

Off-Campus Housing



**California State University San Marcos
Dean of Students Office**

www.csusm.edu/dos

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Table of Contents

<u>Introduction to Off-Campus Housing</u>	<u>1</u>
<u>Looking for an Apartment</u>	<u>2</u>
<u>Looking for a Roommate</u>	<u>3</u>
<u>Rental Tips</u>	<u>4</u>
<u>Tenant's Rights</u>	<u>5</u>
<u>Preparing for Your Move</u>	<u>7</u>
<u>Tips for Furnishing Your Apartment & Budgeting</u>	<u>9</u>
<u>Safety Tips</u>	<u>10</u>
<u>Emergency Preparedness</u>	<u>13</u>
<u>Tips for Moving Out</u>	<u>14</u>
<u>Hotel and Motel Directory</u>	<u>16</u>

Helpful Forms and Sample Documents

<u>Budget Worksheet</u>	<u>18</u>
<u>Housing Search Journal</u>	<u>19</u>
<u>Tenant's Resume</u>	<u>20</u>
<u>Inventory Checklist</u>	<u>21</u>
<u>Roommate Contract</u>	<u>24</u>
<u>Roommate Compatibility Form</u>	<u>26</u>
<u>Rental Agreement</u>	<u>28</u>
<u>Tenant's Termination Notice</u>	<u>30</u>

Introduction to the California State University San Marcos Off-Campus Housing (OCH) Services

Finding housing can be difficult and frustrating, but we in the Dean of Students office have put together this guide to aid you in your search. By using this guide, we hope that you will be able to find and maintain the most beneficial housing situation possible. Through the use of proper planning, careful selection of roommates, and clear communication with your landlord, you can find housing that meets most of your needs.

The Dean of Students office is located in the University Student Union, Room #3500. The office is open Monday - Friday, 8 A.M. to 5 P.M.

Housing Options for Students

Students at California State University San Marcos (CSUSM) have many options for where to live when they attend school. Students have the option of living in our on-campus housing, which is called the University Village Apartments (UVA) and the QUAD. Due to the limited amount of space in our on-campus housing, most students live off-campus. Off-campus housing refers to local apartments, houses, condos, or rooms in private residences. We recommend that you search for a place at least 3 months before school starts because demand will be lower and your chances of finding the right place for you will be higher. Most students search in August, but if you beat the rush you may have better luck.

Search for What Is Right for You

Many things contribute to your decision about where you are going to live. Here are a few things that you want to take into consideration when making that decision:

- How much money will you have available per month for rent, utilities, food, and other expenditures? *Create a budget using our Budget Worksheet that is found in the back of this guide on page 18.*

- Do you want to live on your own or do you want to live with roommates?
- How far away from campus do you want to live? What kind of transportation will be needed?
- What are your personal needs? What type of atmosphere do you want to live in?
- What type of setting do you want to live in? Do you want to live near the beach or near school?

A Few Things to Remember

- Living near the beach and living next to campus is going to be more expensive, so remember to include this in your budget.
- Having roommates will save you money.
- Make sure that you account for transportation costs (e.g., gas for your car, bus fare, or parking) when you are calculating your budget.



Looking for an Apartment

When You Look for an Apartment

- Keep a journal of all of the properties that you visit, that way you can go back and look through them and compare them when you are done. *You can use the Housing Search Journal that is provided in the back of this guide on page 19.*
- Make an appointment. Landlords or apartment managers are busy people so making an appointment is always a good idea. Depending on the apartment complex an appointment may be necessary to view the apartment.
- Prepare a Tenant's Resume. This will help you by having all your personal information ready when you visit prospective apartments. *We have provided a sample Tenant's Resume later in the back of this guide on page 20.*
- Look presentable. Your appearance is the first thing property managers see and they may use your appearance as an indicator of what type of tenant you will be.
- Thoroughly inspect the unit. Allow yourself enough time to really go through the unit and check for the condition of everything. *To guide yourself you can use the Inventory Checklist that is provided in the back of this guide on pages 21-23.*
- Walk around the neighborhood. Take a stroll and see what the neighborhood is like. You may want to do this on a weekday as well as a weekend or in the morning and in the afternoon so that you see what the neighborhood is like at different times.
- Make sure you get a written receipt for all monetary transactions.

Making an Informed Decision

Make sure that you are completely comfortable with the decision you are making before you sign a lease. Get all your questions answered and ensure that nothing is bothering you about your decision. You also may want to go over the Inventory Checklist with the landlord or manager and make sure that anything that is wrong will be fixed, but it is essential that you get this in writing, not just an oral agreement. Make sure you read your lease and know your rights and responsibilities as a tenant.

Looking for a Roommate

Finding Roommates

CSUSM offers a roommate finder as part of our Off-Campus Housing website, which is accessible by visiting www.csusm.edu/dos. Roommate finder allows you to search through potential roommates based on your personal preferences, characteristics, and qualities. Roommate finder allows you to search through all the other potential roommates from CSUSM at one time.

Also, don't forget to consider your friends, people you meet at orientation, or people in your major when finding a roommate. One advantage to this is that you have already met these people and have spent varying amounts of time with them.

What to Discuss

Once you have picked some prospective roommates you should meet with each other and discuss many different things. This process can be looked at like an interview because you are selecting someone to live with and spend a lot of time with. You want to make sure that what you expect from each other is made clear before you sign any agreements or leases. Here are some possible topics to discuss when meeting each other; *additional topics can be found using the Roommate Compatibility Form, which is on pages 26-27.*

- Rent & Utilities
 - How much can you afford each month for rent and utilities?
 - How will the bills be split and who is responsible for making sure that they get paid on time?
- Food & Cooking
 - Will you share groceries and the expenses, or will you keep everything separate?
 - Who is responsible for the cooking and cleaning?

- Cleanliness
 - Who is in charge of cleaning the different areas of the apartment? What is meant by clean?
- Personal Habits & Needs
 - What hours of the day do you sleep, go to school, do homework, or relax?
 - How much privacy do you want?
 - How do you feel about having boyfriends/girlfriends or friends spending the night? How frequently do you expect this to happen?
 - Do you want your own bedroom, or would you prefer to share one?
 - Do you prefer silence or noise when you study?
- Smoking or Drug Use
 - Which do you prefer, a smoker or a nonsmoker?
 - Make sure each of you is clear about the rules for alcohol or illegal drugs where you live.
- Music & Television
 - What types of music do you like or dislike?
 - What television shows can you not live without and which can you not stand?
 - How often do you watch television and at what hours of the day do you watch?
- Pets
 - Do you own pets?
 - Do you plan to bring any pets with you?

Even though you and your potential roommates will go over these topics, conflicts are sure to arise. Whether they are minor or major, we suggest that you put all of what you talked about in writing to prevent or solve these potential conflicts. *We have provided a sample Roommate Contract in the back of this guide on pages 24-25.*

Rental Tips

You Have a Roommate and You Have Found the Perfect Apartment..... Now What?

Once you have found the perfect roommate and the perfect place to live, you will need the following rental tips:

- Money
 - Most places require first and last month's rent and some sort of security or cleaning deposit when you sign the lease. Be ready to pay these charges when you sign your lease. When planning your budget fit these costs in, as well as utility startup costs. As mentioned before, make sure you get a written receipt for all monetary transactions.
- References
 - Be prepared with references from former landlords, property managers, neighbors, employers, and family. Also, landlords may ask you for a co-signer in order to rent you a space.
- Pets
 - Not all living arrangements allow pets so be open and honest about the pets that you own in order to avoid penalties from the management. If you cannot live without your pets or the space you are looking at does not allow pets, be prepared to spend extra time looking for somewhere that can accommodate you and your pets.
- Agreements
 - Once you have decided on a space it is imperative that you read the entire agreement before you sign it to prevent future confusion or conflict. It is best to get an agreement in writing rather than orally because an oral agreement does not give you or the management any legal protection.

The agreement that you sign will be seen as a contract between you and management, which means that the conditions that are stated within the agreement should be held up by both parties. The terms that are in the agreement are enforceable by the management, if necessary, so it is very important that you read them and understand them prior to signing. Landlords or property managers usually provide these agreements; *however, a sample agreement is available in the back of this packet on pages 28-29 to help you familiarize yourself with the content of an agreement.* It is important for you to understand that these are only samples and they are in no way official agreements.

- Fair Housing Council of San Diego (contact these offices for their hours and the services they offer):
 - 625 Broadway, Suite 1114
San Diego, CA 92101-5418
Phone: (619) 699-5888
Fax: (619) 699-5885
Email: admin1@fhcsd.com
 - North County Branch
Phone: (760) 439-3940
Fax: (760) 754-9823

Tenant's Rights

Tenant's Rights

Once you and your roommate sign your lease, you may still be accountable for all the rent if your roommate decides not to stay. Make sure that you have an agreement form with the landlord that states that you have the right to replace the roommate that left. Also, have all the roommates sign a roommate contract, which holds them accountable if they terminate their contract before it expires. *A sample Roommate Contract is provided in the back of this guide on pages 24-25.*

Discrimination in Housing

- California Fair Housing Law

“All persons... are free and equal, and no matter what their sex, race, color, religion, ancestry, or national origin, are entitled to the full and equal accommodations, advantages, facilities, privileges, or services in all business establishments of every kind whatsoever.” This statement is the basic premise contained in California Civil Code Section 51 (the Unruh Civil Rights Act). Section 53 declares all restrictions which limits access to real property to be void. Section 54 applies specifically to disabled persons. (Note: Owners are not required to modify their property to accommodate people with disabilities.)

Another California law, the Rumford Fair Housing Act of 1963, made discrimination based on marital status illegal along with earlier named protections. More recently, decisions have been made by the California Supreme Court which interprets the law to prohibit discrimination because of age, sexual orientation or preference, or “any arbitrary basis.” This can include student status as arbitrary discrimination. (Note: An exception is made for certain senior citizen complexes and mobile home parks which allow them to restrict on the basis of age.)

- U.S. Fair Housing Law

Federal law also protects against discrimination. The earliest law regarding access to housing was passed in 1866. This Civil Rights Act provides that all citizens have the same right “to inherit, purchase, lease, sell, hold, and convey real and personal property.”

The Fair Housing Law of 1968 (Title 42, U.S. Code Section 3601) as amended by the Housing and Community Development Act of 1974 (Section 5308) declares a national policy of providing fair housing throughout the United States.

- Prohibited Actions

- Refusal to sell or rent or negotiate for such sale or rental.
- Refusal to show a unit.
- Giving different information about terms and conditions to different people.
- Saying that a dwelling is not available when it is.
- Applying different qualifying standards (i.e., a higher credit rating for women than men)
- Advertising for a particular group (i.e., looking for Christian tenants)
- Segregation: for example, permitting students to rent units in some buildings in a complex, but not in others.
- Inappropriate questions in an application (i.e., where were you born?)
- Retaliatory action against those who report discriminatory practices.

- Identifying Discrimination

In seeking housing, the following procedures are recommended:

- If a number is listed, telephone first and ask the following questions:
 1. Is the place still available?
 2. Is it available for immediate occupancy?
 3. Is the description and price correct?
 4. Is a lease required; if so, for how long a period of time?
 5. Are there any rules regarding pets, number of people to share the apartment, etc.?
 6. Are references required? An application form?
- Answers to these questions over the phone will provide a check on whether landlords give you the same information when you see them in person. If your race or nationality can be identified by your voice, have someone else make the call for you.
- Immediately following the telephone conversation, go to the apartment and ask to see it.
- If you are given different information in person than you received over the phone, you may be a victim of discrimination. Discouraging remarks made to a prospective tenant may be clues to discrimination. One example might be, "We've had students here before, but they were never very happy with the place."
- If you suspect discrimination, please make a note of:
 1. The address where you applied or inquired
 2. The date of your contact
 3. Names of persons contacted
 4. How you learned about the vacancy
 5. The requirements of occupancy which you were given
 6. What information was asked of you

7. What information you volunteered about yourself

- Legal Screening Techniques

Landlords can screen applicants appropriately by using objective criteria including:

- Ability to pay rent
- Credit history
- Rental history

Limits on the number of persons living in one unit are legal. Students who are not self-supporting may be asked to have their parents co-sign their rental agreement. Consistency in applying the same policies to all applicants is a key factor in complying with fair housing laws.

Preparing for Your Move

The Big Move

You have a place to live, new roommates, and you have signed your lease, now you are ready to move in. Here is a simple timeline to help you get everything done.

- 8 weeks before you move
 - Create a move file to keep track of all of your records and receipts.
 - Contact moving companies or truck rental companies.
 - Research auto insurance, homeowner's insurance, and renter's insurance rates.
 - Make a final doctor and dental appointment for yourself or your pets before you move.
- 7 weeks before you move
 - Call CSUSM and check the vaccination requirements. If you have children, call their new school districts for the same information.
 - If you have children, start researching childcare options.
- 6 weeks before you move
 - Notify your doctor, dentist, and veterinarian of your move and ask for records and possible referrals.
 - Check transportation requirements for pets.
 - Notify any clubs or organizations that you belong to about your move.
- 5 weeks before you move
 - Contact storage locations, if necessary.
 - Start collecting boxes. You can check truck rental companies or moving companies.
- 4 weeks before you move
 - Give notice to your current landlord or property management company in writing of your move. *A sample letter is provided in the back of this guide on page 30.*
- Start cleaning out your closets for a garage sale, if you plan on having one.
- Start packing things that are not used that often and seasonal items.
- Cancel any monthly services that you get.
- If you have children, arrange a transfer of your children's school records.
- If you have children, start to involve your children in the move by having them pack some of their things.
- Send a change of address card to the post office, your insurance companies, utilities, personal contacts, magazines, business organizations, and do not forget the DMV. If necessary, also send a change of address to the Social Security office, your accountant, attorney, and previous employers.
- Arrange your utilities at your new location.
- 3 weeks before the move
 - If you are moving to a new state, check and see if your plants can be moved because some states prohibit bringing in new plants.
 - Have a garage sale and then donate any leftover items that you do not want to move with you.
 - Return all rented movies and checked out library books.
 - Make sure that you have picked up all your dry cleaning.
 - Clean out your current storage facility, if necessary.
 - Start packing everything else.

- 2 weeks before the move
 - Get any service done that your vehicle needs.
 - Make sure that you can stay at your new place the day of your move and if not, make arrangements to stay at a local hotel or motel. *A list of local hotels and motels is available later in this guide on pages 16-17.*
 - Update your email address.
 - Arrange for a babysitter for your children and pets, if necessary.

- 1 week before you move
 - Close or transfer bank accounts and get traveler's checks if needed.
 - Clean out your safety deposit box, if you have one.
 - Arrange for housecleaning of your old place after the date that you move out.
 - Contact all the utility companies to make sure that all of them are switched over after you move out.
 - Confirm your travel plans.
 - Finish packing everything.

- Moving Week
 - Clean the refrigerator, freezer, and stove.
 - Confirm your address with the moving company.
 - Perform a final walk through of your old place to check for damages and things that need to be cleaned.
 - Pick up the rental truck, dollies, moving blankets, and any other necessary materials.
 - Be at your new place when the moving truck arrives.
 - Update your driver's license and registration.
 - Be prepared to take your jewelry, valuables, and precious breakables with you to your new place.

Local Utilities

Before you move into your new place you need to make sure that you have contacted all of your utility companies. Here is some of the contact information for the San Diego area utility companies:

- Gas and Electric
 - San Diego Gas & Electric (800) 411-SDGE (7343)

- Telephone
 - Cox Digital Telephone Service (619) 262-1122
 - AT&T Telephone Service (800) 288-2020

- Water, Trash, and Cable/Satellite TV
 - Check with your landlord or property manager for your local companies.

- Post Office
 - Visit www.usps.com for your local post office and zip code information.

- Newspaper
 - North County Times (760) 740-5456
 - San Diego Union Tribune (619) 299-2121

Settling Into Your New Place

Take the first few weeks with your new roommate as a trial period where you act like you would normally act; then discuss your likes and dislikes about each other openly. This way any problems that may come up in the future may be avoided. Make sure you really talk about each other's feelings. This will help you avoid conflict later. After this initial period and your discussion, try to pay attention to your actions to make sure that you are being the best roommate you can be. If conflict does arise at any time, make sure you really talk about it and get it cleared up. Try to arrange solutions that will work for both of you.

Tips for Furnishing Your Apartment and Budgeting

Now That You Have Moved In

You have moved into your new place and you have started to unpack all of your things and get them organized; but you realize that you still need a few things. If you need furniture and some appliances, like a new television, you can try looking in the following places:

- Furniture Rentals
 - There are plenty of furniture rental companies that can be found in your new phone book or online.
- Classified Ads
 - Look through your local newspapers for some great deals.
- Garage Sales
 - One of the best ways to get inexpensive and useable goods is to go to local garage sales. Remember, one man's trash is another man's treasure.
- Look for Signs
 - Look for postings on the campus posting boards from other students that are trying to get rid of their furniture. Look for these in the spring semester when students are preparing to move away from school.
- Local Stores
 - Look for local thrift stores, secondhand stores, or consignment shops to find some great deals.

Enjoy Your New Community

Remember, take time for yourself and get to know the new area you live in; it will have plenty to offer, take advantage of it school starts!

Budgeting While Living In Your New Place

The expenses do not stop once you have moved into your new place; here are some tips to help you spend your money wisely:

- Grocery Shopping
 - Make a list before you go to the store to reduce impulse buying.
 - Eat before you shop. If you are shopping while you are hungry, you will end up buying more.
 - Try buying the supermarket or generic brands.
 - Avoid buying convenience food (pre-packaged, ready to eat, or instant foods), instead make food yourself.
 - Buy in larger quantities and take advantage of sales and coupons.
- Reduce Your Utility Bills
 - Clean your oven, stove top, refrigerator, and defrost your freezer regularly.
 - Reduce your use of electric stove tops and air conditioners because they are big consumers of electricity.
 - Turn out the lights when you leave the room.
 - Set your thermostats on your water heater and furnace to a lower temperature.
 - Operate your dishwasher only when it is full.
- Other Ways to Save Money
 - Be on the lookout for student discounts anywhere you spend money.
 - Go to matinees or discount nights at the movies.
 - Try to purchase used books or borrow them from someone who has already taken the class.
 - Make or bake your gifts.
 - Do not keep too much cash on hand because you will end up spending it.

Safety Tips

Keeping Safe in Your New Place

Here are some tips to help you stay safe in your new place:

- Increase Security

Always lock your doors when you are away and even when you are home. Remember to lock the doors when you leave, and your roommate is still home. Lock everything, which includes sliding doors and windows.

Report any problems with locks, lost keys, or outdoor lighting that is not working to the management or landlord.

Request a deadbolt lock if there is not one already in place. Ask your landlord to re-key the locks if it was not done after the last tenants vacated the unit. Use window locks and secure sliding glass doors with appropriate hardware and/or a dowel placed in the track.

Keep your blinds and curtains closed after dark. Keep a few lights on or a radio playing when you are away. You might want to try putting them on an automatic timer to turn them on and off.

Get acquainted with your neighbors and agree to be watchful of each others' places. It is always a good idea to participate in or organize a Neighborhood Watch program. Notify the police immediately if there is suspicious behavior or circumstances in your area of residence.

Notify your neighbors when you plan to be away for more than a couple of days. Stop deliveries of newspapers and mail or get someone to get them for you. Use initials or last name only on your mailbox. Use a buddy system when you go to do your laundry.

Be aware of any large bushes where intruders could easily hide and keep them trimmed or ask the manager or landlord to

have them trimmed.

Keep a list of the possessions that you own and give it to your parents or someone that does not live with you. Include sales receipts, lists of model numbers, serial numbers, and a description of each item.

Put your telephones in locations that will be easy to access at any time. Call 911 in case of an emergency.

- Don't Take Risks!

Never open doors to unknown people, use a peephole to see who is at the door, and ask who it is before you open the door. Demand identification of some sort from all workers. Offer to make a phone call yourself if someone asks to use your telephone.

Do not give out information about yourself over the telephone and be cautious about telephone surveys. Do not record your name on your answering machine. This safety measure prevents prank callers from knowing your name, finding your address, and identifying who you are. If you live alone, say "we are not home" on your answering machine instead of saying "I am not home" to give strangers the impression that you have more than one person living in your home. Get an unlisted phone number.

Never leave your keys under the doormat, over the doorway, in or under flowerpots, or in any other obvious place. Do not put your address on your key ring. Do not enter your place if you come back and find the door ajar or a window broken. Avoid keeping large sums of money or expensive valuables in your room or apartment. Never leave notes indicating that you are away. Do not assume that any place is safe. Before you rent make sure that you ask about any experiences with burglary, rape, or auto theft at that location.

- Safety On The Street

When you are walking anywhere at night make sure you are walking in a group whenever possible. Use the route that is best lit and least isolated. Avoid shortcuts. Vary your route when you have appropriate options. Act confident. Be alert to the people around you. Be aware of your surroundings at all times. Know what businesses are likely to be open and have people around, in case you need help. Keep some distance between yourself and a stranger who asks for directions. Do not hesitate to get as much attention as you need if you need help. Do not be embarrassed to make a scene if it could save your life. Notice cars that pull up beside you or pass you more than once. Always carry enough money for a phone call or make sure your cell phone is fully charged and always with you. Also, keep enough money on you for bus fare.

When driving never pick up hitchhikers. Always lock your car, even while you are in it. Park in well-lit areas and remember to note the exact location of your car. Scan the area before exiting your vehicle. Be especially alert in parking structures. Maintain your car in good running condition and keep an adequate supply of gas in it. If you have car trouble, stay in your vehicle and use a sign that says "Call Police," if you are in danger. Do not go directly home if you believe that you are being followed; instead drive yourself to a police station or to a busy public place. Try to get an insurance program that covers towing services or become an auto club member. For individuals who drive alone at night along deserted highways and commute long distances, make sure that you always have a fully charged cell phone with you. You may want to consider finding a reputable towing company and programming their number into your cell phone.

- Safety On Campus

Walk with others whenever you can. Be alert and aware of your surroundings. Stay in well

populated areas and avoid out of the way places. Notify University Police if you are working alone and be sure to lock the doors. Use the Community Service Officers to escort you to your car or other locations on campus late at night or when the campus is not very busy. You can reach them at (760) 750-4567. Consider programming this number into your cell phone so that you have it in case of emergencies. Know where the emergency phones are on campus and use them when needed. Learn self-defense techniques. Yell very loudly and strongly if you need help. Do not give the impression that you are helpless. You can also set off your car alarm to attract attention.

Remember to park in well-lit areas if you intend on returning to your car after dark.

- Fire Safety

The three important factors associated with fire safety are prevention, detection, and escape. Statistics show that 95% of residential fires are accidents. To increase fire safety in your dwelling, use the following list as a guide.

Fire Prevention

Keep a fire extinguisher in a convenient location in your apartment, preferably near the kitchen.

Be sure smokers are careful with cigarettes or other smoking products. Smoking is the #1 cause of residential fires.

Do not overload electrical outlets or extension cords.

Check all appliances regularly to ensure safe operation and report or replace at the first sign of any malfunction. Frayed cords are dangerous.

Keep all flammable materials away from the heating equipment. If any space heaters are used, they must not be in a crowded area because they need an open area around them.

When cooking with oil or other grease, use caution and never leave the kitchen. An electric stove top burner at the high setting may ignite cooking oil. Grease fires should be smothered with a pan lid before they get out of control.

Never store gasoline near a source of heat, such as a water heater pilot light. Remember that one gallon of gasoline is equivalent to 14 sticks of dynamite in explosive force.

Store matches in a safe place and in a non-flammable container.

Fire Detection

Smoke detectors are required in each dwelling unit as of January 1, 1986. If your residence does not have a smoke detector, notify your landlord or property manager immediately. A multi-story dwelling should have a detector on each level.

Test your smoke detector regularly to ensure that it is operable. It is the tenant's responsibility to promptly report any inoperable smoke detector.

Fire Escape

Plan a way to escape from your room and your dwelling as soon as you move in. Look for two possible ways to exit each room. You may not have time to think of alternatives later.

Sleep with the bedroom door closed. If you suspect fire, be sure to test the door before opening it. Prepare to slam the door fast if you open it and smoke or heat rushes in.

Leave the building as fast as possible whenever there is a fire. It is best to call the fire department from another location.

Never use an elevator when leaving a burning building. The elevator could take you to the area of the fire or become inoperable while you are in it.

Toxic fumes and high temperatures usually fill the highest levels of the air; therefore, it is best to crawl out of a burning building. Cover your face with a cloth. If your clothing catches fire, stop, drop to floor, and roll to put the flames out.

Never stop to gather possessions when leaving a burning building and do not return once you are out.

- **Tenant's Insurance**

Normally, landlord's insurance does not cover your personal possessions in the event of theft or fire. Renters insurance is recommended. Any general insurance agent can give you a quote on renter's insurance. Do comparison shopping. Some questions to ask include whether the coverage is based on cash value of the item at the time of loss or is it the replacement cost at current prices, what the deductible amount is, whether the coverage amount applies to all occupants of the dwelling or does each roommate have to apply separately, and whether the policy covers property which is off premises (such as a car).

Emergency Preparedness

- How can I make my apartment safer?
 - Make sure that nothing breakable or heavy is placed above the head of your bed. Injuries happen from falling objects, not just structural damage.
 - Make sure that your bed and your desk are not placed next to a window. If your bed must be placed next to a window, then make sure that the head of your bed is positioned away from the window.
 - Lock the wheels on any moving or rolling carts or furniture. Make sure your computer is attached to your desk and that all parts are also attached. You can attach all of the parts using Velcro.
 - Make sure you know the safe spots and the dangerous spots in your apartment.
 - Safe spots: Under heavy furniture, such as large heavy tables or desks, in the interior hallways, or braced in an interior corner away from all shelves and windows.
 - Dangerous spots: Next to windows, mirrors, doors, any hanging objects, fireplaces, under skylights, in the kitchen area, and next to tall or unsecured furniture.
 - Always have a supply of food, water, and emergency supplies in your car and your place of residence.
 - Ask your landlord or property manager where the gas, water, and electric shut offs are located. Learn how to shut them off just in case there is an emergency.
 - Do not light the pilot light on your gas water heater; make sure that your landlord or property manager does this.
 - Have a predetermined meeting place for your family or roommates in the event you get separated during an emergency situation.
- Have enough of your medications in your car, apartment, and in your backpack at all times. Also, carry some emergency medical supplies.
- During an earthquake
 - If you are indoors, stay indoors. During the earthquake get under a table or desk, stand in a corner, or in an interior hallway. The thing to remember during an earthquake is to duck, cover, and hold onto something that is secure.
 - If you are outdoors, get yourself to a place that is not under any buildings, trees, power lines, and is not next to any walls.
 - If you are driving, pull over to the side of the road and put your car in park. Make sure that you stay in your car and do not get out for any reason until the shaking has stopped.
- After the earthquake
 - Use common sense.
 - Use your car for shelter if you do not have any other safe place to go. You can also use your car radio to get emergency information.
 - Prepare yourself for aftershocks. Do not leave the building if you are inside. Do not run downstairs or outside. Wait until all the shaking has stopped.
 - Never light a match or a candle because there may be leaking gas or electrical short circuits. If it is dark or if it is nighttime, use a flashlight to see your way around.
 - Put on shoes, such as tennis shoes or sneakers, to protect your feet from debris and glass. Also, put on a jacket to protect your arms.
 - Shut off your gas valves in case of a leak. Check all your appliances and utilities for damage.
 - Only use your car and telephone for emergency situations.

Tips for Moving Out

Moving Out and Moving On

Nothing lasts forever and at some point you may decide that it is time to move on. There are certain things that you are expected to do when you decide to move out of your place. Any time you decide to change your living situation you may be overwhelmed, but if you keep yourself organized and if you approach the situation in the right way it can be far less daunting than you thought. Here is a list of some important procedures that you should follow when it comes time to move:

- Check Your Signed Rental Agreement
 - Check for any expiration dates and procedures for terminating rentals. You should begin renewing or extending the lease in plenty of time before it expires.
- Notify Your Landlord
 - Notify your landlord in writing that you are planning on moving out of your place. Make sure you keep a copy for your records. Also, make sure that you do this at least 30 days before you plan on moving out or you may still be held liable for rent. *A sample letter is provided in the back of this guide on page 30.*
- Have the Landlord Inspect the Apartment
 - Make sure they do this in your presence after you have moved all of your things out and cleaned up. Have them sign on the Inventory Checklist (that is provided in the back of this guide on pages 21-23) indicating that the apartment is in satisfactory condition. If the landlord refuses to meet you or if you feel there may be a future dispute regarding any condition, take pictures of the entire apartment after you have cleaned.
- Settle All Balances
 - Pay all balances that are due to miscellaneous charges from the beginning of the last rental period.
- Notify All Utility Companies
 - Notify all utility companies in advance of the date that you plan to discontinue service. You need to do this at least one week in advance.
- Remove All Trash and Personal Belongings
 - This includes items you intend to discard. Place furnishings in their original position. Clean all floors, bathrooms, closets, fixtures, kitchen, utensils, etc. Remember, in order to get your security deposits back, your responsibility is to give back the apartment in the same condition that it was given to you.
- Return All Keys
 - Return them all to the landlord. If you do not, you may be assessed a key replacement charge which can be quite expensive.
- Leave A Forwarding Address
 - Leave a forwarding address with the post office and the landlord to enable the prompt return of your deposit. This also ensures that your mail will be forwarded to your new address

The Security Deposit

Security deposits must be refunded to you within 21 days after you move out. Remember, in order to get your full security deposit back, it is your responsibility to leave the apartment in the same condition as when you moved in. The landlord may make deductions from your security deposit for unpaid rent, damages, and cleaning that is required.

Avoid deductions by repairing any damages yourself. Nail holes and thumbtacks in the wall are “damages” which may require spackling and painting. Also, plan to clean up very thoroughly before you move out. Use the following list as a guide:

- The Bathroom
 - Scrub the bathtub and shower including the shower curtain and tile. Scrub inside and outside of toilet. Scrub the sink, medicine cabinet, and mirror. Clean the floor.

- The Kitchen
 - Clean out the cupboards, drawers, counter tops, and scrub the sink. Disinfect and defrost the refrigerator and freezer. Clean the stove top, oven, and broiler. Scrub the kitchen floor.

- Other Rooms
 - Vacuum the carpeting thoroughly and remove any spots. Clean and wax any hardwood floors. Remove fingerprints and other marks from woodwork, door jams, and walls. Take down all pictures or posters and remove all nails and tacks from the walls. Spackle all holes in any of the walls. Vacuum the furniture that came with the apartment and empty any drawers. Clean all the windows.

If the place was a mess when you moved in, this is not required, but you need to have pictures to prove it or the landlord can withhold your security deposit for any of the above problems.

In the case that you have to go to court to retrieve your security deposit, then you need to be prepared to prove the condition in which you left the apartment. Take your inventory checklist with you with the landlord's signature on it. Also, bring photos that prove the condition of the apartment when you moved in, as well as when you moved out. If the apartment was damaged or not very clean when you moved in, of course you will not have to work so hard, but the burden is on you to prove that those problems were there before you moved in. If this is the case, as soon as you move in, be sure to get a signed statement from the landlord acknowledging the damages, as well as take photos and/or bring friends by to witness the condition.

Hotel and Motel Directory

San Marcos and the surrounding area have plenty of places for your accommodations. Here are a few options, which are listed in order of distance from campus:

- Hampton Inn San Marcos
0.90 miles away
123 E. Carmel St.
San Marcos, Ca 92078
760-736-9249
800-HAMPTON Reservations
www.hamptoninn.com
- Fairfield Inn & Suites by Marriott
1.0 miles away
223 W. San Marcos Blvd
San Marcos, CA 92069
760-891-0111
www.fairfield.marriott.com
- Days Inn by Wyndham
1.97 miles away
517 W. San Marcos Blvd.
San Marcos, CA 92096
760-593-6401
www.wyndhamhotels.com
- Lakehouse Hotel and Golf Resort
3.28 miles away
At Lake San Marcos Resort
1025 La Bonita Dr.
San Marcos, CA 92078
760-744-0120
www.lakehousehotelandresort.com
- La Quinta Inns, Inc.
5.21 miles away
630 Sycamore Ave.
Vista, CA 92083
760-727-8180
www.lq.com
- Holiday Inn Express Hotel & Suites
5.40 miles away
1250 W. Valley Pkwy.
Escondido, CA 92029
760-741-7117
800-972-2802 Reservations
www.ichotelsgroup.com
- Mount Vernon Inn
5.55 miles away
501 W. Mission Ave.
Escondido, CA 92025
760-745-6100
760-745-6105 Fax
- Super 8 Motel
5.72 miles away
528 W. Washington Ave.
Escondido, CA 92025
760-747-3711
www.super8.com
- Best Value Inn & Suites
5.85 miles away
555 N. Centre City Parkway
Escondido, CA 92025
760-743-3700
www.bestvalueinn.com
- Rodeway Inn
6.20 miles away
250 W. El Norte Pkwy.
Escondido, CA 92026
760-746-0441
www.rodewayinn.com
- Best Western Escondido
6.22 miles away
1700 Seven Oakes Road
Escondido, CA 92026
760-740-1700
800-752-1710 Reservations
www.bestwestern.com

- Palms Inn
8.08 miles away
2650 S. Escondido Blvd.
Escondido, CA 92025
760-743-9733
760-743-2866 Fax
800-727-8932 Reservations
www.palmsinnca.com
- Holiday Inn
10.09 miles away
Carlsbad by the Sea
850 Palomar Airport Road
Carlsbad, CA 92011
760-438-7880
760-438-1015 Fax
888-465-4329 Reservations
www.ihotelsgroup.com
- Inns of America
11.18 miles away
5010 Avenida Encinas
Carlsbad, CA 92008
760-929-8200
760-929-8219 Fax
800-826-0778 Reservations
www.innsfoamerica.com
- Econo Lodge
12.61 miles away
410 N. US 101
Encinitas, CA 92024
760-436-4999
760-943-9321 Fax
www.gowestchoicehotels.com
- Days Inn Encinitas- Lego land Moonlight Beach
14.46 miles away
133 Encinitas Blvd.
Encinitas, CA 92024
760-944-0260
760-944-2803 Fax
www.daysinn.com
- Best Western Encinitas Inn & Suites at Moonlight Beach
14.54 miles away
85 Encinitas Blvd.
Encinitas, CA 92024
760-942-7455
760-632-9481 Fax
800-780-7234 Reservations
www.bwencinitas.com
- Best Western Beach Terrace Inn
15.79 miles away
2775 Ocean Street
Carlsbad, CA 92008
760-729-5951
760-729-1078 Fax
800-433-5415 Reservations
www.beachterraceinn.com
- Best Western Beach View Lodge
16.15 miles away
3180 Carlsbad Blvd.
Carlsbad, CA 92008
760-729-1151
760-434-5405 Fax
800-535-5588 Reservations
www.beachviewlodge.com
- Comfort Inn Cardiff by the Sea
16.32 miles away
1661 Villa Cardiff Dr.
Cardiff, CA 92007
760-944-0427
760-944-7708 Fax
www.choicehotels.com
- Carlsbad Super 8 Motel
16.51 miles away
3700 Pio Pico Dr.
Carlsbad, CA 92008
760-720-0808
760-720-0380 Fax
www.super8.com

Budget Worksheet

Create Your Own Monthly Worksheet

	Plus (+)	Minus (-)
Income:		
Salary		
Scholarship/Grants/ Financial Aid		
Other		
TOTAL:		
Rent:		
Utilities:		
Gas and Electric		
Telephone/Cell Phone		
Cable/Satellite T.V.		
Internet Access		
Water		
Trash		
Automobile:		
Gasoline		
Repairs		
Insurance:		
Health		
Renters/Homeowners		
Auto		
Groceries:		
Food from the store		
Restaurant/Fast-food		
Personal Care:		
Gym membership		
Hair		
Nails		
Clothing:		
Cleaning		
Fun and Entertainment		
Taxes		
Specialty Budget Items		
CSUSM Registration Fees		
CSUSM Parking Fees		
Textbooks		
Supplies/Club Memberships		
Vehicle Registration		
Miscellaneous		
TOTAL:		
TOTAL (per month):		

Housing Search Journal

Information	Location 1	Location 2	Location 3
Name of Apartment Complex and Address			
Contact Name and Phone Number			
Number of Bedrooms			
Number of Bathrooms			
Monthly Rent			
Lease Terms			
Security Deposit			
Utilities Information			
Furnished?			
Parking Information			
Laundry Facilities			
Possible Problems			
Notes			

TENANT'S RESUME

Name: _____

Current Address: _____

Current Telephone: _____

Personal Information

Age: _____

Major: _____

Year in school: _____

Occupation: _____

Current Employer: _____

Past Employers: _____

Hobbies and Activities: _____

Memberships and Honors:

Financial Information

Sources of Income (Monthly):

Self: _____

Parents: _____

Financial Aid/Scholarships: _____

References

1. _____

2. _____

3. _____

Previous Rental Experience

INVENTORY CHECKLIST

This inventory is for your protection and serves as a written record of the condition of the apartment upon your arrival. You should fill it out as soon as you move in, and if possible, have the apartment manager go over and sign it as well. If your manager will not sign this form, make a copy of it and mail it to him/her for their records. Make sure to keep the original in case any discrepancies arise. In completing the form, be specific and check carefully. Among the things you should look for are dust, grease, stains, burns, damages and wear. Additions to this list may be made as necessary. Attach additional paper if more space is needed but remember to include a copy for both parties. Cross out items, which do not apply.

Apartment Name and Address: _____

Unit No. _____

KITCHEN ITEMS	QUANTITY (If applicable)	CONDITION ON ARRIVAL	CONDITION UPON DEPARTURE <small>Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*</small>
Refrigerator			
Cupboards/Breadboards			
Floor Covering			
Walls and Ceiling			
Counter Surfaces			
Stove & Oven, Range Hood (broiler pans, grills)			
Sink & Garbage Disposal			
Tables & Chairs			
Windows (Draperies, screens)			
Doors, including hardware			
Light Fixtures			
Other (specify)			

LIVING ROOM	QUANTITY (If applicable)	CONDITION ON ARRIVAL	CONDITION UPON DEPARTURE <small>Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*</small>
Floor Covering			
Walls and Ceiling			
Tables and Chairs			
Sofa			
Windows (Draperies, screens)			
Doors, including hardware			
Light Fixtures			
Lamps(s)			
Picture(s)			
Other (specify)			

BATHROOM	QUANTITY (If applicable)	CONDITION ON ARRIVAL	CONDITION UPON DEPARTURE Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*
Floor Covering			
Walls and Ceiling			
Shower & Tub			
Toilet/Tissue Holder			
Plumbing Fixtures			
Window/Drapes/Screen			
Doors, including hardware			
Light Fixtures			
Mirror			
Sink			
Cabinets			
Towel Racks			
Water (Hot/Pressure)			

BEDROOM	QUANTITY (If applicable)	CONDITION ON ARRIVAL	CONDITION UPON DEPARTURE Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*
Floor Covering			
Walls and Ceiling			
Closet Doors & Tracks			
Desks & Chairs			
Window/Drapes/Screen			
Doors, incl. Hardware			
Light Fixtures			
Bookshelves			
Nightstand/Table			
Other (specify)			

HALLWAYS OR OTHER AREAS	QUANTITY (If applicable)	CONDITION ON ARRIVAL	CONDITION UPON DEPARTURE Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*
Floor Covering			
Walls and Ceiling			
Closet Doors & Tracks			
Light Fixtures			
Air Conditioner (s) Filter			
Heater (Filter, Heat Working)			
Patio, Deck, Yard			
Doorbell / Knocker			
Screen Door(s)			
Outside Light (s)			
Ext. Doors (Deadbolt required)			
Garage/Opener			
Keys/Gate Pass			
Washer/Dryer			
Smoke Detector			
Thermostat			
Other (electrical outlets)			

*Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

Move-In Inspection

Date: _____ Agreed by Tenant _____ and Property Agent _____

End-of-Lease Inspection - Check one of the following:

() On _____, the manager / owner inspected the premises with tenant and found them to be in satisfactory condition, wherefore the manager/ owner agrees to refund the sum of \$ _____, the full amount of the security deposit.

() On _____, the manager / owner inspected the premises with tenant and found them to be in need of cleaning, replacement or repair beyond reasonable use and wear. The estimated costs of repair, replacement, cleaning or other tenant's default under the lease, is \$ _____, and will be deducted from the security deposit. The manager / owner and tenant agree that the unused position of the deposit shall be refunded to the tenant. At the same time the refund is made, the manager / owner will furnish the tenant with a statement accounting for any deductions, including a detailed itemization of labor and materials. Note: Any refund of a deposit must be returned to the tenant(s) within three weeks after the date of this agreement as provided for under California Civil Code 1950.5

Date _____ Agreed by Tenant _____ and Property Agent _____

Address to Mail Deposit:

ROOMMATE CONTRACT

* This is only a sample roommate contract

This contract is an explanation of duties and responsibilities roommates agree to owe each other. It does not affect the duties and responsibilities the roommates owe the landlord either by a separate agreement or by law. Before using this contract, it would be wise to consult with a landlord/tenant counselor concerning the possible effects of the rent control laws in your area.

1. Roommates are Co-tenants under this agreement.

The roommates on this contract are:

2. The following roommates have () been named in and () signed the rental agreement with the landlord:

The following roommates have not () been named in or () signed the rental agreement with the landlord, but agree to comply with all the terms of the rental agreement:

3. Property

The roommates hereby agree to share () equally, or () in specified proportions the property known as:

And the following furniture and appliances on said property:

4. Term

This agreement () is () is not subject to termination at any time given 30 days () written or () oral notice in advance. However, a roommate may leave and be free of further financial obligation if a substitute roommate is found and accepted in writing by all parties, including the landlord. The departing roommate(s) and the remaining roommate(s) will act in good faith towards achieving landlord consent if needed. It is understood that the departing roommate may be obligated to make separate arrangements per landlord/tenant contract. The departing roommate agrees to pay his/her share of rent until a substitute roommate is found. If the departing roommate fails to pay his/her share of the rent, then the remaining tenants are obligated to make up departing roommate's share of the rent to the landlord and must seek recovery from the departing roommate in a separate action.

5. Rent

The monthly rental for said property shall be \$_____, due and payable by check on the _____ day of each month. Each roommate to pay the following amount(s) _____ and shall be paid to_____.

6. Utilities

The following services and utilities are arranged and paid for as follows:

Item	Account in Name of:	Amount of Deposit	Deposit paid by/refunded	How the Bill Will Be Shared
Gas				
Water				
Electricity				
Telephone				
Garbage/Trash				
Parking				

7. Deposit

Roommates have paid a security deposit of \$_____. Each roommate has paid the following amount(s)_____, which has been paid to _____
 _____ . A roommate will receive his/her portion of the deposit back when () landlord refunds it, or () the substitute roommate moved in and replaces the moving roommate’s security deposit portion. Damage charges due specifically to a particular roommate’s action or inaction will be deducted from that person’s portion of the deposit. Last month’s rent is included in the security deposit: () yes () no

In addition it is agreed:

8. No roommate has the authority to force another roommate out. A roommate may move out provided s/he has complied with the termination of tenancy provisions in this contract and the rental agreement with the landlord.

9. Any waiver or modification of the conditions of this agreement shall be in writing.

10. Additional terms (e.g. parking, overnight guests, “house rules”):

We, the undersigned, agree to this Roommate Contract:

Roommates (Signature)

Date

_____	_____
_____	_____
_____	_____
_____	_____

*NOTES

Re: Rent - Amount may or may not be equal depending upon whether one roommate has a separate bedroom, garage space, etc.

Re: Contract - Copies should be given to each party to this agreement.

Re: Deposit - Assignments between roommates may be written or oral, but a written document is always preferable.

Roommate Compatibility Form

Name:

Last: _____ First: _____

Phone: (Day) _____ (Evening) _____

Address: _____

(Street, P.O. Box, City, State, Zip Code)

Email: _____

Parent/Guardian Name (if roommate is a minor):

Last: _____ First: _____

Phone: (Day) _____ (Evening) _____

Address: _____

(Street, P.O. Box, City, State, Zip Code)

Email: _____

Date available for move-in:

Month: _____ Day: _____ Year: _____

Maximum dollar amount budgeted for rent: _____

Maximum dollar amount budgeted for utilities: _____

Room Preference: Single room (no sharing): _____ Shared room: _____ Either: _____

Roommate Preferences: Please answer the following questions as accurately as possible since this information is helpful in selecting a roommate. Circle the best answers to the following statements:

- I consider myself primarily a(n):
 - Early morning person
 - Day person
 - Night person
 - Adaptable
- I consider myself:
 - Quiet
 - Outgoing
- I prefer a roommate who is:
 - Quiet
 - Outgoing
- I keep my room:
 - Usually clean
 - Sometimes clean
 - Usually messy
- I study best:
 - In a quiet environment
 - Noise doesn't bother me
- I prefer to live in an alcohol free-environment:
 - Yes
 - No
 - Doesn't Matter
- I prefer to live in a tobacco-free environment:
 - Yes
 - No
 - Doesn't matter
- I smoke:
 - Yes
 - No
 - Sometime

1. What three words best describe you?

- a) _____
- b) _____
- c) _____

2. What are your interests/hobbies?

3. List any special housing accommodations or considerations needed for maximum accessibility.

4. Please list any other information you feel would help others get to know you.

RENTAL AGREEMENT

*** This is only a sample agreement to help you familiarize yourself with the content. Most landlords or property managers will have their own agreement.**

As part of our services, the CSUSM DOS office publishes this Rental Agreement with hopes of providing to the CSUSM community and landlords who rent to members of this community a fair and reasonable document from which to establish a harmonious landlord/tenant relationship.

1. Parties

The parties to this agreement are

_____, hereinafter called "Landlord," and _____, hereinafter called "Tenant." If Landlord is the agent of the owner of said property, the owner's name and address is; _____

2. Property

Landlord hereby lets the following property to Tenant for the term of this Agreement: (a) the real property known as:

And (b) the following furniture and appliances on said property:

3. Term

This agreement shall run from month-to-month, beginning on: _____

4. Rent

The monthly rental for said property shall be \$_____, due and payable by check on the _____ day of each month.

5. Utilities

Landlord agreed to furnish the following services and/or utilities: () Electricity, () Gas, () Garbage Collection, () Trash Removal, () Water, and () _____

6. Deposits

Tenant will pay the following deposits and/or fees: _____ to _____ This amount will be refunded within three weeks following the termination of the tenancy; unpaid rent, charges for damages beyond normal wear and tear, and costs for reasonable cleaning may be deducted.

In Addition, it is agreed:

7. Tenant shall not lease, sublease or assign the premises without consent of the Landlord (but this consent shall not be withheld unreasonably).

8. Landlord may enter the premises at reasonable times for the purpose of inspection, maintenance or repair, and to show the premises to buyers or prospective tenants. In all instances, except those of emergency or abandonment, the Landlord shall give Tenant reasonable notice (at least one day) prior to such an entry.

9. Tenant agrees to occupy the premises and shall keep the same in good condition; reasonable wear and tear is accepted and shall not make any alterations thereon without the written consent of the Landlord.

10. Landlord agreed to maintain regularly the building and ground in a clean, orderly and neat manner. Landlord further agreed upon notice by Tenant to complete within a reasonable time all necessary repairs, including those of appliances and utilities, which are furnished with the premises.

11. Tenant agreed not to use the premises in such a manner as to disturb the peace and quiet of other tenants in the building. Tenant further agreed not to maintain a public nuisance and not conduct business or commercial activities on the premises.

12. Tenant shall, upon termination of this agreement, vacate and return dwelling in the same condition that it was received, less reasonable wear and tear, and other damages beyond the Tenant's control.

13. In a dispute between Landlord and Tenant which gives rise to any action in court, the losing party will pay the court costs and reasonable attorney fees of the successful party.

14. Additional Terms:

We, the undersigned, agree to this Rental Agreement:

Landlord:

Signature(s)

Date

Tenant:

Signature(s)

Date

TENANT'S TERMINATION NOTICE

_____, 20 _____

Dear Mr. / Mrs. / Ms. _____:

This is to inform you that I (We) hereby give you 30 days notice that I (We) shall be terminating My (Our) tenancy and delivering up possession of the premises, which I (We) now hold as your tenant(s), at

_____ Apt. _____

_____, CA, _____

On or before _____, 20 _____.

Sincerely,

Signature of All Tenants