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Atlanta Living

Atlanta represents a combination of Southern charm and fast-paced modernity. The city’s 13-county metropolitan area manages to comfortably house a diverse population of nearly 4 million people. As the capital of Georgia, with a mild climate, rich history and unique architecture, Atlanta is an ideal urban setting for college students. In fact, Atlanta is home to more than two dozen other colleges and universities.

Midtown Neighborhood

In close proximity to SCAD-Atlanta are world renowned tourist attractions, including the Woodruff Arts Center’s Atlanta Symphony Orchestra, Alliance Theatre and High Museum of Art. Piedmont Park, the city’s biggest and best outdoor venue, is just blocks away and great shopping and fabulous restaurants are also plentiful in the burgeoning Midtown area.

Business and Industry

More than 1,000 international businesses are located in Atlanta, representing more than 50 countries. Atlanta also is a major banking center and the world headquarters for Delta Air Lines, CARE, American Cancer Society, Cable News Network (CNN), The Coca-Cola Company, SunTrust Bank, Home Depot, Turner Broadcasting System, and United Parcel Service. These national and international organizations provide numerous internship and career opportunities for SCAD-Atlanta students and alumni.

Attractions

Atlanta attractions include the Center for Puppetry Arts, Carter Presidential Library and Museum, Fox Theater, Atlanta Ballet, Mall of Georgia, Georgia Dome (home of the Atlanta Falcons), Philips Arena (home of the Atlanta Hawks), Martin Luther King, Jr. and Coretta Scott King Memorials, Stone Mountain Park, Zoo Atlanta, Six Flags Amusement Park, Georgia Aquarium and Turner Field (home of the Atlanta Braves) as well as a host of indoor and outdoor concert venues that feature all genres of music.

Suburban Neighborhoods

Several outlying neighborhoods that surround the perimeter of the city offer their own essence of Atlanta. These areas provide a wide and often lower range of apartment rental rates and many times include amenities such as on-site tennis courts, fitness centers and swimming pools. In exchange for these luxuries, your commute to SCAD-Atlanta may be extended. Commuting time into the city typically varies from 15 to 45 minutes.
Walking neighborhoods lined with dogwood trees, galleries, small shops and cozy restaurants, and a temperate climate that lends itself to being outdoors ten out of twelve months a year, make Atlanta a great place to live, learn, work and play. Whether you choose to live on campus, reside in town in one of the city’s charming apartments or lofts, or live in one of Atlanta’s thriving suburbs, there are ample opportunities to create a comfortable life and lifestyle in Atlanta.

Affordable housing, a solid job market, expanding neighborhoods and a great range of exciting activities all contribute to Atlanta’s success. For more information about the City of Atlanta, visit www.metroatlantachamber.com.

Student Life

SCAD-Atlanta, located in Midtown Atlanta, provides ample classroom and exhibition space and well-equipped computer labs, library, photography darkrooms, printmaking and sculpture studios, dining hall, fitness center, swimming pool and residence halls.

Atlanta’s cultural scene is teeming with galleries, theaters and other entertainment opportunities. Events at SCAD-Atlanta are plentiful, varied and reflect the interests of SCAD-Atlanta students, faculty and alumni as well as those of the local community. To obtain information or keep abreast of SCAD-Atlanta’s events, exhibitions and other activities, be sure to check the college’s master calendar regularly at www.scad.edu.

Residence Life

College residence halls provide students with opportunities to experience personal growth and form lasting friendships. SCAD’s residential communities encourage learning outside the classroom, celebrate diversity, and foster educational, social, emotional, intellectual and cultural development. SCAD-Atlanta has two residence halls—Spring House and ACA House—that provide convenient and comfortable on-campus living opportunities. Accommodations are unique regarding size, design, layout and occupancy. All residence halls are smoke free.

Spring House

Located at 1470 Spring St., Spring House is just two blocks away from SCAD-Atlanta. Spring House is the designated option for first-year students. It also is an option for all continuing students. Formerly a hotel, Spring House features a computer lab, common rooms, swimming pool and on-site parking.

ACA House

In honor of a century of fine arts instruction at the Atlanta College of Art (ACA) this facility bears the name ACA House. Located at 1280 Peachtree St., ACA House offers apartment-style housing with private bedrooms for two students. Residence hall features include a fitness center and a large community kitchen space. This residence hall is not an option for first-year students.

The offices of admission and residence life help guide students through the housing process. First-term students requiring assistance may contact the admission department at 404.253.2700. Enrolled students who require assistance may contact residence life and housing staff at 404.253.3256 in Atlanta.

Security

Students, faculty and staff are required to present identification in order to gain access to SCAD-Atlanta facilities. Security guards are on duty at all times. Guests are admitted with photo identification and must sign in at the front entrance.
The Savannah College of Art and Design strives to provide students, faculty and staff with a safe college environment. Security officers are on duty 24 hours a day, seven days a week. They regularly patrol in and around college facilities and work closely with the student services staff to educate the college community about personal safety. College security staff also offer residence hall lockout and property identification services, as well as a variety of safety awareness programs.

The college security department also works closely with local police departments to conduct safety programs for students living at the college and to educate all students about safety precautions they should take as private citizens.

Library
When the Atlanta College of Art merged with the Savannah College of Art and Design in June 2006, the important resources of each institution were combined to create a significant specialized library named the ACA Library at SCAD in honor of the Atlanta College of Art’s century of fine arts instruction.

The ACA Library of SCAD, located on the fourth floor at SCAD-Atlanta, offers students a variety of opportunities for academic, intellectual and artistic growth. Students may utilize nearly 50,000 volumes, 370 periodicals and 100,000 slides, as well as online texts and services. State-of-the-art workstations include laptop connections and sound barriers. A media center allows students to view videos and DVDs in the library. Through interlibrary loan privileges, SCAD-Atlanta students and faculty also have access to the resources at SCAD-Savannah’s Jen Library as well as the resources of the member institutions of the Atlanta Regional Council for Higher Education.

Bookstore
Books and supplies may be purchased in the bookstore on the first floor of SCAD-Atlanta or by phone (404.253.6095) or online through Ex Libris bookstore in Savannah. Local bookstores and art supply stores also offer necessary materials.

Computer and Network Services
Full-time information management and technology staff support computer and network needs. More than 200 computers, both PCs and Macs, are available for student and classroom use. Industry standard, state-of-the-art hardware and software are available as learning tools for students in each program.

Bursar and Financial Aid Services
For information about financial aid and payments, prospective and new incoming students should contact the admission office at 877.722.3285. Continuing students attending SCAD-Atlanta may contact the bursar’s office in Atlanta. For last names beginning A–K, call 404.253.3283. For last names beginning L–Z, call 404.253.3101.

Counseling and Student Support Services
Students may encounter challenging life experiences that interfere with the pursuit of their academic goals and/or personal growth. Counselors are available to assist students with short-term individual counseling, disability services, deaf services, or organize support groups, make community referrals, plan educational workshops and provide self-help resources. Assistance is offered for a wide range of concerns, and services are free. Confidentiality is guaranteed within legal and ethical guidelines. For more information, call the SCAD-Atlanta counseling and student support services office at 404.253.3304 or e-mail atlcounseling@scad.edu.

On-site Fitness Center
SCAD-Atlanta’s well-equipped fitness center offers students, faculty and staff a convenient on-site workout option. A personal trainer is on duty during the hours of operation. For more information, call 404.253.3311.

Hours
Monday–Thursday: 7 a.m.–8 p.m.
Friday: Noon–6 p.m.
Saturday: Noon–4 p.m.
Sunday: Closed

Equipment
- Free weights
- Cybex weight machines
- Stairmasters
- Treadmills
- Recumbent bikes
- Elliptical trainers
- Upright bikes

Facilities
- Men’s and women’s showers and locker rooms
- Aerobics area

Intramural and Free-sports Activities
The intramural program at SCAD-Atlanta is an integral part of college life. Intramurals offer opportunities to achieve physical fitness as well as to meet other students and
improve athletic skills. SCAD students, faculty, staff and alumni are encouraged to participate in the programs and activities offered by joining a team, starting a team or becoming a free agent to be placed on a team. There are also paid and unpaid officiating opportunities available for several sports teams.

Information about intramural activities is posted on classroom and residence hall bulletin boards and in the fitness center. Sign-up sheets also are available in the fitness center. Students, faculty, staff or alumni interested in organizing or joining a team, or in participating in an activity, should e-mail rosters, contact information or questions to atlfitness@scad.edu. For more information or to sign up, e-mail atlfitness@scad.edu or call 404.253.3311.

Campus Life
Campus life at SCAD is designed to enrich your academic experience with activities that complement your studies and provide numerous social, recreational and leadership opportunities. Activities and events range from lectures, exhibitions and films by notable visiting artists to Open Studio Night, SCAD Style Week, gallery hops and trips to Savannah to participate in SCAD’s Sidewalk Arts and Sand Arts festivals. SCAD-Atlanta also has nearly two dozen student organizations that address the wide range of interests and talents of our diverse student body. In addition to academic clubs, there is a student-run campus newspaper and radio station, a club for international and other students who have an interest in increasing their global awareness, a car club for automobile aficionados, and a host of recreational clubs and activities that focus on fun and friendship. For more information, call the student services office at 404.253.3400.

Food Services and Convenience Store
SCAD-Atlanta offers an on-site dining facility called “The Hub.” The Hub, which also serves as a popular gathering place for students and faculty, is located on the second floor of the SCAD-Atlanta main building. Breakfast, lunch, dinner and snacks are provided on a meal plan basis for residential students or on a pay-per-meal basis. Students who do not live in college housing are not required to purchase a meal plan. The Hub accepts the SCAD Card and cash.

Career Services
SCAD-Atlanta enhanced its mission to “prepare students for careers in the arts” by establishing a comprehensive career services center. Students and alumni are encouraged to take advantage of the school’s career advisement, job notification and placement, career networking and internship opportunities, as well as workshops and a career resource library. With SCAD-Atlanta nestled in the center of the city’s thriving business and cultural community, students and alumni have an abundance of career opportunities from which to choose.

A Place of Your Own
Welcome to Atlanta! For many of you, this may be your first experience renting a place to live away from home. We hope the information you find in this guide will make your first rental experience hassle-free. You should start by becoming acquainted with the types of rental accommodations available in Atlanta as well as the various areas of town in which you might like to live. In addition to apartments, there are houses, condominiums, townhouses and lofts from which to choose. Give yourself plenty of time to find a place that suits your needs and lifestyle. Also, take the time to shop. Don’t rent the first place you see; something better might be just around the corner.

Property management agencies and apartment complexes are listed in the phone book yellow pages. More information may be found in ads in the local newspapers, on the Internet and by word of mouth.

Things to Keep in Mind While Apartment Hunting
• How far is your commute?
• Will you need to rely on public transportation?
• Does the neighborhood look safe and clean?
• Are the grounds of the apartment or home well kept? Who is responsible for the upkeep, you or the landlord?
• Where do you pick up your mail? Are there individual mailboxes? Where are they located?
• Are there deadbolt locks on the doors? Can windows be locked? Are screens furnished?
• Are the entryways well-lit?
• How many electrical outlets are in each room?
• Do you need special outlets to accommodate computers, microwaves, etc.?
• Is there enough closet space or an additional storage area?
• Look under the sink. Does there appear to be any water damage or evidence of bugs?
• Look at the ceilings throughout the facility. Does there appear to be any evidence of water damage?
• Are the walls damaged?
• Will the apartment be painted before you move in?
• Is the carpet or floor covering in good condition?
• Can you get an estimate of previous utility bills?
• Does the landlord allow pets? If so, is there a pet deposit and is it refundable?
When you begin your search for the perfect apartment, go to the agency or landlord prepared. The following will help:

- A checkbook, preferably for an account at a local bank
- An ATM card and bank statements for savings and checking accounts
- Photo ID (e.g., driver’s license)
- Names, addresses and phone numbers of your previous and current landlords
- Names, addresses and phone numbers of business references
- Bank account numbers and branches to contact
- Recent pay stubs
- Guarantor’s statement (if necessary): A guarantor, or co-signer, is a person who will guarantee to pay your rent in the event you default. This person may be a parent, other relative or good friend. Most guarantors have a stable income and are willing to provide documentation regarding their financial status. Many students do not work or have insufficient income to support their financial needs. If this is your case, you must have a co-signer in order to rent.

Utilities

Before you move into your unit, you will need to establish telephone, electricity, water, possibly gas and cable service. Be sure to ask your landlord which utilities are required, which are included in your monthly rent and which you will have to pay for separately. Arrange to have your utilities connected in your unit the day before you move in. When you go to connect your services, be sure to bring the lease, your ID and the proper deposits for each utility. The following list should come in handy when it comes time to make your move:

- **Telephone**  
  BellSouth 888.757.6500

- **Gas**  
  For a list of companies providing natural gas service, call the Georgia Public Service Commission at 800.282.5813 or visit www.psc.state.ga.us. (To find out whether you require gas service, look in the back of your oven and near the bottom of your water heater; if you see a thin copper tube running out of the appliance, you need gas service.)

- **Electricity**  
  Georgia Power Company 888.660.5890

- **Water/Sewer/Trash**  
  404.658.6500

- **Cable TV/Internet**  
  Comcast 800.266.2278

When to Look

The best time to begin your housing search is about eight to 12 weeks before you plan to move. Comparison shopping provides you with the opportunity to see a number of alternatives and helps you determine what is best for you.

Beginning the Search

The first step of your search is to call or visit owners/agents about listings. Call at convenient times and let the owners/agents know how you found out about the vacancy. You may also want to give them information about yourself, because they are interested in knowing what type of person they may be renting to. At this time, ask questions about the unit concerning the size, location, amount of rent, length of lease term, inclusion of utilities and parking availability. Asking questions now will save you the time of visiting a unit that you may have turned down in the first place. If the unit sounds like a place in which you might want to live, you can make an appointment to inspect it. The Atlanta Journal Constitution (www.ajc.com), The Chronicle, Creative Loafing and Connector are good places to begin looking.

Budget

To avoid financial difficulties and pressures, you should prepare a sample budget (Appendix I) to compare your monthly expenses with your monthly income. If your expenses are more than your income, you will need to reconsider your lifestyle and living arrangements and decide how to reduce your expenditures.

Keep in mind: 1. you can expect the month you move to be more expensive than other months (expenses may include rent, security deposit and utility deposits, as well as the purchase of cleaning supplies, cooking utensils and other household necessities) and 2. tuition and books must be paid at least three times a year (each quarter).

The requirement assessment form in the back of this guide (Appendix II) can help you further determine your needs.

If you are moving out of a residence hall, be sure to contact your residence director!
Roommates

Looking for a Roommate: Finding the Perfect Match
You’ve been thinking about it for a while. You’ve figured out your living expenses and worked out your financial aid. If there is no way you can afford to live on your own, don’t fret, because you are not alone! Most students at SCAD find it financially essential to have a roommate. Whether you decide to live with a good friend, an acquaintance or a stranger, it is important for all parties to agree to and sign a “roommate contract.”

Roommate Contract
It is strongly suggested that roommates agree in writing to simple ground rules immediately upon moving in by using the “roommate contract” (See Appendix III). Finances, especially utility bills, tend to cause problems among roommates. The lease should be in everyone’s name, but utilities can be placed in only one person’s name. Be sure to include your system for payment of utilities in your roommate agreement, particularly for the phone bill. It is wise for roommates to get their own long distance calling cards or cell phones. Local service can then be split evenly among phone users. When all conditions have been agreed upon, each roommate should sign and date the agreement to show a serious commitment.

Roommate Responsibilities
It is a good idea for each roommate to accept specific daily tasks, especially in cases of three or more roommates. You may determine that some tasks are “do your own,” like washing the dishes, while some are appropriately shared, like vacuuming the living room. While it may seem very impersonal to reduce everything to writing and signatures, arguments can be avoided by simply agreeing to the basics right at the outset and by keeping the agreement visible. The agreement(s) can be altered weekly or monthly to meet the needs of each roommate.

Frequent Sources of Conflict
Living with a roommate can be both a rewarding and challenging experience. You hope to have a roommate who shares your opinions, interests and good times, but sharing an apartment can sometimes result in a few problems. Experience shows that roommates who get along well usually work at it.

Despite the best preparation, there will be times when you and your roommate(s) disagree about your living environment. Here are some common conflicts:
- visitors
- cleaning schedule
- sleep schedule
- time for parties
- use of personal property
- security (locking doors and windows)
- pets
- paying bills on time
- phone usage

Before confronting your roommate with problematic issues, try to identify those issues for yourself. Be clear as to why they are a problem for you.

Strategies for Conflict Resolution
STEP 1—Communication: Effective communication is essential for the resolution of a roommate conflict. The parties involved must be free to express themselves. Make an effort to allow the other party to speak without interruption, to listen actively and with patience, and to encourage full discussion of the problem at hand. Avoid placing blame. Use statements such as, “I feel...” rather than, “You... .” Concentrate on specific problems and avoid emotional confrontations.

STEP 2—Definition: In order to discuss the problem, you must first define it. Be specific in your definition of the problem. Talk about it together to make sure each of you clearly understands the other’s position. It may be that there is merely a misunderstanding.

STEP 3—Solution: Brainstorm together to come up with many different solutions, allowing each person to express ideas.

STEP 4—Education: Review and evaluate the solutions you have generated. This is the time to negotiate. Be clear about how you are willing to compromise. Decide together on the best solution.

STEP 5—Taking Action: After you have settled on the best possible solution, you must agree on the best method to put it into action. Be very clear about how it will work; describe it in specific terms. Don’t become discouraged or impatient, and keep the lines of communication open.

STEP 6—Check Back: Agree to meet together in a week or so to check on your plan of action. Is it working? Is everyone satisfied? If problems continue, contact the SCAD-Atlanta counseling and student support services office at 404.253.3304 to arrange a meeting with a mediator.
Leases

Regardless of the type of housing you choose, you should enter into a lease with your landlord. Although leases can be oral, you are better off with a written lease. This written lease gives you, the tenant, the most protection under the law. Most rental leases contain standard clauses that cover things like the length of the lease (usually one year), the amount of the rent, the maintenance of the unit, and the permissibility of pets (many landlords do not allow pets). In addition to the terms of the lease, there is a section of the statutes for the state of Georgia that addresses landlord/tenant responsibilities in residential leases. Read your lease before you sign! See Appendix IV for a sample lease.

Leasing FAQs

Do I have to pay rent during the summer and winter months when I’m not in school?

Yes. Most leases are for one full year. However, most landlords will allow you to sublease to someone else during those months. That means you may allow someone else to rent your portion of the unit. Normally it requires the consent of the landlord. But remember, although you have subleased the apartment to someone else, YOU remain liable for the rent if the sublessee does not pay. You are also primarily liable for the rent if the sub-lessee damages the property.

If my roommate’s name is on the lease too, shouldn’t he or she have to pay half the rent?

No. Most leases require each lessee (both you and your roommates) to be responsible for the full rent. That means if your roommate skips out on you, YOU owe the entire amount of the rent. The same is true for the utility and phone bills. To protect yourself, have a separate agreement between you and your roommate to cover these situations. A sample roommate agreement is found in the back of this guide (Appendix III).

Does my landlord have to fix things that are broken in the unit?

Sometimes. If major structural problems arise or there are major defects in the plumbing, heating or electrical systems, the landlord must fix them immediately. On the other hand, you may be responsible to pay for defects as well. Check your lease for specific wording about your landlord’s responsibilities. Additionally, the landlord must repair other conditions that violate the minimum housing code. Minor, yet annoying, defects do not have to be fixed at all. Normally, tenants are not responsible for ordinary wear and tear to a unit. However, if you break something (rip the carpet, put a hole in the wall, break a window), you will have to pay for it. If you have questions regarding housing standards in Atlanta Legal Aid Society at 404.524.5811.

What can my landlord do with my security deposit after I move?

If you damage the unit in excess of normal wear and tear, the landlord may deduct from your security deposit only the actual cost to repair the damage. That is why it is important for you to fill out the “Checklist of Initial Conditions” in this guide (Appendix V) immediately before moving in. This way you will have a record of the condition of the unit before you begin living there. Be sure to do this with your landlord or property manager and have him or her sign the form. If you fail to pay all or a portion of your rent, the landlord can deduct the unpaid rent from the deposit as well. But if all goes well and you live out the terms of your lease, the landlord must refund to you in 30 days the full deposit or any portion that has not been used to fix damages or cover unpaid rent. Be sure that you receive an itemized list of damages with the costs from your landlord before your deposit is returned or withheld from you.

How can I get out of my lease?

The answer depends upon the terms of your lease. Most leases cannot be terminated early. Some leases may be terminated with appropriate written notice, usually 30 days. A lease is a legal contract. If you fail to uphold the terms of the lease, you may be held responsible for all of the unpaid rent remaining on the lease. Because of the long-term nature of leases and the costs involved if you do not live out its terms, READ the documentation thoroughly and do not sign it unless you are reasonably sure you can live up to its terms. Finally, if you break a lease, you may also be responsible for attorney’s fees and other legal costs the landlord must expend in trying to enforce the lease.

What can I do if I feel I have been treated unfairly by my landlord?

There are protections for tenants in the Fair Housing Policy found in the 1968 Civil Rights Act, in addition to the responsibilities of landlords and tenants. The Civil Rights Act prohibits discrimination in housing based on race, gender or religion. It also prohibits false representation that housing is not available, when, in fact, it is. If you feel you have been discriminated against under this act, call Metro Fair Housing Services at 404.765.3985.

Tie Up Your Loose Ends

• Forward your mail. As soon as you know your new address, fill out a change of address form at the post office. You can specify the date you want your mail to go to your new address. Be sure to notify your bank, credit card companies, the IRS, your loan company, friends and relatives, and especially SCAD about your move. The post office will forward your mail for one year, and 60 days for magazine and newspaper subscriptions. To notify the college, fill out a change of address form in the Student Resource Center or by e-mail to addresses@scad.edu to ensure that you get all of your mail from SCAD.

• Provide a forwarding address to your present landlord. By providing this information to your landlord, he/she will be able to send you your portion of your security deposit.

• Cancel your utilities or transfer them to your new apartment.

• If you need to rent a moving van, call to reserve it three to four weeks ahead of time. There are several moving companies in Atlanta that can provide you with a vehicle large enough to move your belongings. If you are planning to have a roommate, it is a good idea to share a van to keep your costs down.

• If you need to rent a storage unit, call several weeks ahead to reserve one.
Common Courtesies

By choosing to live off campus, you face challenges and responsibilities different from residence hall students. You are now both a student of the Savannah College of Art and Design and a citizen of the City of Atlanta. This section is to help you succeed and better manage your lifestyle as a citizen.

Alcohol

There are several laws that address responsible alcohol sales, purchase and consumption. Violation of these laws will result in a criminal penalty. Under the State of Georgia Criminal Liability Law, in addition to driving while impaired, it is illegal to sell or serve alcohol to, or purchase alcohol for, anyone under the age of 21. Additionally, if you provide a fake ID to someone under the age of 21 in order to purchase alcohol or gain admittance to a private club, your license may be suspended in addition to the preset penalties. The penalties for some of these acts can be up to one year in jail and up to $5,000 in fines.

Remember that it is also illegal to sell alcohol without a permit. So, if you are going to have a party at which alcohol is served, YOU will be responsible for the actions and safety of your guests.

Drugs

If you purchase, possess, manufacture, sell, administer or have any personal contact with illegal drugs, you risk both your life and felony charges along with some hefty fines and jail time. A drug conviction means you will always have to say "yes" when asked if you have ever been convicted of a felony. Refer to the State of Georgia Criminal Liability for official wording of offenses and penalties.

Possession of Drug-related Objects Prohibited

It is unlawful for any person to use or possess any object or material of any kind for the purpose of planting, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or other controlled substances.

Disorderly House

It is unlawful to keep and maintain, either by yourself or with others, a common, ill-governed and disorderly house, to the encouragement of gaming, drinking or other misbehavior, or to the common disturbance of the neighborhood or orderly citizens. Such violations may be punishable as a misdemeanor.

Littering

It is unlawful for any person to throw or deposit any type of litter upon any street or sidewalk or upon any private property. This also may include your household garbage or trash. If you have any questions regarding the disposal of your garbage, call the main office at your apartment complex or City of Atlanta Trash Collection and Recycling at 404-330-6333.
Security and Insurance

Basic Safety and Crime Prevention Issues
(See Appendix VI to log important information for “valuable items”)

Home Security
DO record all serial numbers on all personal high-dollar items such as stereos, cameras, etc.
DO photograph any unique or unusual personal or jewelry items.
DO lock your place of residence for any length of time you are absent.
DO get to know your neighbors.
DO be suspicious of strangers in your neighborhood or hallway, or persons ringing your doorbell without good reason.
DO maintain key control.
DO change or re-key locks when moving into a previously occupied dwelling.
DO lock doors or patio doors with a length of metal placed in the inside track to prevent sliding the door open.
DO hide valuable jewelry, money or other expensive items in uncommon locations.
DO cooperate with other occupants by keeping the main outer door locked.
DO stop all deliveries and have a trusted friend pick up your mail when going out of town.
DO NOT advertise your habits, wealth or impending vacations in bars, restaurants or other public locations.
Women living alone should avoid using Miss, Ms., or their first names on their mailboxes. Use the last name and first initial. List your telephone number the same way.
DO NOT keep your house keys and car keys together.
DO NOT identify your keys with identification tags.
DO NOT allow strangers into your home unless absolutely positive about their identification.

Vehicle Security
DO lock all car doors.
DO roll windows up tight.
DO park in heavily traveled areas. At night, park in well-lit areas.
DO engrave or mark an identifying number on a hidden place on the car and on any valuable components to help police identify recovered property.
DO lock your bicycle.
DO register your bicycle with the SCAD college security department.
DO NOT leave keys in your vehicle for any reason, even for a short stop.
DO NOT leave valuables in sight.
DO NOT hide spare keys around the outside of the vehicle.
DO NOT leave your title or registration papers in the glove compartment.

Street Safety
DO plan your route when walking. Avoid shortcuts through deserted parks, vacant lots and unlit passages.
DO walk with friends, and walk only in well-lighted areas.
DO learn the area and know the locations of business establishments, hospitals and police stations where you can go for help.
DO carry only the identification, phone numbers and credit cards or money you will need.
DO keep a list at home of all important materials you would need to replace in case of loss.
DO make use of college transportation.
DO contact the college security department any time you have a question or concern.
DO access college safety information and participate in your own personal safety.
Safety First
The primary responsibility for personal security and protection of property lies with the individual, with the exercise of good judgment in avoiding dangerous situations being the most important aspect of security. The Savannah College of Art and Design makes no representation or guarantee, expressed or implied, that its efforts can or will ensure personal security and protection of property. For more information, see the college security Web site, www.scad.edu/security.

Renter’s Insurance
A tenant’s personal possessions are not protected from theft, fire or water damage under the owner’s insurance. You may, however, be covered under your parents’ homeowner’s policy even though you are living off the premises. You should check to determine if any limits are imposed by the policy if you are covered. Anyone who rents and is not covered by his or her parents’ policy should obtain renter’s insurance. Most renter’s insurance policies are similar to the kind of policy you would have if you owned your own home. The major difference is that because you do not own the building itself, the renter’s policy does not cover damage to the structure itself.

Renter’s policies normally contain four essential coverages: personal property protection, loss of the rented home, personal liability protection and medical payments protection. Personal property protection provides specific protection against damage to, or destruction of, the renter’s personal property. Personal property protection also usually covers damage to others’ property while on the premises. Loss of one’s rented home protection pays the necessary extra living expenses incurred if the renter is unable to live in the home because of damage covered by the renter’s policy.

Personal liability protection covers personal liability losses and bodily injury to others. It also includes property damage resulting from the renter’s personal activities or conditions on the property. Medical payment protection covers injuries to other persons while on the rental property or those who are injured through the renter’s personal activities. Ask the agent if the policy covers flood damage. To determine how much insurance you need, you can either take a complete inventory of your possessions or ask your insurance agent to help you estimate the total value of your belongings. If you decide to take inventory yourself, list each item with the date of acquisition and purchase price or current value. It is also advisable to write down and keep a record of any serial numbers found on many computer items and electronic equipment. Totaling up the amounts of all these items will give you an idea of what your property is worth. Give a copy of your inventory list to your insurance agent and keep a copy in a safe place away from home (preferably a safety deposit box). You may also want to supplement the inventory with photos.

Transportation and Parking Services
Public Transportation
MARTA, Metropolitan Atlanta Rapid Transit Authority, provides rail and bus service in the Atlanta area to local shopping centers, the airport, and SCAD-Atlanta. MARTA stations are located within walking distance of ACA House and the main SCAD-Atlanta building. MARTA passes are available for purchase at a monthly rate from the SCAD Card Office, Room 121. The monthly pass, along with your current school ID, provides access to unlimited travel on MARTA trains and buses all day, every day of the month. For more information, contact the SCAD Card Office at 404.253.3426. For more information about MARTA, visit www.itsmarta.com.

On-campus Parking
Complimentary parking is available in the SCAD-Atlanta parking deck to students, staff and faculty. Visitor parking is available at the north and south parking lots adjacent to the SCAD-Atlanta main building. Students, faculty and staff are prohibited from parking in visitor parking areas. Those who park or use a vehicle on SCAD property must adhere to safe driving practices. For security reasons, SCAD encourages students, staff, faculty and visitors not to leave items of value visible in their cars.

Campus Vehicle Registration
All students, staff and faculty who park or use a vehicle on SCAD property must register their vehicles through the SCAD Card Office in Room 121. Student parking permits are free and are validated for the academic year (fall through spring quarters). To obtain a permit, students, faculty and staff must present a valid SCAD ID and proof of automobile registration and insurance. If there are any changes in vehicle information, contact the SCAD Card Office at 404.253.3426. These changes will be made free of charge. Those with more than one vehicle must obtain a visitor’s pass for additional vehicles parked on SCAD lots.

The parking permit must be properly placed on the bottom corner of the driver’s side of the front windshield. Once registered, a vehicle is permitted to park in most SCAD lots, and the owner or driver acknowledges his or her responsibility to abide by all rules and regulations. The holder of the permit is responsible for any citations the vehicle receives, regardless of who was operating the vehicle at the time of the infraction.

Bicycles, Motorcycles and Motor Scooters
Bicycles and motorcycles are to be parked in the parking deck only. Any bicycle or motorcycle parked in unauthorized areas adjacent to the SCAD-Atlanta facility will be removed and/or towed by security. Bicycles must be secured to the bicycle racks located near the second floor parking deck entrance to the security station. Motorcycles and motor scoot-
Campus Shuttle Service
The college offers frequent and free shuttle service to all SCAD-Atlanta academic buildings and residence halls. Shuttle schedules are available each quarter at various locations on campus, including at the Security Desk and at both residence halls.

Parking Regulations
The Savannah College of Art and Design is not responsible for damage, injury, acts of vandalism, or theft from or of vehicles parked in college-operated lots. Changes in parking regulations are at the discretion of college administration.

Imputed Knowledge of Regulations – Anyone bringing a vehicle to SCAD has the responsibility to obtain and read a copy of the current parking regulations and to comply with these regulations.

Scope of Regulations – Parking regulations are issued supplemental to applicable state laws and city ordinances. Users of SCAD lots should be aware that City of Atlanta ordinances regulating private conduct including, but not limited to, traffic regulations are enforced on SCAD property in addition to these regulations. These regulations apply to all persons while on college property. These regulations are in effect at all times, including break periods. These regulations apply to all persons driving any motor vehicle, including state and federal government-owned vehicles.

Approval of and/or Revisions to Regulations – The authority to enforce these parking regulations has been delegated to college security. Inquiries may be made at the security desk.

The following regulations should be read thoroughly and understood to avoid possible violations:

1. Faculty, staff and students are responsible for all parking violations involving their vehicles.
2. Any unregistered vehicle not displaying a current SCAD parking permit window decal may be fined and towed at the owner’s expense.
3. Willfully falsifying information on the permit application shall constitute a violation and will result in the suspension of parking privileges, fines and vehicle removal at the owner’s expense. Students will be subject to judicial process.
4. Vehicles shall not be parked in nondonated areas. Those found in such areas may be fined and removed at owners’ expense.
5. All vehicles parked on a SCAD lot must display valid license plates. The college does not provide parking/storage for apparently abandoned or derelict vehicles. Any vehicle in an apparent abandoned condition may be fined and removed from college property at the owner’s expense.
6. Student vehicles may not be left on college lots during breaks.
7. Because of the demand for parking, the college distributes only one free parking permit per person. All persons who wish to park more than one vehicle at the college must purchase separate permits for each vehicle with approval from the SCAD Card office (Room 121).
8. Parking is permitted in designated (lined) spots only. Vehicles parked in fire lanes, in bus zones, in front of dumpsters or in designated “no parking” areas will be removed at the owner’s expense. Exceptions are made where there are grass or graveled lots. Regulation No. 10 will be the order of rule.
9. Any vehicle parked in a handicapped-designated spot without proper permits displayed in view will be fined and removed at the owner’s expense.
10. Any vehicle parked in a manner that prohibits normal traffic flow and normal traffic operation will be fined and removed at the owner’s expense.
11. Any person operating a vehicle in an unsafe manner on any college lot is subject to disciplinary action and/or loss of parking privileges.
12. Forgery, alteration, unauthorized removal and unauthorized use of parking permits will result in loss of parking privileges, fines and removal at the owner’s expense.
13. Faculty, staff and students are expected to know and comply with state motor vehicle laws and traffic ordinances of the city of Savannah.
14. Pedestrians have the right of way at all crosswalks.
15. Driving motor vehicles on college walkways, lawns, shuttle routes, or in areas not specifically designated as roadways is prohibited and subject to a fine and replacement and/or repair costs.
16. Operators of motor vehicles shall comply with traffic signs (yield, stop, etc.) or the direction of authorized personnel.
17. The college reserves the right to enter a vehicle at any time to determine compliance with safety and health regulations and provisions of public law, college regulations and housing policies. A vehicle also may be entered if there is an indication of concern for life, health or property.

Parking Violations
In addition to the following penalties, SCAD reserves the right to tow vehicles for violation of parking regulations without warning and/or for unpaid parking citations. Further, students and employees who have outstanding parking fines will not be issued a new parking permit. Transportation and parking services may issue tickets and fines to all violators of SCAD parking regulations without warning. Violations include, but are not limited to:

- Parking without a permit and/or an expired permit (subject to fines and towing).
- Improperly placed parking permit and/or no SCAD sticker (subject to fines and towing).
- Parking with an altered or copied permit or illegal use of, reproducing, altering, defacing or falsifying registration information (vehicle subject to fines, towing and loss of parking privileges).
- Parking in handicapped spaces without proper identification (vehicle subject to fines
Community Connections

“Community” refers to a group of people living in close proximity who share a common purpose, who interact regularly and who are respectful and considerate of one another. Healthy communities or neighborhoods exhibit traits that make them comfortable places to live.

By living off campus, you become part of a larger community. You will be interacting with more people who have less in common, therefore, attitudes of tolerance, respect and consideration are very important. Some of your new neighbors will be students, like you. Others may be families with young children or teens. There may be senior citizens living on your street or in your apartment building. All of these people with different lifestyles must try to get along.

Remember, even though you may only stay in Atlanta for a few years, and you do not own your home, it is important to treat your residence and neighborhood with respect. Here are some proactive steps you can take to build a healthy community where you live.

• Get to know your neighbors. Introduce yourself as soon as possible. Tell your neighbors when you plan to have a large social gathering. Share your phone number so they can contact you directly if they are disturbed. Be a responsible host and keep your guests under control.

• Attend your neighborhood association meetings to learn about resources and activities.

• Report crimes or suspicious persons to the police.

• Make your landlord aware of any facility problems so maintenance repairs can be addressed quickly.

• Make yourself aware of city ordinances that affect you. It is important to make yourself familiar with these laws. The police are not required to give you any type of warning should you or a guest violate a law. Having knowledge of the laws and following them can keep you out of trouble.

Get help for you and your roommates when you need it. The counseling and student support services office at SCAD-Atlanta provides:

• Crisis assistance services

• Counseling services

• Disability services

Call 404.253.3304 for assistance. Other emergency numbers are located in the phone/resource section of this booklet.
Get Involved
Get involved and volunteer to improve your community. Go to your neighborhood association meetings. Neighborhood organizations are formed by groups that are interested in protecting and preserving the area in which they live. These groups see that their neighborhoods are well maintained, and some of them work with city planning committees to determine local land uses. Neighborhood associations determine their own boundaries and many have neighborhood watch patrols. It is to your benefit to become involved with a neighborhood association if there is one in your area.

Register to vote. You may register to vote at the voter registration office, the driver's license office and various other government offices. For information about residency requirements, registration and voting districts, visit the voter registration office at 141 Pryor St., Suite 4064, Atlanta, Ga. 30303, or call 404.730.7072.

Phone Numbers

Atlanta Area Codes ................................. 404.678.770
SCAD-Atlanta General Information ........ 404.253.3100

Emergency Numbers
Fire-Rescue-Police ........................................... 911
SCAD-Atlanta Security Desk .................. 404.253.3472
Piedmont Hospital (Minor Emergencies) .... 404.237.1755
Toco Hills Urgent Care (Emergencies) ..... 404.325.2100

Non-emergency Numbers
Grady Memorial Hospital ......................... 404.616.4307
Emory/Crawford Long Hospital ................ 404.686.4411
Piedmont Hospital ................................. 404.605.5000
Rape Crisis Center/Grady Hospital .......... 404.616.4861
Rape Crisis Center/DeKalb County .......... 404.377.1428
Residence Life Office .............................. 404.253.3256
SCAD-Atlanta Student Services ............... 404.253.3400
Counseling and Student Support Services .... 404.253.3304

Community Quick Guide
Alcoholics Anonymous ......................... 404.525.3178
American Red Cross .............................. 404.575.3730
Animal Control (Fulton County) ............. 404.794.0358
Atlanta Gas Light ................................. 404.584.4000
Atlanta Legal Aid Society ....................... 404.524.5811
Atlanta Medical Center ......................... 404.265.4000
Automobile Tag Office (Fulton County) .... 404.370.6100
BellSouth/AT&T .................................. 770.352.3000
Comcast Cable TV/Internet .................... 1.800.266-2278
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<td>Federal Income Tax Office</td>
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<tr>
<td>Georgia Crime Victim Assistance</td>
<td>770 384 0300</td>
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<tr>
<td>Mental Health Treatment Center</td>
<td>404 730-1600</td>
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<tr>
<td>Narcotics Team</td>
<td>404 853 4245</td>
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<tr>
<td>Poison Control Centers</td>
<td>404 616-9287</td>
</tr>
<tr>
<td>Sheriff’s Office (Fulton County)</td>
<td>404 853 3431</td>
</tr>
<tr>
<td>Victim-Witness Assistance</td>
<td>404 865 8127</td>
</tr>
<tr>
<td>Water Service (City of Atlanta)</td>
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</tr>
</tbody>
</table>

**Appendix I: Sample Budget Expenses**

### Deposits
- Housing/security: $ __________
- Phone: $ __________
- Electricity: $ __________
- Gas: $ __________
- Water: $ __________

### Move-in Costs
- Cleaning supplies: $ __________
- Cooking utensils: $ __________
- Furniture: $ __________
- Linens: $ __________
- Cable installation: $ __________
- Decorating: $ __________

### School
- Tuition: $ __________
- Books and supplies: $ __________

### Monthly Costs
- Rent: $ __________
- Utilities: $ __________
- Gas: $ __________
- Water: $ __________
- Electric: $ __________
- Cable: $ __________
- Renter’s insurance: $ __________
- Food: $ __________
- Car payments: $ __________
- Car insurance: $ __________
- Car maintenance: $ __________
- Transportation: $ __________
- Recreation: $ __________
- Entertainment: $ __________
- Clothing: $ __________
- Laundry: $ __________
- Other: $ __________

### Total expenses
- $ __________

### Income
- $ __________
- Employment: $ __________
- Parental contributions: $ __________

### Total income
- $ __________
## Appendix II: Requirement Assessment Form

### Laundry
- Do you need washer and dryer hookups? ___ YES ___ NO
- Do you want laundry facilities in the same building as your unit? ___ YES ___ NO

### Studio
- Do you require studio space? ___ YES ___ NO
- Do you require natural lighting? ___ YES ___ NO
- Do you require artificial lighting? ___ YES ___ NO

### Pets
- Do you want a pet? ___ YES ___ NO
- Will you need a designated area for your pet? ___ YES ___ NO

### Storage
- Do you require a lot of storage space? ___ YES ___ NO

### Parking
- Do you prefer off-street parking? ___ YES ___ NO
- Do you require a garage? ___ YES ___ NO
- Do you need space for a bicycle? ___ YES ___ NO

### Safety
- Is there ample outdoor lighting? ___ YES ___ NO
- Is the area patrolled regularly? ___ YES ___ NO

### Commuting
- Do you have reliable transportation? ___ YES ___ NO
- How much time are you willing to spend commuting? ___ YES ___ NO

### Other
- Do you require a patio? ___ YES ___ NO
- Do you prefer a place with access to a pool/fitness center? ___ YES ___ NO

---

**Appendix II:**

What type of lease do you prefer? (monthly, yearly, renewable) ________________

In what part of town do you wish to live? ________________

What is the maximum you are able to pay in rent?
*(It would be best to complete the budget form to determine the rent you can afford.)*

What utilities do you want included in the rent? ________________

Do you require a building with security doors? ___ YES ___ NO

**Sleeping**

Do you want your own bedroom? ___ YES ___ NO
Do you want a bedroom separate from the living room? ___ YES ___ NO

**Cooking**

Which of the following are essential to you?
- Large refrigerator ___ YES ___ NO
- Garbage disposal ___ YES ___ NO
- Large kitchen cabinets ___ YES ___ NO
- Eating space in kitchen ___ YES ___ NO
- Plenty of counter space ___ YES ___ NO
- Full-size stove ___ YES ___ NO
- Electric stove/oven ___ YES ___ NO
- Gas stove/oven ___ YES ___ NO
- Dishwasher ___ YES ___ NO

**Eating**

Do you prefer a separate kitchen/dining room? ___ YES ___ NO

**Bath**

Which do you prefer? ___ TUB ___ SHOWER ___ BOTH
Appendix III: Roommate Contract

This agreement made this ______ day of ________, 20____, is made by and between:
(list all roommates)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

WHEREAS the above parties have, on the ______ day of ________, 20____, signed a lease/rental agreement to pay $_____________ in rent to reside at ________________________________ for a term lasting from ______, 20____, to _______, 20____, due on the ____ day of each month; a copy of which is attached, and

WHEREAS, a security or damage deposit of $_________ was paid to __________________________ of said premises, and

WHEREAS the parties wish to provide for the sharing of responsibilities on the renting of said premises,

IT IS THEREFORE AGREED:

• That no party has the authority to force another party out of the unit unless a roommate is not abiding by this agreement or other obligations or responsibilities required of that party.
• That roommates will share a mutual respect for each other’s rights, possessions, etc.
• That _____% of the security deposit is the property of each of the parties.
• That each party pays for long-distance telephone calls he/she makes or those made by his/her guests.
• That each of the parties pay a portion of _____% of the following expenses incurred in relation to the leased premises:

(Check if applicable)

Rent
Electricity
Gas
Water
Telephone service
Cable TV
General maintenance and upkeep
Other ______________________

Additional remarks:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

All roommates sign below:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Appendix III: Roommate Contract

• If any of the parties pays more than the _____% share, the other party(ies) will reimburse the party paying more than his/her portion share.
• That each of the parties remains a resident of the premises during the term of the lease, or continues to pay his or her share of the rent during said term, unless the following conditions are met:
  That the party give the other tenants a 30-day written notice on or before the periodic rental date, if, for any reason, the roommate will be moving out before the date indicated above; and
  That the party, at his or her own expense, locates a tenant being acceptable to the other parties to this agreement. It is understood that the parting roommate may still be obligated to the owner/agent under separate arrangements by the owner/agent’s rental agreement.
• That any repair or improvements to the premises in excess of $_________, whose cost is to be shared by the parties, shall be approved in advance.
• That if pets are permitted under the lease, each pet owner shall be solely responsible for all damage caused by his or her pet(s). This includes, but is not limited to, damage of furniture, carpeting, floors, walls, lawn and garden.

Additional remarks:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

All roommates sign below:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Appendix IV: Sample Lease

This is a sample document.

This lease, made this ___ day of ____, 20______, is by and between __________________________, hereinafter referred to as lessor, and __________________________, hereinafter referred to as tenant(s). The lessor and tenant(s) agree that:

The lessor has this day leased to the tenant(s) the premises known and described as __________________________, in ______________, Georgia, to be occupied only as a residence by said tenant(s) and no more than ___ persons upon the terms and conditions set forth in the lease. The premises are unfurnished/fully furnished. The term of this lease shall be from _____________, 20______, to _____________, 20______.

In consideration of the foregoing and as rent for such dwelling, the tenant(s) shall pay the lessor the sum of $______ per month on the ___ day of each month of the term. Such rent shall be payable to __________________________ and shall (shall not) include all bills for water (___yes ___no), electricity (___yes ___no), and gas (___yes ___no). If the rent is not paid within five days of the due date, a late fee of $______ shall be charged.

The tenant(s) have this day paid a security or damage deposit of $______ with the lessor (or his/her agent), who hereby acknowledges receipt thereof. The lessor until the termination of the tenancy may hold the security deposit. The lessor acknowledges that such deposit will be held in a trust account at __________________________ (bank or savings institution) located in ______________, Georgia. Upon termination of the tenancy, the security deposit so held may be applied only as permitted by Georgia law; if not so applied, the deposit shall be refunded to the tenant(s) no later than 30 days after termination of tenancy and delivery of possession. The lessor further acknowledges Georgia law requiring that any damage alleged shall be itemized and delivered in writing to the tenant(s) within 30 days and that in no case shall the lessor withhold as damages part of the security deposit for conditions that are normal wear and tear. The lessor and tenant(s) acknowledge that the attached list of damages or defects reflects the conditions of the premises at the beginning of the term.

The tenant(s) have this day paid a pet fee of $______ to the lessor (or his/her agent), which is acknowledged by the tenant to be nonrefundable.

The tenant(s) agree to maintain the dwelling unit and shall:

Keep that part of the premises that he/she occupies and uses as clean and safe as the conditions of the premises permit and cause no unsafe or unsanitary conditions in the common areas and remainder of the premises that he/she uses;

Appendix IV: Sample Lease

Dispose of all ashes, rubbish, garbage or other waste in a clean and safe manner;

Keep all plumbing fixtures in the dwelling unit or used by the tenant(s) as clean as their condition permits;

Not deliberately or negligently destroy, deface, damage or remove any part of the premises or knowingly permit any person to do so;

Comply with any and all obligations imposed upon the tenant(s) by current applicable housing codes;

Be responsible for all damage, defacement or removal of any property inside a dwelling unit in his/her exclusive control unless said damage, defacement or removal was due to ordinary wear and tear, acts of the lessor or his/her agent, defective products supplied or repairs authorized by the lessor, acts of third parties not invitees of the tenant(s), or natural forces.

The tenant(s) further agree(s) to abide by all reasonable rules and regulations imposed by the lessor relating to the use of the premises if:

They apply to all tenants in a fair manner;

They are sufficiently explicit to fairly inform the tenant of what he/she must do or not do;

They are not for the purpose of evading the obligations of the lessor;

The tenant has notice of the rule and it does not substantially change the original leasing terms.

The tenant(s) covenant(s) not to unreasonably withhold consent to the lessor to enter into the dwelling unit provided the landlord gives reasonable notice to the tenant(s) of his/her intent to enter. The lessor covenants that he/she will enter only at reasonable times after reasonable notice, except in the case of an emergency, such as fire or broken water pipes.

The lessor may, when there is substantial noncompliance by the tenant(s) with the terms of this lease and upon delivery of a written notice to the tenant(s), declare that the rental agreement shall terminate on a date not less than 30 days after the receipt of the notice unless the breach is remedied within 21 days. If rent is unpaid when due and the tenant(s) fail(s) to pay rent within five days after written notice by the lessor of nonpayment and his/her intention to terminate the rental agreement, the lessor may terminate the lease and obtain possession of the premises and rent owed through court action.

The lessor agrees to maintain the dwelling unit and shall:

Comply with all applicable housing building and housing codes;

Make all repairs and do whatever is necessary to put and keep the premises in a fit and habitable condition;

Keep all common areas of the premises in a safe condition; and

Maintain in good and safe working order and promptly repair all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances supplied or required to be supplied by him/her.
# Appendix IV: Sample Lease

##Kitchen and Dining Area

<table>
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<tr>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
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<tbody>
<tr>
<td>Good</td>
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<td>Table</td>
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<tr>
<td>Chairs</td>
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<td>Cupboards/cabinets</td>
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<td>Floor covering</td>
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<td>Windows/screens</td>
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<tr>
<td>Plastic and tile surfaces</td>
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<tr>
<td>Countertops</td>
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<td>Stove burners</td>
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</tr>
<tr>
<td>Oven/broiler pan/racks</td>
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<tr>
<td>Refrigerator</td>
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<tr>
<td>Ice trays/crisper glass/racks</td>
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<tr>
<td>Freezer</td>
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<td>Sink disposal</td>
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<tr>
<td>Curtains/rods</td>
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<tr>
<td>Door/locks</td>
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##Living Room

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<td>Walls/ceiling/woodwork</td>
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<td>Carpet/rugs</td>
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<td>Windows/screens</td>
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<tr>
<td>Electric fixtures (lamps)</td>
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<td>Chairs/sofa</td>
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<td>Coffee and end tables</td>
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<td>Drapes/rods</td>
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##Bathrooms

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<td>Toilet</td>
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<td>Medicine cabinet</td>
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<td>Plastic and tile surfaces</td>
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<tr>
<td>Walls/ceiling/woodwork</td>
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<td>Floor</td>
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<td>Towel racks</td>
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##Bedroom(s)

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<td>Blinds/shades/drapes</td>
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</tr>
<tr>
<td>Closet/door tracks</td>
<td></td>
</tr>
<tr>
<td>Beds/mattresses/covers</td>
<td></td>
</tr>
<tr>
<td>Doors/locks</td>
<td></td>
</tr>
<tr>
<td>Desks/chairs/dressers</td>
<td></td>
</tr>
</tbody>
</table>

##Hallway Within Unit

<table>
<thead>
<tr>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Fair</td>
</tr>
<tr>
<td>Walls, ceiling, woodwork</td>
<td></td>
</tr>
<tr>
<td>Floor coverings</td>
<td></td>
</tr>
<tr>
<td>Closets</td>
<td></td>
</tr>
<tr>
<td>Stairs, railings</td>
<td></td>
</tr>
<tr>
<td>Electric fixtures (lamps)</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
</tr>
<tr>
<td>Front door, storm door</td>
<td></td>
</tr>
<tr>
<td>Locks</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

##Other Areas

<table>
<thead>
<tr>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Fair</td>
</tr>
<tr>
<td>Air-conditioner(s)</td>
<td></td>
</tr>
<tr>
<td>Heating unit</td>
<td></td>
</tr>
<tr>
<td>Thermostat(s)</td>
<td></td>
</tr>
<tr>
<td>Storage locker</td>
<td></td>
</tr>
<tr>
<td>Telephone(s)</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

##General condition of exterior

<table>
<thead>
<tr>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Fair</td>
</tr>
</tbody>
</table>

Signature of tenant______________________________________ Date __________
Signature of lessor ______________________________________ Date __________
Signature of witness ____________________________________ Date __________
Appendix V: Initial Conditions Checklist

Ask the lessor or his/her agent to walk with you through the unit before you move in. Make a list of everything that is damaged or in bad condition. If the lessor promises to fix, add or remove anything from the unit, put those things on the list, as well. The list should be dated and signed by both you and the lessor (and the witness if you have one). Each of you should get a copy. If the lessor or his/her agent will not come on the tour, get a witness and take the tour yourself. Make a list of damages, and send him or her a copy that has been dated and signed by both you and your witness. Be sure to keep your own copy. You are not responsible for damages done by previous tenants, so be sure to list everything that is damaged, dirty or not working.

If you want to be present when the lessor inspects the unit at the end of your tenancy to determine the amount of the security deposit to be returned, advise to lessor of this in writing. The lessor shall notify you of the time and date of this inspection.

<table>
<thead>
<tr>
<th>Tenant(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Lessor(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Number of keys issued _____

Dwelling address:

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<tbody>
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</tbody>
</table>

Condition – indicate the number of items (where applicable) and location and nature of soil, damages, marks, etc.

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature

Tenant(s) Date

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Lessor(s) Date

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</tbody>
</table>

The lessor is not released of his/her obligations under any part of this section by the tenant’s(s’) explicit or implicit acceptance of the lessor’s failure to provide fit and habitable premises.

The lessor shall notify the tenant(s) in writing of any breaches of the tenant’s(s’) obligations under this lease.

The tenant(s), when there is noncompliance by the lessor with the terms of this lease, may either:

Declare that the rental agreement shall terminate on a date not less than 30 days after receipt of written notice by the lessor unless the breach is remedied within 21 days. If the breach is remedied by repairs, the rental agreement will not terminate; or

Pursue any appropriate civil, criminal or administrative remedies.

The lessor covenants that the tenant(s) may peaceably and quietly have, hold and enjoy the leased premises for the fixed term and for the term of any renewal or renewals.

The tenant(s) shall not assign this lease or sublet the dwelling without the consent of the lessor; such consent shall not be withheld without good cause relating to the prospective tenant’s(s’) ability to contend with the provisions of this lease.

The lessor hereby grants the tenant(s) the option of renewing the written lease for a term of ______ at a rental of $_____, and upon the same conditions, covenants and provisions as herein contained, provided the tenant(s) give(s) the lessor notice of the exercise of this option at least ___ days before the expiration of the term of this lease. In no event shall notice be required of the tenant(s) that he/she/they do(es) not intend to renew the lease. Failure to exercise this option gives rise to a month-to-month tenancy.

This lease and the attached inventory of damages and defects and the written notations upon constitute the entire agreement between the lessor and tenant(s).

Additional agreements:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Tenant(s)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

Lessor(s)

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A GUIDE TO STUDENT LIFE

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A GUIDE TO STUDENT LIFE

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## Appendix V: Initial Conditions Checklist

### Kitchen and Dining Area

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cupboards/cabinets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor covering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic and tile surfaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stove burners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oven/broiler pan/racks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice trays/crisper glass/racks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freezer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtains/rods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door/locks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Living Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls/ceiling/woodwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet/rugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric fixtures (lamps)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs/sofa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee and end tables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desks/study surfaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drapes/rods</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bathrooms

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shower/tub/glass/curtains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicine cabinet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic and tile surfaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls/ceiling/woodwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window/screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric fixtures (lights)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Towel racks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door/locks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bedroom(s)

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls/ceiling/woodwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet/rug/floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric fixtures (lamps)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blinds/shades/drapes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closet/door tracks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beds/mattresses/covers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors/locks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desks/chairs/dressers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hallway Within Unit

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls, ceiling, woodwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor coverings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stairs, railings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric fixtures (lamps)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front door, storm door</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Areas

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air-conditioner(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermostat(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage locker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
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</tbody>
</table>

### General condition of exterior

<table>
<thead>
<tr>
<th></th>
<th>Condition Upon Arrival</th>
<th>Condition Upon Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of tenant: __________________________ Date: __________
Signature of lessor: __________________________ Date: __________
Signature of witness: __________________________ Date: __________
### Appendix VI: Valuable Items

<table>
<thead>
<tr>
<th>Item/Brand</th>
<th>Year Purchased</th>
<th>Serial Number</th>
<th>Est. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clocks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD players</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stereos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Televisions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Appliances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video equipment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electrical Appliances</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Clocks</td>
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<tr>
<td>DVD players</td>
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<tr>
<td>Computers</td>
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<tr>
<td>Stereos</td>
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<td></td>
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<tr>
<td>Televisions</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Video equipment</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

### Hobbies

<table>
<thead>
<tr>
<th>Item/Brand</th>
<th>Year Purchased</th>
<th>Serial Number</th>
<th>Est. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections (coin, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft materials</td>
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<td></td>
<td></td>
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<tr>
<td>Photography</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Musical instruments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>

### Sports Equipment

<table>
<thead>
<tr>
<th>Item/Brand</th>
<th>Year Purchased</th>
<th>Serial Number</th>
<th>Est. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowling</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fishing</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Golfing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guns</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skiing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swim and diving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>