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2020 STUDENT HANDBOOK

City of  
Fort Collins



OFF-CAMPUS LIFE  
COLORADO STATE UNIVERSITY

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**OFF-CAMPUS LIFE AND NEIGHBORHOOD SERVICES PRESENT:**

# OFF-CAMPUS LIFE STUDENT HANDBOOK



**COLORADO STATE UNIVERSITY**

This handbook is for informational purposes only and should never be used as a substitute for individualized counseling or legal advice from an attorney or other qualified professionals. Information contained in this handbook does not constitute legal advice. Please note that laws and ordinances discussed herein can change or be amended due to subsequent court decisions or other legislation. Advertisements of any products or services in this handbook do not constitute an endorsement by Colorado State University Off-Campus Life or City of Fort Collins Neighborhood Services.

For more information about this  
handbook, please contact:  
Off-Campus Life  
(970) 491-2248  
[offcampuslife.colostate.edu](http://offcampuslife.colostate.edu)

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# CHAPTER 1: **FIRST STEPS**



## **CONTENTS**

- Thinking About Moving Off Campus?
- Where to Look
- How to Decide



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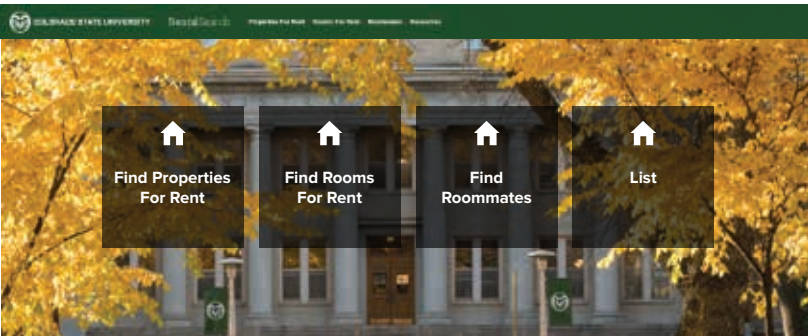
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[RENTALSEARCH.COLOSTATE.EDU](https://rentalsearch.colostate.edu)





## 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?

# 1. FIRST STEPS

## THINKING ABOUT LIVING OFF CAMPUS?

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

# WHERE TO LOOK

# 24/7/365

**RENTALSEARCH**

**LIST AND FIND:**  
VACANT HOMES  
ROOMS TO RENT  
ROOMMATE LISTINGS

**NEW!**

Bulletin Board to sell, trade, and give away your items to the CSU community

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## RENTALSEARCH

- The premier rental listing site for CSU students.
- Connects students with housing opportunities across local communities.
- Search the bulletin board for furniture, appliances, etc.
- Search numerous rental listings and roommate profiles, or post your own.
- Log on with your student eID and password.
- Search the database at **[rentalsearch.colostate.edu](https://rentalsearch.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 services provided by the office and talk about good roommating practices.
- Potential roommates have the opportunity to introduce themselves and talk in a comfortable, casual environment.
- Visit **[ocl.colostate.edu/](https://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 5th 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!

## 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](http://sls.colostate.edu)**.
- Be leery of special deals to get you to sign a lease quickly 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, **(970) 224-6046**.

### ***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 you need air conditioning?
- 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!**

# CHAPTER 2: LEASES

## CONTENTS

- Negotiating Your Lease
- Terminating Your Lease Early
- Legal Terms You Need to Know

# INVEST IN A PLACE

## YOUR STUDENT CAN CALL HOME



DISCOVER THE BENEFITS OF  
BUYING REAL ESTATE WITH  
YOUR COLLEGE STUDENT



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**MLS**



# 2. LEASES

Leases are **legally binding** documents as soon as they are signed. They 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](https://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 security deposit amount 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?
- 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 - Think about what offers you can make that are mutually beneficial. 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 premises are 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 office is funded by student fees, and, generally, there are no additional charges for services. Visit [sls.colostate.edu](http://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, 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](http://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.



Image by Living in Monrovia , CC BY-SA 2.0.

**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.**

### ***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](https://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 sizeably increases the debt.

# CHAPTER 3: MOVING IN



## CONTENTS

- Changing Your Address
- Garbage Service
- Recycling
- Renter's Insurance
- Security Deposit
- Utilities, Electric, Cable, and More

# Ram's Village Apartments



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# 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 some of 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 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.
- Test all smoke alarms and carbon monoxide detectors regularly.

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

## CHANGING YOUR ADDRESS

Changing your address is a relatively simple process and should be one of the first steps you take when moving into your new place. We recommend doing it online through the U.S. Postal Services website, ([usps.com/movers-guide](http://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 online at [fcgov.com/utilities](http://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.

Pay your utility bill online, by phone or by mail. Visit [fcgov.com/utilities](http://fcgov.com/utilities) for more information.

### LOOKING FOR WAYS TO LOWER YOUR UTILITY BILL?

Fort Collins Utilities partners with local organizations to provide efficiency, conservation and bill payment assistance programs, including low- or no-cost resources that keep utility costs down. Learn more at ([fcgov.com/utilities-affordability](http://fcgov.com/utilities-affordability).)



### CITY OF FORT COLLINS UTILITIES

222 Laporte Ave.  
[fcgov.com/utilities](http://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](https://www.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](https://www.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 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](https://www.fcgov.com/utilities/tips) for more information on keeping your residence energy friendly.

**Xcel Energy**

(800) 895-4999

[xcelenergy.com](https://www.xcelenergy.com)

CENTURY LINK  
(800) 475-7526  
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COMCAST  
215 E. Foothills Pkwy.  
(800) 934-6489

DISH FORT COLLINS  
140 W. Oak St. 1  
(877) 404-3508

DIRECT TV  
(888) 777-2454  
directv.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 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](http://fcgov.com/recycle).



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. The Community Recycling Ordinance requires all apartment complexes to offer recycling service by the end of 2020. For help starting or improving recycling at your complex visit [fcgov.com/wrap](https://www.fcgov.com/wrap)

### *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

### *For everyone:*

- Remember to Reuse! Fort Collins has a thriving thrift store community. Shop for or donate gently-used items.
- The Timberline Recycling Center accepts everyday recyclables (cans, glass, cardboard) as well as hard-to-recycle materials (batteries, electronics, yard waste).

### *Composting:*

- Consider local composting options to reduce food waste and methane production.

### **TIMBERLINE RECYCLING CENTER**

1903 S. Timberline Rd.

#### ***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 (summer), 8am-4:30pm (winter)
- \$5 entry fee

Accepts a variety of hard-to-recycle materials that CANNOT be recycled curbside:

- Paint\*
- Motor oil\*
- Antifreeze\*
- Batteries\*
- Electronics<sup>†</sup>
- Scrap metal
- Yard trimmings<sup>†</sup>
- Wood waste<sup>†</sup>
- Cooking oil
- Bulky plastic

And more! See a full list of accepted items and learn more at [fcgov.com/trc](https://www.fcgov.com/trc)

\*\$5 entry fee waived when dropping off only these items

<sup>†</sup>Additional fees apply for these items



# RECYCLE

ALL ITEMS MUST BE **EMPTY** AND **DRY**

## METALS & GLASS



## PLASTIC BOTTLES, TUBS & PAPER CARTONS



## CARDBOARD & PAPER



## KEEP OUT OF CURBSIDE RECYCLING



Please follow this handy guide for **curbside recycling**.

\* Starred items can be recycled elsewhere.

Learn more at [fcgov.com/recycle](http://fcgov.com/recycle) or [fcgov.com/a-z](http://fcgov.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 live 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 fit 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 outside 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

# RENTER'S INSURANCE TERMS

## *Deductible:*

Most policies have a deductible. This is a specific amount of money deducted from every claim you file. When getting your quotes make sure to inquire about deductible amounts because they can range 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.

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

# MOVING OUT



## 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](http://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 YOUR 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 more information, refer to the Landlord Tenant Handbook online at [fcgov.com/landlordtenant/handbook](http://fcgov.com/landlordtenant/handbook) under Neighborhood Services, or the templates at Student Legal Services’ website, [sls.colostate.edu](http://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.

# **CHAPTER 4: MANAGING A BUDGET**

## **CONTENTS**

- Balancing a Budget
- Food
- Credit Cards



# STADIUM APARTMENTS

## Now Leasing

### FOR FALL 2020!



970-800-4540  
[www.stadiumftcollins.com](http://www.stadiumftcollins.com)

821 W. Lake St  
Fort Collins, CO 80521

# 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 <https://career.colostate.edu/part-time-employment/> for more information about securing employment.
- Consider applying for financial aid! Visit [financialaid.colostate.edu](https://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/](https://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.

## TIP

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.

*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

See page 92 for a sample budget spreadsheet. For college students, budget planning may be easier to do on a semester basis.

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



# 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, know how, and have the time to cook?
- Are you going to eat out often? Can you afford to do so?

## RAMS AGAINST HUNGER

For more information about food resources for those experiencing food insecurity visit: [ramsagainsthunger.colostate.edu](http://ramsagainsthunger.colostate.edu).

## 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](http://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](http://nutritioncenter.colostate.edu) or call (970) 491-8615.

### SAVE YOUR FOOD



An average U.S. household throws away one-quarter of all the food they buy - imagine walking 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:  
 - 1lb. Tomatoes = 26 gallons  
 - 1lb. Beef = 1,800 gallons - that's as much as an average Fort Collins resident uses in nearly a month!

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

**\$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!

### An average U.S. household throws away 1/4 of all the food they buy.



### SMART ACTIONS



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

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

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

**Smart Prep:** Prep your food after shopping - wash, dry, slice and dice so everything's ready to cook on a busy weeknight.

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




## 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, money, and water, and reduce 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

- You may incur an extra charge 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.



Image by 401(K) 2012, CC BY 2.0; Image (opposing page) by frankieleon, CC BY 2.0.



# **CHAPTER 5: ROOMMATES**



## **CONTENTS**

- Roommate Issues to Consider
- Joint & Several Liability



[THESOCIALATSTADIUMWALK.COM](http://THESOCIALATSTADIUMWALK.COM)



[THEHABITATATFORTCOLLINS.COM](http://THEHABITATATFORTCOLLINS.COM)



[RENEWFOOTHILLS.COM](http://RENEWFOOTHILLS.COM)



[THESOCIALWEST.COM](http://THESOCIALWEST.COM)

## TOUR FOR A FREE TRIP!

Whatever your lifestyle, we have the perfect home designed just for you.

**Tour 3 of 4 communities by 3/20 for a chance at a FREE \$500 flight voucher!**

# 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 100 of this handbook.

### ***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 services such as conflict coaching and mediation at no cost.

### ***Joint & Several Liability***

If one roommate moves out, the remaining roommates may be responsible for that person's share of the rent and damages. Tenants are responsible for rent until the lease has expired, or in most cases, until the premises are re-rented.

#### ***Rent by the Room***

**PRO:** You're only responsible for your lease.

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

# **CHAPTER 6: HEALTH & SAFETY**



## **CONTENTS**

- Manage Your Stress
- Emotional Support  
Animals and Service Dogs
- Walking
- At Home
- Fire Safety



CARPET CLEANING  
PAINTING  
COMMERCIAL CLEANING  
RESIDENTIAL CLEANING  
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MAINTENANCE SERVICES  
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 OFF-CAMPUS LIFE  
COLORADO STATE UNIVERSITY

# ROOMMATE ROUND-UP

## MEET RAMS FIND ROOMMATES

**VISIT**

[offcampuslife.colostate.edu/calendar](http://offcampuslife.colostate.edu/calendar)  
for information about upcoming dates



## 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?*

**All enrolled CSU students can access on-campus medical, dental, optometry and physical therapy services at CSU Health Network, regardless of their insurance plan, even if you are living off-campus.**



**Did You Know?**

**By paying student fees, you can access a wide range of mental health support resources at no additional cost. Visit Counseling Services on the 3rd floor of the Health & Medical Center, and they'll work together with you to find the services that are best for you.**

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

(970) 491-7121 or [health.colostate.edu](http://health.colostate.edu)

**TELL SOMEONE**

If you are concerned about safety or mental health – your own or someone else’s, call 970-491-1350 or complete an online referral form at **tellsomeone.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) it has 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 trained to perform a specific task and goes with the individual each day.

CSU Health Network no longer provides letters of support and referral for students seeking to make use of emotional support animals and psychiatric service dogs. Students should seek a disability evaluation from a home provider, forensic psychologist, or forensic psychiatrist with specialized training working with human-animal bond in counseling. More information is available at the CSU Student Disability Center.

## HEALTHY HOMES PROGRAM

The City of Fort Collins Healthy Homes Program is a FREE program designed to help community members of the City improve their indoor air quality and home health. The average person spends up to 90% of their time indoors and indoor air quality can be up to five times worse than outdoor air quality. 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! During your FREE Healthy Homes assessment, we will provide you with a FREE radon kit, all natural cleaner, and carbon monoxide and smoke/ fire alarms. For more information and resources about your home's health and recommendations on how to improve it, contact Healthy Homes at **(970) 416-2832**.



Image by Luke Hyce

**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.

## 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.

### TIP

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 Fort Collins Police Services number (970) 419-3273, in your phone and report issues right away. Always call 911 if you see a potentially dangerous situation or emergency.



### 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 look lived in.
- Tell your neighbors you’ll be out of town and ask them to keep an eye out on your home.
- Keep all windows and doors locked.
- 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 freeze and 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, rides 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\*\*](http://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, heat, or attached garages. 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 or powerstrips.
- 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](mailto:education@poudre-fire.org) or by calling **970-416-2896**.



# CHAPTER 7: TRANSPORTATION



## CONTENTS

- Transfort
- Other Options
- Biking

# Rams Scholastic Townhomes

## AT GLENMOOR DRIVE

Student housing close to Colorado State University



**EXPLORE.  
EXPERIENCE.  
EXPAND.**

**3 of 5  
students  
take a  
CSU  
Summer  
course**

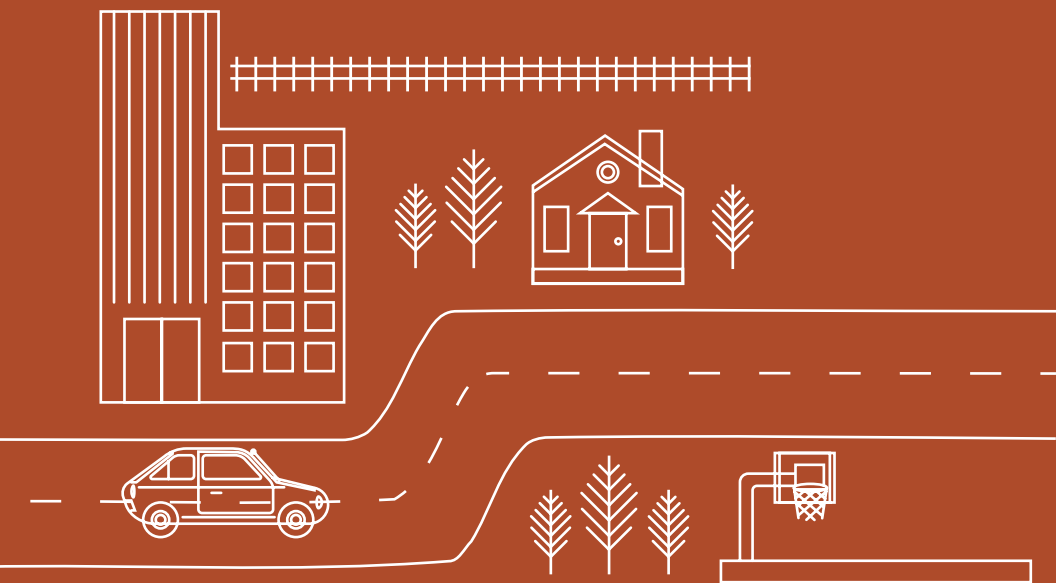
Financial aid opportunities and summer student employment available.

|                         |                                     |                   |                  |
|-------------------------|-------------------------------------|-------------------|------------------|
| <b>4-Week Terms</b>     | May 18 - June 14                    | June 15 - July 12 | July 13 - Aug. 9 |
| <b>8-Week Terms</b>     | May 18 - July 12                    |                   | June 15 - Aug. 9 |
| <b>12-Week Term</b>     | May 18 - Aug. 9                     |                   |                  |
| <b>Additional Terms</b> | Varying lengths, including weekends |                   |                  |

Search over 1,800 on-campus and online course sections at Courses at a Glance:

[summer.colostate.edu](http://summer.colostate.edu)

**(970) 491-1590**



## 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](http://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](mailto:transfortinfo@fcgov.com). Schedules and real-time bus arrival information can be viewed on the Ride Transfort app or online at [ridetransfort.com](http://ridetransfort.com).

### ***MAX Bus Rapid Transit***

The MAX route operates every 10 minutes at peak frequency along the Mason corridor from 5:30 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*

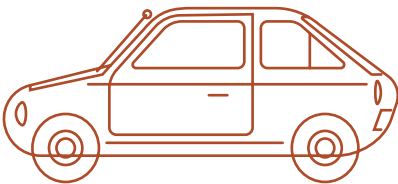
If your house is close to campus, walking can be a good option. Fort Collins is a relatively safe city. However, that does not mean you should not be cautious when you are walking around town. Check out the “Safety” section in the handbook for more information.

### *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 8:00 pm. After Friday evening, parking without a permit is allowed until 7:00 am Monday morning. For more information, contact CSU Parking Services **(970) 491-7041**. For a map of parking lots, please visit: [parking.colostate.edu](http://parking.colostate.edu).



### *Neighborhood Parking*

Did you know that many Fort Collins neighborhoods have parking restrictions? The Residential Parking Permit Program (RP3) is a resident initiated program that helps provide close and convenient on-street parking for residents.

### **DON'T GET A TICKET!**

If you don't live in the neighborhood you can't park in an RP3 zone for more than 2 hours once per day.

For more information and RP3 maps go to [fcgov.com/RP3](http://fcgov.com/RP3) or call **970-221-6617**

### *RamRide*

RamRide provides CSU students with free, safe rides to any home or business address in Fort Collins. With 19 vehicles on the road, RamRide is the largest safe ride program in the nation! To fundraise money for your student organization and/or complete volunteer hours, please visit [ramride.colostate.edu](http://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 |



## BIKING

### *Is a Bike-n-Ride service available?*

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

Image by Colorado State University.

### ***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](http://fcgov.com/fcbikes) for information about bicycle-related projects, maps, events, classes, and other resources.




# **CHAPTER 8: CITY CODES & ORDINANCES**



## **CONTENTS**

- Occupancy Limit (U+2)
- Social Host Ordinance
- Public Nuisance Ordinance
- Nuisance Gathering Ordinance
- Other Municipal Codes





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HOUSING & DINING SERVICES  
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# 8. CITY CODES & ORDINANCES



## **OCCUPANCY LIMIT (U+2)**

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.

Image "Downtown 'Old Town' Fort Collins" by Citycommunications, CC BY 3.0.



## 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 Extra Occupancy List is always changing, so check out the Off-Campus Life website for the most up-to-date version at [ocl.colostate.edu](http://ocl.colostate.edu).

### ***What if a house can easily accommodate more than three residents?***

The property owner can apply for 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](http://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.



and is required to be signed by all parties at the time of lease signing.

### ***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

**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 20 days to pay the assessment or appear in court on the scheduled court date.

**5.** If participants request a hearing, they will be scheduled to appear before a court-appointed hearing officer. The inspector will be present if the case goes to trial 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](https://www.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 when you sign a new lease! Your landlord should supply a copy to you. This is a form tenants are required to sign with the signing of any new 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. The Occupancy Disclosure form can be found at [fcgov.com/neighborhoodservices/occupancy](https://www.fcgov.com/neighborhoodservices/occupancy).

# PUBLIC NUISANCE ORDINANCE



**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.**

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
- Nuisance Gathering

## ***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

Image "great lawn" by Joshua Ganderson, CC BY 2.0.



## 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.

## 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.

## 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 ext. 7**, 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.

## 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.

### 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. You can also search the bulletin board on [rentalsearch.colostate.edu](http://rentalsearch.colostate.edu)

## 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](http://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 walkway has not been shoveled, a neighbor may report it to the Nuisance Hotline, or City inspectors may proactively inspect the offense while out in the field. If the City hires someone to remove the snow the property owner will be billed and may pass the charge along to you with an additional fine, which can be very expensive. You may need to use an ice-melt material in order to make your sidewalk is 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. Offer to shovel for a neighbor while you're in town and see if a neighbor is willing to cover your shoveling responsibilities while you are away.



Image "Snow on the Colorado State University Oval" by Colorado State University.



## 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 direction of traffic.
- 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](https://fcgov.com/nuisance)**.

## RESIDENTIAL PARKING PERMIT PROGRAM

- This program provides convenient on-street parking for residents by reducing the impact of non-resident vehicles in participating neighborhoods.
- It limits parking to only residents and their guests during the posted time limits.
- There are no visible permits.
- The system works by reading registered license plates and issuing citations for those not registered.
- Residential parking restrictions will be enforced on gamedays.
- Go to **[fcgov.com/parking](https://fcgov.com/parking)** for more info.

## **ANIMALS**

### ***Licenses***

All dogs and cats within city limits must be licensed yearly through the Larimer Humane Society. Failure to properly license your pet can result in a municipal fine if the animal is impounded. Pet licenses can be purchased online at [larimerhumane.org](http://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 a 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 ext. 7**.

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.

# **CHAPTER 9: BEING A GOOD NEIGHBOR**



## **CONTENTS**

- Neighbor Etiquette
- Neighbor Conflicts
- Party Registration
- Being a Good Pet Owner





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# 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.

## 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.

## 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](http://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 Walnut.

**(970) 491-7165.**

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) ext. 7**, 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 kept 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 POTENTIALLY 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
- 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 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.
- Parties must be registered by the Thursday before the party.

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 **resolutioncenter.colostate.edu**.

### *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.



Image "Dog Waste Bags" by Badseed, CC BY 2.0.

## 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.



"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.

# CHAPTER 10: COMMUNITY



## CONTENTS

- On Campus
- In the Community
- Community Liaison Resources

CORT

## THE SMART WAY TO FURNISH YOUR OFF-CAMPUS APARTMENT

For just \$99 per month\* we design 3 rooms of furniture just for you.

Go to [cort.com/student](http://cort.com/student) to see our student packages or call **855.435.9133**

\*Pricing based on 12-month lease term. Sales tax, waiver and transportation fees not included. Package pricing subject to change. Other lease terms available. Must show valid student ID.



**CR** CONFLICT RESOLUTION  
STUDENT RESOLUTION CENTER

### BUTTING HEADS?

Conflict Resolution Services at the Student Resolution Center provides a voluntary, neutral, confidential process to assist students when conflicts, disputes, or interpersonal challenges arise.

### CONFLICT RESOLUTION SERVICES

Conflict happens. Get solutions.

@CSUResolution   ResolutionCenter.colostate.edu



STUDENT RESOLUTION CENTER  
COLORADO STATE UNIVERSITY

(970)491-7165  
501 West Lake Street  
Aggie Village, Walnut

AN EQUAL OPPORTUNITY UNIVERSITY



# 10. COMMUNITY



## 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 [lsc.colostate.edu/ramevents](https://lsc.colostate.edu/ramevents) 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](https://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



disciplines and passions. Find a complete list of organizations, contact information, organization events and more information visit RamLink at [ramlink.colostate.edu](http://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](http://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](http://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](http://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](http://calendar.colostate.edu).

## 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](http://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](mailto: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](http://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, volunteers, families, groups, individuals, and youth volunteers in meaningful opportunities based on their skills and interests. Search the online database at [uwaylc.org/volunteer](http://uwaylc.org/volunteer), email [volunteer@uwaylc.org](mailto:volunteer@uwaylc.org) to help strengthen our community, or call **2-1-1** to find resources.

## CAMPUS WEST CONNECTIONS

1335 W. Elizabeth, Unit 145

Walk-in Hours:  
Monday-Friday: 1:00-4:00pm

**(970) 416-2399**

[campuswest@fcgov.com](mailto:campuswest@fcgov.com)  
[fcgov.com/campuswestconnections](http://fcgov.com/campuswestconnections).

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
- General Police Questions



## 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](http://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.
- To register yourself or your team by sport, visit [IMLeagues.com](http://IMLeagues.com) 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 students 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](http://ocl.colostate.edu/history) or call (970) 491-6707.

### Campus West Connections

1335 W Elizabeth Street, Unit 145  
Monday-Friday: 1:00-4:00pm  
(970) 416-4399  
[fcgov.com/campuswestconnections](http://fcgov.com/campuswestconnections)

### Off-Campus Life

LSC Room 274  
M-F 8am-5pm  
(970) 491-2248  
[ocl.colostate.edu](http://ocl.colostate.edu)

### 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](http://resolutioncenter.colostate.edu)

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

**Fort Collins Police Services  
Non-Emergency**  
(970) 419-FCPD  
<http://fcgov.com/police>

**Fort Collins Utilities**  
(970) 212-2900  
[fcgov.com/utilities](http://fcgov.com/utilities)

**Landlord/Tenant Handbook**  
[fcgov.com/  
neighborhoodservices](http://fcgov.com/neighborhoodservices)

**Neighborhood Services**  
281 North College  
(970) 224-6046  
[fcgov.com/  
neighborhoodservices](http://fcgov.com/neighborhoodservices)

**City of Fort Collins  
Nuisance Hotline**  
(970) 416-2200

**Occupancy Limit FAQs**  
[fcgov.com/  
neighborhoodservices](http://fcgov.com/neighborhoodservices)

**Student Legal Services**  
LSC Room 284  
(970) 491-1482  
[sls.colostate.edu](http://sls.colostate.edu)

# **CHAPTER 11: INTERNATIONAL STUDENT RESOURCES**



## **CONTENTS**

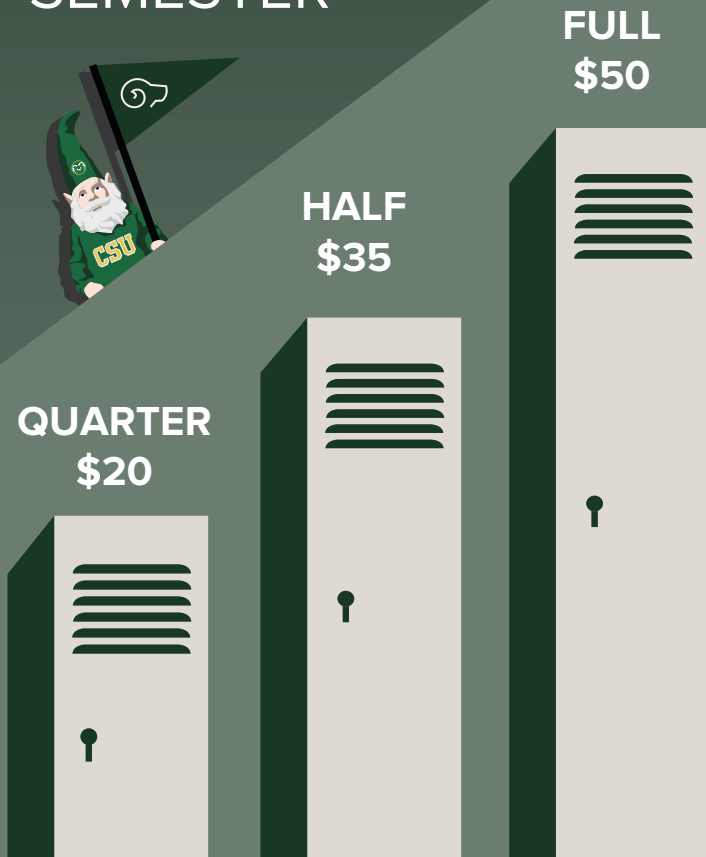
- Housing Options
- Leases

# RENT A LOCKER

## IN THE LORY STUDENT CENTER

RENT ONLINE AT:  
[OFFCAMPUSLIFE.COLOSTATE.EDU](http://OFFCAMPUSLIFE.COLOSTATE.EDU)

RENT BY THE  
SEMESTER





# 11. INTERNATIONAL STUDENT RESOURCES

Moving to a different country can be daunting. However, there are various 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 [ocf.colostate.edu](http://ocf.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



## SHORT-TERM HOUSING

See the International section of the Off-Campus Life website for a list of short-term housing options in Fort Collins.

## 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](http://sls.colostate.edu).

### *Common things in the lease:*

- The amount of rent
- The length of the rental period
- The security deposit amount and return date
- Who is responsible for repairs
- Whether subleasing is allowed, and under what terms
- When a landlord may enter your property

### ***Furnishing Your Apartment***

Finding furniture for a short period of time can be difficult. See the Off-Campus Life website for a list of pre-furnished apartments, and different options for purchasing or renting furniture. You can also search the bulletin board on [rentalsearch.colostate.edu](http://rentalsearch.colostate.edu)

## 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](http://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



# CHAPTER 12: APPENDIX



## CONTENTS

- Rental Checklist
- Request for Return of Security Deposit
- Roommate Agreement
- Sublease Agreement
- Lease Agreement

# PARTY REGISTRATION PARTY SMART

REGISTER AT OFF-CAMPUS LIFE BY THURSDAY AT 5 PM



OFF-CAMPUS LIFE  
COLORADO STATE UNIVERSITY

[PARTYSMART.COLOSTATE.EDU](http://PARTYSMART.COLOSTATE.EDU)

City of  
Fort Collins

# RIDE SMART RAMRIDE

DOWNLOAD THE APP



THU: 10 PM - 2 AM, FRI & SAT: 10 PM - 3 AM

OFF-CAMPUS LIFE  
COLORADO STATE UNIVERSITY

[RAMRIDE.COLOSTATE.EDU](http://RAMRIDE.COLOSTATE.EDU)

# APPENDIX

## BUDGET SPREADSHEET

### 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.

| Living Area          |  |
|----------------------|--|
| Walls                |  |
| Ceiling              |  |
| Floor/Carpet         |  |
| Baseboards           |  |
| Windows/Screens      |  |
| Electrical Outlets   |  |
| Light Fixtures       |  |
| Curtains/Rods/Blinds |  |
| Thermostat           |  |
| Furniture            |  |
| Other                |  |
| Dining Area          |  |
| General Cleanliness  |  |
| Walls                |  |
| Ceiling              |  |
| Floor/Carpet         |  |
| Baseboards           |  |
| Windows/Screens      |  |
| Electrical Outlets   |  |
| Light Fixtures       |  |

|                        |  |
|------------------------|--|
| Curtains/Rods/Blinds   |  |
| Thermostat             |  |
| Furniture              |  |
| Other                  |  |
| <b>Bathroom</b>        |  |
| General Cleanliness    |  |
| Walls                  |  |
| Ceiling                |  |
| Tub Faucet             |  |
| Toilet and Lid         |  |
| Cabinet/Mirror/Shelves |  |
| Sink                   |  |
| Sink Faucets           |  |
| Plumbing               |  |
| Bathtub/Shower         |  |
| Floor/Tile             |  |
| Baseboards             |  |
| Window/Screen          |  |
| Electrical Outlets     |  |
| Light Fixtures         |  |
| Curtains/Rods/Blinds   |  |
| Exhaust Fan            |  |
| Door                   |  |
| Other                  |  |
| <b>Kitchen Area</b>    |  |
| General Cleanliness    |  |
| Walls                  |  |
| Ceiling                |  |
| Floor/Carpet           |  |
| Baseboards             |  |



|                                    |  |
|------------------------------------|--|
| Windows/Screens                    |  |
| Electrical Outlets                 |  |
| Light Fixtures                     |  |
| Curtains/Rods/Blinds               |  |
| Refrigerator Exterior              |  |
| Refrigerator Interior              |  |
| Refrigerator Temperature and Light |  |
| Freezer Temperature                |  |
| Sink/Faucets                       |  |
| Disposal and Switch                |  |
| Dishwasher                         |  |
| Stove Hood/Light/Fan               |  |
| Stove Burners/Knobs                |  |
| Exhaust Fan                        |  |
| Oven Interior/Broiler Pan          |  |
| Countertops                        |  |
| Microwave                          |  |
| Fire Extinguisher                  |  |
| Cabinets/Drawers                   |  |
| <b>Laundry Area</b>                |  |
| General Cleanliness                |  |
| Walls                              |  |
| Ceiling                            |  |
| Floor/Carpet                       |  |
| Baseboards                         |  |
| Windows/Screens                    |  |
| Electrical Outlets                 |  |
| Light Fixtures                     |  |
| Curtains/Rods/Blinds               |  |
| Washer                             |  |

|                         |  |
|-------------------------|--|
| Dryer                   |  |
| <b>Bedroom #1</b>       |  |
| General Cleanliness     |  |
| Walls                   |  |
| Ceiling                 |  |
| Floor/Carpet            |  |
| Baseboards              |  |
| Windows/Screens         |  |
| Electrical Outlets      |  |
| Light Fixtures          |  |
| Curtains/Rods/Blinds    |  |
| Closet Doors            |  |
| Closet Shelves/Rods     |  |
| Dresser                 |  |
| Bed/Mattress/Box spring |  |
| Heat                    |  |
| Other                   |  |
| <b>Bedroom #2</b>       |  |
| General Cleanliness     |  |
| Walls                   |  |
| Ceiling                 |  |
| Floor/Carpet            |  |
| Baseboards              |  |
| Windows/Screens         |  |
| Electrical Outlets      |  |
| Light Fixtures          |  |
| Curtains/Rods/Blinds    |  |
| Closet Doors            |  |
| Closet Shelves/Rods     |  |
| Dresser                 |  |

|                         |  |
|-------------------------|--|
| Bed/Mattress/Box Spring |  |
| Heat                    |  |
| Other                   |  |
| <b>Bedroom #3</b>       |  |
| General Cleanliness     |  |
| Walls                   |  |
| Ceiling                 |  |
| Floor/Carpet            |  |
| Baseboards              |  |
| Windows/Screens         |  |
| Electrical Outlets      |  |
| Light Fixtures          |  |
| Curtains/Rods/Blinds    |  |
| Closet Doors            |  |
| Closet Shelves/Rods     |  |
| Dresser                 |  |
| Bed/Mattress/Box Spring |  |
| Heat                    |  |
| Other                   |  |
| <b>Misc.</b>            |  |
| Hallways                |  |
| Doorways                |  |
| Basement                |  |
| Doors                   |  |
| Linen Closet            |  |
| Other                   |  |
| <b>Exterior</b>         |  |
| General Cleanliness     |  |
| Roof                    |  |
| Paint                   |  |

|             |  |
|-------------|--|
| Wood        |  |
| Lawn        |  |
| Driveway    |  |
| Sidewalks   |  |
| Porch/Patio |  |
| Other       |  |

Additional Comments (be specific):

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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: \_\_\_\_\_

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Landlord, Print Name: \_\_\_\_\_ Date \_\_\_\_\_

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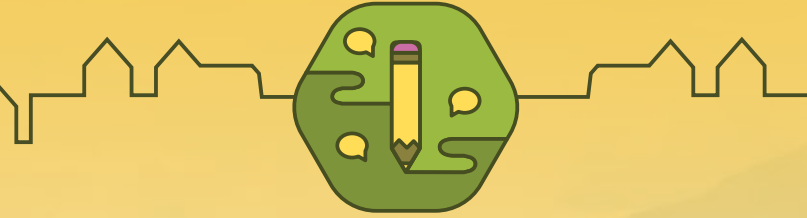
Tenant, Print Name: \_\_\_\_\_ Date \_\_\_\_\_

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New Tenant, Print Name: \_\_\_\_\_ Date \_\_\_\_\_

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Existing Tenant Approval \_\_\_\_\_ Date \_\_\_\_\_



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