young children, or they may have a completely different sleep or work schedule than your own. You should never make plans to host a party without seeking the approval of your neighbors.

**I will strive to bring honor to myself and the University.** – If you do not keep this part of the promise, it is likely that you will be visiting the student judicial offices. All SU students whether living on-campus or off-campus are bound by the Student Code of Conduct, which can be found in the Office of Student Affairs or by accessing the following website: [www.salisbury.edu/judicialaffairs/code.html](http://www.salisbury.edu/judicialaffairs/code.html)

As a Salisbury University student, you are always an ambassador for SU, especially within your new community. You are expected to uphold the standards that come with the esteemed designation of SU students at all times.

Best wishes for a successful semester.

Lawanda Dockins-Mills, Ph.D., Associate Dean of Students

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Greetings Fellow Sea Gulls,

As a student living off-campus myself, I encourage all students who are living off-campus to really take the time to get to know your neighbors. Our relationship with the Salisbury community is a great one, and it is your responsibility as students to continue that! It does not take much time to knock on your neighbor’s door and introduce yourself; let them know that you are there for anything they may need, and maybe even arrange a time to have dinner or get to know them better. They will appreciate this more than you will ever know, and it will really make your life easier. I hope that this encourages you to take the first step and knock on their door sometime!

Best wishes,

Katherine Mooney, Your Student Government President
SECTION 1: STEPS TO RENTING

Step 1. Developing a Realistic Budget
Your off-campus housing search starts with the development of a realistic budget. Once you decide how you are going to pay for it, you can figure out how much you can afford.

If you are going to work to pay for off-campus housing, make sure to take into account any fluctuations in income throughout the year. Do you make more money in some months than others? If so, you’ll need to plan ahead and save! If you are a financial aid recipient, you may be able to use part of your award to pay for living expenses. Conditions vary from person to person, so contact the Financial Aid Office for information customized to your particular situation:

Financial Aid
Holloway Hall Room 213
410-543-6165 \ finaid@salisbury.edu

Budget Checklist
There’s more to off-campus living than rent alone; this featured checklist offers a breakdown of costs that you should consider when developing your budget for living expenses.

$______ Rent: How much will the property cost monthly?
$______ Electricity: This can fluctuate greatly depending on how energy-efficient the property is and how you use household appliances.
$______ Water: Check the lease to see if this is included in the terms or if you will be responsible for paying the water bill.
$______ Gas/Oil: Many properties require gas or oil service. Ask the property manager when looking at properties.
$______ Internet/Cable: Depending on the level of service you wish to have, this can be a bigger expense.
$______ Groceries: Supplementing weekly grocery bills with a meal plan can be a good way to make sure you still eat well.
$______ Laundry: Don’t forget to factor in detergent.
$______ Transportation: Living off-campus can mean driving to campus, so figure in how much you will need to set aside for gas and car maintenance.
$______ Renter’s Insurance: This is usually inexpensive and an excellent way to protect your belongings.
$______ Entertainment: After all, there’s more to college than just textbooks!
$______ Miscellaneous.

$____________Total

Plan Ahead!
Budget for the upfront costs associated with moving off-campus. Most landlords require a security deposit due at the time of lease signing equal to a month’s rent. Also, utility companies often require a security deposit before they can get you connected. Finally, don’t forget the money you may need to spend to furnish your new place!
Step 2. Deciding on Roommates

Personalities
Roommates come with great perks: half the rent, half the chores and someone to keep you company (or let you in when you lock yourself out). Selecting a roommate is serious business though. Someone who’s a great friend may not make a good roommate! Maybe you and your best friend complement each other – you’re the studious, organized type, while he or she is the artsy type who needs clutter to be creative.

You and any prospective roommate should be on the same page when it comes to what type of housing you are looking for and what kind of a budget you need to stick to. You also need to think in terms of what roommate qualities you can live with – or can’t live without.

Filling the Roommate Questionnaire on page 17 can help you and potential roommates assess each other’s qualities and figure out if you’re a good fit for each other. It also helps you figure out who is bringing what to the new place and what kind of environment your new home will have.

Finances
Let’s be honest: Most college students aren’t swimming in money. Avoid stress between you and your roommates by establishing an open and clear communication channel with your roommate in regard to finances. You will have to decide which bills are going in what roommate’s name, how payments will be made, how bills will be divided and how you will keep track of payments.

It is also important to figure out who will buy things like dish soap, cleaning supplies, paper towels and other necessities that are shared, or how these items will be split up. Creating a chart to track money spent on household items and utilities each month could be helpful. Any way that the finances are split up, it is important to always make sure that you and your roommates are on the same page, which will limit the amount of stress put on this relationship.

Get It in Writing!
It’s always useful to put things in writing to avoid disputes in the future. Roommates should consider signing a roommate contract. A sample can be found on page 19.

Resolving Disputes
When dealing with disputes there are a few resources offered by the University to help you.

The Bosserman Center for Conflict Resolution, located on the southwest corner of Camden and College avenues, provides the University and community with conflict resolution services and training. The center works with individuals and groups in conflict to build creative and self-sustaining solutions. The center houses the student-run Campus Mediation Center that provides conflict resolution services to the student body.

Also available to the campus community is the Counseling
Center located in the Guerrieri University Center. Outreach and consultation services are provided to members of the campus community, including faculty, staff, students and parents through this center. The Counseling Center is open 8 a.m.-5 p.m. Monday-Friday, and all counseling and related services are free of charge. To schedule an initial consultation session, call the Counseling Center. In most cases, the student and counselor will determine subsequent meeting times at the end of the initial session.

**Bosserman Center for Conflict Resolution**
1100 Camden Avenue
410-219-2873
conflictresolution@salisbury.edu

**Counseling Center**
Guerrieri University Center
Room 263
410-543-6070
counseling@salisbury.edu

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**Step 3. House Hunting**
**Comparing Properties**

When looking for a place to rent, it’s easy to get distracted by the spacious living room (perfect for a pool table!) and overlook those old windows that will cost you tons of money in the summer/winter on energy bills. Don’t worry; we’ll help you get your priorities straight. Here’s a guide to some of the things that you should really be thinking about.

✓ **Location, location, location!**

There’s no sense in renting a place in a neighborhood you don’t feel safe in, or that is too far away from campus if you don’t own a car. Those are going to be some long two miles to bike during the coldest days of winter!

Realistically assess your commuting needs: Stick with a place within a mile or so from campus if you don’t own a car, or pick a place with easy access to campus via public transportation. Visit the Shore Transit website for a map of available bus routes and stops: [www.shoretransit.org](http://www.shoretransit.org).

Practice safety first: You don’t want to be afraid to be in your own home, right? Drive by the place during the day, at night and on weekends to get a feel for the neighborhood. Talk to other people who live there for their opinion. Don’t forget to check out crime statistics on the Salisbury Police Department website: [www.salisburypd.com](http://www.salisburypd.com).

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**You Get What You Pay For!**

Sounds too good to be true? Then it probably is! If a landlord is asking way too little for a place, chances are there is something wrong with it. Be extra cautious!
✓ **Does the rental unit meet your requirements?**
When choosing the type of housing you want to rent, you should assess your requirements. Can’t stand sharing a bathroom? Need a place within walking/biking distance from campus? Own a dog/cat?

It’s easy to fall in love with a place and ignore these requirements (own bathroom/distance from campus/pet-friendly/etc.). Avoid later regrets by sticking to the plan. If the unit doesn’t meet your basic requirements, mark it off the list.

✓ **Is the rental unit in good condition?**
As you tour the house, inspect that everything is in good working condition. Check lights, faucets, showers, toilets, doors, windows, etc. If you find something that doesn’t work, document it and request (in writing) that the issue be addressed prior to move-in.

✓ **Can you afford this place?**
If you’re looking for off-campus housing, you should have established a budget for your living expenses (see sample checklist on p. 4). Don’t forget to look into costs associated with specific rental units!

• **Utilities:** Some utilities may not be included with your rent. Ask the landlord what their average monthly cost is. Utility companies are often able to give you that information based on consumption by previous tenants.

• **Renter’s Insurance:** In the event of a natural disaster, burglary, fire, etc., your belongings will not be covered by your landlord’s insurance. Your insurance rate is determined by the unit’s specific characteristics. Here is one way you can save: Look into bundling with your auto insurance company, or your parents’ home insurance policy. Bundles often mean discounted rates.

• **Other Costs:** If you have a car, you may have to buy a parking permit. If you’re using public transit, make sure to budget for that, too.

✓ **Do you know enough about the landlord?**
Talk to other students who rent from the same landlord. If you don’t know anyone, ask him/her for references. If the current tenants are in the unit while you tour it, don’t be shy and ask them about their experience.

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**Step 4. Keeping Organized**
House hunting can be overwhelming! Keeping organized will help you keep track of the rentals you’ve looked at and pick which one suits you best. Use the condition checklist on page 21 to keep track of individual units and the comparison chart available on page 25 for comparing them!

**Step 5. Plugging In**
Before moving in to your new residence, make sure you call all local utility companies at least two weeks in advance to get the services turned on. Below is a list of some of the utility companies servicing the local area. Please note that you may be served by different companies if you live in a different area.
Before Signing the Lease

- While oral leases are legal in some cases, we recommend that you always ask for a written lease. As a tenant, you will be better protected with a written lease. If you request it in writing, you have the right to see the lease before you sign it to familiarize yourself with its terms.
- Many landlords require an application fee from prospective tenants. Application fees of less than $25 are not refundable – that is, they can be kept by the landlord if you decide not to move in or are not approved. For fees above $25, the landlord must return whatever the amount that was not used to process the application.
- Landlords cannot request security deposits for amounts greater than two months of rent. If the deposit amount is not specified in the lease, the landlord is required to issue a receipt.
- Your lease should clearly specify which utilities are included with rent, if any.
- Check the clause on late rent to make sure it’s legal. Late fees cannot be more than 5 percent of the amount due and can begin to be assessed five days after rent is due. However, to avoid credit or other problems, it is advisable to always pay rent on time.
Moving In
You are entitled to a list of existing damages to the unit at the time of move in if you request it in writing. This is strongly encouraged, as it prevents your landlord from charging you for pre-existing damages when you move out.

Moving Out
- Consult your lease for specific requirements regarding termination. Some leases automatically terminate at the end of the term, while others are automatically renewed and require at least 30-days notice if you do not wish the lease to continue. If a notice is required, always provide one in writing to avoid future disputes with your landlord.
- A move-out inspection must take place within five days of when you move out. If you request it in writing 15 days prior to move out, the landlord must allow you to be present at the inspection.
- You are entitled to receive your security deposit plus interest within 45 days of move out. If the landlord keeps any portion of the security deposit, he or she must provide, in writing, an itemized list of what the needed repairs were and how much each repair cost within the same 45-day period. You cannot be charged for normal wear and tear.
- You are legally responsible for rent for the entire term of the lease; however, the landlord is required to make reasonable attempts to re-rent the unit if you decide to terminate the lease early. If another tenant is found and they move in, you are no longer obligated for rent.
- If you need or wish to move out prior to the end of your lease, you may want to consider subletting. Maryland law requires landlords to consider reasonable written requests for subletting. Your landlord cannot outright refuse to consider this option.
- While there are cases in which the landlord may wish to terminate the lease early, he or she may not do so without providing at least 30-days notice.
- In case of eviction, the landlord does not have the right to evict or take any of your personal possessions without a court judgment. Even if you owe your landlord rent, he or she is required to follow the provisions set forth by Maryland law and cannot lock you out or give you a deadline for move out.

Renter’s Insurance
If your apartment is robbed or the apartment above you has a fire and the water used to extinguish it floods your apartment, your landlord’s policy likely will not pay to replace any of your stuff. That’s up to you. Your landlord or apartment association may have insurance, but this only

continued on page 12
Terms to Know
(Adapted from www.thelpa.com/lpa/glossary.html)

**Eviction** – A court-administered proceeding for removing a tenant from a rental unit because the tenant has violated the rental agreement or did not comply with a notice ending the tenancy.

**Guest** – A person who does not have the rights of a tenant.

**Landlord** – A business or person who owns a rental unit and who rents or leases the rental unit to another person, called a tenant.

**Lease** – A rental agreement, usually in writing, that establishes all the terms of the agreement and that lasts for a predetermined length of time.

**Lock Out** – When a landlord locks a tenant out of the rental unit with the intent of terminating the tenancy. Lockouts, and all other self-help eviction remedies, are illegal.

**Rental Agreement** – An oral or written agreement between a tenant and a landlord, made before the tenant moves in, which establishes the terms of the tenancy, such as the amount of the rent and when it is due.

**Rental Application Form** – A form that the landlord may ask a tenant to fill out prior to renting that requests information about the tenant such as the tenant’s address, telephone number, employment history, credit references and the like.

**Rental Period** – The length of time between rental payments; for example, a week or a month.

**Rental Unit** – An apartment, house, duplex or condominium that a landlord rents to a tenant to live in.

**Renter’s Insurance** – Insurance protecting the tenant against property losses, such as losses from theft or fire. This insurance usually also protects the tenant against liability (legal responsibility) for claims or lawsuits files by the landlord or others alleging that the tenant negligently injured another person or property.

**Security Deposit** – A deposit or a fee that the landlord requires the tenant to pay at the beginning of the tenancy. The landlord can use the security deposit, for example, if the tenant moves out owing rent or leaves the unit damaged or less clean than when the tenant moved in.

**Sublease** – A separate rental agreement between the original tenant and a new tenant to whom the original tenant rents all or part of the rental unit. The new tenant is called a “subtenant.” The agreement between the original tenant and the landlord remains in force, and the original tenant continues to be responsible for paying the rent to the landlord and for other tenant obligations.

**Tenancy** – The tenant’s exclusive right, created by a rental agreement between the landlord and the tenant, to use and possess the landlord’s rental unit.

**Tenant** – A person who rents or leases a rental unit from a landlord. The tenant obtains the right to the exclusive use and possession of the rental unit during the lease or rental period.

**Uninhabitable** – A rental unit that has such serious problems or defects that the tenant’s health or safety is affected. A rental unit may be uninhabitable if it is not fit for human beings to live in or if it fails to substantially comply with building and safety code standards that materially affect tenants’ health and safety.
Resources for Tenants

**Attorney General’s Office**
The Attorney General’s Consumer Protection Division has a Mediation Unit that can help you try to resolve a dispute with a landlord.

- Eastern Shore Branch Office: 201 Baptist Street
  Salisbury, MD 21801
  410-528-8662 / 1-888-743-0023
  [www.oag.state.md.us/Consumer/index.htm](http://www.oag.state.md.us/Consumer/index.htm)

**Legal Aid Bureau**
The Legal Aid Bureau, Inc. is a private non-profit law firm that offers free legal services to people with limited incomes. If you require legal help to resolve a landlord-tenant dispute, and are financially eligible for the bureau’s services, you can go to their legal aid office located in Salisbury.

- Lower Eastern Shore Office: 111 High Street
  Salisbury, MD 21801
  410-546-5511
  [www.mdlab.org](http://www.mdlab.org)

**City of Salisbury**
If your unit is substandard and the landlord is unresponsive, you can contact Neighborhood Services and Code Compliance to learn what your rights are and how to protect them.

- Neighborhood Services and Code Compliance:
  501 B E. Church Street
  Salisbury, MD 21804
  410-341-9550
  [www.ci.salisbury.md.us/?page_id=133](http://www.ci.salisbury.md.us/?page_id=133)

**City of Fruitland**
If your unit is substandard and the landlord is unresponsive, you can contact Code Enforcement to learn what your rights are and how to protect them.

- Code Enforcement: 410-548-2804

**Bosserman Center for Conflict Resolution**
The center offers mediation services free of charge to individuals and organization involved in conflict who wish to preserve their respective relationships, including landlord and tenants.

- 1100 Camden Avenue
  Salisbury, MD, 21801
  410-219-2873
  [www.conflict-resolution.org](http://www.conflict-resolution.org)
protects the building, not your personal possessions. Renter’s insurance provides protection against the damage or loss to your personal belongings and will protect them in case of disaster. It is even more important to consider renter’s insurance when living with roommates because renter’s insurance can offer protection for accidents that are caused by other tenants. Look in the yellow pages of your local phonebook to see listings of local insurance companies and to get more information on policy quotes and prices. If you or your parents already have auto insurance, you may want to check their rates, as many companies provide bundle discounts.

SECTION 3: LIVING OFF CAMPUS

Do’s and Don’ts
Living off-campus requires you to use your common sense, but also that you familiarize yourself with laws that regulate your behavior.
As a tenant, some common sense behaviors you should be ready to adopt are:

- Pay rent on time.
- Avoid damaging the premises.
- Inform the landlord when repairs are needed.
- Observe local laws.
- Introduce yourself to neighbors.
- Keep the noise level down.
- Take responsibility for your guests and their behavior.

Depending on where you live, there are also certain laws and ordinances that you must observe.
If you live within Salisbury city limits, some of the rules are:

- You can’t park in your front yard.
- Your grass can’t be over 8 inches tall.
- Rubbish accumulation in your yard is not allowed.
- Your trash cans must be removed from the curb and away from public view by 11 p.m. on your day of pickup.
- It’s your responsibility to keep the sidewalk, curb and gutter around your property clear of weeds and noxious growth.
- You can’t leave inside furniture outside of your house or on your porch.

If you don’t live in Salisbury, be sure to familiarize yourself with the rules set forth by your state, county and city. Local ordinances are usually available on their respective websites.

Safety Considerations
Now that you’ve moved off-campus, you need to be smart about keeping yourself, your new home and your belongings safe.

Inside the house*

- Always leave a light on when you’re gone or purchase a timer to turn lights on and off automatically.

Illegal Occupancy
Tenants within Salisbury city limits must observe the city’s occupancy requirements.

Please refer to section 17.04.120 of the City Codes
http://library.municode.com/HTML/16600/level3/TIT17ZO
_CH17.04GEPR_ARTIGEPR.html#TIT17ZO_CH17.04GEPR
_ARTIGEPR_17.04.120DE

For more information, please contact the city’s Neighborhood Services and Code Compliance Office at 410-341-9550.

Use the Wicomico County map to familiarize yourself with regulations in your area:

Charter codes can be found:
www.ci.salisbury.md.us/?page_id=254
• Purchase renter’s insurance, which will provide coverage for your belongings in the event of an accident, natural disaster or burglary.
• Keep emergency numbers (page 14) near the phone.
• Check smoke detectors regularly to make sure they are functioning properly. If there is no smoke detector, ask your landlord to install one.

Uncomfortable Walking at Night?
During the hours of darkness, call University Police to request a police escort to your car, bike, any other campus location or nearby off-campus location.
University Police: 410-543-6222

Entrances*
• Always keep doors and windows locked.
• Ask to see company ID when utility or service people come to your door.
• Use a peephole to determine who is knocking before you open the door. If you are still unsure about who is there, question the stranger through the door.
• If necessary, get a security system.
• Keep the blinds or drapes closed when you are gone.
• If you lose your keys, work with the landlord to replace your locks immediately.
• Don’t put ID tags on your key ring.

External*
• Have someone check on your place when you are out of town, and have the post office hold your mail. If you subscribe to papers, suspend delivery for those as well.
• Get to know your area. Know where not to walk, and where streets and alleys lead.
• Do no walk alone after dark. Contact a friend to take you where you need to go.
• Get to know someone in the immediate vicinity who you can call in case of an emergency.
• Never leave your key outside under a mat or in a place accessible to a stranger.
• Never leave notes on your door or messages on your answering machine indicating that you are away.

Reporting Crimes and Emergencies
The University Police are responsible for personal safety and law enforcement on campus. Officers are on duty 24 hours a day, 365 days a year. Located in the East Campus Complex, the University Police Department is open 24 hours per day and the Parking Office is open Monday-Friday, 8 a.m.-5 p.m. University Police officers may be contacted by calling 410-543-6222 from a public phone or ext. 36222 from any campus phone. Campus extension phones are situated at various locations in academic buildings and at the main entrances to most of the residence halls. “Blue light” phones are also placed at various locations on the grounds.

Escorts
An escort service is provided for anyone who feels uncomfortable walking alone on campus or to nearby off-campus locations during the hours of darkness. The escort service can be accessed by calling University Police.
Off-Campus Misconduct
The University has the authority and exercises that authority through the Student Affairs Office to take disciplinary action in cases of off-campus misconduct by students or student organizations that are detrimental to University interests.

On the Go**
If you’re driving …
- Carry a cell phone with you at all times.
- Keep your car serviced and in good working order.
- Always carry a road safety kit in your car, including items such as booster cables, flashlight, road flare, plastic poncho, car jacks, etc.
- If your car breaks down, stay with it until police arrive. Don’t accept a ride from a stranger, and don’t walk anywhere unless you are within sight of a safe public location and can do it safely.
- Stop for gas at stations that are located in well-lit, busy areas.
- When you arrive at Salisbury University, do not park in a remote or secluded area, especially if you will not be returning to your car until dark.
- When parked, always keep your doors locked and windows rolled up.
- Don’t leave valuables in the vehicle, unless they are secured in the trunk.
- Don’t walk to your car alone at night. Call a University Police escort instead.

If you’re riding a bike …
- Always wear a helmet.
- Make yourself visible by using lighting.
- Secure your bike to one of the bike racks located throughout campus.
- Get your bike engraved.

If you’re taking public transit …
- Know your bus schedule, so that you’re not waiting at the bus stop for a long period of time.
- Avoid traveling alone whenever possible.
- Never wait for the bus at isolated or dark stops, especially if you’re alone.
- Have the correct fare ready and in your pocket.
- Sit close to the driver.
- Stay awake and aware of your surroundings during the trip.
- Keep your belongings near you.

(*Adapted from www.umd.edu.) (** Adapted from uwf.edu/uwfpolice.)

Numbers to Know

Emergency
■ Police, Fire and Ambulance
— 911

Non-Emergency
■ Salisbury City Police
— 410-548-3165
— www.salisburypd.com
■ Fruitland City Police
— 410-548-2804
■ Salisbury Fire Department
— Station 16 (325 Cypress St.)
  410-548-3120
  www.salisburypd.com
— Station 1 (1100 Beaglin Park Dr.)
  410-548-3127
— Station 2 (801 Brown St.)
  410-548-3125
■ Fruitland Volunteer Fire Company
— 410-749-9421
— www.fruitlandfire.com
■ Wicomico County Health Department
— 410-749-1244
— www.wicomicohealth.org
■ Wicomico Animal Control
— 410-749-1070
— www.wicomicoanimalcontrol.org
■ Salisbury Immediate Care and Injury
— 410-543-2020
— www.sbyimmediatecare.com
Community Building
Salisbury houses thousands of students who are only staying in the area while they’re in college. That’s no excuse not to get involved in the local community!
Even if you’re not from the Eastern Shore, or plan on leaving the area after graduation, you should treat the community surrounding the campus as your home!

Volunteer
Help out other members of your community! There are plenty of volunteer opportunities in and around Salisbury, and Salisbury University hosts a Volunteer Center dedicated to matching students to organizations in need. For more information, visit www2.salisbury.edu/volunteer.

Support Local Businesses and Community Events
Invest in the community’s well-being by supporting local businesses and events. Your money will stay in the community, and create jobs for your neighbors. Non-profits often organize events to support the community, such as the 3rd Friday event in Downtown Salisbury.
For more information on events downtown, visit: www.3rdfridaysby.com/
For a list of off-campus merchants that accept GullCard, visit: gullcard.salisbury.edu/OffCampusMerchants.asp.

Staying Involved
Moving off campus shouldn’t mean leaving behind your connection to the campus. Whether you are a residential student or a commuter, the University offers a ton of ways to stay involved.

Campus Recreation
Club sports, intramurals and fitness classes are all great ways to stay active and healthy – all offered by Campus Recreation at no cost to you. Check their website for league signup dates, fitness class schedules and more information.
www.salisbury.edu/campusrec
Commuter Connections
Commuter Connections is a centralized resource for all off-campus students, offering social and educational programming for off-campus residents, as well as advocating for the needs of commuter students within the campus community. Check their website for upcoming events and information. www.salisbury.edu/commuters

GUC Events
GUC Events programs fun and engaging activities in the GUC on a weekly basis. From gaming tournaments, to cooking classes, to social events they offer a little something for everybody. Check their website for a schedule of upcoming events. www.salisbury.edu/guc/gucevents.html

SGA
Student Government Association offers many leadership opportunities and provides a chance to have your opinions heard. Check their website for SGA Forum dates and find out more about how to get involved. www.salisbury.edu/campusgov/sga

SOAP
The student programming board (Student Organization for Activity Planning) for the campus always has something going on. Comedians, concerts, lectures, trips and weekly movies on campus are great ways to take advantage of everything college has to offer. Check their website for an updated schedule of events and check your email for reminders. orgs.salisbury.edu/soap/

Student Activities, Organizations and Leadership
Student Activities is home to a multitude of Registered Student Organizations (RSOs) and opportunities for fun. Check their website for a current list of recognized clubs and find information on how to get involved. www.salisbury.edu/soaol
The Basics
In what residence do you prefer to live?

- House
- Apartment
- Renting a Room

How many people would you feel comfortable living with? ____________________________

or I prefer living alone, but ____________________________

Do you want your own bedroom? ______ Yes ______ No

Are you looking for furnished or unfurnished? ____________________________

Do you want to live within walking or biking distance of campus? ______ Yes ______ No

Where in Salisbury would you prefer to live? ____________________________

Studying
I would prefer to study in my residence. ______ Yes ______ No

When I study I need a lot of quiet time. ______ Yes ______ No

I study ____________ hours each week.

My best time to study is ____________________________

Habits
I enjoy cooking. ______ Yes ______ No

I mind if others smoke around me. ______ Yes ______ No

I mind if others drink around me. ______ Yes ______ No

I eat (_______ breakfast, _______ lunch, _______ dinner) in the apartment/house.

I smoke (how often) ____________________________

Concerning alcohol, I drink ____________________________

Concerning drugs, I ____________________________

Responsibility
Each person is willing to have a credit check to verify their financial background. ______ Yes ______ No

I work best with a set schedule of housekeeping chores. ______ Yes ______ No

The best way to handle paying bills is ____________________________

Each person should be responsible for their own: (check all that apply)

Groceries ______ Bills ______ Cleaning ______ Other ____________________________

With regards to cleanliness, I expect my roommate to be: ____________________________

I am: (circle one) (neat) 1 2 3 4 (messy)
When Problems Arise
When I have a concern, I __________________________________________________________
______________________________________________________________________

When I’m upset about something that doesn’t directly concern my roommate, I expect my roommate to
______________________________________________________________________
______________________________________________________________________

When I’m upset about something that directly concerns my roommate, I expect my roommate to
______________________________________________________________________
______________________________________________________________________

When my roommate is upset about something that does not directly concern me, I will ____________
______________________________________________________________________
______________________________________________________________________

When my roommate is upset about something that directly concerns me, I will ________________
______________________________________________________________________
______________________________________________________________________

Privacy
I need to be alone without intrusions
Always_____  Often_____  Sometimes_____  Rarely_____  Never_____
I am basically a:  Private person_____  Social/Public person_____

Sharing
I am willing to share small items like clothes, dishes etc. (List items that can be shared.) ____________
______________________________________________________________________
______________________________________________________________________
Lending money __________________________________________________________________

Friends and Parties
My friends could best be characterized as ______________________________
Overnight guests are ______________________________________________________
Throwing parties are _______________________________________________________
Beginning and ending party times for me are _________________________________
I generally party on (days of the week) _________________________________
My significant other visits ________________________________________________

Roommates
A good roommate for me is _______________________________________________
A bad roommate for me is ________________________________________________

Personal
I consider myself to be ____________________________________________________
I hope others consider me as ______________________________________________

Other
If there are any other topics that you feel are important to a roommate relationship, be sure to
discuss them.
The following is an agreement made between the roommates of (address of property) in (city). The contract will hold power beginning on the first day of the lease and ending on the last day of the lease or upon termination by all roommates.

Bills
I. The roommates agree to split all bills equally when all roommates occupy the premises during the term of payment.
   a. During extended breaks, such as summer and winter breaks, all roommates will pay the fixed bills such as rent and cable/internet.
   b. Roommates occupying the property over the breaks for will be responsible for paying the variable bills (i.e. gas, electric, and water/sewage) based on usage.
   c. In the event that no roommate occupies the property over a break, all roommates will be responsible for all bills equally.

II. The following people will be responsible for submitting payment for their respective bill on time, notifying the other roommates in a timely manner of the amount due per person and collecting an equal share from each roommate for the bill:
   a. Rent: ______________________________________________________ (roommate name)
   b. Gas: ______________________________________________________ (roommate name)
   c. Electric: ____________________________________________________ (roommate name)
   d. Water/Sewage: ______________________________________________ (roommate name)
   e. Basic Cable/Internet: _________________________________________ (roommate name)

III. Any late fees that result in either delayed payment or failure to pay the bill will be paid by the person responsible for that bill. If the reason for late payment or failure to pay occurred as a result of another roommate not paying their share to the person in charge of the bill despite being given fair notice, the late fee will be paid by the roommate(s) who did not provide payment on time.

IV. Rent will be due to (roommate in charge of rent) no later than the (number) day of each month that rent is due. Late payment penalties shall be assessed by (roommate name), but if an excessive penalty is awarded, the other roommates can overturn the penalty for a less harsh one by a simple majority consensus.

Guests
I. Roommates will not have more than three or four guests in the house including overnight stays. Prior approval is required for having more than this number and must be obtained by all roommates in accordance with the following:
   a. at least 48 hours in advance for overnight stays
   b. at least 30 minutes prior to arrival for other visits

II. If overnight guests are not staying in a roommate’s room, the roommate is responsible for making sure that the guest(s) have sleeping arrangements that are preapproved by all of the other roommates.
General Housekeeping
I. All roommates agree to keep outside doors locked at all times and to remember to lock the doors upon leaving the house. Failure to lock the door(s) on a consistent basis will result in being made to be designated driver for the weekend in accordance with Saferide days and hours.

II. A roommate’s room is his domain. No one but the room’s occupant has any control over what goes on in the room unless he or she is doing something illegal that could potentially harm other roommates.

III. The roommates agree to clean up after themselves and their guests. “Tomorrow” and “later” are not acceptable options.

IV. If the trash is full, the roommates agree to empty the trash into a proper outside receptacle immediately and replace the bag in the empty trash can.

V. If a roommate or a guest of the roommate uses a dish, utensil or other item used for food preparation or consumption, the roommate is responsible to ensure that the item is cleaned and/or put in the dishwasher after use.
   a. If the dishwasher is full after placing a dish or proper item in the dishwasher, the roommate(s) will run the dishwasher.
   b. If the items in the dishwasher are clean and a roommate takes even just one item from the dishwasher, he or she will empty the whole dishwasher.

VI. The roommates agree not to wear shoes in the house. Upon entering, roommates and guests shall take their shoes off and place them neatly by the door.

VII. At the beginning of each semester, the roommates will meet and assign chores. If a person does not do his or her chores, he or she will be required to be designated driver for the weekend concurrent with the same operating times of Saferide. Other times will be at the discretion of the roommate driving.

Food
I. Food will be purchased by each individual roommate. If a roommate didn’t purchase it, he or she will not eat it nor offer it to a guest without permission of the roommate to whom the food belongs.

II. Community items, such as community cleaning supplies, paper towels, napkins, dish soap, trash bags, salt, pepper, etc., will be purchased so that all roommates can use the items, and the cost shall be shared equally among the roommates.

General Courtesies
I. Anything that affects all roommates shall be decided upon by all roommates.

II. If a roommate breaks something, he or she will be responsible for buying a new or comparable item to replace the broken one.

III. If one of the roommates or the entire house gets a fine, any roommate having any responsibility dealing with the reason for the fine will help pay the penalty.

IV. If a roommate drops out of school, transfers schools or moves out of the house for any reason, that roommate is responsible for either finding a new and suitable roommate or paying his or her fair share of the rent and utilities until the termination of the lease.

By willfully signing my name, I understand and agree to all of the terms in the contract and will abide by these terms.

__________________________ Date __________________
(roommate name)

__________________________ Date __________________
(roommate name)

__________________________ Date __________________
(roommate name)
**Condition Checklist**

Available Online: [www.salisbury.edu/commuters/forms](http://www.salisbury.edu/commuters/forms)

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>General:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Are the utilities (gas, electric, water) included in rent? If not what is the average monthly cost? ________________________________</td>
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<tr>
<td></td>
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<td>- If the unit is furnished, is everything intact and working properly? If anything is broken or not working properly make sure you tell the landlord.</td>
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<td>- Are there phone jacks in the unit?</td>
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<td>- Is there a phone line already hooked up to the apartment or house or do you have to order your own?</td>
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<td>- Are children allowed in the unit?</td>
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<td>- Are pets allowed in the unit?</td>
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<td>- Does the unit have an Internet connection? Which rooms have access?</td>
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<tr>
<td></td>
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<td></td>
<td>- Do you have any limits on decorating (i.e. change wall paint, hang pictures, rearrange the furniture?)</td>
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<tr>
<td></td>
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<td></td>
<td>- Is there any limitations regarding the number of occupants and guests?</td>
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<td></td>
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<td></td>
<td>- Is there a required security deposit? If so, what needs to be done in order to receive a full refund?</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- If you have your own furniture, is it going to fit well in the space? It is recommended to measure the rooms and the doors to make sure the furniture will get through.</td>
</tr>
</tbody>
</table>

**About The Building:**

<p>|   |   |     | - Is there private parking on the grounds? Is it included in rent or do you have to pay for it separately? ________________________________ |
|   |   |     | - Where can you park? ________________________________ |
|   |   |     | - How many spaces do you get? ________________________________ |
|   |   |     | - Are they covered? |
|   |   |     | - If there is no parking, where can you park? ________________________________ |
|   |   |     | - Are there laundry facilities on the grounds? If not, where is the closest one? ________________________________ |
|   |   |     | - Is there a security system? |
|   |   |     | - Are there fire extinguishers and smoke detectors in the hallways? Where are the closest fire exits? ________________________________ |
|   |   |     | - Is there a maintenance person? If something happens, whom do you call? ________________________________ |
|   |   |     | - How does the building look? Is it clean and well maintained? ________________________________ |
|   |   |     | - Do you have postal mail service? |
|   |   |     | - Where is your mailbox located? ________________________________ |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Windows And Doors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>Do the windows work and lock properly?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Are the screens in good condition?</td>
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<tr>
<td></td>
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<td></td>
<td>Are all the window panes and frames in good condition?</td>
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<td></td>
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<td></td>
<td>Are the windows well insulated?</td>
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<tr>
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<td></td>
<td>Can you put in an air conditioner or fan?</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Does the front door lock work properly?</td>
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<td></td>
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<td></td>
<td>How many keys are there?</td>
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<tr>
<td></td>
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<td></td>
<td>Can you make more copies if you need to?</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Does the doorbell work, if there is one?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Carpet and Flooring:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Is the carpet/floor in good condition? Does it need to be cleaned before you move in and move out? Who will pay for it?</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Heating and Air Conditioning Units:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Is there a control switch inside the unit?</td>
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<td>Have the units been kept clean?</td>
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<tr>
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<td></td>
<td></td>
<td>Do they work properly?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>What are the heating sources (gas, electric, oil)?</td>
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</tbody>
</table>

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<tr>
<th></th>
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<th>Faucets and Water:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do shower and water faucets work properly?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do the faucets open and close properly?</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>What type of shower/bath facilities do you have?</td>
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</tbody>
</table>

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<tr>
<th></th>
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<th>Lights and Outlets:</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Are there light fixtures in the unit? If so, are they in good condition and work properly?</td>
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<tr>
<td></td>
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<td></td>
<td>Do all light switches work?</td>
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<tr>
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<td>Is the walking area to your door well-lit?</td>
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<td></td>
<td>Can you get motion-sensor lighting for outside?</td>
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<td></td>
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<td></td>
<td>Do all of the outlets work?</td>
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<td></td>
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<td></td>
<td>Are there enough outlets?</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Do you have to buy replacement light bulbs or does your landlord supply them?</td>
</tr>
</tbody>
</table>
### Appliances:

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Are there kitchen appliances? If so, do they work properly?

Do all the knobs on the oven work?

If the oven is a gas grill, does it light properly?

If the landlord owns an outside grill, are you allowed to use it?

If there is a garage-door opener, are you allowed to use it? Does it work properly? ____________________________________________________________________________

If there is a fireplace, are you allowed to use it?

Is there a circuit box for your facility? Is it accessible and easy to comprehend? ____________________________________________________________________________

Is a phone line already installed? Or do you need to have a phone line installed or activated? ____________________________________________________________________________

Are there working smoke detectors and fire extinguishers in the house?

Are you allowed to have a gas or charcoal grill?

If the house operated on gas or oil heat, how do you get the tank filled? Who pays for it? ____________________________________________________________________________

### Ceilings and Walls:

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
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</thead>
<tbody>
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</table>

Does the inside need to be painted? If so, who will do it and pay for it?

Is the ceiling in good condition (no cracks, leaks or warps in the ceiling)?

Is the paint on the ceiling and walls in good condition (no chipping or peeling)?

Are you allowed to hang posters or pictures on the walls?

Are you allowed to paint the walls or add shelving or other decorations?

### Additional Questions:

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
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<tbody>
<tr>
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</table>

Has the facility been exterminated since the previous tenants moved? If not, when will it be done? ____________________________________________________________________________

Do they pay for insect extermination cost?

Is the public transportation access nearby?

Are there grocery stores nearby? Are they within walking distance or do you need a car? ____________________________________________________________________________

Is there a housing association? Are there any association dues? How much? ____________________________________________________________________________

Do you have garage and/or recycling service, or do you have to take your garbage/recycling to the dump yourself? ____________________________________________________________________________

What is the garbage day and where should you put your garbage? ____________________________________________________________________________
<table>
<thead>
<tr>
<th>Roommate #1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Permanent Address</td>
<td></td>
</tr>
<tr>
<td>Relevant Health Issues</td>
<td></td>
</tr>
<tr>
<td>Medicines Taken</td>
<td></td>
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<tr>
<td>Allergies</td>
<td></td>
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<tr>
<td>Emergency Contact Information: Name:</td>
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<tr>
<td>Address</td>
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<tr>
<td>Phone</td>
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<tr>
<td>Relationship</td>
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<tr>
<td>Roommate #2</td>
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<tr>
<td>Name</td>
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<td>Phone</td>
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<td>Permanent Address</td>
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<td>Relevant Health Issues</td>
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<td>Medicines Taken</td>
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<td>Allergies</td>
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<tr>
<td>Emergency Contact Information: Name:</td>
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<td>Phone</td>
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<td>Relationship</td>
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<tr>
<td>Roommate #3</td>
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<td>Name</td>
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<td>Permanent Address</td>
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<td>Relevant Health Issues</td>
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<td>Medicines Taken</td>
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<td>Allergies</td>
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<tr>
<td>Emergency Contact Information: Name:</td>
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<td>Phone</td>
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<td>Relationship</td>
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<tr>
<td>Roommate #4</td>
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<td>Name</td>
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<td>Phone</td>
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<td>Permanent Address</td>
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<td>Relevant Health Issues</td>
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<td>Medicines Taken</td>
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<td>Allergies</td>
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<td>Emergency Contact Information: Name:</td>
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<td>Phone</td>
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<tr>
<td>Relationship</td>
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</tbody>
</table>
## Housing Comparison Worksheet

*Available Online: [www.salisbury.edu/commuters/forms]*

<table>
<thead>
<tr>
<th>Terms and Conditions</th>
<th>Unit 1</th>
<th>Unit 2</th>
<th>Unit 3</th>
<th>Unit 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
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<tr>
<td>Pet Deposit</td>
<td></td>
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<tr>
<td>Late Payment Charge</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Length of Lease</td>
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</tr>
<tr>
<td>Penalty for breaking lease</td>
<td></td>
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</tr>
<tr>
<td>Physical Changes Allowed?</td>
<td></td>
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<tr>
<td>Rent Amount</td>
<td></td>
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<tr>
<td>Rent Due Date</td>
<td></td>
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<tr>
<td>Allows Subletting</td>
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<tr>
<td>Utilities Included in Rent (gas, electric, water, cable)</td>
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<tr>
<td>Average Cost of Utilities</td>
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Become Familiar With The Area

Salisbury University Map