THE OFF-CAMPUS LIFE

STUDENT HANDBOOK

2015

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For more information about this handbook, please contact:
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ocl.colostate.edu
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1. FIRST STEPS

THINKING ABOUT MOVING OFF CAMPUS?

This handbook is designed to help you make a successful transition into the Fort Collins community. After reading this booklet, you will know what to look for when choosing a place to live and how to be smart when signing a lease. Additionally, you will learn about city codes and ordinances unique to Fort Collins and will be provided with helpful tips on being a good neighbor, managing parties responsibly, and healthy roommate relationships.

Should I Live Off Campus?

Don’t take this decision lightly. Living off campus can be a dramatic change. Ask yourself these questions to help make the right decision for you:

» Can I afford to live off campus?
» Do I know what type of housing I want?
» Am I ready to be more independent and take on additional responsibilities?
» Will I be able to manage and pay a utility bill?
» Am I willing to spend extra time to commute to class?
» Am I OK with having to travel back to campus for cocurricular events or study sessions after class?
» Do I know what type of transportation I will need (car, bike, bus)?
» Is cooking going to be a problem?
» Do I have an idea of who I would like to live with off campus?
» Will I be able to communicate effectively with my roommates and neighbors?
» Am I familiar with city codes/ordinances and how they can affect me?
Roommate Round-up

» Events designed to bring people together who are in need of a roommate(s).
  » Off-Campus Life staff present a quick overview of the services provided by the office and talk about good roommating practices.
  » Potential roommates have the opportunity to introduce themselves and talk in a comfortable, casual environment.
  » Visit ocl.colostate.edu/calendar for Roommate Round-up dates and locations.

Use Local Sources

» Visit ocl.colostate.edu for:
  ◦ Apartment Complex list
  ◦ Property Management list
» Northerncoloradorentals.com
  » Newspaper classified ads (The Collegian, The Coloradoan, etc.)
  » Local realtors
  » Craigslist.com
  » Bulletin boards in public locations

Online Rental Search

» A free rental database that helps students connect with housing opportunities across the Fort Collins community.
  » Search numerous rental listings or post your own.
  » Log on with your student eid and password.
  » Search the database at rentalsearch.colostate.edu
Housing Fair

» Free annual event that takes place every March; this year please join us on March 4th in the Lory Student Center Grand Ballroom.
» Meet with hundreds of landlords, realtors, property management companies, and utility providers.
» Have a chance to win door prizes, including the annual grand prizes!

BEWARE OF RENTAL SCAMS!

Anyone from landlords, to property managers, to tenants, can become victims of rental scams.

HOW TO AVOID RENTAL SCAMS

» Never accept more payment than the amount you request.
» Always ask for references.
» Google the potential landlord’s name to see if anything comes up that is of concern.
» Take the money order or check to your bank and make sure it clears.
HOW TO DECIDE

People have different priorities when it comes to housing selections. Ask yourself what is important to you. Do some background research to gain a basic idea of the neighborhood/apartment complex. Try to contact the current tenants; ask them about the landlord and the neighbors. Have they experienced problems?

Most Importantly:

» Do not sign the lease without first making an appointment with Student Legal Services or looking at the website (sls.colostate.edu)
» Be leery of special deals to get you to sign a lease fast.
» Do not rent a place that you only looked at online or in the paper. Make sure you actually tour the property.

Location

» How long does it take to travel to campus?
» Is it close to bus stops?
» Can you walk/bike or do you need to drive to campus?
» If driving, how much will it cost to park your car?
» Are there other students nearby or is it mainly a single family neighborhood?
» Are there any amenities/stores nearby (e.g. pharmacy, grocery stores, restaurants, laundromat, or gas stations)?
» Check out our transportation section on page 32.

Safety

» Would you feel comfortable living there, daytime and nighttime?
» Are all windows in good condition and lockable?
» Are there smoke/carbon monoxide detectors?
» If the apartment has a security system, is it working?
» Is there more than one fire exit from the unit?
» Is the entrance well lit? Is your view blocked by shrubs?
» Who has access to the house key, and when were the locks last changed?

Responsibilities

» Is there a snow shoveling service provided, or will you be responsible for shoveling snow?
» Is there a lawn service, or will you be mowing the lawn?
» Does the lawn have to be watered or is there a sprinkler system? Who pays for the water?
» Who is responsible for maintenance, or will you be fixing everything?
» Has the unit been cited for a code violation recently?
**Cost**

» How much is the rent?
» When is the rent due?
» What is included in the rent (e.g. trash, water)?
» Who is responsible for paying utilities hookup/installation fee?
» What is NOT included in the rent?
» What type of heating is used (gas or electric) and how may that impact your heating bill?
» What are the late fees if you do not pay your rent on time?
» If you own a pet, what is the pet fee and/or pet deposit?

**Exterior/Interior Considerations**

» What type of parking is available — garage or street parking?
  » Do you need a permit to park on the street?
  » Is the parking sufficient (one space per car/visitors)?
  » Is the parking area well-lit?
» Is the unit furnished? If so, what is included? Is the furniture in good condition?
» Are laundry facilities provided?
» Are kitchen appliances in working order?
» Will moving in and out be difficult because of stairs?
» Will your furniture fit through the front door?
» Is there any evidence of pests?
» Are the ceilings and walls in good repair?
» Is the carpet/floor clean?
» Is the plumbing adequate?
» Is there a good supply of hot water (ask current tenants)?
» Are there sufficient electrical outlets?
» Are there adequate telephone and/or cable jacks?
» How old is the unit?
» If looking at renting an apartment, can you hear the people above or below you?
» Is there enough storage space (closets, basement, garage, etc.)?

Never go alone to visit a house or apartment. Bring a friend!
2. LEASES

Leases are legally binding documents and should be read carefully before signing. Oral leases are also legally binding, although harder to prove in court. Always put your lease in writing. A written agreement protects you and the landlord by defining rental terms, rules, and expectations.

LEGAL TERMS YOU NEED TO KNOW

Civil:
Non-criminal legal matters generally relating to the rights of private individuals. Most housing disputes are handled in civil courts rather than criminal courts.

Constructive Eviction
Takes place when a landlord makes a property uninhabitable or unusable for the original purposes in which the lease was signed. Get legal advice before moving out on the basis of conditions you do not like. The situation must meet certain requirements, and there are specific steps that you must take.

Default:
Failure to fulfill a legal obligation such as making a required appearance at a court case or paying the agreed upon rent amount.

Mitigate:
Making compromises to avoid legal action.

Visit Student Legal Services in the Lory Student Center for more information on leases and make an appointment to speak to an attorney free of charge. Visit sls.colostate.edu.
NEGOTIATING YOUR LEASE

Say you’ve found the perfect house or apartment but the rent is too high or they won’t allow your pet. Don’t give up! You may be able to negotiate with the landlord for the type of lease agreement that would ideally suit you. Make sure that the person you bargain with has the power to fulfill their promises.

What Should Be In The Lease?

» The amount of rent
» The length of the rental period
» The amount of security deposit & return date
» Who is responsible for paying utilities, and initiating/disconnecting city services
» Who is responsible for repairs
» Whether subleasing is allowed, and under what terms
» When a landlord may enter your rental unit

Other considerations

» Is a pet deposit required?
» Are there monetary penalties for code violations?
» Are rooms rented by the room or is the entire property leased?
» Read through the lease to make sure all terms are well defined and written in clear and concise language.

GET ALL AGREEMENTS IN WRITING!

» Strategies - Most likely, your demands will meet some opposition, so it is important to give some thought to your negotiating strategies.
» Use of information - The better informed you are, the more confident and assertive you can be when making a request. Planning ahead and researching your options is very important.
» Competition - A good supportive argument, for example, is that there’s a place down the street for $25 less per month. Instead of just bluntly stating the difference, ask why the difference exists and begin to chip away at the reasons.
» Collaboration - Playing on the mutual benefits theme, make some offers. A “what if” question followed by a respectful silence can do wonders.
  ◦ “What if I do the painting?”
  ◦ “What if we put down a larger deposit?”
TERMINATING YOUR LEASE EARLY

» Tenants are legally responsible for rent until the premise is re-rented or the lease has expired.
» A voluntary early termination of a lease can occur at any time if the landlord and tenant mutually agree to such termination.
» Early termination isn’t always an option offered by landlords. If this is the case and you still are moving out, you could either continue to pay rent or work out a sublease agreement if allowed.
» The tenant may be liable for the landlord’s reasonable costs of re-renting – it depends on the terms of the lease.
» It is strongly recommended that you seek legal advice before pursuing an early termination of your lease.

Remember...

» Student Legal Services (in the LSC), provides free legal advice for fee paying CSU students.
» If you are not a fee paying CSU student, SLS will allow you to pay its portion of student fees (under $10) and receive service.

Assignments & Subletting

If you absolutely must get out of your lease agreement early, assigning is your best option. This can occur only with landlord approval. Assignment replaces you with someone new and removes you from further obligations of the lease. If your landlord will not agree to an assignment, subletting is another option to consider. When you sublet your place, a third party known as a subtenant takes over your lease. It is important to remember that you will be in charge of finding this subtenant. In addition, subletting does not release you from the responsibilities of your lease if the subtenant fails to fulfill their obligations.

STEPS

1. The first thing to do is check with your landlord to make sure subletting is an option.

2. If you have roommates, be sure to discuss the idea of subletting with them. It is possible to sublease just your part of the lease but it is important that your roommates are in agreement. Find out what requirements they have for your future replacement.

3. Make a sublet posting on rentalsearch.colostate.edu.
4. Interview potential candidates keeping in mind that you will be responsible for the rent due if the subtenant you choose fails to uphold their end of the agreement.

5. You and your subtenant must fill out a sublease agreement that states the terms of the sublease. Your landlord may be able to provide a pre-drafted sublet agreement. If not, a sample sublease agreement can be found on page 82.

6. Before your subtenant moves in, have your landlord do a walkthrough of your home so that your subtenant, and not you, will be held responsible for any damages that occur after you leave.

Finding a subtenant can be a long process. If you know you need out of your lease by a certain date make sure to give yourself plenty of time to find someone appropriate.

TIP

Getting evicted is NOT a good way to get out of a lease! If you get evicted, that eviction goes on your credit record and may make it difficult for you to rent or get credit in the future. In addition, the tenant may still be responsible for paying rent to the landlord until the end of the lease, even if the landlord can re-rent the property.

Remember to use Student Legal Services as a resource!

You have the right to edit the lease before signing.
Moving in to your new place can be an exciting and stressful time. Between making sure you have all of the basics, arranging furniture, and getting all the utilities hooked up, there is a lot to consider. Here is some helpful information to make the process easier.

**Remember to take pictures before you move in so you have proof of the condition.**

### Rental Housing Standards

When it comes to leasing, you have rights! While it is important for you to be a good tenant, it is just as important for your landlord to fulfill their obligations as a property owner. The following are the minimum habitability requirements that MUST be met for any property in Fort Collins.

- Insect screens are required.
- Doors are required to have locks that operate from inside without a key.
- Every bedroom have at least one window that opens.
- Every bathroom have a window that opens or an exhaust fan.
- You should not have to pass through someone else’s bedroom to have access to a bathroom.
- All plumbing fixtures be maintained in a safe, sanitary and functional condition, free from obstructions, leaks and defects.
- Units have hot and cold running water.
- Units have permanent heating that can maintain 68°F.
- Every rental housing unit containing gas appliances or an attached garage have an approved carbon monoxide alarm.
- All rooms have at least two separate electric outlets.
- All rooms and public areas have at least one electric light fixture.
- Basement bedrooms have an emergency escape window no more than 48 inches above the floor and at least 720 square inches.
- Smoke alarms (electric or battery operated) be installed in each of the following areas:
  - On the ceiling or wall outside of each bedroom.
  - In each bedroom.
  - In each story within a dwelling unit, including basements.

If you ever feel that your housing is substandard, call (970) 416-2324 for more information or to request a free inspection. The list above is not a complete list. To see more information on Minimum Rental Habitability Standards visit [fcgov.com/building](http://fcgov.com/building).
CHANGING YOUR ADDRESS

Changing your address is a relatively simple process and should be one of the first steps you take when moving into your new place. We recommend doing it online through the U.S. Postal Services’ website: usps.com/moversguide, but you can also pick up a form at the closest post office and submit it to them directly or print one off and mail it.

NOTE: If you choose to fill out the form online, you will be required to provide a valid e-mail address and credit card number for security and verification purposes.

Voter Registration

Moving in is also a great time to register to vote or update your current voter registration information. You can register online at the Colorado Secretary of State website. You can also fill out a form, and drop it in the mailbox and the County Clerk and Recorder will handle the rest!

UTILITIES, ELECTRIC, CABLE AND MORE...

This may be your first time connecting utilities. Perhaps you’re not sure which company to call or how far in advance you need to make arrangements. No problem - here is a quick guide to utilities in Fort Collins.

Fort Collins Utilities

» The City of Fort Collins utilities provides electricity, water, wastewater and stormwater services.
» Start or stop your utility services with a phone call or online at www.fcgov.com.
» There is a service fee to set up a new account.
» Plan ahead when you move. Allow three business days to connect or disconnect service.
» If you move out or receive a utility bill, you must call to cancel your service.
» Utilities may be included in your rent. Check with your landlord.

City of Fort Collins Utilities

117 N. Mason St.  Hours: Mon., Tues, Thurs., Fri. 8:00AM - 5:00PM
(970) 212-2900  Wed. 10:00AM - 5:00PM
www.fcgov.com
Xcel Energy

» Xcel Energy provides natural gas to the Fort Collins area. Service can be started 24/7 by contacting Customer Service by phone (1-800-895-4999) or by submitting a quick online request form at xcelenergy.com.

» Service can be initiated with a phone call or a visit online. Be sure to do this at least 24 hours prior to when you need the service. A security deposit may be required but you can waive the deposit by providing your social security number for a credit check or by having a guarantor’s name added to the account.

» Your actual energy costs will depend on the efficiency of your appliances, the insulation in your home, and your personal lifestyle.

» Xcel Energy has alternative billing systems available such as automatic bank withdrawal, online view and pay, credit/debit card payment, payment by phone or by mail.

» They also have a “Budget Billing” program that allows a credit build-up during the warmer months to apply to the larger winter bills. Go to xcelenergy.com/payment to learn more.

Saving Energy and Water Starts with You

You can save money every month and help out the environment by conserving energy and water. Even as a renter, small actions can add up to make a big difference. Here are the top six tips for you to conserve:

» Turn off lights and appliances when you’re not using them. That game console can use a lot of electricity.

» Set your computer to hibernate after 30 minutes of inactivity, and turn off your monitor when you leave the room for more than 20 minutes.

» Talk to your landlord about setting your hot water heater temperature to no more than 120 degrees. Don’t worry -- you’ll still have a nice hot shower.

» Install CFL and LED light bulbs. Discounted prices are available at local retailers.

» Ask your landlord to install efficient shower heads and faucet aerators. Every drop counts.

» Look at your electric and water use online. Challenge your roommates to use less.
Phone Services

» To establish a phone service, call your chosen provider a minimum of three business days before service is needed.
» Installation fees may apply.
» A deposit may be required for long distance service.

Cable Television

» There are many companies located in Fort Collins that offer television services. Make sure to shop around for a good price and the package that works best for you.
» Many cable companies also offer high-speed internet and digital phone services.

Century Link
(800) 475-7526
centurylink.com

Comcast
(970) 493-7400
comcast.com

DISH Fort Collins
140 W. Oak St. 1
(877) 404-3508
dishfortcollinssatellitetelevision.com

Direct TV
145 W. Mountain Ave.
(970) 818-8028
directv.com

Comcast
2809 E. Harmony Rd.
(877) 562-4906
comcast.com

TV Providers
Trash rates in Fort Collins are based on volume; you are charged based on the size of your trash bin.

Services for trash collection are offered by private companies, so you “subscribe” directly to local trash companies (or through your HOA).

If you live in a house or apartment that does not provide a trash dumpster, you will need to arrange for garbage pick-up.

Note that it is illegal to throw away cardboard and electronics in Fort Collins. Please reuse or recycle these items.

For more information see the city’s website fcgov.com/recycling.

Trash Collection in Fort Collins

*Gallegos Sanitation, Inc.*
(970) 484-5556
gsiwaste.com

*Ram Waste Systems, Inc.*
(970) 226-3396
ramwastesystems.com

*Waste Management*
(970) 482-6319
wm.com

If you don’t use all the capacity in your trash bin, call to request a smaller one and save money each month. The less you throw away, the less you’ll pay on your trash bill!
RECYCLING

If you live in a house:

» In Fort Collins, recycling must be provided by your chosen trash company at no additional cost. They are required to provide you with twice-monthly unlimited recycling – and a bin in the size of your choice ranging up to a 96-gallon, wheeled cart to contain the recyclables.

» Please remember that if an item can be reused there are plenty of thrift stores in Fort Collins, who are willing to get the item to someone who can use it.

» All haulers in Fort Collins are also required to provide single stream recycling. This means all your recyclables go in the same bin.

If you live in an apartment:

» Your apartment complex should provide bins and a dumpster for all your trash and recycling needs. Talk to your apartment manager if recycling isn’t available – sometimes it just takes one person to convince the landlord that recycling can work in your complex and that people want it.

» Contact WRAP (The Waste Reduction and Recycling Assistance Program) for help to start or improve the recycling program at your complex. (970) 221-6288, fcgov.com/recycle

» If your apartment does not offer recycling and refuses to add the service, you can take your recyclables to a drop-off center free of charge. The City’s Recycling Drop-Off Center at 1702 Riverside Ave. is open Monday - Sunday during daylight hours. The Larimer County recycle drop-off at the landfill 5887 S. Taft Hill Rd is open 7 days per week during daylight hours.

Want to ensure that nearly 100% of your glass is recycled back into new bottles? Take your clean glass to the Fort Collins glass-only bins at the Rivendell Recycling Facility, 1702 Riverside Ave.
Curbside recycling
The following items are collected for curbside recycling. Download a recycling guidelines poster and more at fcgov.com/recycle.

**Containers:**
- Clean plastic bottles, tubs and containers
  - No plastic bags, pesticide or motor oil containers, styrofoam, or containers larger than 2.5 gallons
- Glass bottles and jars of any color
  - No light bulbs, plate glass, ceramics or cookware
- Aluminum cans (don’t crush or flatten cans)
  - Steel (tin) cans
    - Labels are okay
- Metal jar lids and bottle caps
- Empty aerosol cans
  - No caps
- Aluminum foil
  - Flattened, clean foil only
- Paper cartons
  - milk, juice, & soup containers

**Paper:**
- Newspapers and newspaper inserts (no plastic newspaper bags)
- Magazines and catalogs
- Opened junk mail
  - Please open your mail to remove any promotional stickers, credit cards, membership cards, or other non-paper items
- Office paper
  - No dark and fluorescent colored office paper or colored sticky notes

**Cardboard and paperboard:**
- All corrugated cardboard (cardboard with more than one layer) must be recycled according to the City of Fort Collins cardboard ordinance
- Corrugated cardboard
  - Packing boxes and non-greasy pizza boxes (typically just the top)
    - Broken down along the fold
  - No cardboard exceeding 2’ x 2’ in size (oversized pieces can be cut down)
- Paperboard
  - Broken down cereal boxes, clothing boxes, greeting cards, tissue paper, shoe boxes, and egg cartons

**No Thanks!**

All items must be empty and clean!

fcgov.com/recycle
RENTER’S INSURANCE

Be sure to purchase renter’s insurance. It is inexpensive and it will protect your belongings from damage or theft. More importantly, it will protect you from having to pay thousands of dollars if you accidentally cause damage to the property, such as in the case of fire or water damage.

Before you start making calls:

» First step, check to see if you are covered under your parents’ homeowner’s insurance.

» If you’re not covered under your parents, do an assessment of your property and determine approximately how much money it would cost to replace your belongings. You will also need to decide which items you want to have fully covered i.e. jewelry or collectibles.

» If you pay for car insurance, you may want to check in with that company to see if they will provide renter’s insurance at a discounted rate.

When calling each company, be ready with the following information:

» Your name, phone number, and property address

» The names of everyone who lives at the property and how long they have lived at the residence

» Prior addresses

» Employment history

» Any insurance claim history you have including details such as dates, type of loss, and the extent of damages

» Some companies may ask information about your residence, including material or square footage.

Variables Impacting Rates

Policies can be fitted to your specific needs. These factors will affect the cost of renter’s insurance:

» Whether the structure is frame or brick, how much theft and fire protection the home has (e.g., dead bolts, smoke detectors, etc.)

» Whether you live in or out of city limits

» Student or non-student status, and sometimes marital status

» Whether you live in a complex with four or more units

» Whether you have other policies with the company (e.g., auto insurance)

» How much property and liability coverage you want or need
Renter’s Insurance Terms

**Deductible:**
Most policies have a deductible. This is a specific amount of money deducted from every claim you file. When getting your quotes make sure to inquire about deductible amounts because they can range anywhere from $50-$250 (or more). Also, the deductible may vary depending on whether the item is lost, stolen, or damaged. All of this should be taken into consideration when making your final decision.

**Liability:**
Liability coverage can range from $100,000 to $300,000. In most cases, more coverage is better. Check to see if your policy will cover your attorney costs in a civil suit, and/or medical damages for you and others.

**Minimum Coverage:**
Some policies won’t cover your property for less than a specific amount. Usually the minimum range is between $8,000 or $10,000.

Make sure when purchasing renter’s insurance that you compare quotes from a number of companies. Don’t go with the first company you call or you could end up spending more than is necessary.

It is essential that you take pictures and make a narrated video describing your cleaning efforts and pointing out repair matters that are preexisting conditions or ordinary wear and tear items. Give copies to the landlord right after moving out to encourage fair treatment of your security deposit and deter wrongful charges.

If the damages are more than the security deposit, the landlord may sue the tenant to recover those damages, or may turn the matter over to collections.

If the tenant has fulfilled all the terms of the lease (including proper termination), has paid the rent in full and on time, and has caused no damage beyond normal wear and tear, then the tenant is entitled to the return of the full security deposit.

Documenting the condition of the property

Remember to take pictures before you move in so you have proof of the condition.
Normal wear and tear means deterioration that is not due to tenant’s negligence, i.e. peeling/cracked paint. For a list of examples of normal wear and tear, refer to the Landlord Tenant Handbook found at fcgov.com.

**Will I get my deposit back?**

» Under Colorado’s security deposit law, the landlord has 30 days (up to 60 days if stated in the lease) to return the full amount of the security deposit.

» The landlord can charge their tenant for any damages to the premises as long as they provide the tenant with an itemized statement within the time period specified in the lease. The itemized statement will outline:
  ◦ Unpaid rent or utility bills owed by the tenant
  ◦ Payment for damages to the premises beyond “normal wear and tear”
  ◦ Any cleaning which the tenant agreed to in the lease
  ◦ Any other breach of the lease that causes financial damage to the landlord.

**If you don’t get a deposit back:**

» If the landlord fails to return the deposit with no written proof of charges, you may send a “7-Day Demand” letter to the landlord. Or, if you receive charges you don’t agree with, you should send a “7 Day Dispute” letter.

» The letter should state you will sue the landlord for three times the amount of the deposit withheld.

» It should be sent by certified mail, return receipt requested, and you should always keep a copy.

» If the landlord returns the deposit within seven days, the problem is solved.

» For a copy of the letter, refer to the Landlord Tenant Handbook online at fcgov.com under Neighborhood Services, or the templates at Student Legal Services website sls.colostate.edu.

**Storage Units**

If you’re moving away for the summer or studying abroad for a semester, a storage unit can be a great way to save yourself the expense and the hassle of transporting all your stuff back and forth.

Typically, the price depends on the size of storage unit you choose to rent.
Before moving off campus, you should know how much it will cost. Students living off campus for the first time often report that they were not prepared for the expenses they incurred. Paying your bills on time requires both planning and money. You will need money for utilities, transportation, food, furniture, etc. So, it is always a good idea to plan a budget ahead of time.

» Change schedule for paying bills: There may be a better way to divide payments or spread them over the coming months. Check to see if you can adjust your payment schedule.

» Watch your daily spending: Carry only as much money as you need each day. Extra cash in your pocket is often a temptation to spend.

When planning your budget don’t forget to take into account times during the year when your spending might be higher such as for air conditioning in the summer, heat in the winter, and gifts during the holidays.

BALANCING A BUDGET

If your income and expenses do not balance and/or show a negative balance, here are some suggestions about how to improve your budget:

» Increase your income/resources: Obtain a part-time job, financial aid, or a loan.

» Decrease your expenses. Start with the easy stuff by cutting variable expenses like entertainment (cable services), credit-card purchases, or food. If that isn’t enough, you can cut fixed expenses by seeking less expensive housing and/or sharing housing with others.

Don’t take on more than you can afford! Your rent should be no more than 30% of your monthly income.
On page 73 you can find a sample budget spreadsheet. For college students, budget planning may be easier to do on a semester basis.

If you are new to budgeting, you might want to keep track of your expenses for a couple of months to find out where your money goes. Don’t expect to have a perfect budget the first time you set one up. A budget is something you keep working and reworking until it fits for you.

Financial advice is available through the following resources:
Student Financial Services
Centennial Hall
Colorado State University
(970) 491-6321

Consumer Credit Counseling Service
1247 Riverside Ave.
Fort Collins, Colorado 80524
(800) 424-2227

Food
Now that you may no longer be eating in the dining centers on campus, you need to start thinking about your options.

Start by answering some of the following questions:
» Do you enjoy cooking?
» Do you know how to cook?
» Do you have the time to cook?
» Are you going to eat out often?
» Can you afford eating out?

Off-Campus Meal Plans
Still interested in having some meals on campus? Housing and Dining Services offers a variety of affordable meal plans for students living in the community. These meals roll over from semester to semester as long as you are at CSU, and include dining at all of the locations on campus, as well as to-go meals: housing.colostate.edu/dining

Nutrition Center
The Nutrition Center through the Health and Human Science Department offers cooking classes throughout the year for a small fee. To find this information, visit nutritioncenter.colostate.edu or call (970) 491-8615.
CREDIT CARDS

The decision to get a credit card should not be taken lightly. If used responsibly it can be a great way to establish good credit which will be important later in life when applying for loans, buying cars, or purchasing a home. On the other hand, when a credit card is abused it can result in low credit scores and overspending. Credit cards can also present a security risk through loss, theft, or identity fraud.

Some credit card companies will raise your interest rate for a completely unrelated loan or credit card if you are late on a payment. This is called Universal Default.

Here are a few things to keep in mind when deciding to get a credit card:

» Not all credit cards are equal! For college students, specially designed student cards exist.

» Some cards charge an annual fee.

» Every credit card will have an APR (Annual Percentage Rate). This is the interest rate you will be required to pay for your purchases. When looking at rates, remember that the higher the rate, the more you will have to pay if you aren’t able to pay off your bill in full each month.

» Many cards offer an introductory rate with a lower APR but keep in mind that this isn’t permanent. Make sure you know what interest fees you will be paying once the introductory period has passed.
Some credit card companies charge extra if you want to be able to pay your bill online or by phone. Some (but not all) credit card companies offer a grace period in which you have 20-30 days to pay your bill if you get behind. Some, on the other hand, will charge a late fee.

If you fail to make a payment on time or at the very least, within the grace period, it will negatively affect your credit score. This is called a penalty rate.

Some credit card companies have a “Change of Terms” policy which means they can change the terms of your credit card agreement at any time. This includes the ability to raise your interest rates for any reason.

At the end of the month pay off as much of the bill as you possibly can. Any part of your bill that rolls over will result in interest fees and those can really add up!

**TIP**

If you decide to get a credit card, BE SMART ABOUT IT!

» Don’t over spend! In addition to paying the money back at a later date you will also have to pay all of the accrued interest, which is not cheap!

» Only carry one card at a time. Credit cards are a great tool to build up credit and a good thing to have around in case of emergencies but filling your wallet with them can result in increased spending and confusion when paying bills.

» Make sure not to exceed your credit limit. Every card has its limit and exceeding it can result in fees and penalties.
5. ROOMMATES

Who are you going to live with? This is a BIG decision and needs to be given careful consideration. There are legal, financial, and personal implications that affect people living together. Even if your best friend appears to be the perfect roommate, they may not live up to your expectations.

ROOMMATE ISSUES TO CONSIDER

» Privacy
» Noise
» Guests
» Pets
» Personal belongings
» Smoking/alcohol/drugs
» Parties
» Bills/deposits
» Cleaning
» Groceries/food
» Parking
» Study habits
» Partners
» Sharing a bathroom
» And much more

Groceries can create some of the biggest issues between roommates. Here are a few ideas to help:

» You can designate cabinets for each roommate.
» Condiments are something everyone needs and you do not want your fridge to have four ketchup bottles taking up space. Have each roommate donate a condiment before you move in.
Roommate Agreements
You should always have some sort of written agreement in place. A sample roommate agreement can be found on page 80 of this handbook, and inside of the Landlord Tenant Handbook at fcgov.com.

Roommate Conflict
If you’re experiencing a roommate conflict and would like assistance in resolving the situation, contact Conflict Resolution Services at (970) 491-7165 to schedule a consultation. As long as one of the parties involved is a CSU student, Conflict Resolution can provide mediation at no cost.

Rent by the room
**PRO:** You’re only responsible for your lease.

**CON:** If a roommate leaves, the landlord can assign a new tenant.

**JOINT & SEVERAL LIABILITY**
If one roommate moves out, the remaining roommates are responsible for that person’s share of the rent and damages. Tenants are responsible for rent until the lease has expired, or in most cases, until the premises are re-rented.
It is ALWAYS better to be safe than SORRY.

6. SAFETY

WALKING

» Avoid walking alone at night.
» Change your routines.
» Use well-lit traveled routes.
» Avoid shortcuts and dark, isolated areas.
   » Walk purposefully, know where you are going, and project a confident image.
» If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you just left.
» Have your door keys ready; carry them in your pockets, not buried in a purse or backpack.
» When walking to your car, don’t hit the unlock button until you are close.
AT HOME

» Lock your doors and windows, even when you are inside your home or just stepping out for a short while. It takes a thief ten seconds or less to enter an open room and steal your property.
» Keep emergency numbers by your phone.
» Do not leave messages on your door indicating that you are away and when you will return (including your schedule).
» If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access to your home.
» Do not put your address on your key ring.
» Know your neighbors.
» Do not leave keys in hiding places. Thieves will find them.
» Close blinds and curtains at night so individuals outside cannot see in.

Leaving for Breaks:

» During winter breaks, you are still responsible for keeping public sidewalks adjacent to your home free of snow and ice. Please make arrangements with friends or neighbors.
» Thieves know the college schedule, so make your place look lived in.
» Tell your neighbors that you’ll be out of town and ask them to keep an eye out.
» Keep all windows and doors secured.
» Store electronic equipment and small valuables (jewelry) in a safe place.
» Cancel your newspaper so it doesn’t pile up outside your house.
» Contact the post office and have them hold your mail while you are away.
» Have a timer for lights so that your house looks occupied, even while you are gone.
» If your neighbors have an extra vehicle, ask if they are willing to park in your driveway.

Keep your heat on during winter months so pipes don’t break. Coming back to a flood would be a bummer, not to mention a costly mistake.
Fire Prevention:

» Make sure smoke detectors are working properly. Test the batteries at least once a month and install new ones at least once a semester.

» DO NOT remove batteries from smoke detectors to prevent false alarms.

» Know at least two ways out of every room.

» Make an escape plan in case of emergencies and if possible practice it at least once.

» Purchase collapsible escape ladders for upper floor windows and know how to use them.

» Don’t overload outlets.

Housing Standards

Smoke detectors must be installed in each story of the dwelling, in all bedrooms, and in halls and areas that are in the immediate vicinity of the bedrooms.
Don’t leave lit candles or incense unattended. Make sure candles aren’t in the vicinity of anything flammable including drapes, posters, or fabrics.

Don’t leave food unattended on the stove or in the microwave and make sure all burners are turned off before leaving the house.

Make sure cigarettes are fully extinguished. When smoking, use a sturdy, non-tipping ashtray. DON’T smoke in bed!

Keep a fire extinguisher near the kitchen.

Make sure the wattage in light bulbs matches the correct wattage for the fixtures.

Don’t run the dryer without a lint trap. Clean the lint trap regularly.

Keep your electrical wiring in good condition. Have wire replaced if it is frayed or cracked. If you are renting, it is your landlord’s responsibility to keep the wiring up to date. Let them know if there are any issues.

In Case of Fire:

» Never ignore a fire alarm. Leave at once and close all doors behind you on your way out.

» Once you are out of harm’s way call 911 immediately.

» Use the stairs. DO NOT take the elevator.

» Test every door for heat. If a door feels hot or you see smoke seeping out DO NOT OPEN IT.

» Crawl low in smoke.

» If possible, cover your mouth with a cloth to avoid inhaling of smoke and gases. Many people who die in fires actually die from smoke inhalation, not from the flames.

» Don’t go back in, no matter what!

» If a fire starts while cooking, put a lid over the burning pan or use the fire extinguisher. Never pour water on grease fires.

» If you are trapped in your home DON’T PANIC! Close your door and seal off any cracks with wet towels. As soon as you are able, call the fire department and give your name, address, and location in the building or house. If possible open a window for air and signal for help. DON’T JUMP! Wait for help to arrive.

Be very careful with space heaters and keep flammable items at least 3 feet away from water heaters, heaters, furnaces, and fireplaces (that includes furniture!).
Transfort

Is it possible to get around Fort Collins without a car?
Yes. The city bus system, known as Transfort, operates over twenty bus routes throughout Fort Collins Monday through Saturday, except major holidays. There is excellent bus service around CSU. CSU routes generally operate Monday - Friday from 7:00am to 6:00pm when CSU is in session. Several routes operate until 10:30pm and MAX operates until midnight.

Do CSU students have to pay to ride Transfort?
Transfort is FREE for all full and part-time CSU students upon presentation of current CSU RamCard (student ID) when boarding the bus except for the Horn and the MAX. This service is made possible, in part, by a contribution from Associated Students of Colorado State University.

7. Transportation
You probably have been wondering how you are going to get to class if you move off campus. Here are some options:
Does Transfort Offer Late Night service?
Through a partnership with ASCSU and the City of Fort Collins, the Green and Gold routes provide late night weekend service out of the downtown area. This service costs $1 and operates Fridays and Saturdays from 10:30 pm to 2:30 am.

How can I contact Transfort?
There are three staffed transit centers in Fort Collins. The Transit Center at CSU is located at the north end of Lory Student Center on the lower level. The Downtown Transit Center is located at the northeast corner of Mason & Laporte. The South Transit Center is located off South College near Fairway. Contact them via phone at (970) 221-6620. Schedules and real-time bus arrival information can be viewed on the Ride Transfort app or online at www.ridetransfort.com.

MAX Bus Rapid Transit
The MAX route operates every 10 minutes at peak frequency along the Mason corridor from 5 am to midnight, Monday - Saturday. Stops near the campus are located at University, Prospect, and Laurel.

FLEX Service
Transfort operates a Regional Express bus service between Fort Collins and Longmont from Monday - Saturday.

Transfort buses are equipped with bike racks that hold up to 3 bicycles. MAX buses hold up to four bicycles on interior racks. Racks are available on a first come, first served basis. There is no extra charge for using the bike racks. More information about how to load and unload a bike can be found in the Transfort bus schedule.
Other transportation options

**CSU RideShare:**
CSU RideShare is a website that gives students, faculty and staff at Colorado State University the ability to make potential carpool arrangements quickly and securely. Registering with CSU RideShare is free and allows you to conduct searches conveniently online. Make contact with potential carpoolers, discuss what your needs and expectations are, and set your plans! Visit [RideShare.colostate.edu](http://RideShare.colostate.edu).

**Walking:**
If your house is close to campus, walking can be a good option. Fort Collins is a relatively safe city. However, that does not mean you should not be cautious when you are walking around town. Check out the “Safety” section in the handbook for more information.

**Safe Walk:**
You can contact the CSUPD at (970) 491-1155 for a free Safe Walk to and from a location within three blocks of campus. Campus Service Officers are on duty every evening to provide this service.

**Parking:**
Parking permits are sold online through Parking Services. You may park in Z and A lots without a permit after 4:00 pm, (exceptions: certain marked spaces in A lots by Morgan Library, Clark C, Engineering, Administration Building after 7:00 pm), and X, Q, W lots after 8pm. After Friday evening, parking without a permit is allowed until 7:00 am Monday morning. For more information, contact CSU Parking Services (970) 491-7041. For a map of parking lots, please visit: [parking.colostate.edu](http://parking.colostate.edu).

**RamRide:**
RamRide provides a free, safe, non-judgmental ride home for Colorado State University students with the goal of improving safety in the Fort Collins community. RamRide is a student-run safe ride program that is funded by the Associated Student of Colorado State University, and housed in Off-Campus Life. To volunteer, please visit their website at [ramride.colostate.edu](http://ramride.colostate.edu). To request a ride, download the RamRide App, or call (970) 491-3333.

**Lockers:**
Need a locker? Off-Campus Life rents out lockers that are located in the LSC Commons. Lockers are $15 a semester charged to your student account, and they are accessible whenever the LSC is open. Visit the OCL office to get yours!
BIKING

Is a Bike-n-Ride service available?

Yes, bicycling is a popular and viable means of transportation at CSU and in Fort Collins. There are numerous locations for bicycle parking on campus. There are more than 75 miles shared use paths open to cyclists in Fort Collins, including the Spring Creek and Poudre River Trails, both paved. Fort Collins solidified its place among the nation’s most bicycle friendly communities when the League of American Bicyclists announced Fort Collins achieved Platinum Level designation in the Bicycle Friendly Community program in May 2013.

Biking on Campus

All bicycles ridden or parked on the CSU campus must be registered with the CSUPD. The one-time registration requirement costs $10 and can be done in Green Hall. Bikes are required to obey the same traffic regulations as an automobile (e.g. stop signs), and bikes are not permitted on sidewalks. Have a light on your bike when riding at night. Remember, it is a $35 fine per safety violation. CSU is a Silver Bike Friendly University with a Campus Bicycle Advisory Committee.
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The occupancy limit is a hot topic in Fort Collins. The City has a housing occupancy limit and it is important for all students to learn about the this code.

How does this code apply to the majority of CSU students living off campus?

Unless you are living in a certified extra occupancy rental house or certain designated apartments, you cannot have more than three-unrelated persons residing in the same dwelling unit. If the occupants claim to be related, they will be required to provide proof.
Frequently asked questions

Who can live in a house without violating the U+2 rule?

You may have:

1) One family (related by blood, marriage, or adoption) and not more than one additional person
2) Two adults and their dependents, if any, and not more than one additional person.
3) Three unrelated individuals

For example:

You could have any combination of a family plus one additional person (a boarder, a caretaker, a nanny, etc. or any number of siblings and an additional roommate) or you could have up to three unrelated adults (three unrelated roommates, two single moms and their kids plus another roommate, etc). However, you cannot have two related people (like brothers) and two additional people. In this scenario, the two brothers would be considered a “family” and they can have one additional person.

Are there apartments and homes that allow for more than three unrelated friends to live together?

Yes! The list is always changing, so check out the Off-Campus Life website for the most up-to-date version at ocl.colostate.edu.
How is the occupancy ordinance enforced and what does the process look like?

1. When someone calls the city to report a property they believe is over-occupied, staff will be interested in the following information: complainant’s contact information (unless they choose to be anonymous), address of property in question, reasons for suspecting over-occupancy and any supporting evidence (tenants names, license plate numbers, etc.)

2. Once city staff completes an intake form based on the information provided by the complainant, they will begin an investigation and contact the owner/property manager to request a copy of the Disclosure form. Disclosure forms have been required since December 2005, and there is a potential fine up to $1000 for not having a Disclosure form upon request. The form acknowledges that all involved parties (sellers, leasers, tenants, buyers) have been informed of the occupancy limit in Fort Collins and is required to be signed by all parties at the time of lease signing.

3. If the investigation produces “reasonable cause” to suspect over-occupancy the inspector will give notice to all tenants, the landlord, and the property manager that they are in violation and may issue citations to all occupants, owners, and managers. They will have 30 days to correct the over occupancy violation and will need to schedule an inspection to confirm compliance.

4. Correcting the situation within the time period on a first complaint will likely result in no citation or penalty being issued. However, if the occupancy investigator determines that the household “blatantly” violated the ordinance, then a citation may be issued to the owner, property manager/landlord and/or each tenant of the property. Fines can be as high as $1000 per day for every day there was a violation. After being cited, the parties will have 10 days to pay the fine or request a hearing.

5. If participants request a hearing, they will be scheduled to appear before a court-appointed hearing officer. The inspector will also be at the hearing and any neighbor willing to participate as a witness can also attend. Hearing decisions are final and all statements are made under oath with the consequence of criminal charges (such as perjury or false information to authorities if false statements are made).

6. If an investigation results in reasonable cause to suspect a violation of the Rental Housing Standards, inspectors may also conduct a rental housing inspection throughout the entire property to determine if any health or safety problems exist.
What if a house can easily accommodate more than three residents?

The property owner can get an Extra Occupancy designation if the house meets certain criteria, and is in a zone district that allows them. You can find additional information on Extra Occupancy at ocl.colostate.edu.

What if I have guests on most weekends? Will I be in violation even though these guests don’t technically live with me?

The current code classifies anyone who spends more than 30 nights in a dwelling unit in a calendar year as an occupant. Therefore, a frequent guest could actually be considered an occupant. If the City receives a complaint, there will be an investigation to see if there is reasonable suspicion of an occupancy limit violation.

HELP FROM STUDENT LEGAL SERVICES

If you receive notice of an investigation by the City or are living in an over-occupied situation, visit Student Legal Services in Room 284 of the LSC.

Disclosure Statement

Be prepared to sign one of these forms at the beginning of your lease term! Your landlord should supply a copy to you. This is a form that new tenants are required to sign prior to signing a lease acknowledging that they have been informed about the occupancy limit in Fort Collins. The disclosure form can be found on the City of Fort Collins website.
PUBLIC NUISANCE ORDINANCE

If you live in a house that has had multiple violations, the residence may be in jeopardy of becoming a “public nuisance property.” Violations of this ordinance, called PNO, result in a letter being sent to the tenants, as well as the owner of the property, requesting an immediate fix of the problem.

Public nuisances

The following list of code violations are cause for citations which could lead to a PNO violation:

» Noise
» Trash
» Overgrown weeds
» Inoperable vehicles
» Unkempt lawns
» Parking
» Snow Removal
» Animal Violations
» Indoor furniture left outside
» Any municipal code violations

A violation occurs when:

» Two citations of the same violation in six months (i.e. two noise tickets)
» Three citations of any kind in one year (i.e. one noise, one overgrown weeds, one nuisance gathering)
» Five citations of any kind in two years

Don’t get caught up in someone else’s mess!

Public Nuisance Ordinance violations stay with the property, not with the tenants. When you are looking to rent, you should check to see if the rental you’re planning on moving into has received any citations.

Do your homework and check the history of the property PRIOR TO RENTING by calling Neighborhood Services (970) 224-6046.

The last thing you want is to move into a house with a history of violations.
NUISANCE GATHERING ORDINANCE

This ordinance makes it a misdemeanor criminal offense to the responsible individual (the party host, not necessarily the people actually littering or vandalizing) when the following types of nuisances occur on neighboring private or public property:

- Trash and litter
- Public urination
- Vandalism

A conviction carries a minimum of $500 and up to a $2,650 fine with a possibility of jail time or community service hours. Additionally, you could be assessed the costs of police and fire personnel overtime, repairs to city streets, and cleanup or repair for any damage to neighboring property.

UNREASONABLE NOISE ORDINANCE

The City of Fort Collins has legal standards for the following:

Noise

How much noise is too much noise? The City does not use decibel measurements to determine unreasonable noise. If a neighbor can stand on the edge of their property line and hear noise coming from your house, it is probably too loud. The noise ordinance is in effect 24 hours a day.

Fort Collins Police Officers typically respond to parties on a complaint basis

This means you have to have disturbed someone in your neighborhood who then calls the police. The responding police officer has the discretion to decide if the noise coming from your property is unreasonable. If the noise is determined unreasonable, the officer can issue a ticket with a fine up to $2,650 per resident for the first offense. If convicted, a noise violation constitutes a criminal misdemeanor. Remember, you can register your Friday and Saturday evening parties at the Off-Campus Life office by the Thursday before your party by 5:00 pm.
Riots

A riot is defined as a public disturbance involving three or more people whose conduct creates a danger of damage or injury to people or property or substantially obstructs the performance of any government function.

Consequences of engaging in a riot can include a $1000 fine and/or 12 months in jail, even if you are simply watching a riot happen. If you are near or in a riot situation, LEAVE when the police tell you to!

Engaging in a riot can have long term consequences. State Riot Laws provide that anyone convicted of a rioting offense cannot attend any state funded institution for a period of one year.

**CSU students take note:** Engaging in a riot – or even just being a bystander and watching it – can get you into trouble. Having a role in a riot can mean automatic suspension from all state supported universities – including CSU – for 12 months if convicted – and your tuition is NOT refunded.

**TIP**

*Anyone convicted of engaging in a riot will automatically be suspended from all state universities in Colorado for at least one year.*

Fireworks

» The possession and use without a permit of fireworks of any kind is illegal in the city of Fort Collins. The penalty for a fireworks violation will result in confiscation of these fireworks, summons into municipal court and a fine up to $2,650. To avoid a summons, a costly fine, possible injury, or fire, it’s best to leave the fireworks shows to the professionals.

Furniture

» No furniture designed for indoor use can be placed in your yard or on an unenclosed porch; i.e. sofas cannot be on your front or back lawn, roof, or unenclosed porch.

» There are many options to dispose of unwanted furniture. Search online for furniture removal in Fort Collins, contact non-profit organizations, or consignment shops to donate your furniture.

Trash

» Trash containers must be stored out of public view.

» Trash containers can be placed out for collection no earlier than 12 hours before scheduled
pick-up and must be put away the same day of pick-up.

» Trash cannot be placed on the street or sidewalk where it can interfere with bicyclists, pedestrians, and vehicles.

» Trash can include bagged leaves, newspapers, or other discarded items.

» In Fort Collins, it is illegal to throw cardboard or electronics in your trash bin; they must be recycled or reused. Find more information and recycling locations at fcgov.com/recycle.

Snow Removal

» Whether you own or rent your home, you are responsible for clearing snow and ice off public sidewalks adjacent to your property within 24 hours after the snow stops falling.

» If your walk has not been shoveled, a neighbor may report it to the Nuisance Hotline, or City inspectors may proactively cite the offense while out in the field. You will be billed if the City hires someone to remove the snow, which can be very expensive. You may need to use an ice-melt material in order to make your sidewalk safe for pedestrians.

Yards/Glass

» Weeds and grass cannot exceed a height of six inches in yards and alleys within city limits.

» Leaves and branches may be temporarily piled provided they are being gathered for disposal; piles cannot remain in your yard for an indefinite period of time.

» Do not rake leaves into the street since it is unlawful and can cause storm water drainage problems.

Snow violations will be enforced even if you leave town over break. See if a neighbor is willing to cover your shoveling responsibilities while you are away.
Parking

» Cars cannot be parked on the street in the same place for more than 48 hours.
» Trailers cannot be parked on the street.
» Vehicles must be parked facing the correct direction on the street.
» Inoperable vehicles must be stored out of public view (expired tags mean that your car is considered inoperable).
» Vehicles may not be parked on lawns.
» Vehicles cannot block a driveway or sidewalk (including your own).
» Complaints can be reported to the Nuisance Hotline (970) 416-2200 or online at: fcgov.com/nuisance.

Residential Parking Permit Program

» This program provides convenient on-street parking for residents by reducing the impact of non-resident vehicles in participating neighborhoods.
» It limits parking to only residents and their guests during the posted time limits.
» There are no visible permits.
» The system works by reading registered license plates and issues citations for those not registered.
» Go to fcgov.com/parking for more info.
Animals

**Licenses**
All dogs and cats within City limits must be licensed yearly through the Larimer Humane Society. Failure to properly license your pet can result in a Municipal fine if the animal is impounded. Pet licenses can be purchased online at larimerhumane.org.

**Rabies Vaccination Requirements**
Any person who owns or keeps a dog or cat within the City over four months of age shall have such dog or cat vaccinated against rabies when the dog or cat becomes four months of age and again within 12 months of the date of such initial vaccination, and shall continue to have the dog or cat vaccinated at intervals recommended by the veterinarian. Any person who owns or keeps a dog or cat within the City shall ensure that such dog or cat at all times has a current rabies vaccination tag affixed to its collar or harness.

**Leash Law**
It is unlawful for the owner or keeper of any pet, except birds, to permit such animal to be at large in the city. This means all pets (cats too!) must be kept on a leash if they are not confined to a fenced yard or a designated dog park.

**Pet Waste**
Pet waste not only causes offensive odors, but feces left behind are also unsightly and pose a threat to human health and the environment. Pet feces deposited on any property not owned or occupied by the wonder or keeper (such as parks, playgrounds, natural areas, trails, or a neighbor’s yard) must be picked up immediately and disposed of properly. Pet feces deposited on property owned or occupied by the animal’s owner or keeper must be periodically removed to prevent creation of a public nuisance. Failure to remove pet waste may result in a municipal fine.

**Noise/barking dogs**
Barking or howling dogs can be a major irritant in a neighborhood setting. While it is important to understand that dogs bark incessantly for specific reasons (boredom, anxiety, fear, etc.), it is unlawful to allow this behavior to negatively impact others. Animal Control Officers will respond to noise disturbances when a citizen makes a formal complaint through the Humane Society, (970) 226-3647.

A Public Nuisance could be declared if any owner or keeper fails to exercise proper care and control of his/her animal which causes a safety or health hazard, damages or destroys the property of another, or creates offensive odors which interfere with or disrupt another person.
Fort Collins is known for its friendliness and small town warmth. Take pride in where you live and get to know your neighbors! Here are some helpful tips:

**Neighbor Etiquette**

*Introduce Yourself*

» A simple “hello” goes a long way. This is your first step in building a good relationship. And don’t forget to keep saying that “hello.” Grow the relationship throughout the year; you never know when you will need that cup of sugar or help shoveling your walk.

*Keep Neighbors Informed*

» Contact your neighbors in advance before undertaking something that may affect them... like throwing a party or building a fence.

» Share your contact information (cell phone, etc.) so there is an easy way of communicating during any event you might host, or if other questions come up.
NEIGHBOR CONFLICTS

Sometimes conflicts come up between neighbors. These problems usually arise because the two households did not have a good communication system to assist them in cooperatively resolving their dispute.

» Noise and nuisance complaints, i.e. parties, vehicles, etc.
» Parking problems
» Over-occupancy concerns
» Animal disturbances (barking)
» Property maintenance/upkeep (or lack thereof)

Effective communication is one of the best methods to help neighbors in resolving their disputes.

Handle problems politely

If your neighbors do something that bothers you, respectfully let them know as soon as possible. If you think your neighbors make unreasonable complaints or don’t like you, keep in mind that your neighbors may have suffered from problems with a previous renter. Be patient and polite, and if you cannot work out a fair compromise take advantage of the free and confidential mediation services offered by the City of Fort Collins Community Mediation Program: (970) 224-6022 or the Conflict Resolution and Student Conduct Services: 325 NW Aylesworth Hall (970) 491-7165.
» Discuss party expectations with your roommates before you host a gathering. Things to consider include: date; time; house rules; how many people to have over; what you will provide guests; who will be the sober host; who will chat with the neighbors, etc.

» Notify your neighbors in advance and provide them with a phone number of the sober host.

» Designate a sober host to control music volume, access to the party, outside disturbances, and to address any interactions with the neighbors or police. Neighbors typically report that it’s the behaviors of people coming and going (including parking issues) to the party that they find most disruptive, not the party itself. Make sure the sober host is

Here are some important tips for hosting a responsible party. These tips are not meant to be all-inclusive; always remember that when hosting a gathering, you are assuming responsibility for any and all issues that may take place. For more detailed information, stop by the Off-Campus Life office.
monitoring the foot traffic to and from the party, and don’t forget to check the backyard. Encourage your guests to be quiet and respectful before they come and when they leave.

» **Think before you post!** We strongly advise you not to post your party using social media outlets. Whether you are inviting 20 of your closest friends or extending an open invite to the community, your message is out there, being shared by more people than you think, and they are all headed to your gathering. Simply put, what you put out on social media cannot be taken back. Posting your get-together using social media can lead to out-of-control parties, unwanted guests (are you really comfortable with complete strangers in your home?) and their unwanted behaviors, and more guests than your gathering can accommodate without unwanted consequences. Remember, as a party host you are responsible for what happens at and as a result of your party, including the actions of others.

» **Keep the size reasonable** so your party stays in line with the capacity of your residence and to avoid disturbing your neighbors. Have a guest list! Remember that unwanted guests do not know you or care if you receive a ticket.

» **Do not provide alcohol to minors.** If the minor is over 18 but under 21, the crime is a misdemeanor with penalties of up to 18 months in prison and a $5,000 fine. If the guest is under age 18 it’s worse: the crime is a felony punishable by up to six years in prison and a $500,000 fine. If you’re in doubt of someone’s age, protect yourself and don’t serve.

» **Be proactive by asking for help.** If you’re uncomfortable with the size of your party or people will not leave despite your requests, call Fort Collins Police Services’ dispatch non-emergency number (970) 221-6540 ext. 2 and ask for assistance in breaking up your party prior to things getting out of control.

» **Be cooperative towards neighbors, police, and others who come to discuss issues** When police arrive, all guests need to leave.

» **Clean up all trash** resulting from your party and follow up with your neighbors the next day. Your neighbors may be more tolerant of your next party if they see that you are respectful and care about the neighborhood.

**You could avoid up to a $2,650 noise citation by registering your party with party registration...**
PARTY REGISTRATION

Having a party? CSU students and Fort Collins residents can avoid a noise citation and being a nuisance to their neighbors by registering their party.

» CSU students can register their Friday or Saturday night parties in person at Off-Campus Life by the preceding Thursday at 5pm.

» CSU students can also register some holiday parties: New Years Eve, Cinco de Mayo, St. Patricks Day, 4th of July, and Halloween the Thursday preceeding the holiday.

» The party host provides their name, address, and two phone numbers.

» Registrants may receive a 20-minute warning from Fort Collins Police Services if there are complaints or concerns about the noise.

» If a second noise complaint is received after the 20-minute period, officers will be sent to the residence to deal with the issue.

» To learn more, visit the Off-Campus Life office, room 274 of the Lory Student Center.

Free Party Packs!
The Party Pack is designed to help students have fun and entertain friends without disturbing neighbors, violating the law, destroying property, endangering themselves or others, or getting the police involved. The Party Pack includes freebies like a water bottle, trash bags, decks of cards, etc.

Receive a Citation?
Did you know, as a CSU student, you may be held accountable for your behaviors off campus through the Student Code of Conduct? For more information contact the Conflict Resolution and Student Conduct Services Office at (970) 491-7165.

Additional Fines
Be aware that many property managers and landlords will assess an additional fee if you receive certain citations.
Owning a pet can bring a lot of happiness to a person’s life, but it can also create a lot of stress. Like a child, a pet is totally dependent on you financially and otherwise. Make sure that you are ready for the responsibilities that accompany pet ownership, such as the requirement of picking up pet waste.

**Proper care for your pet:**

- **Good Nutrition** – just like people, pets require a healthy diet. Poor skin, coat, muscle tone and obesity can result from poor quality food. Also, pets are not humans, and a diet heavy in table scraps can lead to obesity and pancreatitis.
- **Exercise** – regular exercise keeps your dog in good condition by maintaining proper body weight. This reduces the risk of heart and joint problems, diabetes and a number of other weight related issues.
- **Health Care** – annual examinations and vaccination updates are very important. Remember preventative healthcare is the cheapest kind!
- **Safety** – make sure the environment you live in is pet-friendly.
Are you Ready for a Pet?

» Y/N Do you have at least $1000 to spend on your pet annually?
» Y/N Can you afford the $20-$50 dollars it will cost monthly to feed a pet?
» Y/N Are you away from the house for long periods of time during the day?
» Y/N Are you willing to spend the time necessary to train your pet?
» Y/N If you are considering a dog, do you have a fenced yard or are you willing to dedicate at least a half hour everyday to walking your pet?
» Y/N Does your property management company or apartment complex allow pets?
» Y/N If you have roommates, are they all in agreement about getting a pet? Do any of them have allergies?
» Y/N Do you travel a lot? If so, will you be able to bring your pet with you?

If you answered no to any of the above questions, now may not be the best time to be considering a pet, or it may be necessary for you to consider a smaller pet that requires less maintenance, such as a fish.
Check your home for:

» **Toxic chemicals** – rodent poison, antifreeze, onions, chocolate, or milk that your pet can access.

» **Secure enclosures** – good fencing, gate closures, etc.

» **Sharp objects** – these might include nails sticking out of the fence or metal landscape borders. If you have metal landscape borders, you can purchase specially designed plastic capping to cover the sharp edge. The capping is much less expensive than a trip to the veterinarian for the cut.

» **Grooming** – good grooming is more than just the occasional bath. Your pet needs to have regular toenail clippings and teeth cleanings as well.

» **Maintenance** – this refers to some of the more unpleasant aspects of pet care such as yard cleanup, litter box cleaning, cage cleaning and fish tank maintenance. A clean environment for your pet is a healthy environment. Poor sanitation can lead to behavioral problems, such as litter box avoidance, as well as health problems such as skin infections and the spread of communicable diseases.

» **License** – In order to license your pet, which is required, you need to update their rabies shots.

Pets offer us their unconditional love. In return we should provide them with the proper care and affection they need to live long, happy, healthy lives.

*ANNABELL THE TURTLE* COURTESY OF KATHARINE MARIE PHOTOGRAPHY
Living off campus doesn’t mean you have to be disconnected from the University. Want to get involved and stay active but don’t know where to start? Try these:

**RamEvents**

This student-led group seeks to bring events to campus and has brought artists such as Macklemore and Ryan Lewis, Laverne Cox, early movie screenings such as 300 and Disturbia, and comedians such as Christian Finnegan and Pablo Francisco. You can check out their calendar ramevents.colostate.edu or on their Facebook page: RamEventsatCSU.

**Fall Clean Up, CSUnity & Adopt-a-Neighbor Programs**

Want to get involved in a neighborhood community service project? These programs are geared towards helping elderly and disabled residents throughout the Fort Collins community. We encourage you to sign up for these volunteer opportunities as they help give students positive attention and appreciation from the Fort Collins’ Community. Call Off-Campus Life for more information: (970) 491-2248.
**Department of Music, Theatre, and Dance**

There are special student-priced tickets to plays, musicals, band/choir/orchestra concerts, special guest concerts, dance shows, and more!

Most shows are sold through the Campus Box Office. Visit the School of the Arts website for schedules, show and ticket information, theatre information, and directions at sota.colostate.edu.

Did you know you can also audition for musical ensembles and theatre productions at CSU even as a non-major? Auditions are held at the beginning of each semester for certain ensembles. The University Chorus is also open to all students and doesn’t require an audition.

Check out the School of the Arts website for information and links to each program at sota.colostate.edu, and email Walt Jones (walt.jones@colostate.edu) to be placed on the theatre audition notice list.

**Student Leadership, Involvement and Community Engagement (SLiCE)**

SLiCE provides leadership development, service-learning and volunteer opportunities. Visit their office in the Lory Student Center, check out their website at slice.colostate.edu, or call them at (970) 491-1682.

**Student Organizations**

Want to join a student organization or are you interested in starting one? Student organizations on campus include: academic clubs, professional fraternities, community service organizations, sports clubs, religious groups, hobbies, performance groups, honor societies...you name it, they have it.

**Online Events Listing**

SOURCE is a daily online newsletter for CSU related event listings, news, information, and announcements. For more information, go to source.colostate.edu. Also check out the Events@Colorado State calendar for highlights of upcoming events open to the CSU community. For more information, go to events.colostate.edu.

**Student Involvement Fair**

The Student Involvement Fair usually takes place at the beginning of each semester. With over 100 student organizations participating and recruiting, the fair is the best way to find and join a student group. Visit their website at ramlink.colostate.edu for more information.
IN THE COMMUNITY

United Way

United Way’s 2-1-1 Volunteer Center is the central resource for volunteerism in Larimer County. They provide specialized volunteer placement and opportunities for businesses, faith-based volunteers, families, groups, individuals, nonprofit organizations and youth. Whether you are looking for a one-time or an ongoing volunteer opportunity they are your connection.

Feel free to Contact 2-1-1 with any questions:

Volunteer Engagement and Community Relations Coordinator
United Way of Larimer County
(970) 407-7051 or 1-866-485-0211.

Campus Recreation:
You probably know where the Recreation Center is, but do you know they offer so much more than just a place to work out? Interested in joining an intramural sports team, an instructional class, or various strength & fitness programs? Contact the Campus Recreation Center for more information.

Visit campusrec.colostate.edu or call (970) 491-6359.
COMMUNITY LIAISON RESOURCES

The Community Liaison Program is a partnership between Colorado State University and the City of Fort Collins. The program aims to enhance relations between student and non-student residents in Fort Collins.

The Community Liaison can help students:
• Understand the rental process
• Recognize rights and responsibilities of Fort Collins residents
• Understand local codes and ordinances and the process of enforcement
• Connect with volunteer opportunities in the community
• Learn tips to improve neighbor relations

For more information about the Community Liaison Program go to: ocl.colostate.edu/clc or call (970) 491-6707.

Quick References:
Associated Students of Colorado State University (ASCSU), (970) 491-5931
Community Mediation Program (970) 224-6022
CSU Police Department Non-Emergency (970) 491-6425
Fort Collins Police Services Non-Emergency (970) 221-6540
Fort Collins Utilities (970) 212-2900 fcgov.com/utilities
Landlord/Tenant Handbook fcgov.com/neighborhoodservices
Neighborhood Services 281 North College (970) 224-6046 fcgov.com/neighborhoodservices
City of Fort Collins Nuisance Hotline (970) 416-2200
Occupancy Limit FAQs fcgov.com/neighborhoodservices
Off-Campus Life: (970) 491-2248 ocl.colostate.edu
Student Legal Services (970) 491-1482 sls.colostate.edu
## 11. INTERNATIONAL STUDENT RESOURCES

Moving to a different country can be daunting. However, there are different resources that can help make the transition a little easier.

### Important documentation

These documents will help increase the chances of a rental application being accepted by any landlord:

- Visa
- Proof of enrollment at CSU
- Proof of employment letter (assistantship, fellowship)
- Proof of sponsorship (department, etc.)
- Any other documentation that demonstrates your continued/extended presence in Fort Collins.

### HOUSING OPTIONS

From the Off-Campus Life website, you will find several resources:

- CSU Rental Search. Use your CSU eID and EPassword which is the same as what you use to log on to RamWeb.
- The Apartment Complex and Property Management lists are on the main Off-Campus Life webpage at ocl.colostate.edu.

### Short-Term Housing

See the International section of the Off-Campus Life website to see a list of short-term housing options in Fort Collins.
Leases are important when renting; however, they can also be confusing. Student Legal Services are paid through student fees, and they can help you understand your lease. If you are a fee-paying student, you have access to lawyers who can help review the lease with you and answer any questions or concerns you may have about the lease. See their website at sls.colostate.edu.

**Common things that should be specified in the lease:**
- The amount of rent
- The length of the rental period
- The amount of security deposit and return date
- Who is responsible for repairs
- Whether subleasing is allowed, and under what terms
- When a landlord may enter your property

### Furnishing Your Apartment
Finding furniture for a short period of time can be difficult. See the Off-Campus Life website for a list of pre-furnished apartments, and different options for purchasing or renting furniture.

### Fitting In
It can be difficult to find friends. There are Student Organizations that help bring students together. To look at these organizations, visit ramlink.colostate.edu.

There are various offices at Colorado State University that focus on different student populations:
- Asian/Pacific American Cultural Center (APAC)
- Black/African American Cultural Center (BAACC)
- El Centro Student Services
- Gay, Lesbian, Bisexual, Transgender, Questioning, Queer, Ally Resource Center (GLBTQ²A)
- Native American Cultural Center (NACC)
- Women and Gender Advocacy Center
- Adult Learner and Veteran Services
- Office of International Programs
- Fraternity and Sorority Life
## APPENDIX

### BUDGET SPREADSHEET

<table>
<thead>
<tr>
<th><strong>Income</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Take-home pay (net pay)</td>
<td></td>
</tr>
<tr>
<td>Loans/Grants/Scholarships</td>
<td></td>
</tr>
<tr>
<td>Savings/Checking</td>
<td></td>
</tr>
<tr>
<td>Parental Contribution</td>
<td></td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td></td>
</tr>
<tr>
<td>Social Services</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Total income:**

<table>
<thead>
<tr>
<th><strong>EXPENSES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Books/Supplies</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Groceries</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
</tr>
<tr>
<td>Car Payment</td>
<td></td>
</tr>
<tr>
<td>Insurance (car/renter’s/etc.)</td>
<td></td>
</tr>
<tr>
<td>Gasoline</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
</tr>
<tr>
<td>Cable TV</td>
<td></td>
</tr>
<tr>
<td>Household Supplies</td>
<td></td>
</tr>
<tr>
<td>Laundry</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
</tbody>
</table>

**Total expenses**

<table>
<thead>
<tr>
<th><strong>Total Income — Total Expenses:</strong></th>
<th></th>
</tr>
</thead>
</table>

**REMAINING BALANCE:**
The rental checklist was produced by Off-Campus Life and is intended for use by both renters and landlords. Be sure to inspect the housing unit thoroughly and mark any damages or defaults that can be found. Proper inspection before signing a lease can ease the moving out process for all parties involved. After this sheet is filled out completely, have both the tenant(s) and the landlord sign the reverse side and distribute copies to all people involved. Also, make sketches or take pictures (and write the date on them) of the areas and attach to the form.

### Living Area

<table>
<thead>
<tr>
<th>Walls</th>
<th>Ceiling</th>
<th>Floor/Carpet</th>
<th>Baseboards</th>
<th>Windows/Screens</th>
<th>Electrical Outlets</th>
<th>Light Fixtures</th>
<th>Curtains/Rods/Blinds</th>
<th>Thermostat</th>
<th>Furniture</th>
<th>Other</th>
</tr>
</thead>
</table>

### Dining Area

<table>
<thead>
<tr>
<th>General Cleanliness</th>
<th>Walls</th>
<th>Ceiling</th>
<th>Floor/Carpet</th>
<th>Baseboards</th>
<th>Windows/Screens</th>
<th>Electrical Outlets</th>
</tr>
</thead>
</table>
### Light Fixtures
- Curtains/Rods/Blinds
- Thermostat
- Furniture
- Other

### Bathroom

#### General Cleanliness
- Walls
- Ceiling
- Tub Faucet
- Toilet and lid
- Cabinet/Mirror/Shelves
- Sink
- Sink faucets
- Plumbing
- Bathtub/Shower
- Floor/Tile
- Baseboards
- Window/Screen
- Electrical Outlets
- Light Fixtures
- Curtains/Rods/Blinds
- Exhaust Fan
- Door
- Other

### Kitchen Area

#### General Cleanliness
- Walls
- Ceiling
- Floor/Carpet
<table>
<thead>
<tr>
<th>Laundry Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Cleanliness</td>
</tr>
<tr>
<td>Walls</td>
</tr>
<tr>
<td>Ceiling</td>
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<tr>
<td>Floor/Carpet</td>
</tr>
<tr>
<td>Baseboards</td>
</tr>
<tr>
<td>Windows/Screens</td>
</tr>
<tr>
<td>Electrical Outlets</td>
</tr>
<tr>
<td>Light Fixtures</td>
</tr>
<tr>
<td>Curtains/Rods/Blinds</td>
</tr>
<tr>
<td>Refrigerator exterior</td>
</tr>
<tr>
<td>Refrigerator interior</td>
</tr>
<tr>
<td>Refrig. temp. and light</td>
</tr>
<tr>
<td>Freezer temp.</td>
</tr>
<tr>
<td>Sink/Faucets</td>
</tr>
<tr>
<td>Disposal and Switch</td>
</tr>
<tr>
<td>Dishwasher</td>
</tr>
<tr>
<td>Stove hood/light/fan</td>
</tr>
<tr>
<td>Stove Burners/Knobs</td>
</tr>
<tr>
<td>Exhaust fan</td>
</tr>
<tr>
<td>Oven Interior/Broiler Pan</td>
</tr>
<tr>
<td>Countertops</td>
</tr>
<tr>
<td>Microwave</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>Cabinets/Drawers</td>
</tr>
<tr>
<td>Item</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Washer</td>
</tr>
<tr>
<td>Dryer</td>
</tr>
<tr>
<td><strong>Bedroom #1</strong></td>
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<tr>
<td>General Cleanliness</td>
</tr>
<tr>
<td>Walls</td>
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<tr>
<td>Ceiling</td>
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<tr>
<td>Floor/Carpet</td>
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<tr>
<td>Baseboards</td>
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<tr>
<td>Windows/Screens</td>
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<tr>
<td>Electrical Outlets</td>
</tr>
<tr>
<td>Light Fixtures</td>
</tr>
<tr>
<td>Curtains/Rods/Blinds</td>
</tr>
<tr>
<td>Closet Doors</td>
</tr>
<tr>
<td>Closet Shelves/Rods</td>
</tr>
<tr>
<td>Dresser</td>
</tr>
<tr>
<td>Bed/Mattress/Box spring</td>
</tr>
<tr>
<td>Heat</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Bedroom #2</strong></td>
</tr>
<tr>
<td>General Cleanliness</td>
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<tr>
<td>Walls</td>
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<tr>
<td>Ceiling</td>
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<tr>
<td>Floor/Carpet</td>
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<td>Baseboards</td>
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<td>Windows/Screens</td>
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<td>Light Fixtures</td>
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<tr>
<td>Curtains/Rods/Blinds</td>
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<tr>
<td>Closet Doors</td>
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<tr>
<td>Closet Shelves/Rods</td>
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<tr>
<td>Dresser</td>
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<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Bed/Mattress/Box Spring</td>
</tr>
<tr>
<td>Heat</td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td><strong>Bedroom #3</strong></td>
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<tr>
<td>General Cleanliness</td>
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<tr>
<td>Walls</td>
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<tr>
<td>Ceiling</td>
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<tr>
<td>Floor/Carpet</td>
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<td>Light Fixtures</td>
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<td>Curtains/Rods/Blinds</td>
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<td>Closet Doors</td>
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<td>Closet Shelves/Rods</td>
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<tr>
<td>Dresser</td>
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<td>Bed/Mattress/Box spring</td>
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<tr>
<td>Heat</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Misc.</strong></td>
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<tr>
<td>Hallways</td>
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<td>Doorways</td>
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<tr>
<td>Basement</td>
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<tr>
<td>Doors</td>
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<tr>
<td>Linen Closet</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Exterior</strong></td>
</tr>
<tr>
<td>General Cleanliness</td>
</tr>
<tr>
<td>Roof</td>
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<tr>
<td>Paint</td>
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<td>-------------------</td>
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<tr>
<td>Wood</td>
</tr>
<tr>
<td>Lawn</td>
</tr>
<tr>
<td>Driveway</td>
</tr>
<tr>
<td>Sidewalks</td>
</tr>
<tr>
<td>Porch/Patio</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Additional Comments (be specific):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This unit located at _____________________________________
has been inspected for damages and defaults by the tenant(s) and/or landlord. This document will be used as a reference at the end of the specified tenancy to rate the overall condition that the tenant(s) leave(s) the premises. Copies of this document should be kept on file by both the tenant(s) and the landlord. If any repairs need to be performed, it should be put in writing with a final date and signed by the tenant(s) and landlord. Any additional damages to be documented should be attached on a separate page.

Signed,

Tenant____________________________________________  
Date_________________

Tenant_____________________________________________
Date________________

Tenant_____________________________________________
Date_________________

Landlord___________________________________________  
Date__________________
REQUEST FOR RETURN OF SECURITY DEPOSIT

For renters who DID RECEIVE a written statement within thirty or sixty days, but who do not agree with the claims of damages.

Type Your Return Address Here

Date

Name of Landlord or Manager
(or Registered Agent if owned or managed by a Corporation)
Address
City, State, Zip

Certified Mail:
Return Receipt Requested

Dear _________________:

We, (name of tenants), were tenants at (complete address of dwelling), from (begin date of lease) to (end date of lease). An amount of $ (security deposit amount) was paid by us as a damage deposit.

We have received your letter of (date of letter received) and do not agree with the deductions listed for the following reasons:
• List out reasons here

Kindly send the amount of $ (security deposit amount) to us at (current mailing address) within seven (7) days of your receipt of this letter. If the amount is not refunded, we intend to file suit under Colorado Revised Statute § 38-12-103 (3), asking treble damages, court costs, and attorneys’ fees.

Sincerely,

Your Name (s)

* Note: Original sent certified, one copy sent regular mail, and one copy retained by tenant.
ROOMMATE AGREEMENT

This agreement made this ______ day of ____________, 20___, is a contract between:

__________________________,
_____________________________,
__________________________,
_____________________________,
__________________________,
_____________________________,
__________________________,
_____________________________,
__________________________,
_____________________________,
__________________________,
_____________________________,
These persons have signed a lease for _____months for a term lasting from ____________ to ____________. A copy of the lease is attached.

A security or damage deposit of $___________ was paid to __ ________________________________________, (owner/manager) of the above premises, and the parties wish to provide for the sharing of responsibilities in renting the above premises.

WE THEREFORE AGREE:
1. To follow the rules and conditions set out in the attached lease.

2. To each pay 1/ _________ of the following expenses incurred in renting this premises. (Check if applicable)

_________________ Rent ($/ month)
_________________ Electricity
_________________ Utilities
_________________ General maintenance and upkeep
_________________ Damages not due to negligence of any person
_________________ Other ________________________________

3. That 1/ _________ of the security deposit is the property of each of us.
4. To remain a resident of the premises during the term of the lease, or to continue to pay his or her share of the rent during the term, unless:
   a. the person at his/her own expense, locates a tenant to sublet his/her share, the new tenant being acceptable to other parties of this agreement; and
   b. written consent to sublet is obtained from the owner/manager of the premises (if that is required in the lease).

5. That any repairs or improvements to the premises which will be paid for by all the tenants shall be approved in advance, when the cost exceeds $_________________.

6. If pets are permitted under the lease, each pet owner shall be solely responsible for all damages caused by his/her pet. This includes, but is not limited to, damage to furniture, carpeting, doors, lawn and garden.

7. To the special conditions as set forth below:
   a. Food
   b. Cleanliness
   c. Sharing of personal items
   d. Smoking, drinking alcohol, drugs
   e. Overnight guests and visitors
   f. Privacy
   g. Noise/Study times
   h. Security
   i. Other
This is an agreement to sublet real property according to the terms specified below. The sublessor agrees to sublet and the subtenant agrees to take the premises described below. Both parties agree to keep, perform and fulfill the promises, conditions and agreements below:

1. The sublessor is: ________________________________________________

2. The subtenant is: ________________________________________________

3. The location of the premises is: ____________________________________
   City of Fort Collins, County of Larimer, Colorado. Unit No. __________

4. The term of this sublease is ________________, beginning __________, 20___.
   The rent is $_____________ per month, payable in advance on the ______ day
   of each month. The rent is payable to ________________________________
   at (address) _____________________________________________________.

5. The sublease agreement will terminate on (date) _____________________.
   There shall be no holding over under the terms of this sublease agreement under
   any circumstances.

6. All charges for utilities connected with premises which are to be paid by the
   sublessor under the master lease shall be paid by the subtenant for the term of this
   sublease.

7. Subtenant agrees to surrender and deliver to the sublessor the premises and all
   furniture and decorations within the premises in as good a condition as they were
   at the beginning of the term, reasonable wear and tear excepted. The subtenant
   will be liable to the sublessor for any damages occurring to the premises or the
   10. This sublease agreement incorporates and is subject to the original lease
       agreement between the sublessor and his lessor, a copy of which is attached
       hereto, and which is hereby referred to and incorporated as if it were set out
       here at length. The subtenant agrees to assume all of the obligations and
       responsibilities of the sublessor under the original lease for the duration of the
       sublease agreement.

11. In the event of any legal action concerning this sublease, the losing party
    shall pay to the prevailing party reasonable attorney’s fees and court costs to be
    fixed by the court wherein such judgment shall be entered.

12. Other ______________________________________________________
    __________________________________________________________________
13. This lease constitutes the sole agreement between the parties, and no additions, deletions or modifications may be accomplished without the written consent of both parties (ANY ORAL REPRESENTATIONS MADE AT THE TIME OF EXECUTING THIS LEASE ARE NOT LEGALLY VALID AND, THEREFORE, ARE NOT BINDING UPON EITHER PARTY).

14. The words “sublessor” and “subtenant” as used herein include the plural as well as the singular; no regard for gender is intended by the language in this sublease.

15. If the subtenant is under 18 years of age, then his/her legal guardian or parent guarantees and agrees to perform all of the terms, covenants and conditions of this sublease by affixing his signature below.

16. Each signatory to this sublease acknowledges receipt of an executed copy thereof.

17. This sublease is not binding upon either party unless approved by the landlord as provided below.

18. The parties hereby bind themselves to this agreement by their signatures affixed below on this ______day of ____________, 20___.

SUBLESSOR SUBTENANT ____________________________ ___________
(Parent/guardian if subtenant is under 18 years of age).

I hereby give my consent to subletting of the above-described premises as set out in this sublease agreement.

Date: __________________________

Landlord/Agent___________________________________________________

ORIGINAL LEASE ATTACHED: _______Yes _______No
INVENTORY CHECKLIST ATTACHED: _______Yes _______No
LEASE AGREEMENT

This form shall not be construed as legal advice. It may not suit your situation, and all landlords, tenants, and replacement tenants are encouraged to seek legal advice before signing any such document.

ASSIGNMENT OF LEASE

Effective ____________ (date), Tenant hereby assigns to New Tenant, with Landlord’s written approval, all terms, conditions, and obligations of the lease dated ______ between Tenant and Landlord, concerning the property located at ___________________________.

Landlord shall handle Tenant’s security deposit in the manner provided for in the lease and Colorado statute, and the required time period shall begin running as of the date of this assignment. [or modify to fit the situation, perhaps the New Tenant will pay the departing Tenant…]

Landlord and Tenant shall conduct a walk-through on ______________ at ______ (time) to document the condition of the premises for purposes of fair reconciliation of Tenant's security deposit.

Effective on the date first stated above, Tenant is hereby released from any further obligations under the lease. This does not prevent Landlord from collecting, out of security deposit or otherwise, for any damages caused, or unpaid obligations accrued, prior to the effective date of this Assignment.

Other terms: ________________________________

_____________________________  ________________
Landlord, Print Name:  Date

_____________________________  ________________
Tenant, Print Name:  Date

_____________________________  ________________
New Tenant, Print Name:  Date

_____________________________  ________________
Existing Tenant Approval  Date
All applications received by March 31 will receive a free Live On t-shirt and will be entered into a drawing for:

- **ONE GRAND PRIZE** of **FREE ROOM & BOARD** for next year
- **FIVE PRIZES OF $500** (choice of credit to CSU Bookstore, discount on Room & Board, or an iPad)

Learn more about the benefits for returning students and apply today:

**HOUSING.COLOSTATE.EDU/LIVEON**

**Why Live Close to Campus When You Can Live On?**

Returning students get first choice of available rooms on campus with $0 due at signing.

**Colorado State University**

**Housing & Dining Services**
Now Leasing
Steps From Campus

- Massive Pool
- 3 Huge Hot Tubs
- Tanning Shelves
- Outdoor TVs, Kitchen, and Outdoor Fire Pit
- Huge 24-Hour Fitness Center
- Men’s & Women’s Spa with Wet and Dry Saunas
- 24-Hour Computer Lab and Study Rooms
- Tanning Rooms
- Covered Vehicle Parking
- Covered Bicycle Storage
- Flat-Screen HDTV in Every Living Room
- Fully Furnished
- Private Bathrooms in Every Bedroom

Text DistrictCSU to 47464
DistrictCSU.com
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1308 W. Plum St.
facebook.com/DistrictCSU