

Off Campus Housing **RESOURCES**

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HOUSING SEARCH CHECKLIST

Before You Begin A Search

Tenants should confirm that their rental property holds a current City permit and that there are no more than the five (5) unrelated occupants as required by law. The Code also requires that each occupant has adequate living space, a clothes closet (or comparable approved structure), appropriate ceiling heights, compliant bathrooms, entrances and exits. The City's Fire Code Regulations (Chapter 115) and Housing Regulations (Chapter 125) are available at <http://ecode360.com/9897358>.

What kind of rental unit do you want to live in?

- Studio, 1, 2, 3, or 4 bedroom apartment
- Suite or apartment in private home
- Room in a shared house
- Room in private home
- Single family home
- Fraternity house (as a member or non-member boarder)

What are your transportation needs?

- Within walking distance
- Within biking distance
- On a Shuttle-UM route
- On a MetroBus/Rail route
- Using carpool or vanpool
- Adequate parking available
- Proximity to a shopping center or a job site

What features are essential?

- Dishwasher
- Washer and dryer in the unit
- Air conditioning (room units or central air)
- Cable and Internet capabilities
- Off-street parking
- Furniture included
- Handicapped accessibility
- Private room and/or bath
- Smoking (or not)
- Pets permitted

What are your financial means?

- Living with others can lower housing expenses.
- Rooms in a student or private house tend to be the least expensive.
- Include the cost of renting or purchasing
- Furniture, if needed.
- When calculating your maximum affordable
- Rent, be sure to include utilities.

How much legal protection do you require?

- A lease offers a certain amount of legal protection.
- Units that do not carry a lease offer maximum flexibility but limited legal protection.

During Your Housing Search

- Begin your search using the widest criteria possible. Narrow your choices by adding more features.
- Inspect the actual unit you intend to lease, and consider writing necessary repairs into the lease.
- Have the Student Legal Aid Office (3125 South Campus Dining Hall) review lease or boarder's agreement.
- Check the security of the unit.
- Check the fire safety of the unit (a smoke detector is required by law).
- Be sure that there are two means of egress (exit) from the unit.
- Arrange for telephone service and utilities to be turned on by the time you move in.

After You Move In

- Complete a thorough inventory of your apartment.
- Give a copy of your inspection form to the landlord.
- Purchase renter's insurance.
- Consider purchasing additional fire safety equipment (fire extinguisher, and/or smoke detectors).
- Always get a written receipt from your landlord when you pay rent or deposits.

TOP TEN RENTERS' MISTAKES

Many first-time renters are unaware of important factors to take into consideration when searching for off-campus housing. Here are some of the most frequent mistakes that renters make when looking for off-campus housing, and tips for how you can avoid them.

1. Signing a lease without reading it thoroughly.

Carefully read your lease before you sign it; make sure that you understand what all of its provisions mean, as well. Our "Understanding Leases" and "Lease Signing Checklist" handouts can serve as guides. You can also take your lease to the Undergraduate Legal Aid office and have them review the lease with you.

2. Signing a lease without visiting the property and meeting with the landlord.

Signing a lease before viewing a property is risky — you are legally bound to the property as is, so you may be unaware of existing damages that need repair. Additionally, visiting the property allows you to not only see exactly where you will be living, but you will also get a feel for the neighborhood and whether you would be comfortable living there.

3. Forgetting to take into consideration your transportation options (car, bus, shuttle, walking, etc.)

There are many factors to consider when moving and transportation should be a priority. You should consider both the logistics of getting to campus and elsewhere as well as the costs associated with your options. If you will drive, keep in mind parking permit, gas, insurance, and maintenance expenses. If you will be riding public transit, calculate the monthly cost of fares. To lower your transportation costs, consider living in an area served by Shuttle-UM, which is free to students.

4. Not conducting a walk-through with the landlord to detail existing damages prior to signing the lease.

Schedule a walk-through of your unit with your landlord to get a detailed account of pre-existing damages to the unit. If necessary, take pictures for future reference. This will protect you when you move out because you will be held accountable for any damages once you occupy the unit.

5. Not taking into consideration the cost of utilities.

Utilities may or may not be included in your rental price. Be sure that you know which utilities you will be responsible for activating and paying. Specific questions to consider: Are they included in the rent? Will there be extra fees for cable/Internet? What is the average cost per month?

6. Not meeting or speaking with your roommates before you move in together.

Since you will be sharing close living quarters with them, it is important to meet or speak with your roommates prior to moving in. This will allow you to learn more about them and their living, study and other habits. This prior meeting will also allow you an opportunity to figure out who will bring what into the unit.

7. Not setting down house "rules." Everybody has different expectations of new roommate situations.

Setting house rules early allows everyone to voice their expectations and come to a compromise. Rules can also outline what roommates will do in case of a conflict. Communication is key! Use our "Roommate Guide" for more information on settings rules and addressing roommate disagreements.

8. Not being clear on the responsibilities of a tenant.

Just as your landlord has certain obligations to you, you also have certain legal obligations to your landlord. Among them are paying rent and, if applicable, utilities in full and on time. Other tenant responsibilities include maintaining a reasonably clean rental, taking care of some household maintenance, and notifying the landlord in a timely manner of any needed repairs. Consult our "Living Off-Campus: Strategies for Success" handout for information on how you can be a responsible tenant.

9. Not securing the rental unit.

Regardless of where you live, it is always important to be proactive about your safety. Making sure your rental is secure is as easy as locking doors and windows, and activating a security system, if you have one. Be sure to consult our "Safety Tips" and "Security Checklist" handouts for more detailed information.

10. Withholding rent or not paying rent on time!

Some landlords may give a small leeway period for paying your rent, but if you exceed that time period you run the risk of late fees or even eviction from the property. Additionally, do not withhold your rent until a landlord makes repairs or meets some other condition. Unless you have set up an escrow account, you are legally obligated to pay your landlord according to your lease.

Understanding YOUR LEASE



READ YOUR LEASE before you sign it and move in: this way you can limit future problems with your landlord. If you request it in writing, you have a right to see the lease before you sign it or moving in. Oral leases are not recommended because they do not provide sufficient legal protection for the tenant. You should ask for a written lease. If your landlord has five or more units, he or she must provide a written lease.

RENT - Your lease will include the amount due for rent each month along with the due date and any discounts that have been applied.

LATE FEES on rent cannot be more than 5% of the amount due; beginning the 5th day after the rent is due. However, it is always advisable to pay your rent on time to avoid any credit or other problems. Leases should specify obligations as to utilities, including heat, gas, electricity, water, and repairs. They should also specify whether tenants are expected to pay for repairs if they are at fault.

APPLICATION FEES of less than \$25 are not refundable and can be kept by the landlord, even if you choose not to take the apartment. For fees above \$25, they have to return whatever was not used to process the application.

INSPECTIONS - Landlords cannot request security deposits for amounts greater than two months rent. Landlords must issue receipts for the security deposit, though it is sufficient if the deposit amount is specified in the lease. To help ensure return of your security deposit we strongly encourage that you request a list of existing damages to the apartment at the time of move in. You are entitled to this list if you request it in writing. A move out inspection must take place within 5 days of when you move out. If you request it in writing 15 days prior to moving out, the landlord must allow you to be present at the inspection.

SUBLETTING - Leases cannot outright refuse to consider subletting. Maryland law requires landlords to consider reasonable written requests for subletting. For more information view the Sublease/Relet Document at och.umd.edu/resources/handouts/Uploads/HowtoSubleaseSublet.pdf

TERMINATION - Read your lease carefully for details about termination. Some leases automatically terminate at the end of the term, without any further notice required from either party. Other leases automatically renew and you must give at least 30 days notice if you do not wish the lease to continue. If you are on a month-to-month lease, written or oral, you generally must give and are entitled to receive at least 30 days advance notice to move. You are legally responsible for rent for the entire term of your lease, but if you need to break it for some reason, the landlord is required to make reasonable attempts to re-rent. If a replacement tenant is found and they move in, you are no longer obligated for rent. If the lease contains a "penalty" clause (typically two month's rent for breaking the lease), you may want to consult with Student Legal Aid before paying.

SECURITY DEPOSIT - You are entitled to receive return of your security deposit plus interest within 45 days of move out. If the landlord keeps any portion of the security deposit, you must also receive,

IN WRITING, AN ITEMIZED LIST WITHIN THE SAME 45 DAY PERIOD OF WHAT THE NEEDED REPAIRS WERE AND HOW MUCH EACH REPAIR COST.

YOU CANNOT BE CHARGED FOR NORMAL WEAR AND TEAR (THINGS THAT PERIODICALLY NEED REPLACING).

LEASE SIGNING CHECKLIST

Before committing to rent a housing unit, you should clearly read through and understand your lease. The following items should be explicitly identified in your lease. If some things are not addressed, be sure to ask the landlord about his or her policy regarding those items. You may also request to have items added to the lease. For questions about leases and legal issues involved in tenant-landlord relationships, contact the Student Legal Aid Office at (301) 314-7756.

Rent

- Amount
- Due date
- Penalty for late payment
- Reduction for advance payment
- Price changes
- Conditions for price changes

Security/Damage Deposit

- Amount
- Conditions for return
- Date for return

Termination

- Ability to sublet
- Conditions for sublet
- Conditions for terminating lease

Parking

- Location
- Limitations

Additional Costs

- Utilities (i.e., gas, electric, phone, water)
- Pet-related charges/deposit
- Overnight or weekend guests
- Parking
- Furnishings
- Cleaning

Security/Damage Deposit

- Smoking
- Noise
- Storage
- Pets
- Alterations (i.e., picture hanging, painting)
- Conduct
- Parties

Special Considerations

- Planned improvements/special work

Time Of Occupancy

- Dates (be exact)
- Requirements for moving notification or renewal
- Number of occupants (min and max)

Damages

- Responsibility for damages
- Assessment of damages
- Responsibility for repairs

Changes In Agreement

- Conditions for changes of agreement
- Process for changing agreement

Laundry Facilities

- Provision of facilities
- Ability for tenant to install machines
- Other limitations

Inspection

- When
- By whom (i.e., landlord, additional inspectors)
- Use of rental inventory
- Letter of compliance
- Notification of inspection

Cleaning

- Responsibility
- Frequency
- Equipment provided

Owner

- Name and address of property owner
- Name and address of property manager

Safety and SECURITY



What you are legally entitled to when renting

- Your landlord must provide deadbolt locks on all exterior doors.
- If you would like any additional upgrades for security purposes such as an alarm, extra lighting, or bars on the windows, you must first consult with your landlord and generally you will be responsible for the cost of upgrades.

When searching for a place to live, look for the following

- Ask the current residents and neighbors if they feel like the area is a safe place to live. Are the areas outside the building well lit, particularly from the parking areas to the entrance?
- Is there an additional security presence at the residence? If so is it a substantial presence?
- How far away is emergency assistance if it is needed?
- Is the door sturdy and are the locks sufficient? Do all the windows have locks and are these locks sufficient?
- You may find our Local Area Profiles handout a helpful resource when familiarizing yourself with the surrounding communities.

To avoid being a victim of theft or burglary

- Arrange a security survey of your property with the Prince George's County Police Department's Community Oriented Policing Service (COPS) to highlight potential security risks. Contact the COPS program coordinator at (301) 909-7126 for more information.
- Secure your valuables. Make sure you don't leave valuables outside of your residence.
- Keep doors locked at all times.
- Be sure that windows are closed and locked when you leave the home.
- Invest in additional security such as an alarm or dog. If not, put up dummy security or "Beware of dog" signs.
- Don't leave boxes for high value goods visible in your trash (e.g., computer, electronic equipment).

- If you or your roommates will not be in the home for an extended period of time, have someone collect your mail and newspapers.
- Avoid having large groups of strangers in your home.
- Don't leave valuables unattended in public places.
- Stay away from areas with high theft rates.
- Avoid overly crowded areas where it is easy to be pick pocketed.

To avoid being robbed

- Don't walk alone at night if you can avoid it.
- Use services such as N.I.T.E. Ride, Shuttle-UM, and police escorts as alternatives to walking alone.
- Avoid isolated locations near high crime areas. Don't walk around while heavily intoxicated. Don't show off valuables such as cell phones, PDAs, or cash unnecessarily.

Emergency Contact Numbers

Emergency Fire and Rescue and Police 911

Non-Emergency Numbers

Prince George's County Police	301-352-1200
University of Maryland Police	301-405-3555
Maryland State Police	301-345-3101
Maryland Park Police	301-731-0054
Metro Transit Police	202-962-2121
Poison Center	800-492-2414
Animal Control & Shelter	301-780-7200

Hospitals

University Health Center	301-314-8180
Prince George's Hospital	301-618-3162
Washington Adventist Hospital	301-891-7600
Doctors Community Hospital	301-552-8118
Laurel Regional Hospital	301-725-4300
Holy Cross Hospital of Silver Spring	301-754-7000

Transportation Numbers

N.I.T.E. Ride	301-314-6483
Transportation Services	301-314-7275

SECURITY CHECKLIST

Outside the Unit

- Are the buildings and grounds well maintained?
- Are the entryways, sidewalks, and parking areas well lit?
- Are entryways visible from the street?
- Are the residents' names printed on the mailboxes? Is the mailbox lockable and in good condition?
- Are the lots and surrounding streets free of abandoned cars?
- Is parking usually available close to your door?
- Is the area well lit at night and on weekends?
- Are there designated visitor parking spaces?
- Does the apartment complex provide security services (patrols, escorts)?
- Do neighbors feel safe?
- Is the building close to high-traffic, well-traveled areas?
- Are shrubs cut below window level?
- Are tree limbs cut above window level so that you can see in and out of your home?
- Is the unit number visible from the street?
- Is the property near fire stations and other emergency services?
- Are the alleys around the residence clean?

In the Unit

- Are the exterior doors made of core wood or metal?
- Do the doors have knob locks, chains, deadbolts, and/or peepholes?
- Is there a security system in the building?
- Is there a sufficient number of working smoke detectors in the living space and in hallways?
- Are they hardwired?
- Are there adequate emergency escape routes in the event of a fire?
- Are there fire extinguishers?
- Do curtains, blinds, and draperies fully cover windows?
- Are there safe places to go in case of a tornado?
- Is there a high turnover of residents?

Entrance to the Unit

- Can the main entryway be easily seen from the street even at night? Is it well lit?
- Are there sturdy locks on all the windows?
- Are security bars/screens provided if it is a ground floor or basement unit?
- Are doors to the laundry room kept locked?
- Does the landlord have a published policy about issuing and replacing keys?
- Does the building have a doorman or buzzer for guests and deliveries?
- Are locks on the doors of the buildings and apartments adequately secure?
- Is there a peephole at the door? Do the front and rear doors have 180-degree peepholes?
- Do doors have deadbolt locks?
- If door hinge pins are outside, are they non-removable?
- Does the door securely fit the jamb?
- Is the strike plate securely fastened to the door jamb?
- Is the door jamb fastened tightly?
- Does the bolt extend sufficiently into the strike plate?
- Are key control procedures used to ensure that locks are changed when keys are lost or not returned?
- Are you informed of who has keys to your living space?
- Do sliding glass doors have blocking cleats to prevent opening from the outside?
- Can windows be left open for ventilation be secured?
- Are window air-conditioners secured from the inside?
- Are door locks located so they can't be reached through a window?

FIRE SAFETY

20 QUESTIONS TO ASK BEFORE SIGNING A RENTAL AGREEMENT!

- Are smoke alarms installed and working?
- How old are the smoke alarms?
- How often are the smoke alarms checked and batteries changed?
- Are there at least two ways to exit your living space and your building?
- Do the upper floors have a fire escape or ladder available for each bedroom? (if there are multiple floors)
- Are the living unit doors rated for fire?
- Are fire extinguishers available and working?
- Do you know how to use a fire extinguisher?
 - Were the fire extinguishers inspected within the last year?
- Is a sprinkler system installed?
- Is the electrical wiring adequate?
- Is the building regularly inspected by the local fire department or college emergency management office for safety?
- What is the owner's policy and method for correcting safety problems in the building?
- Has there ever been a fire in this building? If so, identify the cause.
- Does the residence have a gas or electric stove/oven?
- Do you know how to use the appliance(s) correctly?
- Where is the nearest fire hydrant on the street? Who is responsible for keeping the property cleared in the winter season?
- Has the city received any safety complaints regarding this building?

AFTER YOU MOVE-IN

SMOKE DETECTORS

- Test each smoke detector once per month by pressing the "test" button until you hear a chirp.
- Do not use an open-flame device to test the detector, as you could burn yourself.
- Never "borrow" a battery from a smoke detector for another use. A working smoke detector can double your chances of surviving a fire.

KITCHEN SAFETY

- Never leave cooking unattended.
- Turn pot handles inward on the stove so that you won't accidentally bump into them.
- Keep cooking area clear of combustibles.
- If grease catches on fire in a pan, cover it with a lid to smother the flames, and turn off the heat. Leave the lid on until it cools. DO NOT throw water on steaming or burning grease!

CANDLES

- Never leave a burning candle unattended.
- Don't display candles near exits or in windows.
- Make sure candles are in secure holders on a surface that does not burn and are away from any flammable materials.

SMOKING SAFETY

- Do not leave cigarettes unattended.
- Make sure cigarettes are disposed of safely.

SPACE HEATERS

- Keep portable heaters at least three feet away from any flammable materials.
- Never leave heaters on when you leave the residence or when you go to sleep.

ELECTRICAL SAFETY

- Don't overload your electrical outlets.
- Make sure you do not run electrical cords under rugs.
- If an electrical appliance is smoking or has an unusual smell, unplug it immediately and have it serviced before using it again.
- Do not tamper with your fuse box.
- Replace any electrical cord that is frayed or cracked.

CARING FOR CHILDREN

- Children under 5 are naturally curious about fire. Many play with matches and lighters. Tragically, children set over 18,900 house fires per year. Take the mystery out of fire play by teaching your children that fire is a tool, not a toy.

What Is Renter's INSURANCE?



Renter's insurance provides protection and compensation for personal property if it is destroyed or stolen. It can cover personal property that is damaged by fire, smoke, vandalism, water, hail and wind storms. Renter's insurance may also protect you from accountability if an accident occurs in your dwelling. If an emergency requires you to vacate your home, the renter's insurance may cover temporary living expenditures. With most policies, each tenant must have a renter's insurance policy. Agencies are listed because of their location. Off-Campus Housing Services does not endorse them in any way.

Frequently Asked Questions:

What is Renters Insurance and Why Do I Need It?

Renters Insurance covers damages to personal belongings in the event of fire, theft, or severe weather. If someone is injured at your home, renters insurance will also protect you in the case of a liability lawsuit.

I thought my dwelling was already covered by insurance?

The landlord of your apartment/house has insurance for the structure of the building but not the personal belongings in it which could add up to thousands of dollars. With renters insurance, the majority of your losses will be covered in the event of a fire, theft, or severe weather.

How much is Renters Insurance?

Renters Insurance varies on company and range from a few dollars to fifteen, it all depends. However, the majority of companies will give you a free quote after the completion of a survey indicating the types of coverage you want.

What is covered with Renters Insurance?

With renters insurance, what is covered varies on what type of policy you sign up for. However, the basics of what is covered is personal belongings such as electronics, furniture, jewelry, and liability in the event of a lawsuit

Am I Not Covered Under My Parent's Insurance?

Depending on your parents policy, you might already be covered or are able to be covered. Have your parents check their policy statement. If not, it is strongly advised for you to get renters insurance in the event of a fire, theft, or severe weather damage.

Budget Planning FOR LIVING OFF-CAMPUS



As a student at the University of Maryland, you have many choices regarding where to live on and around our campus. The University and many local private landlords and apartment complexes offer a wide range of housing options to students. As you review your personal finances and estimated living expenses, you will want to consider a range of factors, including your own priorities and your specific circumstances. We have developed the questions below to assist you in your planning. You will also find a cost calculator worksheet attached that you might use as a way to plan your living expenses budget.

For an estimate of off-campus costs, please refer to <https://financialaid.umd.edu/resources-policies/costattendance> for more information.

Am I prepared to shop for and prepare my own meals?

After rent, meals are often the largest expense in your overall cost of living. As a rule of thumb, we advise students living off campus to budget at least \$300 per month for food. That figure can vary widely depending on what you like to eat, how much you like to eat, and how efficient a grocery shopper you are. Students who don't like to shop and cook can find themselves spending significantly more than \$300 per month on dining out, carry out, delivery, etc. Students who are comfortable shopping and cooking for themselves and who team up with apartment-mates to share the responsibility of shopping and cooking can sometimes spend less than \$300 per month. Be realistic about how much you expect to spend on food.

Are utilities included in my monthly rent?

Utilities are one of the areas that often surprise first-time renters. Electricity, natural gas, and water can add a significant cost to your monthly expenses. Many local apartment communities include utilities in the monthly rent expense but some do not. Other apartment communities include a portion of utilities (a capped amount) in your monthly rent then require you to pay the additional cost if you use more than allowed per month based upon the terms of your lease. In places where utilities are not included, we recommend budgeting approximately \$100 per month, but that amount can vary widely. Ask your prospective landlord for an estimate of monthly utilities based on the unit and the number of people living there.

Where will I be living in the summer?

Your summer plans play a large role in determining your overall cost of living for a year at UMD. The on-campus residence hall housing and dining agreement is for the academic year only. While on-campus housing is available for the summer terms for those who wish to request this option, summer housing is not required. Most off-campus apartment communities require tenants to sign a 12-month lease, requiring 12 monthly rental payments. For students taking summer classes or who will be engaged in other summer activities in this area (e.g. internship, summer employment, or research project) the added expense of a 12-month lease may be reasonable and necessary. For students who would otherwise live at home for the summer, the added expense of summer housing can add significantly to your off-campus housing costs. Many apartment communities allow tenants to sublease their room over the summer, however, given the decreased demand for student housing in the summer and the increase in the number of options available, you should plan your budget without assuming you will be able to transfer your lease to another person for the summer. (Please note, there are often additional lease transfer fees associated with sub-leasing.)

What are my technology needs - Phone, Internet, Cable?

Another significant expense that can vary are costs for phone, Internet, and cable/satellite television. Do you need to have a land line phone in your home? Will you rely exclusively on your mobile phone? Does your landlord provide Internet service? Is the service hard wired and/or wireless? Are Internet and/or cable TV included in your monthly rent or do you have to contract for those services separately?

What are my transportation needs?

Will you have a car or will you rely on public transportation? When calculating your overall living BUDGET PLANNING FOR LIVING OFF-CAMPUS expenses at different locations, be sure to consider the transportation expenses that accompany that particular living option. If you might park a vehicle on campus, you should plan for the additional cost of campus parking fees (<https://www.transportation.umd.edu/parking/students>) in addition to the parking fees charged by your landlord or apartment complex. Many apartment communities have an additional fee for parking that can range from \$35 per month to \$150 per month.

Anything else?

You'll also want to consider miscellaneous expenses such as does your apartment include a washer and dryer or will you need to pay to do your laundry? You'll also want to plan for entertainment costs such as movies, etc.

COST CALCULATOR WORKSHEET

Rent - Academic Year \$ _____ per month x _____ months = _____ (1)

Meals - Academic Year \$ _____ per month x _____ months = _____ (2)

Utilities - Academic Year \$ _____ per month x _____ months = _____ (3)

Phone/Cable/Internet - Academic Year \$ _____ per month x _____ months = _____ (4)

■ *included in monthly rent*

Transportation - Academic Year \$ _____ per month x _____ months = _____ (5)

■ *included in monthly rent*

SUBTOTAL
(add lines 1 - 5)

■ *Fall/Spring on-campus parking free*

_____ (6)

Rent - Summer \$ _____ per month x _____ months = _____ (7)

Meals - Summer \$ _____ per month x _____ months = _____ (8)

Utilities - Summer \$ _____ per month x _____ months = _____ (9)

Phone/Cable/Internet - Summer \$ _____ per month x _____ months = _____ (10)

■ *included in monthly rent*

Transportation - Summer \$ _____ per month x _____ months = _____ (11)

■ *annual parking permit already purchased*

SUBTOTAL
(add lines 7 - 11)

_____ (12)

TOTAL ESTIMATED ANNUAL EXPENSES
(add lines 6 & 12)

_____ (13)

Be a Good NEIGHBOR



As a new neighbor in the City of College Park, there are a few things you should know:

- 1** You can download the [City of College Park Resident Information Guide](#) to get to know the local laws and community expectations.
- 2** Introduce yourself to your neighbors. There are local community members who have lived in College Park for decades. Some may have had bad experiences with student renters in the past, but you can change that! If your neighbor knows a little more about you, like your major and where you are from, they will see you as an individual instead of “just another student.”
- 3** Be mindful of how your actions affect others. Loud noises, unkept yards, and unruly parties can be upsetting to your neighbors.
- 4** The night time noise limit (8 pm - 7 am) is 55 dBA in College Park, which is about the equivalent of a normal conversation between two people. Keep this in mind so everyone in your neighborhood can get a good night's rest.
- 5** Keep your neighbors informed. If you are going to have a large social gathering, let them know so they can contact you if there is a problem. This shows respect and builds trust.
- 6** Show pride in your home and community by picking up your trash to keep your street litter free. This also pertains to pet waste—make sure to bring a plastic bag with you on walks.
- 7** Watch out for the safety of your community. Be observant, and if you see something suspicious, contact the police.

Alcohol and OTHER DRUGS



UNIVERSITY
HEALTH CENTER

When students are provided with current and fact-based information about alcohol and other drug use, they are capable of navigating situations where substance use is prevalent and making decisions that reduce harmful consequences for themselves and their peers.

The University of Maryland has several resources to address topics and situations related to alcohol and other drugs. All students are required to abide by the *Code of Student Conduct* and receive the *Alcohol and Other Drugs Resource Guide*. The *Responsible Action Policy* is created to encourage all members of the University community to act in a responsible manner when an individual may require medical assistance by dialing 911 or (301) 405-3333. This policy intends to reduce barriers to seeking help in cases of alcohol- and/or drug-related emergencies by providing relief from administrative or disciplinary action on the part of the University if either a University official or other authority is contacted in a timely fashion.

RESPONSIBLE SOCIAL HOSTING

Being a socially responsible neighbor is an expectation of the City of College Park and other communities. If you belong to [Greek Life](#), [Athletics](#), [RecWell Club Sports](#), or other student organizations, you may have specific guidelines by which to abide. In any case, when you host social events, remember the following:

DRINKING UNDER AGE 21 AND RECREATIONAL MARIJUANA USE IS ILLEGAL IN MARYLAND; as a host, you may be held responsible if anything harmful occurs.

FOLLOW THE GOLD CODE:

- **PREGAME WITH PROTEIN:** Provide snacks high in protein (i.e. cheeses, meats, black beans, peanuts, etc.)
- **PACE, DON'T RACE:** Measure the amount of alcohol you put in the drink; track the number of drinks to avoid binge drinking
- **LEAVE NO TERP BEHIND:** Determine how guests will get home safely. Take advantage of the University provided safe options; such as UM Shuttle, Nite-Ride or 24-hour escort service with UMPD. Do not let your guests drink/smoke marijuana and drive.
- **SOBER IS SAFEST:** One in Four Terps choose not to drink. Keep water and other non-alcoholic beverages such as soda, juice, or mocktails available.

RECOGNIZE THE SIGNS OF ALCOHOL POISONING, AND CALL 911 IMMEDIATELY:

- C**- Cold/ Clammy Skin
- U**- Unconscious/ Unresponsive
- P**- Puking While Passed Out
- S**- Slow/ Shallow Breathing

If your friend or guest is experiencing these symptoms, place them in the *BACCHUS Maneuver* or Recovery Position, while medical personnel arrive.

RECOGNIZE THE SIGNS OF AN OPIOID OVERDOSE, AND CALL 911 IMMEDIATELY:

- Loss of consciousness
- Unresponsive to outside stimulus
- Awake, but unable to talk
- Breathing is very slow and shallow, erratic, or has stopped
- For lighter skinned people, the skin tone turns bluish purple, for darker skinned people, it turns grayish or ashen.
- Choking sounds, or a snore-like gurgling noise (sometimes called the "death rattle")
- Vomiting
- Body is very limp
- Face is very pale or clammy
- Fingernails and lips turn blue or purplish black
- Pulse (heartbeat) is slow, erratic, or not there at all

BE AN ACTIVE BYSTANDER and encourage your friends to *STEP UP*. Whether or not alcohol or others substances are involved, you can prevent sexual assault and other intentional and unintentional dangerous, problematic, or violent behavior. Use the 3 D's

- **Direct:** Address the situation directly and immediately.
- **Distract:** Diffuse the situation by removing the person in the threatening situation.
- **Delegate:** Ask others for help in diffusing the situation, and/or call the police.

ALCOHOL & OTHER DRUG RESOURCES

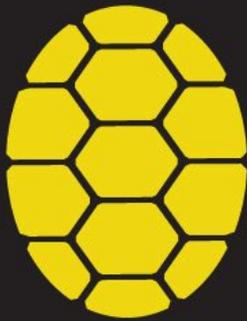
The University Health Center's [Health Promotion and Wellness Services](#) provides peer-to-peer education & outreach, comprehensive programming, and support & access to resources that empower students to make safer decisions that will enhance their academic and personal success.

The [Substance Use Intervention and Treatment](#) services at the University Health Center is available to any registered student who has any concerns about their own alcohol or drug use, or the use of a friend, roommate or loved one. Services include short-term, evidence-based psychoeducational interventions, treatment/counseling, consultation, and advocacy for students. Referrals to local intensive outpatient and residential programs, including The Haven at College Park, and assistance with continuing care after intensive treatment is also provided.

Online Resources including **e-CHECK UP TO GO** provide students with accurate and personalized feedback about individual [drinking](#) or [marijuana](#) use patterns, risk patterns, interference with academic/career aspirations and goals, along with helpful resources at University of Maryland and in your community.

Naloxone is currently available through the **University of Maryland Police Department (301) 405-3333** and the **Prince George's County Police Department 911**. Officers are trained to recognize and respond to opioid overdoses with naloxone.

[Recovery Resources](#) are available to students. These include: Terps for Recovery (TFR) a student group that provides a supportive atmosphere on campus for students who are in recovery, or wish to recover, and persons who are affected by another person's addiction; Community support meetings (AA meetings on campus and several nearby 12 step meetings); "All recovery" meeting at The Haven at College Park; University Health Center Recovery Drop-In Space; and Substance-Free Campus Housing.



KNOW THE GOLD CODE



**PREGAME
WITH PROTEIN**



PACE, DON'T RACE



NITE RIDE
ter.ps/niteride
301-314-NITE (6483)
UMPD escort
301-405-3555

**LEAVE NO TERP
BEHIND**



SOBER IS SAFEST



DEPARTMENT OF
RESIDENT LIFE



UNIVERSITY
HEALTH CENTER

LIVING OFF-CAMPUS STRATEGIES FOR SUCCESS



Tenant Rights & Responsibilities

It's critical that you take your role as a tenant seriously. A few things can make this task easier:

- **PAY RENT/UTILITIES IN FULL AND ON TIME**
One mistake students make is withholding rent until a landlord makes requested repairs. Unless you have set up an escrow account, you are legally obligated to pay your landlord according to your lease. Also, unless you've signed separate leases, all tenants count as one, meaning even if you've paid your portion of the rent, you're still responsible if another roommate hasn't.
- **KEEP UNIT REASONABLY WELL-KEPT**
Regular maintenance and cleaning can prevent common issues such as insect/bug infestation. Routine cleaning also makes it easier for you to spot a problem, should one arise.
- **NOTIFY LANDLORD OF PROBLEMS IMMEDIATELY**
Let your landlord know of any appliance malfunctions, reoccurring insect/rodent problems, etc. when you discover it. The sooner you let them know, the sooner the problems can be remedied.
- **COMMUNICATE EFFECTIVELY AND RESPONSIBLY**
The key to a positive living experience is effective communication between you and your landlord. Be very clear about your expectations of them, and be sure you are clear of theirs for you. Also, make sure you get all communication in writing, especially concerning repairs.

Landlord Responsibilities

Like tenants, landlords have an important role in making the rental experience positive; the following are basic expectations that landlords should meet:

- **KEEP UNITS IN SAFE, SANITARY, LIVABLE CONDITION**
Landlords are required to provide a tenant with a safe, sanitary, and well-maintained apartment in compliance with local and state laws. Some units are required to have a warranty of habitability, which guarantees essential services such as heat, light, electricity, and hot and cold running water (except where tenant's failure to pay utilities causes a loss of service).
- **RESPOND QUICKLY TO MAINTENANCE ISSUES**
Landlords must respond within a "reasonable time" to any problems once they are notified. However, the definition of reasonable time depends on the circumstances of each case. If the landlord does not respond, tenant(s) can notify the Property Standards Division of the Department of Environmental Resources at (301) 883-6100, by Fax at (301) 883-6050 or by email at DERcares@co.pg.md.us, which can send an inspector to determine whether the problem violates housing code. You may also wish to report the problem to the City of College Park Code Enforcement Division. If the City receives a complaint from a tenant regarding housing code violations, the city will initiate an inspection of the property. You can reach the City of College Park Public Services Department at (240) 487-3570.
- **COMMUNICATE EFFECTIVELY AND RESPONSIBLY**
Landlords have a responsibility to provide accurate information to their tenant(s). This can be achieved by having a written lease that includes specific provisions for rental term, repair policies and other restrictions. Also, landlords should also inform tenants of anything that could affect their rental, such as remodeling, sale of the unit, etc. Finally, landlords should always notify tenants in advance of their intent to enter the rental unit, whether for inspection, repair, or otherwise.

LIVING OFF-CAMPUS STRATEGIES FOR SUCCESS



Communicating with Your Roommate(s)

Living with someone can be difficult, especially if you've never had to share living space before. However, effective communication with your roommate(s) can help you avoid unnecessary conflicts or help you resolve those that do arise in a mature manner that suits everyone involved.

To make your messages more clear, use "I" language instead of "you" language. "I" language can help in the following ways:

- Takes "blame" out of the statement and will help prevent the receiver from becoming defensive
- Allows the sender to express their feelings and thoughts
- Allows the sender to get to the root of the problem for them
- Are more thoughtful statement and helps sender to weigh their remarks more cautiously

WHEN YOU'D SAY:	TRY THIS INSTEAD:
I can't	I can
You are wrong	My understanding
I don't	I do
You have to	It would help if you
I never	Today...
You don't understand	Let me clarify
You can't	You can
I don't know	I'll find out
I have no idea	I know who can help

Beware of Demands

Have you ever felt like you would be blamed or punished if you did not do what was being asked of you? If so, then you know how it feels to have someone demand something from you. Demands also tend to come with criticisms and judgment.

PEOPLE SHUT DOWN WHEN THEY HEAR THINGS LIKE THIS:	FIND OUT WHAT THEY NEED BY ASKING:
You should know better	Can you tell me about...
The house is supposed to be clean at all times	What do you think about...
I deserve to have my girlfriend/boyfriend over any time I want	What is your opinion on...
I have the right to do whatever I want	What do you know about...

You can steer clear of making this mistake yourself by empathizing when your request is turned down. When we use demanding language, people will either submit or rebel. Either way, the chance of working together to meet everyone's needs is diminished.

Adapted from a creation by Shay Bright from Defusing the Angry Person by Rhea Joyce Rubin, Nonviolent Communication by Marshal Rosenberg, and The Conflict Center handouts.