HOUSING FAIR

FEBRUARY 6, 2018
9AM - 4PM
LSC GRAND BALLROOM

OPEN TO STUDENTS, FACULTY/STAFF, & THE COMMUNITY
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For more information about this handbook, please contact:
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(970) 491-2248
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SHOULD I LIVE OFF CAMPUS?

Don’t take this decision lightly. Living off campus has its benefits and challenges. 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 willing to travel back to campus for co-curricular events or study sessions after class?
• Do I know what type of transportation I will use (car, bike, bus)?
• Do I have time to cook?
• 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/or neighbors?
• Am I familiar with city codes/ordinances and how they can affect me?
WHERE TO LOOK

24/7/365

services provided by the office and talk about good 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.

VISIT OCL.COLOSTATE.EDU FOR:

• Apartment Complex list
• Property Management list

HOUSING FAIR

• Free annual event that takes place every spring; this year please join us on February 6th from 9am-4pm in the Lory Student Center Grand Ballroom.
• Meet with numerous landlords, realtors, property management companies, and utility providers.
• Have a chance to win door prizes, including the annual grand prizes!

RENTALSEARCH

• The premier rental listing site for CSU students.
• Connects students with housing opportunities across local communities.
• Search numerous rental listings and roommate profiles, or post your own.
• Log on with your student eID and password.
• Search the database at rentalssearch.colostate.edu.

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
USE LOCAL SOURCES
- Northerncoloradorentals.com
- Newspaper classified ads (The Collegian, The Coloradoan, etc.)
- Local realtors
- Craigslist.com
- Bulletin boards in public locations

BEWARE OF RENTAL SCAMS!

Anyone from landlords to property managers to tenants can become victims of rental scams. Avoid renting sight unseen—if you have to rent before inspecting the property and meeting the landlord, check with Student Legal Services first in 284 Lory Student Center (970) 491-1482.

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 all money orders or checks to your bank and make sure they clear.
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 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 and early.
- Do not rent a place you only looked at online or in the paper. Make sure you 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 the transportation section on page 38.

Safety

- Would you feel comfortable living there day and night?
- 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?
» 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 utility hookups/installation fees?
» 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?

• Are you responsible for your own maintenance, or is there a maintenance service provided?
• Has the unit been cited for a code violation recently? Contact the City of Fort Collins Neighborhood Services to find out.

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?
• Does the plumbing work?
• Is there a good supply of hot water (ask current tenants)?
• Are there sufficient electrical outlets, and do they work?
• 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!
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 the person you bargain with has the power to fulfill their promises.

SIGNING A LEASE

Don’t sign a lease when you only intend to apply or to analyze a lease—once you sign, you are obligated. Be careful of inadvertently signing a lease at the application stage or e-signing online before you are ready.

WHAT SHOULD BE 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 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? Yes
- Are there monetary penalties for code violations?
- Are rooms rented individually or is the entire property leased as a whole?

Read every word of the lease and get legal advice on any parts you do not understand or that concern you.

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 provides legal advice to CSU students. The offices is funded by student fees, and, generally, there are no additional charges for services. Visit sls.colostate.edu for more information.

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 under 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 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 stating 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 92.

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

**Remember to use Student Legal Services as a resource!**

You have the right to seek agreed edits to the lease – limit your efforts to only the most important changes. Student Legal Services will help you.

**STUDYING ABROAD?**

- If you are planning to study abroad, consider signing a shorter lease or living on campus.
- Visit [housing.colostate.edu](http://housing.colostate.edu) to see your options.

**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 is responsible for paying for rent past the eviction until the property is re-rented, as well as eviction costs and, often, attorney’s fees, which sizably increases the debt.

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.
3. MOVING IN

Moving into 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 should have at least one window that opens.
- Every bathroom should 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 should be maintained in a safe, sanitary and functional condition, free from obstructions, leaks and defects.
- Units should have hot and cold running water.
- Units should have permanent heating that can maintain 68°F.
- Every rental housing unit containing gas appliances or an attached garage should have an approved carbon monoxide alarm.
- All rooms should have at least two separate electric outlets.
- All rooms and public areas should have at least one electric light fixture.
- Basement bedrooms should 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) should be installed in each of the following areas:
  - On the ceiling or wall outside of each bedroom.
  - In each bedroom.
  - On each story within a dwelling unit, including basements.
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/movers-guide, 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 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 fcgov.com/utilities.

There is a service fee to set up a new account.

Plan ahead when you move. Allow one business day to connect or disconnect service.

CITY OF FORT COLLINS UTILITIES

222 Laporte Ave.
fcgov.com/utilities
(970) 212-2900

Hours: Mon., Tues., Thurs., Fri.
8:00AM - 5:00PM
Wed. 10:00AM - 5:00PM
Utilities may be included in your rent. Check with your landlord.

**XCEL ENERGY**
Xcel Energy provides natural gas to the Fort Collins area.

**To start service**
Do one of the following at least 24 hours before you need service:
- Submit a request online at [xcelenergy.com](http://xcelenergy.com)
- Call Customer Service at (800) 895-4999

A service deposit may be required but there are some ways to waive the deposit.

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

**Wondering how to pay your bill?**
Xcel Energy offers a variety of methods:
- Automatic bank withdrawal
- My Account online billing
- Payment by credit or debit card
- Payment by phone or mail
- Xcel Energy also offers an “Average Monthly Payment” program that evens out your monthly payments, making each bill about the same all year. Visit [xcelenergy.com/billing_and_payment](http://xcelenergy.com/billing_and_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. You’re in control. 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 so unplug it when you’re done.
- 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 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. Go to [fcgov.com/utilities/tips](http://fcgov.com/utilities/tips) for more information on keeping your residence energy friendly.

**Xcel Energy**
(800) 895-4999
xcelenergy.com
INTERNET & CABLE TELEVISION

Fort Collins has several companies that provide residents with internet service. Shop around to determine the price range and services that work best for your household.

Typically, internet providers will offer different packages with varying download and upload speeds at increasing rates.

Services like satellite TV and internet can be bundled together in order to offer customers a lower price. It is important to be aware of what services you are paying for and what services you actually use.

ECO-LEADERS GREEN TIPS

- Take shorter showers and don’t leave the faucet running while brushing your teeth to conserve water.
- Wash clothes in full loads using the cold water temperature setting.
- Clean your dryer’s lint trap regularly to prevent clogs in air flow, and set Automatic Dry Control to ‘Dry’ to maximize efficiency.
- Keep your apartment’s fan speed at level 1 and set your thermostat between 66-70 degrees in winter and 72-76 in summer.
- Only run the dishwasher when you have a full load, and set the cycle to “light wash” with “heated dry” off for optimal efficiency.
GARBAGE SERVICE

• 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. Either you, your landlord, or your Home Owner’s Association (HOA) arrange for trash/recyclables collection.

• 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: It is illegal to throw away cardboard and electronics in Fort Collins. Please reuse or recycle these items.

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

For more information see the City of Fort Collins’ website fcgov.com/recycle.

TIP

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 an apartment:

• Your apartment complex should provide bins 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 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 Timberline Recycling Center and drop-off center at the Larimer County Landfill accept everyday recyclables.

If you live in a house:

• In Fort Collins, residential trash and recycling service are bundled. Up to two 96-gallon recycling carts, serviced every other week, are provided for no additional cost

• Remember to Reuse! Fort Collins has a thriving thrift store community. Shop for or donate gently-used items.

TIMBERLINE RECYCLING CENTER
1903 S. Timberline

Everyday Recyclables:

• Open 7 days/week, Daylight hours
• Drop-off option for all materials accepted curbside

Hard-to-Recycle Materials:

• Open Tuesday-Saturday, 8am-6pm
• $5 entry fee
Accepts a variety of hard-to-recycle materials that CANNOT be recycled curbside:

• Paint
• Motor oil
• Antifreeze
• Batteries
• Electronics*
• Scrap metal
• Yard trimmings*
• Wood*
• Cooking oil
• Aggregates
• Baling twine

And more! See a full list of accepted items and learn more at fcgov.com/trc

*additional drop-off fees apply
Please follow this handy guide for curbside recycling.
* Starred items can be recycled elsewhere.
Learn more at fegov.com/recycle or fegov.com/a-z.
RENTER’S INSURANCE

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

Before you start making calls:

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

• If you’re not covered under your family, 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 (e.g. jewelry or collectibles).

• If you pay for car insurance, you may want to check in with your 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 building materials 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 (i.e., auto insurance)

• How much property and liability coverage you want or need
**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 and $10,000.

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**MOVING OUT**

**SECURITY DEPOSIT**

**DOCUMENTING THE CONDITION OF THE PROPERTY**

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

It is essential to take pictures and make a narrated video describing your cleaning efforts and pointing out repair matters that are pre-existing 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.

Normal wear and tear means deterioration not due to tenant’s negligence, e.g. 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 can send a “7 Day Dispute” letter.
- The letter should state that 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 hassle of transporting all your stuff back and forth.

Typically, the price depends on the size of storage unit you choose to rent.
4. MANAGING A BUDGET

Don’t take on more than you can afford! Some financial advisors recommend your rent be approximately 30% of your total monthly income.

Before moving off campus, it’s important to know how much it will cost. Students living off campus for the first time often report 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.

BALANCING A BUDGET

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

Increase your income/resources

- Obtain a part-time job: Visit ses.colostate.edu for more information about securing employment.
- Apply for financial aid and/or a loan: Visit financialaid.colostate.edu for more information about your financial aid options while attending CSU.

Decrease your expenses

- Start with the easy stuff by cutting variable expenses like entertainment (cable services), credit-card purchases, or meals out.
- If that isn’t enough, you can cut fixed expenses by seeking less expensive housing and/or sharing housing with others.
- Walk, bike, or use public transportation instead of owning a car. Check out green.colostate.edu/alternative-transportation/ for more information about transportation to campus.
- Buy used books or rent books instead of buying new books.
- 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.

Image by 401(K) 2012, CC BY-SA 2.0.
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.

See page 80 for a sample budget spreadsheet. For college students, budget planning may be easier to do on a semester basis.

Financial advice is available through the following resources:

Office of Financial Aid
Centennial Hall
Colorado State University
(970) 491-6321

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

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.


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 Kendall Reagan 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.

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?

Save Your Food

An average U.S. household throws away one-quarter of all the food they buy—making in the door with four grocery bags and dropping one in the trash each time you shop.

23% of the trash from Fort Collins households is wasted food.

It takes a lot of water to produce food:

- 1 lb. tomatoes = 29 gallons
- 1 lb. lettuce = 1,000 gallons — that’s as much as an average Fort Collins resident uses in nearly a month!

$1,500

A family of four wastes approximately $1,500 a year on food that is thrown away — enough for 26 family trips to the movies, including snacks!

Smart Actions

Smart Shopping: Plan your meals, make a list, and buy only what you need.

Smart Savings: Get creative and try new recipes to use up food before it spoils.

Smart Storage: Learn how to store foods to keep them fresher, longer.

Smart Prep: Prepare your meals after shopping — wash, slice, and dice so everything’s ready to cook on busy weekdays.

An average U.S. household throws away ¼ of all the food they buy.

40% of all food grown in the United States is wasted.

For more information about food waste and how to food-ize your life, visit http://growyourfood.colostate.edu/.
Save Your Cash by Saving Your Food

Did you know that wasted food makes up around 25 percent of what Fort Collins residents throw in their trash? Similarly, on average Americans throw away a quarter of all the food they buy. That’s like walking in the door with four grocery bags and dropping one straight into the trash each time you shop.

All this wasted food adds up:

- An average household loses approximately $1,500 a year in wasted food!
- Food scraps decomposing in local landfills emit as much greenhouse gas annually as 1,750 vehicles.
- Throwing away food also wastes the water it took to produce it. For example, it takes 1,800 gallons of water to produce a pound of beef.

So how can you save your food—and money, water and GHG emissions?

- **Smart Shopping**—buy only what you need. Plan meals ahead of time and make a list before grocery shopping to avoid buying too much food.
- **Smart Storage**—learn how to properly store different foods to keep them fresh longer. Most produce does best in the fridge, but things like bananas, mangoes, potatoes and onions last longer on your countertop.
- **Smart Prep**—prepare now, eat later. After you shop, take some time to wash, dry, slice and dice your food. This makes it much easier to grab a snack or throw together a quick meal on a busy weeknight.
- **Smart Savings**—eat what you buy, including leftovers. Channel your inner chef to find creative ways to use up food before it spoils.

Learn more and take the food-saving challenge at [fcgov.com/SaveYourFood](http://fcgov.com/SaveYourFood).

**SAVE YOUR FOOD**
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.

TIP

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 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 this isn’t permanent. Make sure you know what interest fees you will be paying once the introductory period has passed.
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 which can really add up!

**TIP**

- Some credit card companies charge extra if you want 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.

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

- Don’t overspend! 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

TIP

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 88 of this handbook, and inside of the Landlord Tenant Handbook at fcfgov.com/neighborhoodservices.

PRO: You’re only responsible for your lease.

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

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

Rent by the Room

Joint & Several Liability
If one roommate moves out, the remaining roommates may be responsible for the 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.
6. HEALTH & SAFETY

Staying healthy can sometimes be challenging for busy college students, yet taking care of your body and mind is critically important to your academic success and overall well-being. Here are a few tips to keep in mind:

- **Manage your stress.** Be sure to take time out of your busy schedule to de-stress and relax. This can actually help with productivity and make your college experience more enjoyable. Adequate sleep, healthy eating, and physical activity are also key factors to managing stress in college.

- **Get it checked out.** Feeling under the weather? Have a toothache? Concerned about a nagging physical issue? Don’t wait to have a professional take a look. Addressing issues related to illness or injury early on can minimize disruption to your busy schedule and give you greater peace of mind.

- **Talk to someone.** Are you having relationship issues, struggling with a life change, or...
Did You Know?
By paying student fees, all CSU students can access up to five individual counseling sessions per semester at no additional cost. Call CSU Health Network Counseling Services at (970) 491-7121 to make an appointment.

feeling overwhelmed, anxious, or depressed? Many students find that talking to a mental health counselor is a helpful step in overcoming problems and managing crises that you may experience.

- **Look out for each other.** Rams take care of Rams. If someone you know is stressed by life circumstances, experiencing mental health symptoms, having any thoughts of suicide, experiencing relationship violence, or struggling with addiction, please tell someone. CSU and Fort Collins are full of caring professionals that can help.

CSU Health Network – medical, counseling and health education and prevention services for CSU students

Located in the new CSU Health and Medical Center, 151 W. Lake St. (northwest corner of College Ave. and Prospect Rd.)

(970) 491-7121 or health.colostate.edu

EMOTIONAL SUPPORT ANIMALS AND SERVICE DOGS
To qualify for an emotional support animal, a student must have a documented disability that impairs daily functioning and be able to demonstrate that daily functioning is improved with the assistance animal. To bring a service dog into a residence, the student may be asked if the dog is a service animal related to a disability and what task(s) has it been trained to provide. There is a distinction between an emotional support animal that lives at home and does not accompany the person from place to place and a service dog that is individually trained to perform a specific task and goes with the individual each day.

Since the law requires that a licensed mental health or medical provider be familiar with the student and the disability before recommending an emotional support animal or service dog as a reasonable accommodation, the CSU Health Network generally requires that a student be in treatment for at least one full semester. It’s important to know that a diagnosis such as depression or anxiety does not mean a disability automatically exists. Students who have questions about these requirements may contact CSU Health Network Counseling Services or Resources for Disabled Students.
HEALTHY HOMES PROGRAM

The City of Fort Collins Healthy Homes Program is a FREE program designed to help residents of the City improve their indoor air quality and home health. The average American spends up to 90% of their time indoors and the indoor air quality can be up to five times worse than outdoors. The EPA has ranked indoor air pollution among the top five environmental risks to public health, so the indoor air quality of your home is very important! For more information and resources about your home’s health and recommendations on how to improve it, contact Healthy Homes at (970) 416-2832.

IT IS ALWAYS BETTER TO BE SAFE THAN SORRY.

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.
- 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.
- Use the SafeWalk program to get home after late classes.
Always call police if you notice suspicious activity. Trust your instincts – take action if you feel like something “just isn’t quite right.” Keep the CSU non-emergency number – (970) 419-3273 – in your phone and report issues right away. Always call 911 if you see a potentially dangerous situation or emergency.

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 10 seconds or less to enter an open room and steal your property.
• Keep emergency numbers on your phone.
• Do not leave messages on your door indicating you are away and when you will return (including your schedule).
• If someone asks to use your phone for an emergency call, offer to call 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 university schedule, so make your place looks lived in.
• Tell your neighbors 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 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.
**DOWNTOWN AFTER DARK**

Going downtown after dark? Run through this checklist before you head out for the night!

**Is my phone charged?**
Dead battery = no way to call for a ride or find friends if you get separated.

**Do I trust the people I’m going out with not to ditch me?**
There’s safety in numbers, so stick with a group that will stick together. No friend left behind!

**How am I getting home?**
If you’re partying, make sure you’ve got a plan to get home safely once the fun is done. RamRide provides free, safe, nonjudgmental rides home for all CSU students on Thursday, Friday, and Saturday nights. Download the RamRide app to request your ride.

**Do I have a way to pay?**
Just in case you get separated from friends, or your designated driver can no longer drive... make sure you have a way to pay for a ride home if needed.

**Does someone know my plan?**
Before you head out, tell someone where you’re going and when you plan to be back.

---

**Did You Know?**

Downtown Fort Collins hosts over 100 free events per year. With regular concerts, weekly art walks, and a fantastic selection of restaurants and bars, there is always something fun happening downtown. To see a list of upcoming events visit: downtownfortcollins.com.
Fire Safety

**Housing Standard**
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.

**Fire Prevention:**
- Make sure smoke detectors are working properly. Test them once a month and change the batteries in them once a semester.
- If your alarms are more than 10 years old, replace them immediately.
- Do not remove batteries from smoke detectors except to change them.
- If you have a false alarm, pushing the test button on the front of the alarm will usually silence it.
- Carbon Monoxide alarms are necessary in any housing with gas appliances or heat. Landlords are required to provide CO alarms but tenants are responsible for changing the battery once a year and ensuring the alarms are working.
- Hookah pipes can set off CO alarms if the room is not properly ventilated.
- Know at least two ways out of every room.
- Make an escape plan in case of emergencies and practice it at least once.
- Purchase a collapsible escape ladder for upper windows and know how to use it.
- Don’t overload outlets.
- 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.

• Do not put cigarettes out in potted plants!

• Never smoke in bed or when under the influence of drugs or alcohol.

• Keep a fire extinguisher near the kitchen and know how to use it.

• 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 immediately if there are any issues.

• 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!).

**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. Elevators shut down automatically when the fire alarm is going off.

• Test every door for heat with the back of your hand. 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 smoke and gases. Most people who die in fires actually die from smoke inhalation.

• 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 911 and give your name, address, and location in the building. If possible open a window for air and signal for help. Wait for help to arrive.

Those with questions about fire- and life-safety education may contact Poudre Fire Authority at education@poudre-fire.org or by calling 970-416-2896.

Image “Merry Christmas” (opposing page) by David Lienhard, CC BY 2.0.
7. TRANSPORTATION

You probably have been wondering how you are going to get to class if you move off campus. Here are some options:

TRANSFORT

Is it possible to get around Fort Collins without a car?

Yes. The city bus system, known as Transfort, operates every day, including Sundays and holidays. Many bus routes serve the CSU campus with frequent service during the weekday when CSU is in session (fall and spring). Several CSU routes operate on Saturdays and Sundays, and in the evenings. Most routes end at the CSU Transit Center, providing convenient access to the Lory Student Center.

Do CSU students have to pay to ride Transfort?

Transfort is FREE for all full and part-time CSU students. Excluding the Horn and the MAX, students need to present their CSU RamCard (Student ID) when boarding. This service is made possible in part by a contribution from Associated Students of Colorado State University (ASCSU).
**Does Transfort offer late night service?**

Through a partnership with ASCSU and the City of Fort Collins, the GOLD route provides late night weekend service out of the downtown area. This service is free and operates Fridays and Saturdays from 10:30 pm to 2:30 am. Visit ridetransfort.com for information about other evening routes.

**How can I contact Transfort?**

There are three staffed transit centers in Fort Collins. Contact them via phone at (970) 221-6620 or email transfortinfo@fcgov.com. Schedules and real-time bus arrival information can be viewed on the Ride Transfort app or online at ridetransfort.com.

**MAX Bus Rapid Transit**

The MAX route operates every 10 minutes at peak frequency along the Mason corridor from 5:00 am to midnight, Monday - Saturday. MAX also operates between 8:00 am and 7:00 pm on Sundays and holidays. Stops near the campus are located at University Ave., Prospect Rd., and Laurel St.

**Around the Horn**

Around the Horn provides service within CSU’s main campus and connects riders with the Vet Teaching Hospital and remote parking. It operates every 10 minutes Monday - Friday from 7:00 am to 6:30 pm and every 20 minutes on Saturdays during the same hours.

**FLEX Service**

Transfort operates a daily Regional Express bus service between Fort Collins, Loveland, Berthoud, Longmont and Boulder.

Transfort buses are equipped with bike racks that hold up to three 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.
OTHER TRANSPORTATION OPTIONS

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 from dusk until dawn 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.

RamRide
RamRide provides free, safe, non-judgmental rides home for CSU students with the goal of improving safety in the Fort Collins community. RamRide is a safe ride program through Off-Campus Life. To volunteer, please visit their website at ramride.colostate.edu. To request a ride, download the free RamRide App, or call (970) 491-3333.

Hours of Operation:
Thursday .............................. 10pm-2am
Friday ................................. 10pm-3am
Saturday ............................. 10pm-3am

Lockers
Need a locker? Off-Campus Life rents out lockers located in the LSC. Lockers are $20-$30 a semester charged to your student account and are accessible whenever the LSC is open. Visit the Off-Campus Life office to get yours!
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 Platinum Bike Friendly University with a Campus Bicycle Advisory Committee.

FC Bikes

FC Bikes is the City’s program working to make Fort Collins the best place in the nation to ride a bike. Visit fcgov.com/fcbikes for information about bicycle-related projects, maps, events, classes, and other resources.
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ROOMMATE ROUND-UP
MEET RAMS
FIND ROOMMATES
NO MORE THAN THREE UNRELATED PEOPLE CAN LIVE UNDER ONE ROOF

learn more at fcgov.com/neighborhoodservices/occupancy

YOUR ACTIONS HAVE IMPACT

You have an impact on CSU and the Fort Collins community.
MAKE IT POSITIVE

represent rams proudly wherever you are

As a CSU student, you may be held accountable for your behavior off campus through the Student Conduct Code: resolutioncenter.colostate.edu
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DON'T RENT A LEMON

Find out if your future rental house has past ordinance violations!

1. Call the Neighborhood Services Office at (970) 224-6064
2. Give the address
3. Make an informed choice

*Ordinance violations stay with the property, not the former tenants.

PACE YOUR HOUSING SEARCH

TAKE TIME
BEFORE YOU SIGN

Signing a lease too early can have several consequences:
Roommate compatibility may change over time- hold off to make sure it's still the right fit.
www.ocl.colostate.edu/take-time
RENT AN LSC LOCKER
paid per semester through your student account

QUARTER-SIZE | $20

HALF-SIZE | $25

FULL-SIZE | $30

GET YOURS AT OFF-CAMPUS LIFE, LSC 274
OCCUPANCY LIMIT (U+2)

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 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. 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.

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 designated district that allows it. 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 in a 12 month period 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.
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 $1,000 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 they are in violation and may issue citations to all occupants, owners, and managers. They will have 20 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 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 $1,000 per day for every day in 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.

If you have further questions, please contact Neighborhood Services: (970) 224-6046 fcgov.com/neighborhoodservices

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 LSC Room 284.

Disclosure Statement
Be prepared to sign this form at the beginning of your lease term! Your landlord should supply a copy to you. This is a form new tenants are required to sign prior to signing a lease acknowledging they have been informed of 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, you 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
- Noise
- Trash
- Overgrown weeds/grass
- Over-occupancy
- Inoperable vehicles
- Parking on lawns
- Unkempt lawns
- Parking
- Snow removal
- Animal violations
- Indoor furniture left outside
- Any municipal code violations

A violation occurs when a property receives:
- Two citations of the same violation in six months (e.g. two noise tickets)
- Three citations of any kind in one year (e.g. 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, 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.

Image “great lawn” by Joshua Ganderson, CC BY 2.0.
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 different types of nuisances occur on neighboring private or public property including, but not limited to:

- Trash and litter
- Public urination
- Vandalism

A conviction carries a minimum of $500 and up to a $2,830 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.

SOCIAL HOST ORDINANCE

This ordinance holds hosts responsible for providing a space in which underage possession/consumption of alcohol or marijuana is occurring. The host(s) do(es) not have to provide the alcohol/marijuana to be held responsible. A Social Host Ordinance violation is a civil (non-criminal) infraction that has a $100+ fine. The Social Host Ordinance does not replace current city ordinances (such as Unreasonable Noise and Nuisance Gathering) and it is possible for a party host to be issued multiple citations.

UNREASONABLE NOISE ORDINANCE

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

UNREASONABLE 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 may be 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 of $1,000+ per resident for the first offense. If convicted, a noise violation constitutes a criminal misdemeanor. Remember, you can register your parties at the Off-Campus Life office by 5:00 pm the Thursday before your party.

In addition, if your party is getting out of control, call Fort Collins Police Service’s non-emergency number, (970) 419-3273, and ask for help in breaking it up. This is called an “Assist” and happens more frequently than you think.
OTHER MUNICIPAL CODES

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 $1,000 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!

Additionally, state Riot Laws provide that anyone convicted of a rioting offense cannot attend any state-funded institution of higher education in Colorado for at least 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 institutions of higher education – including CSU – for 12 months if convicted – and your tuition is NOT refunded.

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 the fireworks, summons to municipal court, and a fine up to $2,830. 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 or contact non-profit organizations or consignment shops to donate your furniture.

Tip
Anyone convicted of engaging in a riot will automatically be suspended from all state institutions of higher education for at least one year.

Image “Fireworks” by Joseph Devon, CC BY-SA 2.0.
TRASH
Trash containers must be stored out of view of the street.
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/GRASS
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.
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 issuing citations for those not registered.
- Residential parking restrictions will be enforced on gamedays.
- Go to fcgov.com/parking for more info.

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 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.
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 must 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 must 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 must ensure such dog or cat has a current rabies vaccination tag affixed to its collar or harness at all times.

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 owner 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 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 violation 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.
9. BEING A GOOD NEIGHBOR

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 “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 (e.g. throwing a party or building a fence).

Share your contact information (cell phone, etc.) so there is an easy way of communicating should a problem arise or if questions come up.

Image “Welcome Your New Neighbor” by State Farm CC BY 2.0.
NEIGHBOR CONFLICTS

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

- Noise and nuisance complaints
- 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. Learn more at: resolutioncenter.colostate.edu

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 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 Services at the Student Resolution Center, 501 W. Lake St., Suite A, Aggie North Walnut (970) 491-7165.

BE AWARE OF NEIGHBORHOOD

Expectations & City Ordinances

Be aware of not only the local laws and HOA covenants, but also neighborhood expectations. Each neighborhood has a different feel, so as you get to know your neighbors, ask them about what is expected of each resident.

Be Aware of Differences

Age, faith, ethnic background, family status, etc. can drastically affect how one goes about their daily life. Be aware and respectful of differences between you and your neighbors.

Ask How You Can Help

Neighborly gestures contribute to a positive and welcoming neighborhood for all! Shoveling snow for your neighbor who may need assistance is a welcome gesture.
Here are some important tips for hosting a responsible party. These tips are not meant to be all-inclusive; always remember 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.

**Discuss party expectations** with your roommates before you host a gathering. Consider: timeframe, house rules, number of people, sober host, who will chat with the neighbors, etc.

**Notify your neighbors in advance** and provide them with the 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. Make sure the sober host is 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. Posting your get-together using social media can lead to out-of-control parties, unwanted guests 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.

**Unreasonable Noise/Nuisance Gathering...Know the Difference:**

The Unreasonable Noise Ordinance is in effect 24 hours a day and only applies to noise. Nuisance gatherings cover other issues that occur on your property and/or extend past the property line, think foot traffic to and from your gathering, where people are disrupting the neighbors, public urination, leaving trash in yards, trampling bushes, jumping fences and breaking them, etc., or unlawful consumption or possession of alcohol and/or marijuana. The HOST of the party, if found responsible for a nuisance gathering, can be held accountable for the costs associated with these damages on top of the citation fine received. Remember that YOU are responsible for your guests’ actions!

**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 - including CSU. Take note: engaging in a riot – or even just being a bystander and watching it – can get you into trouble.
Social Host Ordinance holds host(s) responsible for providing a space in which underage possession/consumption of alcohol or marijuana is occurring. The host(s) do(es) not have to provide the alcohol/marijuana to be held responsible.

It is illegal to provide alcohol to underage guests. If you’re in doubt of someone’s age, protect yourself and don’t serve.

It is illegal to provide marijuana to underage guests. If you are at least 21, Colorado law permits you to use recreational marijuana within a private residence.

It is illegal to:

• Consume marijuana in public.
• Provide marijuana to people under the age of 21.
• Grow marijuana in apartments or attached residences.
• Drive under the influence of marijuana.

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.

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) 419-FCPD (3273) 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. Don’t make the situation or citation worse. When police arrive, all guests need to leave. And remember these helpful tips when interacting with police (these TIPS are not meant as legal advice, just helpful hints):

• The sober host is the best person to answer the door in case of a police visit.
• Answer the door promptly, as no one likes to be left waiting.
• Keep your Party Registration form close at hand for officers to reference. Having that piece of paper does not guarantee a warning but may help in the process.
• And remember that please and thank you go a long way with anyone.

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 care about how things went for them and that you are respecting the neighborhood.

Your actions have impact: Make it a positive one. Be a good neighbor both on and off campus. If you are a CSU student, you may be held accountable for your behaviors off campus through the Student Conduct Code.

You could avoid a $1,000+ noise citation by registering your party with Off-Campus Life.
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 parties in person at:
  - Off-Campus Life
  - Neighborhood Services
  - Campus West Connections
  by the preceding Thursday at 5:00 p.m.
- You can now register your party online at partysmart.colostate.edu. You will still need to register in person the first time each academic year AND the first time after a warning or citation is given.
- 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 in LSC Room 274, or visit partysmart.colostate.edu.

TIPS

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. Each 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 Conduct Code? For more information contact Student Conduct Services at the Student Resolution Center (970) 491-7165.

Additional Fines
Be aware that many property managers and landlords will assess an additional fee if you receive certain citations.
BEING A GOOD PET OWNER

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 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 risks 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.

Image “Dog Waste Bags” by Badseed, CC BY 2.0.

“Neville and Luna” by Lindsay Mason.
ARE YOU READY FOR A PET?

Y / N Do you have at least $1,000 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 every day 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?

How you answer these questions may determine if now is 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.

“Abigail and Grace” by Grace Reader.
CHECK YOUR HOME FOR:

**Toxic chemicals**
Rodent poison, antifreeze, onions, chocolate, or milk 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.

“Bitsy” by Jeannie Ortega.
ON CAMPUS

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 diverse and affordable events to campus and has brought performers including Laverne Cox, Roy Wood Jr., and Ashly Perez, as well as the annual events, RamFest and TEDxCSU. Check out their events on ramevents.colostate.edu or follow them on social media at 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 physically-limited 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.

STUDENT LEADERSHIP, INVOLVEMENT & COMMUNITY ENGAGEMENT (SLiCE)

SLiCE offers leadership development, involvement and community engagement programs for all CSU students. SLiCE brings together student organizations, student leaders and student volunteers under one umbrella, making our community a vibrant place to live and learn. Think Big. Get Involved. Do Something CSU!

Visit their office in the Lory Student Center 210, check out their website at slice.colostate.edu or call at (970) 491-1682

STUDENT ORGANIZATIONS

SLiCE is home to 450+ student organizations. Student organizations range from academic/pre-professional to social/recreational, catering to unique interests, academic
disciples and passions. Find a complete list of organizations, contact information, organization events and more information visit RamLink at ramlink.colostate.edu.

STUDENT INVOLVEMENT FAIR
The Student Involvement Fair usually takes place at the beginning of fall and spring semesters. 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.

INVOLVEMENT ADVISING
Maximize your time at CSU by exploring your interests - both inside and outside the classroom. Join a student organization, learn about leadership, volunteer in the community, work on campus, or attend athletic events. These are a few ways to make meaningful, long-lasting connections both on and off campus. Sign up for an individual involvement advising session with SLiCE at dosomething.colostate.edu.

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 calendar.colostate.edu.

“Colorado State University Spring Dance Concert” by Colorado State University

SCHOOL OF MUSIC, THEATRE, AND DANCE
Full-fee paying students (enrolled in six or more credits) can receive one (1) no-charge ticket to all music, theater, and dance department events at the UCA. Tickets are available online at csuartstickets.com, by phone at (970) 491-2787, or in person at the UCA Ticket Office, both in advance or at the door. A valid RAMCard must be presented for ticket redemption, and tickets are not transferable. Tickets are limited to one per student for each performance/series of a production. Space is limited and available on a first come, first served basis. Excludes Classical Convergence and community produced events. For questions or more information, please email the box office at csuarts@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 productions. Additionally, the University Chorus is open to all students and doesn’t require an audition. Check out the University Center for the Arts website for information and links to these and other opportunities at uca.colostate.edu. Information about auditions to plays and musical ensembles are posted there.
IN THE COMMUNITY

UNITED WAY

United Way of Larimer County brings together people and organizations from across the community to drive lasting change. As the central resource for volunteerism in Larimer County, United Way helps mobilize and engage businesses, faith-based volunteers, families, groups, individuals, and youth volunteers in meaningful opportunities based on their skills and interests.

Call 2-1-1 (866-485-0211) to get or give help, search the online database at uwaylc.org/volunteer, or email volunteer@uwaylc.org.

CAMPUS WEST CONNECTIONS

Campus West Connections is dedicated to building strong connections and promoting quality of life by engaging the Campus West community through accessible services and proactive education, information, and outreach. The space is a collaboration between the City of Fort Collins and CSU.

- What you’ll find at CWC:
  - Party Registration
  - Rental Housing Resources
  - Conflict Resolution & Mediation Services
  - Educational Workshops
  - Neighborhood Meetings
  - Code Compliance
  - Cold Crime & Police Reports
  - General Police Questions

- 1335 W. Elizabeth, Unit 145
- Hours of Operation:
  M, W, F: 8:00AM-5:00PM
  T, Th: 8:00AM-6:00PM

CAMPUS RECREATION

You probably know where the Student 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, a martial arts course, or various strength and fitness classes? Contact Campus Recreation for more information.

Visit csurec.colostate.edu or call (970) 491-6359.

INTRAMURAL SPORTS

Getting involved with the IM Program is easy!

- Register for an IM Membership; memberships are good for the entire semester and provide almost unlimited access to all IM Sports. Memberships can be purchased online or at the front desk of the Student Recreation Center.

- Visit the IM Leagues website to register, then scroll to the sport you are interested in playing, and follow the sign-up instructions.

- For more information, call (970) 491-6671.
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 long-term 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/history or call (970) 491-6707.

Quick References:

Associated Students of Colorado State University (ASCSU), (970) 491-5931

Community Mediation Program
(970) 224-6022

Conflict Resolution Services
Student Resolution Center
(970) 491-7165
resolutioncenter.colostate.edu

CSU Police Department
Non-Emergency
(970) 491-6425

Fort Collins Police Services
Non-Emergency
(970) 419-FCPD

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

Student Legal Services
LSC Room 284
(970) 491-1482
sls.colostate.edu

Campus West Connections
1335 W Elizabeth Street, Unit 145
MWF 8am-5pm, TR 8am-6pm
(970) 416-4399
campuswest@fcgov.com

Off-Campus Life
LSC Room 274
M-F 8am-5pm
(970) 491-2248
ocl.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.

HOUSING OPTIONS

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

- **CSU RentalSearch.** 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](http://ocl.colostate.edu).

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 demonstrating your continued/extended presence in Fort Collins.

Image by Colorado State University
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.

MAKING CONNECTIONS

There are lots of ways to get to know people and make new 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 focusing on different student populations:

- Asian/Pacific American Cultural Center (APACC)
- Black/African American Cultural Center (BAACC)
- El Centro
- Pride Resource Center
- Native American Cultural Center (NACC)
- Women and Gender Advocacy Center
- Adult Learner and Veteran Services
- Office of International Programs
- Fraternity and Sorority Life

Leases

Leases are important when renting; however, they can also be confusing. Student Legal Services 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 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

SHORT-TERM HOUSING

See the International section of the Off-Campus Life website for a list of short-term housing options in Fort Collins.
## Income
- Take-Home Pay (net pay)
- Loans/Grants/Scholarships
- Savings/Checking
- Parental Contribution
- Interest/Dividends
- Social Services
- Other

**Total income:**

## EXPENSES
- Rent
- Tuition
- Books/Supplies
- Utilities
- Groceries
- Entertainment
- Car Payment
- Insurance (car/renter’s/etc.)
- Gasoline
- Loans
- Credit Cards
- Clothing
- Cable TV
- Household Supplies
- Laundry
- Miscellaneous

**Total expenses**

**Total Income — Total Expenses:**

**REMAINING BALANCE:**
## RENTAL CHECKLIST

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 defects 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 damaged areas and attach to the form.

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This unit located at ________________________________ has been inspected for damages and defects 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 in which 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 tenant’s share of the rent during the term, unless:

a. the person at their own expense, locates a tenant to sublet their 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 their 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
SUBLEASE AGREEMENT

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
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Students who choose to live on campus after their first year have their first choice of rooms, including singles, and additional upperclass-only options.

Priority deadline is February 28.

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