your move-in

Off-Campus Housing &
Neighborhood Relations
UNIVERSITY OF COLORADO BOULDER
Register your Friday or Saturday night party with Off-Campus Housing & Neighborhood Relations (UMC 313) by noon on Friday. Provide us with your student ID, two phone numbers and your address. Our office will let dispatch know you’ve registered.

If a noise complaint is made on your house that night, dispatch will call and give you a 20 minute warning to shut the party down.

Rent: $850
Nuisance ticket: $1,000

offcampushousing.colorado.edu
The Off-Campus Housing & Neighborhood Relations office is a function of CU Student Government and offers support to over 22,000 students living off-campus.

This guide is provided to students in an effort to better educate them on their responsibilities off-campus and to make their move-in experience a smooth and enjoyable process.

*Your Move-in 2013-2014*

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[http://offcampushousing.colorado.edu](http://offcampushousing.colorado.edu)
University Memorial Center, room 313
Phone: 303-492-7053 | Email: och@colorado.edu
About Off-Campus Housing
The mission of Off-Campus Housing & Neighborhood Relations is to educate and support students in their development of independent life skills. We accomplish this by helping students make informed choices about housing and roommates, encouraging students to become knowledgeable and responsible tenants and community members, assisting students in gaining the proficiency to problem solve when landlord or roommate difficulties arise, and advocating an off-campus student perspective in the residential market as well as city policy-making.

To help students find off-campus housing, our office maintains a list of property management companies and apartment complexes in Boulder and the surrounding area. Our Apartment Complex Guide can be downloaded online or picked up in the office.

We also maintain an online rental database called Ralphie’s List. Students can search through hundreds of property listings, as well as post roommate wanted ads and sublet opportunities.

The office hosts two housing fairs a year. The next fairs will be on January 22nd and February 19th. Our January fair is the largest with over 50 landlords and property management companies present. The fairs are held in the UMC Glenn Miller Ballroom.

Students can also avoid costly tickets by registering their weekend parties through our Party Registration Program. During the 2012-2013 academic year Off-Campus Housing registered 419 parties.

The office has an attorney available on Tuesdays and Fridays to answer any legal questions you may have about your rights as a tenant. This can include maintenance issues, roommate disagreements or security deposit disputes. Legal consultation is free to all fee paying students.
Inside Your Move-in

The Move-in....................................................................................page 5
  Documenting
  Change of Address & Voting
  Renters Insurance
  Home Safety
  Budgeting Your Expenses
  Live Off - Eat On

The Roommates.............................................................................page 9
  Roommate Agreement
  How to Find a Roommate
  Roommate Mediation

The Community...........................................................................page 12
  Neighbor Relations
  Boulder Ordinances

The House Party..........................................................................page 15
  Party Registration Program
  Why Register Your Parties
  Nuisance Party Tickets

The Healthy Home......................................................................page 18
  Healthy Habits
  Cleaning Tips

The Cheaper Bill..........................................................................page 21
  Energy Efficient Living

The Move-out...............................................................................page 23
  Vacating the Premises
  Cleaning the Premises
  Security Deposit Return
  Donation Centers

The Phonebook............................................................................page 27
  University Resources
  Boulder Resources
THE MOVE-IN
Documenting

Before you move anything inside, complete a thorough walkthrough of your new unit. It is crucial that you take photos of or videotape existing damage and document your findings on your check-in sheet.

This is the best way to secure that you will not be charged for any damage done to the unit by previous renters. If your landlord has not provided you with a check-in sheet, you can download a copy from our website: http://offcampushousing.colorado.edu.

Don’t postpone documenting and don’t forget to turn in a copy of your check-in sheet to your landlord. The longer you wait to turn it in, the longer it will take to get repairs made and the less credible your information will become.

SIDE NOTE: When filling out your check-in sheet, be sure to pick the roommate with the best handwriting so that nothing is left up to interpretation.
Change of Address & Voting

To change your mailing address visit http://moversguide.usps.com and complete the required form. It’s also important to change your address with the university. To change your address information with CU visit http://mycuinfo.colorado.edu. After signing in, click on “MYCUINFO Profile” and select “view/update your addresses.”

To register as a Colorado voter or to check your voter status visit www.bouldercounty.org/clerk and click the Elections link to the left.

Renters Insurance

Be sure to purchase renters insurance. Renters insurance will protect your property should there ever be a flood, fire, or burglary in your unit. Some rental companies will have a recommended insurance company. You can also check with your parent’s insurance company to see if you are covered or can be added to their homeowner’s policy.

Home Safety

Most burglaries happen in Boulder because the front door was left unlocked. It may sound like common sense, but even if you are home, you should always lock your doors and windows. Paying for a second key is cheaper than leaving your door open for thieves. Only make copies of your house key for your roommates.

Valuables visible from outside your home might tempt a burglar. Be careful not to place computers, purses, iPads, televisions, etc. where they can easily be seen through a window.

If someone breaks into your home, report it to the police immediately. If there is any damage caused to the unit, you do not want to be held financially responsible by your landlord. If you have a police report filed with the city, your landlord is less likely to charge you for any damage. Keep your landlord posted on events such as a break-in and be sure to let him or her know about your safety concerns in the unit.
Budgeting Your Expenses

You’re officially on your own, so make sure you are setting a reasonable budget for yourself. There are harsh consequences for late payments, and we know you wouldn’t want to pass on any burden to your roommates. CU Money Sense is a great resource for financial advice. Visit them online at http://bursar.colorado.edu/cumoneysense/.

<table>
<thead>
<tr>
<th>Rent &amp; Deposit</th>
<th>Make sure you have agreed with your roommates how you will split rent each month, and that this is a commitment you can honor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities &amp; Cable</td>
<td>Call Xcel at 1-800-895-4999 and see what the average utility bill for your new address is.</td>
</tr>
<tr>
<td>Food</td>
<td>Eating out can get expensive, so make sure you are spending your money wisely, but still eating healthy. Consider an on-campus meal plan.</td>
</tr>
<tr>
<td>Transportation</td>
<td>If you have a car, remember that you will have to pay for gas, car insurance and repairs. Parking on campus is expensive. Consider other transportation.</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Avoid purchasing expensive apps and sending thousands of texts. Your bill can get costly, fast.</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>Don’t abuse your credit cards. Only spend what you know you can pay off each month.</td>
</tr>
<tr>
<td>Student Loans</td>
<td>Try to at least pay off the interest accumulating on your loans while you are still in school.</td>
</tr>
</tbody>
</table>

Live Off - Eat On

CU Block Meal Plans are a “flexible spending account” on the Buff OneCard, which allows off-campus students to be a part of the on-campus dining community. CU Block Meal Plans can be purchased any time during the year (including summer session), are good for that semester only, and are non-refundable; any unused meals are forfeited. The larger the block of meals you purchase, the greater your savings. Call Housing & Dining Services at 303-492-6673 or visit http://housing.colorado.edu/dining.
THE ROOMMATES
Roommate Agreement

After you’ve identified who gets the largest room with the best view, complete a roommate agreement. Roommate agreements are legally binding contracts between all signed parties and are available for download from http://offcampushousing.colorado.edu.

Roommate agreements should outline each person’s financial responsibilities including how much they are to pay in rent each month and their portion of the security deposit. You can also divide other financial obligations including internet, cable, groceries, and Xcel.

Set out ground rules regarding privacy, cleaning, yard maintenance, overnight guests, social gatherings, quiet hours, use of alcohol and smoking. If you intend to have parties, make sure you agree to a sober host and dates and hours that do not intrude on anyone’s study time.

Establish a primary contact for your landlord. This roommate will be responsible for all communication efforts between the household and the landlord. They can also be responsible for the return of the deposit.

If a roommate is to move out before the end of the lease term, make it clear that it is primarily that roommate’s responsibility to find a replacement roommate or continue to pay for his/her share of the rent. The remaining roommates should use good faith efforts to assist in locating a replacement roommate.

SIDE NOTE: Almost all residential leases have joint and several liability, which means you are responsible not only for your own rent, but also for your roommate’s rent and any damage they or their guests cause. If you pay your rent, but your roommate doesn’t, you can still be evicted. If your roommate moves out or skips town, it maybe be very difficult for the landlord to sue him/her for rent and you may become the easiest person for the landlord to collect lost rent from.
How to Find a Roommate

If you have a spare room in your house, or are in need of a new place, visit Ralphie’s List to post a roommate profile.

Ralphie’s List is an online rental database run by CU. The site is only accessible by CU students, faculty and staff. It is an easy and safe way to connect with other CU students in need of housing.

To post an ad, visit http://offcampushousing.colorado.edu and click on Ralphie’s List. Once logged in, visit Roommates to start posting or searching for available rooms or potential roommates.

Roommate Mediation

If you are having a dispute with your roommate, it is important to know that the university and city provide mediation services to help resolve your problems.

Our office has an attorney available for free consultations on Tuesdays and Fridays. To schedule an appointment with our attorney, please call our office at 303-492-7053.

SIDE NOTE: Boulder Community Mediation Services is also available to students. Call 303-441-4364 to schedule an appointment.
THE COMMUNITY
Neighbor Relations

During move-in, take time to introduce yourself to your new neighbors. Whether your neighbors are students or a family with two young kids, it's important to give them your phone number and encourage them to contact you if there are ever any problems. You're part of a larger community now, so remember your neighbors aren't just the people to the right and left. Get to know the house across the street and behind you and always be respectful of your new community.

Boulder Ordinances

NOISE: After 11pm in a residential neighborhood, any music, conversation, or other noise that can be heard from more than 100ft away from your house could result in a noise ticket. – Unreasonable Noise

At any time of day, loud or unruly conduct which disrupts another person in his/her home is subject to a violation. – Disruption of Quiet

Enjoyment of the Home

FIREWORKS: The possession, manufacture, storage, sale, handling and use of fireworks in Boulder are prohibited. This provision includes sparklers, snaps, bottle rockets, Roman candles and smoke bombs. (And this includes July 4th!)

TRASH: It is your responsibility to pick up loose litter and spilled trash around your yard and alley. Trash should go straight into a dumpster or trash can, not next to one. You can receive a ticket for loose trash in your yard or alley, leaving a trash bag next to the trash can or dumpster, or dumping your trash in someone else's trash can or dumpster. Leaving trash on your front or back porch can also attract bears, raccoons and other unwelcomed visitors.

SIDE NOTE: Whether trash blows in, falls on, or is otherwise found in your yard, remember it is your responsibility to remove it in a timely fashion. You can be subject to a ticket, even if you didn’t put it there.
SNOW: Tenants may be held responsible for removing snow from their sidewalks. Snow must be cleared within 24 hours following a snow fall. Check with your landlord to find out whose responsibility it is to clear the snow.

WEEDS: It is also a violation in Boulder to allow weeds to grow to a height greater than 12 inches. Ask your landlord if lawncare is your responsibility and if so, where the lawn mower is.

COUCHES: The placement, use or storage of upholstered furniture not manufactured of outdoor use in outside areas or on a covered or uncovered porch is prohibited within the University Hill neighborhood.

PARKING: No vehicle may be stopped or parked on a sidewalk, or within a sidewalk area. This also includes parking in a driveway in a manner that blocks sidewalks.

SIDE NOTE: To obtain a parking permit from the city of Boulder visit http://bouldercolorado.gov and see Parking Services to download the Neighborhood Parking Program application.
THE HOUSE PARTY
Party Registration Program

CU students can register their Friday and Saturday night parties with the Off-Campus Housing & Neighborhood Relations office.

You will be asked to provide our office with a valid student ID, two phone numbers, and the address of the party. This information will be passed on to Boulder Police Dispatch at **noon on Friday**.

If a **noise complaint** on the registered house is received, dispatch will call and give you one warning. You will then be given a 20 minute grace period to shut the party down.

**Why Register Your Parties?**

1. During the 2012-2013 academic year Off-Campus Housing registered 419 parties. The program has grown every year!

2. Unlike a nuisance party ticket, registration is FREE.

3. You don’t want the cops to stop by, so limit your chance of that happening!

4. It will keep your neighbors happy and friendly.

5. *And for a little extra incentive* - when you register your party for the first time, our office will give you a free bag of snacks and other party necessities.

**FINE PRINT:** You must live at the house being registered. Party Registration is for noise complaints only, and does not protect you or your guests against any other violation. Parties in common areas (ex: apartment courtyards) cannot be registered. All amplified music, including bands and DJs, must be inside the house.

Houses that receive two consecutive warnings from dispatch will lose party registration privileges for 4 months. Regardless of Party Registration, you are still responsible for obeying city laws.
Nuisance Party Tickets

If you host or refuse to leave a party that is a nuisance to the neighborhood, you and your roommates can be subject to a nuisance party ticket. A nuisance party is a gathering of two or more people where there is a violation of a municipal ordinance, such as any noise or alcohol/keg violations, urinating in public, littering, trespassing, and other violations.

Possible outcomes:
Mandatory court appearance
Possible CU Student Conduct review
Court costs
Community service
Fines up to $1,000.00 per person on the lease
Jail time up to 90 days

SIDE NOTE: Even if you get in trouble off-campus, CU still has the ability to impose sanctions based upon your behavior. The CU Student Code of Conduct applies to all students, regardless of where you live or where the offense occurred. Not only can you land in court for your behavior at a party, but you may also face sanctions from CU, including possible suspension.

Chance

YOU THOUGHT 80s NIGHT WOULD BE FUN. BUT AFTER “SUPER FREAK”, YOUR NEIGHBORS THOUGHT, “WE’RE NOT GONNA TAKE IT.” THEY COMPLAINED.

Go Directly TO COURT

or Register Your Party

Off-Campus Housing & Neighborhood Relations.................................pg. 16
http://offcampushousing.colorado.edu
THE HEALTHY HOME
Healthy Habits

We all know how getting sick during midterms is the worst feeling in the world. Here are some easy healthy habits to implement:

- Drink lots of water and get a full night’s sleep. In general, men need approximately 7.5 hours of sleep, while women only need about 7 hours. Sleeping can actually help you lose weight and will keep you healthy if you are starting to feel sick.

- It’s no surprise that your bathroom is the unhealthiest room in the house. Buy a covered toothbrush holder, especially if you’re sharing your bathroom with roommates. The cover will help prevent germs from contaminating your toothbrush.

- It’s also important to change your toothbrush regularly. If you get a sore throat, boil water in a pot and soak your toothbrush in it to kill any germs before reusing.

- You should eat leftovers within four days, and you never want to microwave anything covered in plastic wrap. Make sure you place your food on a glass or ceramic plate or bowl.

- Have two cutting boards, one for vegetables and one for your meats. If you have a wood cutting board, use it only for your vegetables.

- Dirty shoes can track dirt and pollen into your house. Encourage your roommates and guests to take off their shoes before entering the house. It will also keep your carpets clean, and help you avoid any charges for carpet cleaning or replacement upon move-out.
Cleaning Tips

If you’re sharing a space with roommates, be prepared for a mess. Make sure you have designated specific chores for each roommate in your roommate agreement. If you keep your unit clean, you will have less deep cleaning to do come move-out. Here are some helpful tips for cleaning:

**MICROWAVE:** Vinegar helps remove oily and greasy residue. Use 2 cups water to ½ cup white vinegar, microwave on high for 4-5 minutes. The water and vinegar will make the grease easy to wipe away.

**SURFACES:** Don’t use hard abrasives, as they can scratch the surface. Wipe any crumbs off the surface with a wet sponge. Moisten the surface and sprinkle with baking soda. Rub the baking soda to remove any spots. When finished, rinse and wipe dry.

**FRIDGE:** Keep an open box of baking soda in your fridge to remove odors. Make sure to regularly remove any leftovers that are more than four days old.

**SPONGES:** Sterilize used sponges by washing them on the top rack of your dishwasher. Or place it in the microwave for one minute to kill the bacteria.

**DISPOSAL:** Pour ½ cup of baking soda down the kitchen drain followed by 1 cup of white vinegar. Cover with a drain stopper. The mixture will fizz. While it fizzes, boil a medium sized pot of hot water. Once this has boiled, pour it down the drain. Don’t forget to clean under the rim to reach all the hidden bacteria.

**BED SHEETS:** It’s important to wash your sheets once a week in hot water. In 24 hours, the average person sheds just shy of 1 million skin cells.

**TOILET:** When flushing, always remember to put the lid down. Bacteria from the toilet bowl actually spreads several feet when flushing and can contaminate your toothbrush and counter tops.
THE CHEAPER BILL
CU’s Environmental Center offers energy saving tips for your rental. For more information on how to save money on your electric bills or how to find energy efficient housing, you can visit them online at http://ecenter.colorado.edu or in UMC 355. Here are some energy saving tips:

- Turn off lights when leaving a room for more than one minute.
- Turn off appliances such as fans and TV’s when leaving a room.
- Enable sleep mode or turn off computer monitors and printers when not in use.
- Use power strips (they save energy), but turn equipment on and off individually.
- Replace desk lights with LED or CFL bulbs. CFL bulbs use 75% less energy and last 10-13 times longer than standard light bulbs.
- Prevent energy loss (heat or air conditioning) by keeping doors and windows closed and by sealing drafty areas.
- Keep your thermostat no higher than 68-70 degrees in the winter and no lower than 75-77 degrees in the summer.
- Turn off water while brushing your teeth or washing your face.
- Take shorter showers or use water saving showerheads.
- Completely turn off faucets and promptly report and/or repair leaks.
- Place the faucet lever in the cold position when using small amounts of water; placing the lever in the hot position uses energy to heat water, even though it never reaches the faucet.
THE MOVE-OUT
Vacating the Premises

It’s important to plan your move-out with your roommates. Make sure there are no outstanding fees, expenses, or other amounts due to be paid to the landlord. If there are any outstanding or pending charges, make sure you have decided in advance how these charges will be paid.

Before anyone moves out, collect your roommates’ contact information including their new addresses and their parent’s addresses. This way, you will be able send them mail (including any security deposit refund) and reach them over summer in cause any issues arise. It’s also very important that you give your landlord a permanent address where they can send your security deposit.

Know the date your lease ends and when your landlord expects you to move-out. You will likely be charged additional rent and some very steep fees if you stay longer than your lease allows.

Make arrangements for storing any of your property, particularly if you will be subleasing your room during the summer.

SIDE NOTE: To list sublet opportunities, visit Ralphie’s List at http://offcampushousing.colorado.edu. Ralphie’s List is a great way to advertise your available room to other students. Listings are FREE and your ad will only be visible to CU students, faculty & staff.
Cleaning the Premises

Talk to your roommates and make arrangements for cleaning at the end of the lease and the payment of any cleaning costs. Decide with your roommates who is going clean what part of the house.

Always remember that there is a huge difference between surface cleaning and deep cleaning. Surface cleaning is fine during the year, but landlords expect you to **deep clean** on move-out, meaning clean behind the fridge and stove, under the counters, and in the oven, etc.

**Take pictures.** Document any damage and the condition of the premises at the time you or your roommates move out. That way you’ll know who’s responsible for any damage during the summer months. This will not only protect you, but can also prevent future disputes with subtenants.

Generally at move out landlords require that tenants have the carpets professionally cleaned. Ask your landlord if you can find a carpet cleaning company yourself (that may be a cheaper option, but keep your receipt).

Do not try to do touch-up painting yourself, unless you contact your landlord first and get approved paint colors.

Ask your landlord where and when to drop off the keys to your house. Although it may be inconvenient, take the keys to your landlord directly. Do not simply leave them in the house where they are liable to be misplaced or taken by some unauthorized person.

For a check-out sheet visit [http://offcampushousing.colorado.edu](http://offcampushousing.colorado.edu).

Security Deposit Return

If you don’t agree with the amount returned in your security deposit and have already talked with your landlord, we recommend that you set up an appointment with our attorney. Our office has an attorney available on Tuesdays and Fridays who can provide legal advice regarding security deposit disputes. Our attorney is also available to address any other questions pertaining to your tenant rights. Call 303-492-7053 to set up an appointment.
Donation Centers

If you leave your furniture outside after moving out, you are violating Boulder trash and sofa ordinances. When moving out, consider recycling and donating your belongings.

Below is a list of locations to donate clothing, furniture, electronics, small appliances and household items. Call the specific locations for details.

**Boulder County Recycling Center** .................................................. 1901 63rd St, 720-564-2220
Drop off hours: 24 hours a day, 7 days a week

**EcoCycle CHARM** .................................................. 5030 Pearl St, Call 303-444-6634 before coming
Drop off hours: Mon-Sat, 9am-4pm
www.Ecocycle.org/charm/index.cfm

**Epilepsy Foundation** .......................................................... Pickup Service, 303-428-5600
www.donatecolorado.org

**Goodwill Drop-Off** .......................................................... Basemar Plaza (Broadway and Baseline)
Drop off hours: Mon-Sat, 9am-9pm, Sun, 10am-6pm

**Greenwood Wildlife Gift & Thrift** ......................................... 3600 Arapahoe, 303-245-0800
Drop off hours: Mon-Sat, 10am-5pm, Sun, 11am-5pm
www.greenwoodwildlife.org

**Household Hazardous Waste** .................................................. 1901 63rd St, 303-441-4800
Drop off hours: Wed, 8am-3:30 pm, Fri and Sat 8am-12pm

**Humane Society Thrift and Gift Shop** ..................................... 5320 Arapahoe, 303-415-0685
Drop off hours: Mon-Fri, 10am-4pm, and Sat, 10am-3pm
www.boulderhumane.org

**Salvation Army Thrift Store** .................................................. 1701 33rd St, 303-939-8502
Drop off hours: 9am-5pm Mon-Sat behind building and Sun, 11pm-4:00pm

**Savers** .............................................................................. 695 S. Broadway, 303-499-6978
Drop off hours: Mon-Sat, 9am-9pm, Sun, 10am-6pm

**Vietnam Veterans Pickup** ................................................... Pickup Service, 1-800-775-8387
THE PHONEBOOK
University Resources

Off-Campus Housing & Neighborhood Relations.................................303-492-7053
http://offcampushousing.colorado.edu

Student Legal Services........................................................................303-492-6813
www.colorado.edu/studentaffairs/legal

Office of Student Conduct..................................................................303-492-5550
www.colorado.edu/studentaffairs/studentconduct

Office of Victim Assistance.................................................................303-492-8855
http://cuvictimassistance.com

Financial Aid......................................................................................303-492-5091
www.colorado.edu/finaid

Housing & Dining Services.................................................................303-492-6673
http://housing.colorado.edu

Boulder Resources
For all city offices visit www.bouldercolorado.gov

Boulder Community Mediation Services.............................................303-441-4364

City Rental Licensing.................................................................303-441-3152

City Zoning Office............................................................................303-441-3270

RTD.................................................................................................303-299-6000
www.rtd-denver.com

Xcel Energy.....................................................................................1-800-895-4999
www.xcelenergy.com

Comcast...........................................................................................1-800-266-2278
www.comcast.com

Century Link....................................................................................1-800-244-1111
www.centurylink.com
Legal Problems?
CU LEGAL SERVICES
We can help you in both civil and criminal matters

University Memorial Center, Room 311
Call for appointment: (303)-492-6813
www.colorado.edu/studentaffairs/legal
RALPHIE’S LIST
CU’s Rental Database

Your 1-Stop Shop:

- Search Off-Campus Housing Listings
- Build a favorites list for easy comparison
- Create & view roommate profiles
- Post and search sublets, furniture, carpools, & more!

Off-Campus Housing & Neighborhood Relations
UNIVERSITY OF COLORADO BOULDER

ralphieslist.colorado.edu