

# The UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

## INTEGRITY

I will practice and defend academic and personal honesty.

## SCHOLARSHIP

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

## COMMUNITY

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

## CREATIVITY

I will use my talents to enrich the human experience.

## EXCELLENCE

I will strive toward the highest standards of performance in any endeavor I undertake.



# Community Living Guide Off-Campus 2006-2007



## A Knight's Guide to Living Off-Campus



UNIVERSITY OF CENTRAL FLORIDA  
Off-Campus Student Services /Campus Life  
Student Development and Enrollment Services

# Welcome to the University of Central Florida (UCF)... Stands For Opportunity!!

Community Living Guide - Off-Campus 2006-2007

Off-Campus Student Services is pleased to provide you with *A Knight' Guide to Living Off-Campus*. We hope you will find the enclosed information useful. Also, we encourage you to visit our Web Site at <http://www.housing.ucf.edu/offcampus>.

Thousands of UCF students (like yourself) have chosen to live off-campus. For some, this will be their first time living away from home. This *Guide* was designed as a tool to assist you in becoming acclimated to your new home-away-from-home. The information compiled in this *Guide* is a result of listening and talking with UCF students who have previously made the choice of living off-campus.

Off-Campus Student Services staff is dedicated to assisting you with your on- and off-campus needs. OCSS has databases on available rental housing accommodations and roommate information to assist you with suitable housing accommodations. Our programs and services are designed with you in mind ... to help you reach your goal... "graduation."

It is our hope that this guide will put you well on your way to becoming a "well-informed and connected" UCF Knight! Keep this guide in a handy location for quick access as a reference.

If you should have any questions, please contact  
***Off-Campus Student Services:***

<b>Location:</b>	Housing Administration Building (HAB)
<b>Hours:</b>	8 a.m. – 5 p.m. MTWRF Closed Saturday and Sunday
<b>Telephone:</b>	407-823-6505
<b>Web Site:</b>	<a href="http://www.housing.ucf.edu/offcampus">http://www.housing.ucf.edu/offcampus</a>
<b>E-mail:</b>	<a href="mailto:ocsrsrc@mail.ucf.edu">ocsrsrc@mail.ucf.edu</a>

*This publication is for informational purposes only, without representation as to accuracy and may change at any time.*

## Stay Connected!

- ✓ Get to know your UCF instructors and their office hours.
- ✓ Get to know your UCF academic advisors.
- ✓ Get to know your UCF library.
- ✓ Get to know your UCF catalog.
- ✓ Get to know UCF. Take the time to leisurely sight-seeing the entire campus on foot. Read campus publications and e-mails. Visit the campus web-sites.
- ✓ Talk with UCF students, faculty and staff.
- ✓ Get to know your UCF "Golden Rule."
- ✓ Get to know your UCF radio station WUCF 89.0.
- ✓ Get to know "how to" balance the needs of "free time", study, classes, etc.
- ✓ Get to know your UCF Recreation & Wellness Center and program offerings.
- ✓ Get to know and involved in your UCF Student Government Association.
- ✓ Get to know your UCF Police Department program and services.
- ✓ Get to know your UCF Student Union and Marketplace and all the "goodies" they have to offer.
- ✓ Get to know your UCF events calendar.
- ✓ Get to know your UCF Bookstore.
- ✓ Get to know your UCF Credit Union & other campus banking opportunities.
- ✓ Get to know when movies, comedians, concerts, art exhibits, theater productions and speakers are on campus.
- ✓ Get to know your UCF sports and schedules.
- ✓ Get to know your UCF student support services and programs.
- ✓ Get to know your UCF administration.
- ✓ Get to know your UCF Creed.
- ✓ Get to know what your UCF ID card has to offer.
- ✓ Get to know and involved in your UCF clubs, organizations and recreational activities.
- ✓ Get to know your UCF community.
- ✓ UCF has so much more to offer. "Get to know" and "stay connected"!!!!

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Medical Care	Telephone
<b>Arnold Palmer Hospital for Women and Children</b>	
West Miller Street , Orlando , Florida	407-649-9111
<b>Florida Hospital East</b>	
Lake Underhill, Orlando, Florida	407-277-8110
<b>Florida Hospital Orlando</b>	
East Rollins, Orlando, Florida	407-896-6611
<b>Orlando Regional Medical Center</b>	
Orange Avenue, Orlando. Florida	407-814-5111
<b>Winter Park Memorial Hospital</b>	
North Lakemont Avenue, Winter Park., Florida	407-646-7000
<b>UCF Health Services UCF campus</b>	407-823-2094
<b>University Park Care University Blvd. Orlando</b>	407-282-2044

*Off-Campus Student Services does not endorse any private agencies.*

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## Living Off-Campus

Living off-campus can greatly impact your university experience. There are many reasons why students choose to live off-campus...more living space, feeling of being independent, more privacy, etc.... But, responsibilities increase with living off-campus, such as transportation, budgeting, cooking, cleaning, managing time (getting up and getting to campus) and knowing what's happening on campus. Give some thought to making a decision about where you would like to stay before making the move, because you want it to be a rewarding experience, not just a place to stay!

Keep in mind... the most basic responsibility of a *student* is to study and move forward in intellectual development, while taking advantage of the many opportunities provided in the university environment for total personal growth, development and maturation.

UCF students and organizations are responsible for the observation of all university policies and rules (please read the *UCF Golden Rule*, <http://www.osc.sdes.ucf.edu>).

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## Fair Housing Act

If a landlord refuses to rent a unit to you due to your race, sex, religion, age, physical limitation, national origin or sexual preference, you may have been *discriminated* against. In the event you feel your rights have been violated, contact *Student Legal Services* (free for UCF students) at 407-823-2538.

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## Types of Off-Campus Housing

Within walking or biking distance of UCF, there are many types of rental units available. Choose the one you feel is suitable for you. Many UCF students live in close proximity to campus in privately-owned, non-affiliated apartments, university affiliated apartments and duplexes that require a signed rental agreement (lease). Other available rental options are mobile trailers, single-family homes, hotels, condominiums, and rooming-houses. To assist you with locating off-campus housing accommodations, please contact *Off-Campus Student Services* at 407-823-6505 or stop by Housing Admin Building, #101.

Student Rights & Responsibilities	407-823-6960
Testing (CLAST)	407-823-5109
Transcript Request	407-823-3100
UCF Card	407-823-2100
Undergraduate Admissions	407-823-3000
Withdrawal and Add/Drop	407-823-3100
Victim Services	407-823-2425

### Local Lodging

Comfort Suites	407-737-7303
Courtyard Marriott	407-277-7676
Hampton Inn & Suites	407-282-0029
Hilton	800-445-8667
Holiday Inn Select	407-275-9000
La Quinta Inn	407-737-6075
Radisson	407-658-9008
Ramada	866-339-3001
Residence Inn	800-331-3131

### General Resources

Alafaya Mini Storage	407-366-8825
Apartment Movers & Storage	407-774-9999
Auto Tag Office (E. Colonial Dr.)	407-249-6275
Auto Tag Office (S. Semoran)	407-823-4110
Auto Tag Office (Winter Park)	407-623-1148
Better Business Bureau	407-621-3300
Consumer Affairs	407-836-2490
Cort Furniture Rental	407-678-2677
Florida Power and Light (electric)	800-375-2434
Greyhound Bus	800-231-2222
Mears Yellow Taxi	407-699-9999
Orlando International Airport	407-657-1900
Orlando Utilities Commission	407-423-9018
Progress Energy (electric)	407-629-1010
Public Lynx Bus	407-841-8240
Ryder Truck Center	800-297-9337
Shurgard Storage	407-366-1725
U-Haul Moving Centers	800-789-3638
U-Haul Storage	407-382-1300

### Telephone

### Telephone

## Local Movie Theaters

Regal Cinema Oviedo Marketplace 22	407-977-1107
Regal Cinema Winter Park Village 20	407-628-0035
Fashion Village 8 AMC	407-896-7688
Colonial Promenade	407-895-6512
Regal Cinema Waterford Lakes 20	407-207-9110

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## Frequently Used Phone Numbers

Campus Departments/Services	Telephone
Alcohol & Other Drugs	407-823-0879
Address Changes	407-823-3100
Athletics	407-823-3213
Bookstore	407-823-2665
Campus Life	407-823-2626
Campus Ministry	407-823-4293
Career Services & Experiential Learning	407-823-2361
Cashier's Office	407-823-2614
Counseling Center	407-823-2811
Dining Services	407-823-2651
Dispute Resolution Services	407-823-3477
Financial Aid	407-823-2827
First Year Advising & Exploration	407-823-3789
Graduate Student Services	407-823-2766
Health Center	407-823-2701
Library	407-823-2580
Multicultural Academic and Support Services	407-823-2716
Off-Campus Student Services	407-823-6584
Ombuds Office	407-823-6440
Parking Services	407-823-5812
Police Department (UCF)	407-823-5555
Recreation & Wellness Center	407-823-2408
SARC (Tutoring, Supplemental Instruction)	407-823-5130
Student Government	407-823-2191
Student Involvement, Office of	407-823-6471
Student Legal Services	407-823-2538
Student Union	407-823-0001

## Married Students

UCF does not offer housing specifically for married students with children and/or spouses. We suggest that you seek housing in one of the many local conventional apartments (lease required). Children and most pets are allowed. A special fee may be charged for the type/size of your pet. For additional housing information, contact *Off-Campus Student Services* at 407-823-6505.

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## Graduate Students

UCF does not have university housing specifically for graduate students. UCF does have two off-campus affiliated apartment communities and on-campus apartment communities which graduate students might want to consider for housing. Many graduate students live off-campus in local rental units such as duplexes and conventional apartments. For additional housing information, contact *Off-Campus Student Services* at 407-823-6505.

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## International Students

International students are encouraged to explore housing accommodation possibilities **before** arriving at UCF. UCF does not provide temporary housing or short-term housing. International students have many types of housing accommodations and arrangements to choose from such as: on-campus housing, off-campus affiliated housing, local off-campus apartment housing and family home-rooming, when available. However, if you plan to live off-campus, you must prove in advance that you have a means of paying your rent. Plan on signing a lease agreement for 7, 9 or 12 months depending on your needs and the type of housing accommodation you select. To live on-campus you must request a housing application and sign a housing contract. *Contact the Department of Housing and Residence Life* at 407-823-4663. For additional housing information, contact *Off-Campus Student Services* at 407-823-6505.

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## Housing for Students With Physical Disabilities

Off-Campus Student Services has a listing of local off-campus apartments to accommodate student disabilities. For information contact, *Off-Campus Student Services* at 407-823-6505 or *Student Disability Services* at 407-823-2371.

Things to Look For Before Renting an Off-Campus Apart-		
Lease	Y	N
How much is the rent? \$ _____ Can I afford the rent? Is there a late charge?		
How long is the lease?		
Is subleasing allowed?		
What are the procedures for terminating the lease? How much advance notice must I give before the end of the lease, if I plan to vacate? _____		
Can the rent be increased at any time during the lease?		
Do I understand the requirements for a full refund of my security deposit and how it will be obtained (pick up, mail)?		
Am I clear who pays for water? sewage? garbage? etc.? Are there any charges for over-use?		
Do I understand who is called for emergencies or repairs?		
Is there a list of rules and regulations for residents of the property such as parking, painting, repairs, visitors, parties?		
Are there limits on the number of occupants in the apartment?		
Are pets allowed? Is there an extra fee?		
Do I understand the procedures for incoming and outgoing mail?		
<b>Make sure to get a copy of your lease. Do not pay in cash, when possible.</b>		
<b><i>Never rent a residence "site unseen" (pictures and brochures are designed to sell, and are sometimes less than truthful).</i></b>		
Security	Y	N
Does the apartment have a working:		
Sprinkler System?		
Fire/Smoke Detectors (if required, who replaces the battery?)		
Security Alarm (room intrusion)?		
Fire extinguisher (inside the unit)?		
Does the apartment have adequate outdoor lighting?		
Is the property gated?		
Is there outdoor electronic surveillance?		
Does the property have on-duty security? What are their work hours? _____ to _____		
Does the front door (inside) have an adequate lock such as dead bolt?		
Do I understand the policy for when a key is lost?		
Is there a peephole in the front door?		
Do all of the windows and sliding doors lock properly?		

- ✓ Provide non-alcoholic drinks for those who do not care to drink alcoholic beverages.
- ✓ Do not allow illegal drug use of any kind.
- ✓ Lock doors to off-limit areas (bedrooms, kitchen, etc.).
- ✓ Keep guests confined to event area. Stay away from balconies, porches, or the street.
- ✓ Do not allow guests to take alcoholic beverages outside during the event or away from the party when leaving (Open Alcohol Container Law).
- ✓ Never allow guests to drink and drive. Do not let them get behind the wheel. Call a cab, a sober friend or drive them home yourself.
- ✓ If alcoholic beverages are provided, avoid kegs.
- ✓ Periodically, check bathroom for water over flow and stop-ups (have a plunger on hand).
- ✓ Call police if things are getting out of control or dial 911 for emergencies.

**After The Event...**

- ✓ Clean up all debris/trash (especially outside).
- ✓ Check to see if anything is broken or stolen.
- ✓ Make damage report to property manager (as required).
- ✓ Relax! Get some rest!

**Possible Legal Consequences Of Hosting An Event...**

- ✓ You risk being evicted for violating the terms of your lease.
- ✓ You risk being fined and/or jailed for violating local noise ordinances.
- ✓ You risk being held accountable for personal injury liability.
- ✓ You risk criminal liability for contribution of alcohol to minors.
- ✓ You risk civil and criminal liability for the disorderly conduct of your guest.
- ✓ Your guests risk fines and towing for improper parking.
- ✓ You risk civil liability for property damage.
- ✓ You risk criminal liability for underage consumption of alcohol.
- ✓ You risk University sanctions for violation of state or local law.

**You must be 21 years of age to purchase, consume or possess alcoholic beverages. Open containers with alcohol are not permitted on public streets, public sidewalks or other public areas.**

## Having A Social Gathering

Realize before planning a social event that rental communities have different rules built into your lease regarding what is acceptable. Be sure to check with your landlord or community office before planning any events.

### Before The Event...

- ✓ Plan to be present at your event the entire time. Do not leave the event.
- ✓ Check with your roommate (s) about having the event.
- ✓ Read your lease (again) to see if there are any restrictions.
- ✓ Check with your property manager for party rules and regulations (parking, # of guest allowed, use of clubhouse, posting signs/decorations, etc.).
- ✓ Make a guest list (stay within a restricted guest limit that is manageable).
- ✓ Talk to your neighbors about your plans (respect their request, set a party time limit, do not party until late hours of the morning).
- ✓ Invite your neighbors (if they do not wish to attend, ask them to contact you first if the party begins to disturb them).
- ✓ Get to know your local city noise control ordinances (contact local law enforcement department or go on-line for information).
- ✓ Plan your party to control noise, traffic, parking, music, food and drink, etc.
- ✓ Inform your invited guests of the rules of the event regarding parking, illegal drugs, open containers with alcohol, firearms, extra guests, designated driver, etc.
- ✓ Remove all breakable valuables out of the immediate party area (vases, glass table tops, sculptures, lamps, etc.).
- ✓ Hide your valuables (rings, watches, chains, checks, wallet, etc).
- ✓ Check for safety (working smoke detectors, porch/balcony capacity, fire extinguisher, broken furniture, slippery rugs, etc.).

### During The Event...

- ✓ Use paper and plastic ware for easy throw-away.
- ✓ Encourage guest to put their waste in garbage receptacles.
- ✓ Avoid serving glass bottle beverages.
- ✓ Check ID's at the door for underage guests. Do not allow underage drinking!
- ✓ Serve food/snacks.

Amenities	Y	N
Is there a washer/dryer in the unit?		
Is there a stove/refrigerator?		
Is there cable/Internet/telephone?		
Is there sufficient closet space?		
Is there a pool? Other recreational opportunities?		
Is there a fitness center?		
Is there a computer center?		
Is there a balcony/patio?		
Is the apartment furnished or unfurnished?		
Do all of the fixtures such as faucets, toilet, drains, lights, ceiling fans, etc. work?		
Is there ample study space for all occupants?		

## Discrimination

Florida and federal law prohibit discrimination on the basis of race, color, national origin, sex, handicap, familial status and religion. Various local laws add prohibitions against discrimination on the basis of age, pregnancy, marital status, sexual orientation and other factors. Check your local codes for details.

### How do you recognize housing discrimination?

Based on the factors listed above, it is against the law to:

- Refuse to rent or sell you housing.
- Tell you housing is unavailable when in fact it is available.
- Show you apartments or homes in certain neighborhoods only.
- Advertise housing to preferred groups of people only.
- Deny you property insurance
- Refuse to make certain modifications or accommodations for persons with a mental or physical disability.
- Harass, coerce, intimidate or interfere with anyone exercising or assisting someone else with their fair housing rights.

Florida Housing Discrimination: 1-800-342-8170. Federal Housing Discrimination "Hotline": 1-800-669-9777

Source: Florida Public Interest Research Group Education Fund

## Finding Roommates

Having a roommate has many benefits, including sharing the cost of living, companionship and sharing college experiences. Having a roommate can be a unique experience, but you must remember when sharing living space with another, it is a good idea to have a roommate agreement or rules. Put all of your expectations in writing. Roommates need to agree on such things as privacy, noise, study time, overnight guests, pets, parties, entertaining, food sharing, personal items, cleaning responsibilities, drinking, smoking, bills and other issues which may arise as a result of conflicting lifestyles.

A roommate who threatens the health or safety of other roommates or who has broken the lease can be evicted. However, under joint lease, the landlord has the right to evict all roommates and sign a new lease with the remaining roommates who wish to stay.

If your roommate is collecting the rent money to pay the landlord, never pay your roommate in cash. Pay in a check or money order. It would be a good idea to pay your rent directly to the landlord or office. If possible, sign separate leases. Never co-sign for a roommate. Have the roommate's parents co-sign the lease. If you are interested in finding a roommate, contact *Off-Campus Student Services at 407-823-6505*.

### Searching for a Roommate

- ✓ Be patient and careful.
- ✓ Do a thorough job of screening the potential roommate (credit check & police reports).
- ✓ Never meet in a place alone. Make sure other people are around.
- ✓ Follow your instincts (Just because it walks and sounds like a duck, it may not be a duck!!)

## Being A Good Neighbor

Living off-campus does not give you the right to be a poor neighbor. If you are a student, the university expects for you to conduct yourself in a manner that you are practicing good studentship and citizenship at all times. Your poor behavior can be a direct reflection on the university, other students, faculty, staff and university associates. Neighbors do not have to be the "people who live next door." They are single-family homes, hospitals, businesses, retirement homes, daycare centers, schools, churches, etc.

So, if you crank your stereo volume to the max for all the world to hear, you are assuming that everyone within earshot likes what they hear. "Noise is defined as any sound produced in such quantity and for such duration that it annoys, disturbs, or may injure a reasonable person of normal sensitivities." Noise Control Ordinances provide that adequate provision shall be made by law for the abatement of excessive and unnecessary noise. So, before you go out and crank up your stereo volume for all the world to hear, make sure you know and understand the local and state statute of the Noise Control Ordinance.

### Tips to being a good neighbor:

- \* Respect your neighbor.
- \* Be polite to your neighbor.
- \* Talk with your neighbor.
- \* Join your neighborhood association.
- \* Keep your noise down.
- \* Entertain responsibly.
- \* Obey your local noise control ordinance.

near any place you would like to go. For more information, call 407-841-LYNX or visit <http://www.golynx.com/>

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## On-Campus Dining

Students living off-campus can dine in the main cafeteria on-campus. Campus Dining Services offers various meal plans that off-campus students may purchase. If you do not want a food plan, you may pay as you go. For more information regarding dining services meal plans, call 407-823-2651. Also, the Student Union has an array of eateries that cater to students' needs for taste and delight. For more information on what eateries are available in the *Student Union*, call 407-823-0001.

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## UCF Card

Never leave home without it! Your UCF Card works similar to a bank debit card. You can put money on it and use the card to make on-campus purchases. The card serves as your identification card, library card, meal plan card and ATM card (with SunTrust accounts). For more information on the *UCF Card*, call 407-823-2100 or visit <http://www.ucfcard.ucf.edu/>.

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## Health Care

All currently enrolled students who have paid the Health Services fee are entitled to receive services at the UCF Health Center. All students planning to enroll in UCF (national and international) are required to submit proof of Measles and Rubella immunizations. For more information, contact *Health Services* at 407-823-2701 or visit <http://www.shs.ucf.edu/>.

## Potential Roommate Questionnaire

This questionnaire is designed to help you assess your compatibility with potential roommates. Each potential roommate should complete this questionnaire. Differences should be discussed.

1. I would prefer to study in the apartment.  Yes  No
2. When I study I need a lot of quiet time.  Yes  No
3. I study \_\_\_\_\_ hours each week.
4. My best time to study is: \_\_\_\_\_
5. I enjoy cooking.  Yes  No
6. I eat breakfast, lunch & dinner in the apartment.  Yes  No
7. I smoke. What and how much: \_\_\_\_\_
8. I don't mind if others smoke around me.  Yes  No
9. Concerning alcohol, I drink what and how much: \_\_\_\_\_
10. I don't mind if others drink around me.  Yes  No
11. Concerning drugs, I \_\_\_\_\_
12. The best way to handle paying bills is: \_\_\_\_\_
13. Willing to have a credit check to verify financial history.  Yes  No
14. Willing to have a criminal background check to verify good citizenship.  Yes  No
15. Each person should be responsible for their own: (check all that apply)  
 Groceries  Bills  Cleaning  Other \_\_\_\_\_
16. I am: (circle one) neat 1 2 3 4 5 messy
17. With regard to cleanliness, I expect my roommate to be: \_\_\_\_\_
18. I work best with a set schedule of housekeeping chores.  Yes  No
19. When I have a concern, I \_\_\_\_\_
20. When I am upset about something that does not directly concern my roommate, I expect my roommate to \_\_\_\_\_
21. When my roommate is upset about something that does not directly concern me, I will \_\_\_\_\_
22. When I am upset about something that directly concerns my roommate, I expect my roommate to \_\_\_\_\_

- 23. When my roommate is upset about something that does not directly concern me, I will \_\_\_\_\_
- 24. When my roommate is upset about something that directly concerns me, I will \_\_\_\_\_
- 25. I need to be alone without intrusions:  
 Always  Often  Sometimes  Rarely  Never
- 26. I am basically a:  Private person  Social/public person
- 27. I am willing to share small items like clothes, CD's, DVD's, dishes, books, etc. \_\_\_\_\_
- 28. Lending money \_\_\_\_\_
- 29. My friends could best be characterized as \_\_\_\_\_
- 30. Overnight guests are \_\_\_\_\_
- 31. Throwing parties are \_\_\_\_\_
- 32. Beginning and ending partying times for me are \_\_\_\_\_
- 33. I generally party on \_\_\_\_\_
- 34. A good roommate for me is \_\_\_\_\_
- 35. A bad roommate for me is \_\_\_\_\_
- 36. I consider myself to be \_\_\_\_\_
- 37. I hope others consider me as \_\_\_\_\_
- 38. Other important information, issues, concerns \_\_\_\_\_

*Adopted from the University of Arizona Off-Campus Housing Guide*

## Definitions and Abbreviations

**Affiliated Apartment:** Although the apartments are located off-campus, there is a relationship with UCF student housing.

**Non-Affiliated Apartment:** The apartments are privately-owned and operated.

## Driving From Out-of-State

If you are coming to UCF from out-of-state and you drive an automobile, you will have to decide if you will keep your out-of-state license plate or get a Florida license plate. If you are a full-time student, you may keep your out-of-state plates, driver's license and insurance. However, if you plan to be here for awhile, you might want to change your license plate, driver's license and insurance. Florida does not have mandatory car inspection. Check with a local *State Department of Motor Vehicles* at 407-623-1148 or 407-249-6275.

## Transportation

### On-Campus Parking

You must have a valid UCF parking permit to park your car or motorcycle on campus. The parking permit does not guarantee you a specific parking space, but it does give you the permit to park in designated parking lots. Disability parking spaces are available throughout campus. Also, parking meters are located on campus. There is no charge for parking your bicycle on campus. Bicycle racks are located at various campus locations. For more information on parking, call 407-823-5812 or visit <http://parking.ucf.edu/>.

### Off-Campus Shuttle Bus

UCF provides off-campus pick-up and drop-off shuttle bus service to most apartment communities in the immediate surrounding area of campus. The shuttle bus makes round trips to and from campus Monday through Friday from 7 a.m. to 10 p.m. The ride is free to UCF students. For more information, call 407-823-5812 or visit <http://parking.ucf.edu/>.

### On-Campus Shuttle Bus

UCF provides on campus shuttle buses for you to travel throughout campus "free" of charge. The shuttle buses operate Monday through Friday from 7 a.m. to 10 p.m. The ride is free to UCF students. For more information, call 407-823-5812 or visit <http://parking.ucf.edu/>.

### Public Transportation

Orange, Seminole and Osceola Counties are served by Lynx Transportation Authority, a public transportation service not affiliated with UCF. Lynx has extensive bus routes throughout the tri-county area capable of taking you to or

- ✓ Tune in to local media to find out where and when county shelters are opening.
- ✓ Go to a shelter and bring: blanket, pillow, chair, medication, snacks, small games and reading materials. Do not bring pets, firearms, illegal drugs and alcohol beverages. Pets are only allowed at designated shelters.
- ✓ Contact friends and/or family members to inform them of your plans.
- ✓ Fill up car gas tank and get some cash for your pocket.
- ✓ Gather and protect all important papers.
- ✓ Shut off and cover all electronic devices with plastic bags before evacuating.

### Other Important Web Sites

University of Central Florida (university opening and closing)	<a href="http://www.ucf.edu">www.ucf.edu</a>
State of Florida Emergency Management	<a href="http://www.floridadisaster.org">www.floridadisaster.org</a>
National Hurricane Center	<a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a>
Off-Campus Student Services	<a href="http://www.housing.ucf.edu/ocsrsc">www.housing.ucf.edu/ocsrsc</a>

### Important Telephone Numbers

UCF Information	(407) 823-2000
Animal Shelter for <i>Seminole County</i>	(407) 323-8685
Animal Shelter for <i>Orange County</i>	(407) 351-7722
Law Enforcement <i>Seminole County</i>	(407) 330-6600
Law Enforcement <i>Orange County</i>	(407) 836-3111
Off-Campus Student Services	(407) 823-6505

## Driving Safety

- ✓ Before getting in the car, check the floor and back seat for intruders.
- ✓ Keep your doors locked and windows rolled up when you are driving alone, especially at night.
- ✓ Park in a well lit area.
- ✓ When returning to your car, have your keys out and ready for use.
- ✓ When on campus at night, use the Student Escort Patrol Services (call 407-823-2424).
- ✓ If you are a victim of a carjacking, give the car up.
- ✓ Be aware of your surroundings at all times.
- ✓ Never drink alcoholic beverages and drive.
- ✓ Buckle-up for safety.

**Tenant (Lessee):** A person entitled to a rental agreement for the use and occupancy of property.

**Landlord (Lessor):** An owner of the property or his agent who is authorized to manage the property and receive rent from a tenant under a rental agreement.

**Rental Agreement:** An agreement or lease, written or oral, specifying rental terms and conditions.

**Lease:** Written agreement giving the tenant the right to use the landlord's property, with stipulations about rent, rent payment date, length of occupancy, number of persons to occupy the property, rules and regulations regarding pets, storage, etc.

**Sublease:** An agreement in which the tenant rent his/her residence to another person. The original tenant remains obligated for the contracted responsibilities.

**Release:** An agreement in which the landlord release the tenant from the lease agreement. The tenant is responsible for obtaining a person to rent the residence.

**Term:** The time period during which a landlord agrees to rent the property and a tenant agrees to pay rent for that property.

**Termination:** Ending a lease or rental agreement, either because the lease or rental agreement has come to its end or because both parties agree to bring the lease or agreement to an end.

**Property Manager:** An authorized representative of the landlord/corporation.

**Shared Common Area:** An area within the residence shared with a roommate (kitchen, living room, bathroom, etc.).

**Advance Rent:** Monies paid to the landlord to be applied to future rent payment periods, but does not include rent paid in advance for a current rent payment period.

**Security Deposit:** Monies held by the landlord as security for the performance of the rental agreement, including, but not limited to, monetary damage to the landlord caused by the tenant's breach of the lease prior to the expiration of the lease.

**Conventional Apartment:** An apartment complex which has no specific type of resident for which the complex was designed, such as families, students, retirees, non-students, etc.

**Student Residential Facility:** An apartment designed and intended for student occupancy.

**clbhs:** Clubhouse, **cbl-c:** Cable TV connection, **cbl:** Cable TV included, **w/d-c:** Washer/Dryer connection, **w/d:** Washer/Dryer included

## When Do I Begin Looking for Off-Campus Housing?

You should begin looking for housing at least eight weeks before you plan to move.

<b>Example:</b>	<u>Term (you will attend)</u>	<u>Looking (begin your search)</u>
	Fall semester	May
	Spring semester	October

## Choosing a Location

You should consider many factors before making a decision. Just because a place looks good, that does not make it good! Factors you should take into account are:

- How close to *a public bus* or *UCF shuttle stop*?
- How close to *shopping/eateries/banking*?
- How close to *campus* (walking, biking or driving time)?
- How close to *laundry facilities*?
- How *quiet* or *busy* is the area?
- How *large* or *small* is the residence?
- How *safe* and *secure* is the residence?

## Signing a Lease

**Important!!!** A lease is a legally binding contract between the student and property owner, which states the conditions under which the residence is rented.

Before you sign a lease or an agreement make sure you understand the terms of the lease or agreement. **“Don’t sign it if you do not understand it.”** Once you sign the lease, you are bound to abide by its contents. Ask to see the specific unit that you will be renting (not a model) and inspect it thoroughly before signing and/or moving-in. You should pay close attention to details of the residence both inside and outside. If you or the landlord/leasing office agree to any additional changes and provisions in the lease, it must be in writing. Never sign a lease that has blank spaces and get a copy of the lease

- ✓ Protect your PIN and ATM card at all times.
- ✓ To save time standing at the ATM, know exactly what transactions are going to be made **before** you arrive at the ATM. Have your card and other documents ready for your transactions.
- ✓ Make sure you are the only person able to see your transactions. Use your body to shield others view.
- ✓ Check your surroundings during your transactions. Do not count cash openly.

## Area Crime Prevention Agencies

Orange County Sheriff's Department	(407) 254-7000
Seminole County Sheriff's Department	(407) 665-6600
UCF Police Department	(407) 823-5555
UCF Student Escort Patrol Service (SEPS)	(407) 823-2424

*Dial 911 in an emergency.*

## Inclement Weather

Florida is the Sunshine State, but severe weather does exist. Florida often has conditions associated with thunderstorms, hurricanes & tornadoes. Be sure to tune into your local TV or radio station for current weather information:

**Watch:** First alert when inclement weather poses a possible threat.

**Warning:** Dangerous conditions are imminent.

If a *hurricane* is expected to hit the university area, make plans to go home to your permanent address. However, if you are unable to go home or believe that you are in great danger traveling, locate the nearest emergency shelter.

**Orange County Emergency Management** (407) 836-9140 [www.ocoem.com](http://www.ocoem.com)  
**Seminole County Emergency Management** (407) 665-8000  
[www.seminolepublicsafety.org/em.htm](http://www.seminolepublicsafety.org/em.htm)

- ✓ Contact your landlord/leasing office to find out if they have a shelter for their residents. Notify your landlord/leasing office if you plan to evacuate the property.

- ✓ Do not let repair staff into your residence without verification from the company, landlord or leasing office.
- ✓ Have the landlord or leasing office re-key your door before moving-in.
- ✓ Lock your car and remove high value items.
- ✓ Be alert to vehicles or persons following you into the garage or parking lot.
- ✓ When an emergency arises on-campus, use the *Blue Light Emergency Phones* located at many locations on-campus. This will connect you to the campus police.
- ✓ Never let strangers into your residence to use the phone.
- ✓ Never place hidden keys outside your residence.

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## Fire Safety

- ✓ If fire breaks out, sound the alarm, get out and stay out. Leave valuables. Call 911.
- ✓ Do not become an overnight fire fighter. Leave fighting fires to the professionals.
- ✓ Know your fire escape routes.
- ✓ Never leave burning candles, incense or cooking unattended.
- ✓ Never leave a cigarette burning.
- ✓ Avoid using a grill on the porch/balcony.
- ✓ Never store gasoline or other flammable/combustible fluids inside your residence.
- ✓ Keep flammable/combustible materials away from heat sources.
- ✓ Never overload electrical outlets or extension cords.
- ✓ Make sure your smoke detectors are working. Test weekly. Install new batteries as needed.
- ✓ Stay low to the floor in heavy smoke.
- ✓ Respond to all alarm sounds in your building. It may not be a false alarm this time.

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## Banking Safety

- ✓ Avoid using an ATM at night.
- ✓ Avoid using an ATM alone. Take a friend along for the ride.
- ✓ Avoid using an ATM in dark and isolated areas.
- ✓ Avoid using an ATM with hedges and bushes nearby.
- ✓ Avoid using an ATM if you feel it has been tampered with.

agreement, because you might change your mind about staying there, thus you may be held liable for the lease agreement. If you are an enrolled UCF student and there are parts of the lease you do not understand, you may contact the *UCF Student Legal Services* (free service for UCF students) at 407-823-2538 or stop by at their office at the Ferrel Commons, room 155.

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## Lease-Related Tips

- ✓ Are pets allowed? Is there an extra fee?
- ✓ How much is the rent? Can I afford the rent? Is there a late charge?
- ✓ How long is the lease? Are subleases permitted?
- ✓ Is there a redecorating fee? Is there a cleaning fee at departure?
- ✓ Never rent a residence "site unseen" (picture brochures should not be seen as the only truth).
- ✓ Check landlord policies (parking, visitors, parties, making repairs, etc.)
- ✓ Request all repair work to be performed in writing (get dates for completions).
- ✓ Does the rent cover all of the cost of utilities? Are there any charges for over-use?
- ✓ What are the procedures for terminating the lease?
- ✓ Before you sign the lease, talk with a resident about the place.
- ✓ Check the residence out during evening hours and on weekends to see what it's like.
- ✓ What are the safety factors of the place (security guard on duty at all times or gated)?
- ✓ If there is a problem, who can I contact after hours if the leasing office is closed?
- ✓ Is there a security deposit required? Will I get the full amount back when I leave?
- ✓ Keep a copy of all important papers relating to the leasing contract and repairs.
- ✓ Is the residence furnished or unfurnished?
- ✓ Do not pay your rent in cash, when possible.

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## Deposits/Advance Rent

The landlord or leasing manager may use his/her discretion to collect a *deposit and/or rent in advance*. Make sure you have selected the place you would like

to move into before you pay a deposit. If a deposit is non-refundable, it must be stated in the lease. Most deposits are collected to cover damage to the residence at the end of the lease. Before or shortly after moving in your residence, you should make sure all damaged items are recorded and reported to the landlord.

## Packing and Moving

**Materials Needed:** boxes, masking tape, permanent markers, paper (preferably old newspapers), dolly (if needed), transportation (car, truck, van, etc.), Friends or people who owe you favors. Here are some tips:

- ✓ Visit local businesses to get everything you will need for your moving and packing.
- ✓ Ask the on-duty store manager for "free" boxes or purchase boxes at your local rental truck moving and storage places of business.
- ✓ Check the "paper-only" recycle bins at your apartment or school (ask before going into the bins) or save/collect old newspapers.
- ✓ Convince your friends to come over to help you pack and move.
- ✓ Try not to pack your things in trash bags, because someone might throw a bag away...thinking it was trash.
- ✓ Avoid using string for securing boxes, use masking tape. You will not need an extra thumb.
- ✓ Pack items into categories. Avoid mix and match packing. Example: Kitchen-dishes and silverware should be packed into the same box.
- ✓ When labeling your boxes, do not write on the tops of the boxes, write on the sides. If boxes are stacked, it's easier to identify what's what.
- ✓ Pack your stereo or television last. You will want entertainment while you are packing.
- ✓ Protect glassware and other breakables by wrapping them in several sheets of newspaper.
- ✓ If your move is long distance, do not pack meats and other perishable goods.
- ✓ Use a "dolly" (hand-truck) for moving heavy item to avoid straining your back. You can rent a "dolly" from your local rental truck moving and storage places of business.
- ✓ Most importantly, pack all your valuables yourself, such as rings, watches, chains, cash, bank books, important papers, medications, etc. Do not

Toiletries	\$ _____
Rental Insurance	\$ _____
Furniture rental	\$ _____
Electric/Gas/water	\$ _____
Newspaper/magazine	\$ _____
School supplies	\$ _____
Bus pass	\$ _____
Car Insurance	\$ _____
Parking	\$ _____
Other	\$ _____

**Total Monthly Expenses:** \$ \_\_\_\_\_

Compare your total *monthly expenses* with your total *monthly income*. Your monthly income should be greater. If this is not the case, you might want to cut back on your expenses or find ways to increase your income.

**Note:** Your *first* month will be the most expensive, because of the start-up cost of school such as purchasing school books/supplies, shopping, tuition, fees/ deposits, parking, etc.

## General Safety Tips

**Your personal security and safety depends on YOU.**

- ✓ Keep your doors and windows locked at all times.
- ✓ When answering the door, use a peephole or window to see who is outside.
- ✓ Do not lend your keys out.
- ✓ Stop all deliveries when you are going out of town for an extended period of time.
- ✓ Engrave your driver's license number on valuable items. Bicycles too!
- ✓ Never leave notes or answering machine messages indicating you are not at home.
- ✓ Immediately notify the landlord or leasing office if a malfunction of safety devices or locks occurs.
- ✓ Leave a radio or TV playing (softly) while you are gone. A light too!
- ✓ Before getting into your car check the floor and back seat for intruders.
- ✓ Think fire safety. Know where the fire alarms are located.
- ✓ Do not let solicitors or delivery persons into your residence.

## Eviction

You may be *evicted* under the following circumstances:

- ✓ If you do not respect the rights and privacy of other tenants.
- ✓ Rent is not paid.
- ✓ If you cause destruction or damage to and misuse the property.
- ✓ Unreasonable disturbances.

Note: *It is a good rule to obtain legal advice (UCF Office of Student Legal Services) when you are subject to eviction, "locked out" or your personal belongings are being held by the landlord during occupancy. Do not take matters in your own hands.*

## Budgeting

Many university students must account for every penny they spend. Use the charts below to help plan and track your expenses.

<i>Source Monthly Income</i>	<i>Amount</i>
Work/Wages	\$ _____
Allotment/Allowance	\$ _____
Stipend	\$ _____
Personal Savings	\$ _____
Scholarship/Loan/Grant	\$ _____
Other	\$ _____

<b>Total Monthly Income:</b>	\$ _____
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<i>Expense</i>	<i>Monthly Cost</i>
Rent	\$ _____
Car payment	\$ _____
Loan payment	\$ _____
Telephone/cell	\$ _____
Groceries/dining out	\$ _____
Entertainment	\$ _____
Cable	\$ _____
Gasoline	\$ _____
Credit Card(s)	\$ _____

forget to lock the outside entrance doors and windows to the residence as you are making your final departure from the premises. Never leave the residence unlocked. When possible, it is wise to have the landlord present at the time of your final departure for three reasons: (1) final inspection (2) turn in key (3) your deposit.

## Consumer Complaint

If you feel you have been treated unfairly or have a concern as a consumer, you might consider contacting the agencies listed below.

### Florida Division of Consumer Services

1-800-435-7352 or <http://www.doacs.state.fl.us/consumer.html>

### The Better Business Bureau of Central Florida

407-621-3300 or <http://www.orlando.bbb.org/>

Business Fraud/Ethics \* Products \* Scams  
 Motor Vehicle Repair Shops \* Pawn Shops  
 Lemon Law \* No Sale Solicitation  
 Landlord/Tenant Law Identity Theft  
 Buying a New/Used Car \* Leasing a New Car  
 And more...

**Attention:** Students in need of legal services should contact the *UCF Office of Student Rights & Responsibilities* at 407-823-2538 or stop by the Ferrel Commons #155. This service is free to currently enrolled UCF students.

## Inspecting Your New Residence

Never rent a residence or make a deposit without seeing your residence! Before you move-in, walk through the residence in which you are going to rent, preferably with the landlord or staff. Make note of any and all damage to items and structures, regardless of the size of the damage. Make sure all damages are recorded and given to the landlord. Keep a copy of the recorded damage items. Never move into a residence if it is not in acceptable condition. You may use an *Inventory Checklist Form* or take pictures to record the damaged items.

## Landlord/Tenant Responsibilities

### *Landlord must:*

- ✓ Keep your residence up to codes, i.e. health, building and housing.
- ✓ Keep your residence structurally sound, i.e. windows, floors, walls, roof, etc.
- ✓ Keep the plumbing in working condition.
- ✓ Provide for the extermination of bugs, rats, etc.
- ✓ Provide heating device and running water (hot and cold).
- ✓ Provide smoke detection device.
- ✓ Provide for removal of garbage from the premise.
- ✓ Note: It is optional for the landlord to pay utilities, water, telephone bills, Internet, etc. However, these options must be stated in the lease.

### *Tenant must:*

- ✓ Keep the residence clean and comply with housing and health codes.
- ✓ Keep the residence free of garbage by removing it from the unit.
- ✓ Keep all plumbing and electrical components in good repair (contact landlord).
- ✓ Keep from damaging or defacing the residence.
- ✓ Keep the peace (do not disturb others).
- ✓ Keep from abusing the residence in anyway.

## Access To Your Residence

The landlord and/or leasing personnel have the *right* to enter your residence under the following conditions:

- ✓ You gave consent to enter (at reasonable times and with proper notice).
- ✓ In the case of an emergency.
- ✓ You withheld consent over an unreasonable period of time.
- ✓ You are absent from the residence over an extended period (only in situations that are warranted).

## Renter's Insurance

It is always wise to insure your personal property because, chances are, your landlord will not pay for your personal property loss. It is a good idea to know how much rental insurance you may need. If you decide to purchase renter's insurance, take an inventory of your belongings and their current value before seeing an insurance agent. Check with your family before purchasing rental insurance because you may be covered under their policy or you may be covered as a rider at a reduced rate. Renter's insurance typically covers direct loss against fire, theft, and acts of vandalism to items such as furniture, electronic equipment, clothes, jewelry, paintings, photos, books, cameras, tools, etc. Read your policy carefully. Know what is and is not covered. For more information, contact *Off-Campus Student Services at 407-823-6505* or stop by HAB.

## Sublease

If for some reason you find yourself with the need to break your lease, subleasing your residence may be an alternative to fulfilling your leasing obligations. Keep in mind that subleasing can be difficult and time-sensitive. A *sublease* is an agreement in which you rent your residence to another person. Make sure you have obtained the permission of the landlord or leasing office (in writing) before you make an attempt to sublease your residence. If you are permitted, you are still responsible for the residence, including rent and damages, unless you are totally "re-leased" from the residence by the landlord or leasing office. Need assistance with subleasing your apartment? *Contact Off-Campus Student Services at 407-823-6505* or stop by HAB.

## Re-Lease

You may be "*re-leased*" from your leasing obligations by the landlord or leasing office. Being "re-leased" is not a common practice. If you have been given permission to re-lease (in writing) from your lease obligations, you must find a person to rent your residence. Once you have obtained a person to rent your residence, you are no longer liable for the residence. A new lease is created between the new resident and the property owner.