

COMMUNITY LIAISON PROGRAM

QUICK FACTS

- Established in 2001
- Divides time equally between City of Fort Collins Neighborhood Services and Colorado State University Off-Campus Student Services Office
- Works from an educational focus with students and non-student neighborhood residents/leaders, City staff and departments, Colorado State University students, staff, and offices, landlords, and property managers
- Funded through a collaborative effort between the City of Fort Collins and Colorado State University

THE COMMUNITY LIAISON CAN HELP NEIGHBORS:

- Understand and build relationships with college students
- Become familiar with local codes and ordinances and the process of enforcement
- Appreciate how the City and the University collaborate
- Connect with City and Colorado State University resources

THE COMMUNITY LIAISON CAN HELP STUDENTS:

- Understand the rental process
- Recognize their rights and responsibilities as citizens of Fort Collins
- Understand local codes and ordinances and the process of enforcement
- Locate volunteer opportunities in the community

For more information on the Community Liaison Program contact the Community Liaison at:



City of Fort Collins

City of Fort Collins
Neighborhood Services Office
281 N. College Ave
P.O. Box 580
Fort Collins, CO 80522-0580
970-224-6047
<http://fcgov.com/neighborhoodservices/clc/>



Colorado State University
Off-Campus Student Services
Lory Student Center
Fort Collins, CO 80523
970-491-6707
<http://ocssral.colostate.edu/clc/>

City of Fort Collins
Neighborhood Services Office
281 N. College Ave
P.O. Box 580
Fort Collins, CO 80522-0580

Colorado State University
CSU Off-Campus Student Services
Lory Student Center
Fort Collins, CO 80523

COMMUNITY LIAISON PROGRAM



A collaboration between the City of Fort Collins and Colorado State University to promote positive relationships between students and non-student residents living in neighborhoods.

THE COMMUNITY LIAISON PROGRAM USES A MULTIFACETED APPROACH TO REACH ITS GOAL OF IMPROVING TOLERANCE, SENSITIVITY, AND QUALITY OF LIFE IN FORT COLLINS' DIVERSE NEIGHBORHOODS.

Education

- Informing neighbors about how to live next to and communicate with students
- Informing students about their rights and responsibilities while living in neighborhoods regarding city codes and ordinances, parties, and riot prevention tips
- Programs include: U+2 occupancy campaign, Duh campaign, "The Rental World" video, Party Packs, Moving Off Campus Presentations/Jeopardy & "The Art of Living Off Campus" handbook distribution in the Residence Halls, Party Partners
- Assisting with coordination of annual spring Housing Fair for off-campus student housing needs

Promote Community Connectedness

- CSUnity – annual spring community service event – 1200 students volunteering in neighborhoods
- Fall-Cleanup Project – one day fall community service event where students voluntarily assist neighbors who need help raking leaves, cleaning gutters, trimming bushes
- Community Civility Awards – annual spring recognition event – honoring outstanding student and non-student neighbors
- Sofa Round Up – annual summer furniture recycling event – hundreds of "used sofas" are recycled to students and non-students in need of furniture
- Community Welcome-Colorado State University & City staff, students, police, & non-student neighbors team up annually to walk the neighborhoods near campus to greet residents and give them brochures outlining codes, ordinances, & good neighboring tips

Strengthen Partnerships

PARTNERS INCLUDE:

- Associated Students of Colorado State University
- City of Fort Collins Building and Zoning
- City of Fort Collins Code Enforcement
- City of Fort Collins Police Services
- Colorado Apartment Association
- Colorado State University Conflict Resolution and Student Conduct Services
- Colorado State University Greek Life
- Colorado State University Police Services
- Colorado State University Student Legal Services
- Colorado State University Student Leadership and Civic Engagement
- Neighborhood Groups
- Colorado State University Housing & Dining Services

Connects Citizens to Resources

- Refer residents to Landlord/Tenant Handbook
- Refer residents to the Community Mediation Program
- Assist residents when neighborhood, landlord/tenant or roommate conflicts arise
- Adopt-A-Neighbor Program
- Provide direct links to various City & campus departments

Enforcement

- Collaboration between the City and Colorado State University to ensure that students will have appropriate consequences with both institutions for off-campus tickets
- Party Partners, a class for students who receive noise tickets. The class reviews the riot law, underage drinking, binge drinking, hosting responsible parties
- Public Nuisance Ordinance, a local law used for dealing with chronic problem properties

2013



off-campus life

STUDENT HANDBOOK

survival guide

*shedding light
on off-campus living*

City of
Fort Collins

Colorado State University

off-campuslife



Renting Made Easy!



Property Services

Home of *Premier Properties*

MyFortCollinsHome.com

Studio
to
6 Bedroom
Housing Available

- Timely private maintenance team
- 24/7 Maintenance emergency service
- \$450-\$1000 per bedroom
- Lawn service
- Washers, Dryers and Dishwashers
- Pet Friendly

**Friendly staff with excellent
customer service!**

MyHouse@MyFortCollinsHome.com

970-689-8803

OFF-CAMPUS LIFE AND NEIGHBORHOOD SERVICES PRESENT:



OFF-CAMPUS LIFE
STUDENT HANDBOOK
SHEDDING LIGHT ON
OFF-CAMPUS LIVING



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.

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1 SO YOU'RE THINKING ABOUT MOVING OFF CAMPUS...

This handbook is designed to help you make a successful transition into the neighborhoods of Fort Collins. By reading through this booklet, you will know what to look for when choosing a place to live and how to be smart when signing a lease. Additionally, you will gain a clear understanding of City codes and ordinances unique to Fort Collins and you will be provided with helpful tips on leases, parties, and healthy roommate relationships.

RENTAL WORLD VIDEO:

The Rental World is a 23-minute video addressing issues commonly faced by students who move off campus for the first time. Filmed as a parody of MTV's "Real World," it traces the lives of 5 house-mates as they encounter landlords, leases, police, and neighbors. The goal of Rental World is to provide students with information they need to make a successful transition from on-campus housing into the community. Go to http://www.youtube.com/watch?v=ouWUIu_tHWE or search Rental World CSU on youtube.

On the Fence About Whether to Move Off Campus or Live in the Residence Halls?

Don't take this decision lightly. Moving off campus can be a dramatic change. Is moving off campus for you? Are you prepared? Ask yourself these questions:

- 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?
- Am I willing to spend extra time to commute to class?
- Am I ok with having to travel back to campus for extracurricular events or study sessions after class?
- Do I know what type of transportation I will need (walking, car, bike, bus)?
- Is cooking going to be a problem?
- Will I be able to communicate effectively with my roommates and neighbors?
- Am I familiar with city codes/ordinances and how they can affect me?
- Do I have an idea of who I would like to live with off campus?

So what do you think-
Are you up for the challenge?

2 WHERE SHOULD I LOOK FOR PLACES TO LIVE?

Off-Campus Life has many great options to help you find housing:

SPRING HOUSING FAIR

- Free annual even that takes place every March. This year please join us on March 5 in the Lory Student Center main ballroom.
- Meet with hundreds of landlords, realtors, and property management companies.
- Have a chance to win door prizes including the annual grand prize!

OFF-CAMPUS LIFE ONLINE RENTAL SEARCH

- A free rental database that helps students connect with housing opportunities across the Fort Collins community.
- Search numerous rental listings or post your own!
- Log on with your student EID and password.
- Updated daily!
- Search the database at ocl.colostate.edu.

ROOMMATE ROUND-UPS

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

USE LOCAL SOURCES TO FIND AVAILABLE HOUSING

- Apartment Complex list (on the Off-Campus Life website)
- Property Management list (on the Off-Campus Life website)
- Newspaper classified ads (The Collegian, The Coloradoan)
- Local realtors
- Northerncoloradorentals.com
- Craigslist.com
- Bulletin boards in public locations (including one at Off-Campus Life)

3 HOW TO PICK A PLACE

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 tenant; ask them about the landlord and the neighbors. Have they experienced problems?

MOST IMPORTANTLY:

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

• 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)?

• SAFETY:

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

• RESPONSIBILITIES:

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

TIP Code violation history is important to know because violations stay with the property, not with the tenants. The last thing you want is to move into a house with a history of noise violations. Do your homework and check the history of the property PRIOR TO RENTING by calling Neighborhood Services 221-6676.

• QUALITY OF ACCOMMODATION (EXTERIOR FACILITIES):

- What type of parking is available? e.g. garage/off street?
- Is the parking sufficient (one space per car)? Visitor Parking?
- Is the parking area well-lit?

Recycling is required to be offered for no charge to single-family homes but apartment complexes may or may not provide recycling. To learn how to set up recycling at your single-family home, call the company that provides trash services to the home.

• QUALITY OF ACCOMMODATION (INTERIOR FACILITIES):

- Is the unit furnished? What is included?
- Are laundry facilities provided?
- Are cooking amenities (e.g. fridge/stove) in working order?
- Will moving in and out be difficult because of stairs?
- Will your furniture fit through the front door?
- Does the unit have good sound insulation (especially for apartments)?
- Is there any evidence of pests?

- Are the ceilings and walls in good repair?
- Is the carpet/floor reasonably clean?
- Is the plumbing adequate? Is it too loud (check taps and toilets)?
- Is there a good supply of hot water (ask current tenants)?
- Are there sufficient electrical outlets?
- Are there adequate telephone and/or cable jacks?
- How old is the unit?
- If looking at renting an apartment, can you hear the people above or below you?
- Is there enough storage space (e.g. closets, basement, garage, etc.)?

• LEASE AGREEMENTS:

- What is the minimum and maximum length of the lease?
- Is the amount of security deposit written on the lease?
- Is subletting allowed? If yes, who is responsible for subletting?
- Is a pet deposit required?
- Are there monetary penalties for code violations?

• COST:

- How much is the rent?
- When is the rent due?
- What is included in the rent (e.g. trash, water)?
- Who is responsible for paying utilities hookup/installation fee?
- What is NOT included in the rent?
- What type of heating is used (gas or electric) and how may that impact your heating bill?
- What are the late fees if you do not pay your rent on time?
- If you own a pet, what is the pet fee and/or pet deposit?
- Note: Some properties have a weight and/or a breed restriction. Check with the landlord to see if there is such a restriction.

TIP When you are visiting a house/apartment, never go alone. Bring a friend with you.

4 BEWARE OF RENTAL SCAMS!

Anyone from landlords, to property managers, to tenants, can become victims of RENTAL SCAMS.

THINGS TO WATCH FOR:

- The interested party is communicating from outside the country and primarily through email.
- There are notable grammatical errors in the emails.
- The interested renter wants to use an intermediary or friend to make payment.
- The amount of money being sent is OVER the required deposit amount.
- The potential renter backs out of renting the unit for some reason and asks for the deposit or overages back.

We want to stress that there are genuine requests for housing rentals coming from abroad, but it is important to use caution.

SUGGESTIONS ON HOW TO AVOID A RENTAL SCAM:

- Never accept more payment than the amount you request.
- Always ask for references.
- Google the potential renter's name to see if anything comes up that is of concern.
- Inspect the money orders by holding a note up to the light, and look for a watermark picture of Ben Franklin on the left side. There should also be a dark security thread running to the right of the watermark, with the tiny letters "USPS" facing backward and forward. You can also take the money orders to the nearest post office for examination.
- Take the money order or check to your bank and don't give any money away until the check is fully processed and approved.

TO REPORT A POSTAL MONEY ORDER SCAM: call the local post office or Postal Inspectors at (303)313-5320. To report a fraud complaint, call the Fraud Complaint Hotline at 1-800-372-8347 or visit the U.S. Postal Inspection Service Web site at postalinspectors.uspis.gov/.

To see email examples, go to the Rental Scams link at ocl.colostate.edu/rental-scam-information.aspx.

5 LEASES

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

LEASE TERMS YOU MIGHT 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 especially U+2 proceedings.
- **Constructive Eviction:** Takes place when a landlord makes a property uninhabitable or unusable for the original purposes in which the lease was signed. For example a tenant may vacate a property because housing standards are not being met.
- **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.

TIP

Read through the lease to make sure all terms are well defined and written in clear and concise language.

THESE ARE SOME COMMON ISSUES THAT SHOULD BE SPECIFIED IN THE LEASE:

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

TIP

You have the right to edit the lease before signing.

Prior to signing a lease, Student Legal Services encourages you to visit sls.colostate.edu for more information on leases. Afterwards, you may also make an appointment to speak to an attorney at Student Legal Services in Room 182 of the Lory Student Center.

NEGOTIATING YOUR LEASE

Say you've found the perfect house or apartment but the rent is too high or they won't allow your pet. Don't give up! You may be able to negotiate with the landlord for the type of lease agreement that would ideally suit you.

Make sure that the person you bargain with has the power to fulfill their promises.

GET ALL AGREEMENTS IN WRITING!

STRATEGIES - Most likely, your demands will meet some opposition, so it is important to give some thought to your negotiating strategies.

USE OF INFORMATION - The better informed you are, the more confident and assertive you can be when making a request. Planning ahead and researching your options is very important.

COMPETITION - A good supportive argument, for example, is that there's a place down the street for \$25 less per month. Instead of just bluntly stating the difference, ask why the difference exists and begin to chip away at the reasons.

COLLABORATION - Playing on the mutual benefits theme, make some offers: "If you replace this broken old oven, I'll take it to the dump for you."

WHAT IF'S - A "what if" question followed by a respectful silence can do wonders. For example:

- "What if I do the painting..."
- "What if we put down a larger deposit..."

TERMINATING YOUR LEASE EARLY

- A voluntary early termination of a lease can occur at any time if the landlord and tenant mutually agree to such termination.
- Tenants are legally responsible for rent until the premises are re-rented or the lease has expired.
- 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.
- Student Legal Services (in the LSC), provides free legal advice for fee paying CSU students.
- If you are not a fee paying CSU student, SLS will allow you to pay its portion of student fees (under \$10) and receive service.

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

SUBLETTING

If you absolutely must get out of your lease agreement early, subletting is one of your best options. When you sublet your place, a third party known as a subtenant takes over your lease. It is important to remember that you will be in charge of finding this subtenant. In addition, subletting does not release you from the responsibilities of your lease if the subtenant fails to fulfill their obligations.

STEPS

1. The first thing to do is check with your landlord to make sure subletting is an option.
2. If you have roommates, be sure to discuss the idea of subletting with them. It is possible to sublease just your part of the lease but it is important that your roommates are in agreement. Find out what requirements they have for your future replacement.
3. Make a sublet posting on the Off-Campus Life database at rentalsearch.colostate.edu.
4. Interview potential candidates keeping in mind that you will be responsible for the rent due if the subtenant you choose fails to uphold their end of the agreement.
5. You and your subtenant must fill out a sublease agreement that states the terms of the sublease. Your landlord may be able to provide a pre-drafted sublet agreement. If not, a sample sublease agreement can be found at oc.colostate.edu/Data/Sites/1/documents/sublease%agreement.pdf
6. Before your subtenant moves in, have your landlord do a walkthrough of your home so that your subtenant, and not you, will be held responsible for any damages that occur after you leave.

TIP 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.

6 ROOMMATES

Who are you going to live with next year? 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, she or he may not live up to your expectations.

TIP Roommate Agreements-You should always have some sort of written agreement in place. Samples of Roommate Agreements are available at Off-Campus Life, on page 49 of this handbook, and inside of the Landlord Tenant Handbook at fcgov.com/neighborhoodservices/pdf/lthandbook.pdf (click on Landlord Tenant Handbook).Tenant Handbook).

ROOMMATE ISSUES TO CONSIDER:

- Privacy
- Guests
- Personal belongings
- Parties
- Cleaning
- Messages
- Noise
- Pets
- Smoking/alcohol/drugs
- Bills/deposits
- Groceries
- Parking

TIP Groceries can become an issue with roommates. 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. Therefore, have each roommate donate a condiment before you move in.

JOINT AND SEVERAL LIABILITY

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



7 MOVING IN

Moving in to your new place can be an exciting and stressful time. Between arranging furniture, getting all the utilities hooked up, and battling it out with your roommates for the best room, there is a lot to consider. Here is some helpful information to make the process easier.

CHANGING YOUR ADDRESS

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

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

VOTER REGISTRATION

Moving in is also a great time to register to vote or update your current voter registration information. You can find the registration form online at (elections.colorado.gov/Default.aspx?PageMenuID=1465). Unfortunately there is not yet an electronic system for submitting the form. Once it has been filled out, drop it in the mailbox and the County Clerk and Recorder will handle the rest!

MINIMUM HABITABILITY REQUIREMENTS

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

- Insect screens are required May to November.
- Doors are required to have locks that operate from inside without a key.
- Every bedroom must have at least one window that opens.
- Every bathroom must 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 must be maintained in a safe, sanitary and functional condition, free from obstructions, leaks and defects.
- Units must have hot and cold running water.
- Units must have permanent heating that can maintain 68°F.
- Every rental housing unit containing gas appliances or an attached garage must have an approved carbon monoxide alarm.
- All rooms must have at least (2) separate electric outlets.
- All rooms and public areas must have at least (1) electric light fixture.
- Basement bedrooms must have an emergency escape window no more than (48) inches above the floor and at least a (720) square inches.
- Smoke alarms (electric or battery operated) must be installed in each of the following areas:
 - On the ceiling or wall outside of each bedroom.
 - In each bedroom.
 - In each story within a dwelling unit, including basements.

If you ever feel that your housing is substandard, call (970)416-2305 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 go to fcgov.com/building.

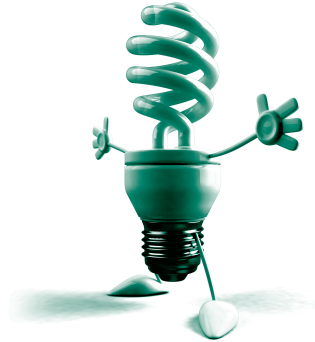
UTILITIES, ELECTRIC, CABLE AND MORE...

This may be your first time connecting utilities and 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.

THE FORT COLLINS CITY UTILITIES

- The city of Fort Collins provides electricity, water, wastewater and stormwater services.
- Start or stop your utility services with a phone call or online
- There is a \$19.65 fee to set up a new account
- Plan ahead when you move. Allow three (3) business days to connect or disconnect service.
- Water and wastewater rates can be flat or metered and may be included in your rent. Check with your landlord.

Fort Collins Utilities
330 S. College Ave.
(970)212-2900
secure.fcgov.com/utilities-sr.php



XCEL ENERGY (THE PUBLIC SERVICE CO.)

- Public Service Co. provides natural gas.
- Service can be initiated with a phone call or a visit online. Be sure to do this at least 24 hours prior to when you need the service.
- A security deposit may be required but you can waive the deposit by providing your social security number for a credit check or by having a guarantor's name added to the account.
- Call during regular office hours: 6:00am to 7:00pm, Monday through Friday.
- Your actual energy costs will depend on the efficiency of your appliances, the insulation in your home, and your personal lifestyle.
- Public Service Co. has alternative billing systems available such as automatic bank withdrawal. They also have a "Budget Billing" program that allows a credit build-up during the warmer months to apply to the larger winter bills.

Xcel Energy
1-800-772-7858
[xcelenergy.com](https://www.xcelenergy.com)

HOME ENERGY EFFICIENCY & CONSERVATION SAVES YOU MONEY

Did you know that Fort Collins is in the process of creating one of the world's largest zero-energy districts?

The initiative is known as FortZED and CSU is a key partner in leading the charge. You can also help by conserving energy at home, which can also save you money.

Besides turning off the lights when not in use, here are a few more energy saving tips:

- Enable the power management features on your computer
- Use a power strip when turning off computers, TV's and appliances
- Replace incandescent lights with compact fluorescent lights

Visit www.FortZEDchallenge.com to join the effort by "Taking the Pledge" to reduce your home energy use and learn about more ways to get involved.

TELEVISION

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



PHONE SERVICES

- To establish a phone service, call your chosen provider a minimum of three business days before service is needed.
- The installation fee is approximately \$35.
- A deposit may be required for long distance service.

Century Link
1-800-475-7526
centurylink.com

Comcast
(970)493-7400
comcast.com

GARBAGE SERVICE

- Trash rates in Fort Collins are based on volume; you are charged for each can or bag. That means the less you throw away, the less you'll pay on your trash bill!
- Services for trash collection are offered by private companies, so you "subscribe" directly to local trash companies (or through your HOA).
- If you live in a house or apartment that does not provide a trash dumpster, you will need to arrange for garbage pick-up.
- For more information see the city's website: fcgov.com/recycling/trash-rates.php.

Gallegos Sanitation, Inc.
(970)484-5556

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

Waste Management
(970)482-6319

RECYCLING

If you live in a house:

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

This means you don't have to worry about sorting your plastics from your cardboards.

If you live in an apartment:

- Your apartment complex should provide bins and a dumpster for all your trash and recycling needs. Talk to your apartment manager if recycling isn't available – sometimes it just takes one person to convince the landlord that recycling can work in your complex and that people want it.
- If your apartment does not offer recycling and refuses to add the service, you can take your recyclables to the City's Recycling Drop-Off Center at 1702 Riverside Ave. for no charge. This site is open from dawn to dusk seven days a week.

The following items are currently being collected for curbside recycling but be sure to check the city's website annually (fcgov.com/recycling/pdf/paythrow-curbside_rec_guide.pdf) because this list is always changing and growing.

CONTAINERS

- Clean plastic bottles, tubs and containers
 - No plastic bags, pesticide or motor oil containers, Styrofoam, microwavable trays or containers larger than 2.5 gallons
- Glass bottles and jars of any color
 - No light bulbs, plate glass, ceramics or cookware
- Aluminum cans (don't crush or flatten cans)
- Steel (tin) cans
 - Labels are okay
- Metal jar lids and bottle caps
- Empty aerosol cans
 - No caps
- Aluminum foil
 - Flattened, clean foil only



Want to ensure that nearly 100% of your glass is recycled back into new bottles? Take your clean glass to the Fort Collins glass-only bins at the Rivendell Recycling Facility, 1702 Riverside, or at Chippers, 217 W. Horsetooth.

PAPER

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

CARDBOARD AND PAPERBOARD

- Corrugated cardboard
 - Packing boxes and pizza boxes broken down along the fold
 - No cardboard exceeding 2' x 2' in size (oversized pieces can be cut down)
- Brown paper grocery bags
- Paperboard
 - Broken down cereal boxes, clothing boxes, greeting cards, tissue paper, and egg cartons are okay
- Phone books

RENTER'S INSURANCE

Be sure to purchase renter's insurance. It is inexpensive (about \$125 for an entire year) and it will protect your belongings from damage or theft. More importantly, it will protect you from having to pay thousands of dollars if you accidentally cause damage to the property, such as in the case of fire or water damage.

TIP

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

BEFORE YOU START MAKING YOUR CALLS:

- Check with your parents to see if you are still covered under their homeowner's insurance and if so, to what age.
- If you pay for car insurance, you may want to check in with that company to see if they will provide renter's insurance at a discounted rate.
- If you're not covered under your parents do an assessment of your property and determine approximately how much money it would cost to replace your belongings. You will also need to decide which items you want to have fully covered i.e. jewelry or collectibles.

WHEN CALLING EACH COMPANY, BE READY WITH THE FOLLOWING INFORMATION:

- Your name, phone number, and property address
- The names of everyone who lives at the property and how long they have lived at the residence
- Prior addresses
- Employment history
- Any insurance claim history you have including details such as dates, type of loss, and the extent of damages
- Some companies may ask information about your residence, including material or square footage.

TERMS TO BE FAMILIAR WITH:

• **Deductible:**

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

• **Liability:**

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

• **Minimum Coverage:**

- Some policies won't cover your property for less than a specific amount. Usually the minimum range is between \$8,000 or \$10,000.

VARIABLES IMPACTING RATES:

- If you live in or out of city limits
- If the structure is frame or brick, how much theft and fire protection the home has (e.g., dead bolts, smoke detectors, etc.)
- Student or non-student status, and sometimes marital status
- If you live in a complex with four or more units
- If you have other policies with the company (e.g., auto insurance)
- How much property and liability coverage you want or need. Policies can be fitted to your specific needs.

COLORADO INSURANCE COMPANIES TO CHECK OUT:

American Family Insurance - Larry D Peterson

149 W Harvard St, Ste 102
Fort Collins, CO
(970)229-9393
amfam.com

American Family Insurance - Terry S Danielson

732 S Lemay Ave, Suite B
Fort Collins, CO
(970)226-0919
amfam.com

State Farm Insurance Fort Collins - Chip Beake

106 East Olive Street
Fort Collins, CO
(970)482-1936
fortcollins-insurance.net

Western Insurance

1520 East Mulberry Street
Fort Collins, CO
(970)484-1401
westerninsuranceservices.com

Allstate Campus West

1002 West Drake Road
Fort Collins, CO
(970)495-6727
allstateagencies.com

Country Financial

1075 West Horsetooth Road
Fort Collins, CO
(970)221-9655
countryfinancial.com

Farmer's Insurance- Craig Campbell

141 South College Avenue
Fort Collins, CO
(970)484-1400
farmersagent.com



8 MOVING OUT

DEPOSIT

- 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 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 that is not due to tenant’s negligence, i.e. peeling/cracked paint.
- For a list of examples of normal wear and tear, refer to the Landlord Tenant Handbook.

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

- The letter should state you will sue the landlord for three times the amount of the deposit withheld.
- It should be sent by certified mail, return receipt requested, and you should always keep a copy.
- If the landlord returns the deposit within seven days, the problem is solved.
- For a copy of the letter, refer to the Landlord Tenant Handbook at: fcgov.com/neighborhoodservices/pdf/lthandbook.pdf. Or the templates at Student Legal Services website sls.colostate.edu.



Make sure to leave a forwarding address with your landlord before you move.

To protect your security deposit upon moving into your new house or apartment be sure to:

- Take photographs of any damages.
- Fill out a rental check-in sheet. Be sure to inspect the housing unit thoroughly and mark any damages that can be found. Do a walk-through with the landlord (if possible) and complete a check-in sheet together. You can find a check-in sheet at Off-Campus Life or online in the Landlord/Tenant Handbook. It is a good idea to have someone else like a friend or parent look with you in case you miss something.

STORAGE UNITS

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

Typically, the price depends on the size of storage unit you choose to rent.

Below are a few local storage companies you might want to check out:

Eastside Self Storage

1005 East Laurel Street, Fort Collins, CO
(970)493-8888
eastsideseelfstorage.biz

Mini U Storage

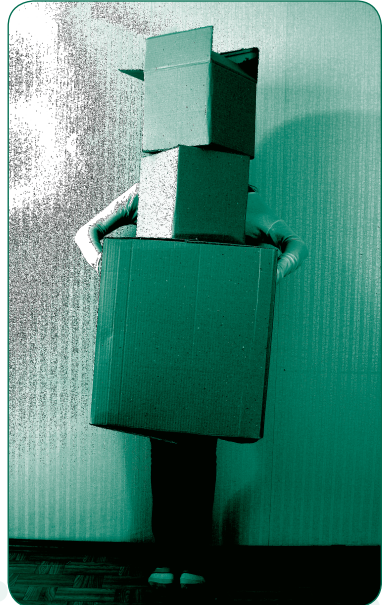
170 Kensington Drive, Fort Collins, CO
(970)223-1443
miniustorage.com

Public Storage - Self Storage

5929 South College Avenue, Fort Collins, CO
(800) 883-8369
publicstorage.com

Ram Self Storage

415 Linden Center Drive, Fort Collins, CO
(970)493-6500
selfstorage.com



Save Mor Self Storage Ltd

677 Linden Street, Fort Collins, CO
(970)224-2888
savemor.com

Stor-Mor Self Storage

1000 East Lincoln Avenue, Fort Collins, CO
(970)493-8313
stor-mor.com

9

MANAGING A BUDGET

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

TIP

Don't take on more than you can afford! Your rent should be no more than 30% of your monthly income.

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

- Increase your income: Obtain a part-time job, financial aid, or a loan.
- Decrease your expenses: You can try to cut fixed expenses by seeking less expensive housing and/or sharing housing with others. You may find that it's easier to cut variable expenses like entertainment (cable services), credit-card purchases, or food.
- 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 presents during the holiday season.

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 if you lose your wallet or if you become the victim of identity fraud.

Here are a few things to keep in mind when making this important decision:

- Not all credit cards are equal!
- For college students, specially designed student cards exist.
- Some cards charge an **annual fee** which can range from \$35-\$50.
- Every credit card will have an **APR** (Annual Percentage Rate). This is the interest rate you will be required to pay for your purchases. When looking at rates, remember that the higher the rate, the more you will have to pay if you aren't able to pay off your bill in full each month.
- Many cards offer an **introductory rate** with a lower APR but keep in mind that this isn't permanent. Make sure you know what interest fees you will be paying once the introductory period has passed.
- Some credit card companies charge extra if you want to be able to pay your bill online or by phone.
- Some (but not all) credit card companies offer a **grace period** in which you have 20-30 days to pay your bill if you get behind.
- 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.
- Some credit card companies will raise your interest rate for a completed unrelated loan or credit card if you are late on a payment. This is called "**Universal Default**".

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

- Don't over spend! In addition to paying the money back at a later date you will also have to pay all of the accrued interest which is not cheap!
- Only carry one card at a time. Credit cards are a great tool to build up credit and a good thing to have around in case of emergencies but filling your wallet with them will only result in over spending and confusion when paying bills.



- Make sure not to exceed your credit limit. Every card has its limit and if you go over there could be additional fees.
- At the end of the month pay off as much of the bill as you possibly can. Any part of your bill that rolls over will result in interest fees and those can really add up!

In the appendix you can find a sample budget spreadsheet. For college students, budget planning may be easier to do on a semester basis. If you are new to budgeting, you might want to keep track of your expenses for a couple of months to find out where your money goes. Don't expect to have a perfect budget the first time you set one up. A budget is something you keep working and reworking until it fits for you.

Financial advice is available through the following resources:

Student Financial Services
103 Administrative Annex
Colorado State University
(970)491-6321

Consumer Credit Counseling Service
1247 Riverside Ave.
Fort Collins, Colorado 80524
1-800-424-2227

10 FOOD

Now that you no longer have to eat dining hall meals, you need to start thinking about your options. Start by answering some of the following questions:

- Do you enjoy cooking?
- Do you know how to cook?
- Do you have the time to cook?
- Are you going to eat out all the time?
- Can you afford it?

RECIPES

Do you ever get tired of ramen noodles or frozen microwave food? They are not necessarily healthy, and frozen microwave meals are definitely not cheap. So how about cooking a real meal yourself (in as little as ten minutes)? Here are some great recipe websites:

- kraftfoods.com
- cooking.com
- backofthebox.com
- recipesource.com
- timetrimmers.com
- bettycrocker.com
- meals.com

CHEFS in Training (“Cooking Healthy Eats for Students” cooking class)

Need help getting the basics down? CSU’s Health Network offers four cooking classes each semester. Not only will you learn the skills necessary to whip yourself up some fabulous dishes but you will also receive a cookbook to take home, and at the end of each class you will get to eat whatever you make! The best part is that each class will only run you about \$7. For more information and a list of dates contact CSU Health Network Health Promotions at (970)491-1702.

11 GOOD NEIGHBOR TIPS

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

The most common types of neighborhood conflicts are:

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

Getting to know people who seem different than you can be challenging, even to the most outgoing neighbor, so here are some smart neighbor tips:

Introduce yourself, meet your neighbors: If your neighbor knows your name, major, where you are from, etc., they will start to see you as the unique individual that you are....and not “just another student.”

Keep your neighbors informed: Contact your neighbors before undertaking something that might affect them like hosting a party, building a fence, or getting a dog.

Be considerate and aware of neighborhood expectations: Know local laws, HOA covenants, and general expectations of the neighborhood.

Party Responsibly: Talk with you neighbors before you throw a party. Give them your phone number so they can contact you first if they think the party is getting out of control.

Be Aware of Differences: Age, faith, ethnic background, and family status can drastically affect how one goes about their daily life.

Handle problems politely: If your neighbors do something that bothers you, let them know as soon as possible. If you think your neighbors make unreasonable complaints or don't like you, keep in mind that your neighbors may have suffered from problems with a previous renter. Be patient and polite, and if you cannot work out a fair compromise take advantage of the free and confidential mediation services offered by the City of Fort Collins Community Mediation Program (970)224-6022.



12 PARTIES

So you've decided to have a party... Now what?

PARTY REGISTRATION!

You could avoid a \$1,000 Noise Violation fine by registering your party.

Party registration is a warning program for Ft. Collins citizens and CSU students who are proactively seeking to avoid being a nuisance to their neighbors, as well as avoiding a noise citation. The program was developed by CSU/City Community Liason and officers from Fort Collins Police Services to encourage CSU students who live off campus to register their party.

- CSU students can register their Friday or Saturday night parties at Off-Campus Life located on the main level of the Lory Student Center by the preceding Thursday at 5pm.
- The party host provides his/her address and two phone numbers

- Should a noise complaint be received by Fort Collins Police Services, the registered party host may be given the opportunity to be contacted by phone or in person by a police officer and given a “verbal” warning to break up their party in a 20-minute time frame.
- If a second noise complaint is received after the 20-minute period, the police will send an officer to the residence.

BEFORE THE PARTY

AGREE WITH ROOMMATES/HOUSEMATES ABOUT “HOUSE RULES.”

- Determine party size, hours of party, whether alcohol will be served, music volume, clean-up, etc.

PICK A RESPONSIBLE HOST FOR THE PARTY.

- The sober host should turn away uninvited guests, monitor house rules, talk with the police should they show up, and watch for drunk drivers.
-

SPEAK WITH YOUR NEIGHBORS.

- Inform your neighbors well in advance of the upcoming party and provide them with the contact information of the sober host. If you tell them you will be done by a certain time, be sure to stick to it!

DURING THE PARTY

MONITOR FOR THE FOLLOWING:

- Noise level, size of party, familiarity of guests, street parking, sobriety levels, etc.
- Behavior of guests leaving party (noise level, littering on neighbors’ yards, public urination, etc.). Neighbors typically report that it’s the behaviors of people “coming and going” to the party that they find most disruptive, not the party itself.

TAKE ACTION

- If the party gets beyond your control, call the police non-emergency number and ask for assistance at (970)221-6540. If you call the police to help shut down your party before neighbors call with noise complaints, you are less likely to receive a ticket.
- Let the sober host talk to police. Don’t get in the way; you could end up being charged with obstruction and/or resisting arrest.
- Be cooperative with police, neighbors, and others who come to discuss problems they have with the party. This may prevent multiple citations.

AFTER THE PARTY

CLEAN-UP/DAMAGE CONTROL

- Make sure your yard/your neighbors' yards are clear of any trash, cups, etc.
- Check in with your neighbors to determine if they experienced any problems.

PARTY TIPS

- Control access to your party. Keep out "randoms" – they may only be there to find free alcohol. They do not know you and may not care if you receive a ticket for noise or alcohol violations.
- To prevent getting a ticket remember to register your party at Off-Campus Life.
- If you have a party and receive a noise violation, you will most likely have to attend a noise violation class, even if it is your first offense. The City of Fort Collins and CSU have partnered to create a Party Partners Workshop for students and community members who have received a noise ticket in Fort Collins.

TOP REASONS NOT TO PLAY BEER PONG:

- Beer Pong = Noise = Police
- Sharing cups means sharing germs.
- Floatees– the yummy things hanging out on the basement or garage floor will inevitably end up in your cup.
- Beer Pong isn't green– the plastic cups become plastic waste.
- Beer makes you gain weight.
- It's harder to keep your drink safe.
- Drinking games encourage over consumption and unsafe intoxication levels.

FREE PARTY PACKS!

Party packs contain bottled water for the sober host, Emergen C to boost immunity the morning after, a flashlight and trash bags to help you "clean up before sun-up," neighbor notices, information about partying without the police, a free Party Pack t-shirt, and so much more!

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.

RIOTS

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

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

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

13 CITY CODES/ORDINANCES

OCCUPANCY LIMIT (U+2)

The occupancy limit has been a hot topic in Fort Collins. On January 1, 2007, the City's new housing occupancy limit went into effect and it is important for all students to learn how they could be impacted by the enforcement of this code.

FREQUENTLY ASKED QUESTIONS.

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

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

Can you list examples of combinations of people that could live in a house without being in violation?

Since January 1, 2007, you may have:

- 1) one (1) family (related by blood, marriage, adoption) and not more than one (1) additional person; or
- 2) two (2) adults and their dependents, if any, and not more than one (1) additional person.

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.

How is the occupancy ordinance enforced and what does the process look like?

1. When someone calls the city to report a property they believe is over-occupied, staff will be interested in the following information: complainant’s contact information (unless they choose to be anonymous), address of property in question, reasons for suspecting over-occupancy and any supporting evidence (tenants names, license plate numbers, etc.)
2. Once city staff completes an intake form based on the information provided by the complainant, they will begin an investigation and contact the owner/property manager to request a copy of the Disclosure form. Disclosure forms have been required since December 2005, and there is a potential fine up to \$1000 for not having a Disclosure form upon request. The form acknowledges that all involved parties (sellers, leasers, tenants, buyers) have been informed of the occupancy limit in Fort Collins and is required to be signed by all parties at the time of lease signing.
3. If the investigation produces “reasonable cause” to suspect over-occupancy the inspector will give notice to all tenants, the landlord, and the property manager that they are in violation and may issue citations to all occupants, owners, and managers. They will have 30 days to correct the over occupancy violation and will need to schedule an inspection to confirm compliance.
4. Correcting the situation within the time period on a first complaint will likely result in no citation or penalty being issued. However, if the occupancy investigator determines that the household “blatantly” violated the ordinance, then a citation may be issued to the owner, property manager/landlord and/or each tenant of the property and fines could be as high as \$1000 per day for every day there was a violation. After being cited, the parties will have 10 days to pay the fine or request a hearing.
5. If participants request a hearing, they will be scheduled to appear before a court-appointed hearing officer. The inspector will also be at the hearing and any neighbor willing to participate as a witness can also attend. Hearing decisions are final and all statements are made under oath with the consequence of criminal charges (such as perjury or false information to authorities if false statements are made).

6. If an investigation results in reasonable cause to suspect a violation of the Rental Housing Standards, inspectors may also conduct a rental housing inspection throughout the entire property to determine if any health or safety problems exist.

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

The property owner can get an Extra Occupancy designation if the house meets certain criteria. *Note—not all neighborhoods are zoned to allow Extra Occupancy designations.

You can find a list of properties that have notified us that they have this Extra Occupancy Pass at ocl.colostate.edu.

Are there apartments that allow for four unrelated individuals to live together?

Yes! The following apartment complexes were built and approved for a maximum of four tenants: The City Park Lofts, Summit on College, Campus Crossing at Ram's Pointe, Heritage Park Apts., Ram's Village, and The Grove.

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

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

If you have further questions, please call Neighborhood Services at (970)224-6046 or go to fcgov.com/neighborhoodservices.

TIP Disclosure Statement- Be prepared to sign one of these forms at the beginning of your lease term! Your landlord should supply a copy to you. This is a form that new tenants are required to sign prior to signing a lease acknowledging that they have been informed about the occupancy limit in Fort Collins. The disclosure form can be found at: fcgov.com/building/pdf/disclosure-disclaimer.pdf.

HELP FROM STUDENT LEGAL SERVICES: If you receive notice of an investigation by the City or are living in an over-occupied situation, visit Student Legal Services in Room 182 of the LSC.

PUBLIC NUISANCE ORDINANCE

If you live in a house that has had multiple violations, the residence may be in jeopardy of becoming a “public nuisance property.” Violations of this ordinance, called PNO, result in a letter being sent to the tenants, as well as the owner of the property, requesting an immediate fix of the problem. Since the City may take action against the owner, he or she may choose to evict the tenants if the property receives:

- Two citations for the same violation in six months (i.e. two noise tickets)
- Three citations, of any kind, in one year (i.e. one noise, one overgrown weeds, one unkempt lawn)
- Five citations, of any kind, in two years

Public nuisances can include noise, trash, overgrown weeds, inoperable vehicles, unkempt lawns, parking, snow removal, indoor furniture left outside or any municipal code violation.

- Public Nuisance Ordinance follows the property, not the tenants. When you are looking to rent an apartment or home, you should check to see if the rental you’re planning on moving into has received citations over the last two years. Neighborhood Services, (970)221-6676, can provide this information. Don’t get caught up in someone else’s mess!

NUISANCE GATHERING ORDINANCE

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

- Trash and litter
- Public urination
- Vandalism
- A conviction carries up to a \$1000 fine with a possibility of jail time or community service hours. Additionally, you could be assessed the costs of police and fire personnel overtime (should a riot occur), cost of repairs to city streets, and the cost of cleanup and/or repairing any damage to neighboring property.

OTHER MUNICIPAL CODES

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

NOISE

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

FORT COLLINS POLICE OFFICERS TYPICALLY RESPOND TO NOISE/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, they can issue a ticket with a fine up to \$1000 per resident for the first offense. If convicted, a noise violation constitutes a criminal misdemeanor. Remember, you can register your Friday and Saturday evening parties by stopping by Off-Campus Life by Thursday at 5:00pm.

TRASH

- Trash containers must be stored out of public view.
- Trash containers can be placed out for collection no earlier than 12 hours before scheduled pick-up and cannot remain there for more than 12 hours after 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 car/bike parts.

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.

PARKING

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

FIREWORKS

- Fireworks are a traditional part of America's July 4th Independence Day celebration; and for many of us the 4th just isn't complete without the ooh's and aah's as it gets dark and the big show begins.
- Yet did you know that the possession and use (without a permit) of fireworks of any kind is illegal in the city of Fort Collins? The penalty for a fireworks violation will result in confiscation of these fireworks and issuance of a summons into municipal court and a fine of \$1,000. To avoid a summons, a costly fine, and possible injury, or starting a fire, it's best to leave the fireworks shows to the professionals.

SNOW REMOVAL

- Whether you own or rent your home, you are responsible for clearing snow and ice off sidewalks adjacent to your property within 24 hours after the snow stops falling.
- If your walk has not been shoveled, it may be reported to the Nuisance Hotline by a neighbor, or City inspectors may proactively notice the offense while out in the field. You will be billed if the City hires someone to remove the snow, which can be very expensive. You may need to use an ice-melt material in order to make your sidewalk safe for pedestrians.

TIP

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

FURNITURE

- No furniture designed for indoor use can be placed in your yard or on an unenclosed porch. Ex: Sofas cannot be on your front/back lawn or roof.

ANIMALS

- **Licensure** - 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.
- **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.
- **Noise/barking dogs** - Barking or howling dogs can be a major irritant in a neighborhood setting. While it is important to understand that dogs bark incessantly

for specific reasons (boredom, anxiety, fear, etc.), it is unlawful to allow this behavior to negatively impact others. Animal Control Officers will respond to noise disturbances when a citizen makes a formal complaint through the Humane Society, (970)226-3647

- A Public Nuisance could be declared if any owner or keeper fails to exercise proper care and control of his/her animal which causes a safety or health hazard, damages or destroys the property of another, or creates offensive odors which interfere with or disrupt another person.

14 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 that you are ready for the responsibilities that accompany pet ownership.

ARE YOU READY FOR A PET?

Y/N Do you have at least \$1000 to spend on your pet annually?

Y/N Can you afford the \$20-\$50 dollars it will cost monthly to feed a pet?

Y/N Are you not away from the house for long periods of time during the day?

Y/N Are you willing to spend the time necessary to train your pet?

Y/N If you are considering a dog, do you have a fenced yard or are you willing to dedicate at least a half hour everyday to walking your pet?

Y/N Does your property management company or apartment complex allow pets?

Y/N If you have roommates, are they all in agreement about getting a pet? Do any of them have allergies?

Y/N Do you travel a lot? If so, will you be able to bring your pet with you?

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

SOME OF THE MAJOR FACTORS OF PROPER CARE FOR YOUR PET:

- **Good Nutrition** – just like people, pets require a healthy diet. Poor skin, coat, muscle tone and obesity can result from poor quality food. Also, pets are not humans, and a diet heavy in table scraps can lead to obesity and pancreatitis.
- **Exercise** - regular exercise keeps your dog in good condition by maintaining proper body weight. This reduces the risk of heart and joint problems, diabetes and a number of other weight related issues.

- **Health Care** – annual examinations and vaccination updates are very important. Remember preventative healthcare is the cheapest kind!
- **Safety** – make sure the environment you live in is pet-friendly.

CHECK FOR:

- **Toxic chemicals** (including rodent poison) that your pet can access
- **Secure enclosures** such as fencing
- 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 possibly the spread of communicable diseases.

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.



15 SAFETY

IT IS ALWAYS BETTER BE SAFE THAN BE SORRY. TIPS TO PROTECT YOURSELF AND YOUR PROPERTY:

WHEN YOU ARE AT YOUR HOUSE/APARTMENT:

- Lock your doors and windows, even when you are inside your home or just stepping out for a short while. It takes a thief ten seconds or less to enter an open room and steal your property.
- Keep emergency numbers by your phone.
- Do not leave messages on your door indicating that you are away and when you will return (including your schedule).

- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access to your home.
- Do not put your address on your key ring.
- Know your neighbors.
- Do not leave keys in hiding places. Thieves will find them.

WHEN YOU ARE LEAVING FOR BREAKS:

- Thieves know the college schedule, so make your place look lived in.
- Tell your neighbors that you'll be out of town and ask them to keep an eye out.
- Keep all windows and doors secured.
- Store electronic equipment and small valuables (jewelry) in a safe place.
- Cancel your newspaper so it doesn't pile up outside your house.
- Contact the post office and have them hold your mail while you are away.
- Have a timer for lights so that your house looks occupied, even while you are gone.
- If your neighbors have an extra vehicle, ask if they are willing to park in your driveway.
- Keep your heat on (during winter months) so pipes don't break. Coming back to a flood would be a bummer, not to mention a costly mistake.

WHEN YOU ARE WALKING:

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

16 FIRE SAFETY

Housing Standards: Smoke detectors must be installed in each story of the dwelling, in all bedrooms, and in halls and areas that are in the immediate vicinity of the bedrooms.

FIRE PREVENTION:

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

- DO NOT remove batteries from smoke detectors to prevent false alarms.
- Know at least two ways out of every room.
- Make an escape plan in case of emergencies and if possible practice it at least once.
- Purchase collapsible escape ladders for upper floor windows and know how to use them.
- Don't overload outlets.
- 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, and when smoking, use a sturdy, non-tipping ashtray. DON'T smoke in bed!
- 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!).
- Keep a fire extinguisher near the kitchen.
- Make sure the wattage in light bulbs matches the correct wattage for the fixtures.
- Don't run the dryer without a lint trap. Clean the lint trap regularly.
- Keep your electrical wiring in good condition. Have wire replaced if it is frayed or cracked. If you are renting, it is your landlord's responsibility to keep the wiring up to date. Let them know if there are any issues.

IN CASE OF FIRE:

- Never ignore a fire alarm. Leave at once and close all doors behind you on your way out.
- Once you are out of harm's way call 911 immediately.
- Use the stairs. DO NOT take the elevator.
- Test every door for heat. If a door feels hot or you see smoke seeping out DO NOT OPEN IT.
- Crawl low in smoke.
- If possible, cover your mouth with a cloth to avoid inhaling smoke and gases. Many people who die in fires actually die from smoke inhalation, not from the flames.
- Don't go back in, no matter what!
- If a fire starts while cooking, put a lid over the burning pan or use the fire extinguisher. Never pour water on grease fires.
- If you are trapped in your home DON'T PANIC! Close your door and seal off any cracks with wet towels. As soon as you are able, call the fire department and give your name, address, and location in the building or house. If possible open a window for air and signal for help. DON'T JUMP! Wait for help to arrive.

17 TRANSPORTATION

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



TRANSFORT:

Top Transfort FAQs from CSU students & parents

IS IT POSSIBLE TO GET AROUND FORT COLLINS WITHOUT A CAR?

Yes. The city bus system, known as Transfort, operates nineteen bus routes throughout Fort Collins Monday through Saturday, except major holidays. There is excellent bus service around CSU. Most routes run from about 6:30am to 6:30pm, and Routes 3 & 6 run until 10pm on weekdays.

DOES TRANSFORT OFFER LATE NIGHT SERVICE?

Through a partnership with ASCSU and the City of Fort Collins, the Green and Gold routes are now offering late night weekend service out of the downtown area. This service costs \$1 and operates Fridays and Saturdays from 11:30 pm to 2:20 am. In addition the 3 and 6 routes offer late night service when CSU is in session.

DO CSU STUDENTS HAVE TO PAY TO RIDE TRANSFORT?

Transfort is FREE for all fulltime, fee-paying CSU students upon presentation of current CSU RamCard (student ID) when boarding the bus. This service is made possible, in part, by a contribution from Associated Students of Colorado State University.

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. Just about the only place you can't ride is College Avenue (Highway 287). There are more than 75 miles of designated bikeways 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 Gold Level designation in the Bicycle Friendly Community program.

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

HOW CAN I CONTACT TRANSFORT?

There are two staffed transit centers in Fort Collins. The Transit Center at CSU is located at the north end of Lory Student Center on the lower level. The Downtown Transit Center is located at the northeast corner of Mason & Laporte. The phone number for information is (970)221-6620. Transfort's web site, fcgov.com/transfort, is also a good spot to find maps, schedules, and supplemental information on how to ride.

WHAT OTHER REGIONAL TRANSPORTATION IS AVAILABLE IN FORT COLLINS?

Greyhound Bus Lines
250 N. Mason Street
Fort Collins, CO 80524
(800) 229-9424
greyhound.com

Green Ride CO
(888) 472-6656
GreenRideCO.com

Super Shuttle
4414 E. Harmony #200
Fort Collins, CO 80528
(970) 482-0505
rideshamrock.com

Shamrock Yellow Cab
(970)224-2222
rideshamrock.com

BIKE:

All bicycles ridden or parked on the CSU campus must be registered with the CSUPD. The one-time registration costs \$5 and can be done in Green Hall. Bikes are required to obey the same traffic regulations as an automobile (e.g. stop signs). Have a light on your bike when riding at night. Remember, it is a \$15 fine per safety violation.

CSU RIDESHARE:

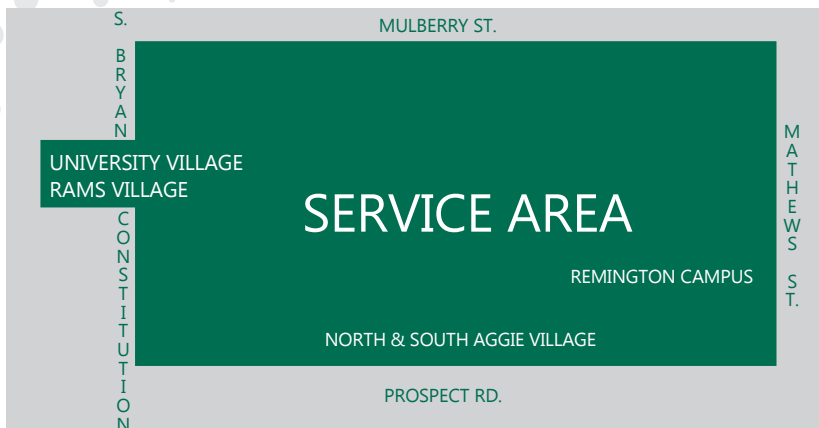
CSU Rideshare is a website that gives students, faculty and staff at Colorado State University the ability to make potential carpool arrangements quickly and securely. Registering with CSU Rideshare is free to CSU students, faculty, and staff and allows you to conduct searches conveniently online. For security purposes, you will be given a generic screen name that will be seen by others using the service. You can also set preferences for being contacted—either by email, phone, or both. Make contact with potential carpoolers, discuss what your needs and expectations are, and set your plans! Visit rideshare.colostate.edu.

WALKING:

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

SAFE WALK:

You can contact the CSUPD at (970)491-1155 for a free Safe Walk to and from any location within the service area below. Campus Service Officers are on duty every evening to provide this service. The map below shows the area in which this service is available.



PARKING:

Parking permits are sold at the Green Hall. Types and cost:

Z	For all commuter students	Valid in Z zones only	\$234
H	For commuter students with physical disabilities	Valid in A,B,Q,S,T,U,W,X,Z, Client zones, Handicap stalls and blue Handicap meters.	\$234

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

RAMRIDE:

RamRide is a non-judgmental, free safe ride program for CSU students. RamRide is always looking for volunteers!!!

LOCKERS:

Need a locker? Off-Campus Life rents out lockers that are located in the LSC Commons. Lockers are \$15 a semester charged to your student account, and they are accessible whenever the LSC is open. Visit the OCL office to get yours! OCL is located on the main level of the LSC above the Transit center Rm. 195.

18 GET INVOLVED ON CAMPUS & IN THE GREATER FORT COLLINS COMMUNITY

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:

ASAP

This student-led group seeks to bring events to campus and has brought artists such as Yellowcard and Common, early movie screenings such as 300 and Disturbia, and comedians such as Christian Finnegan and Pablo Francisco. You can check out their calendar at the LSC website (sc.colostate.edu) under Student Programming on the Involvement tab.

CAMPUS RECREATION:

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

Website: campusrec.colostate.edu

Phone: (970)491-6359

CSUNITY, FALL CLEAN UP & ADOPT-A-NEIGHBOR PROGRAMS:

Want to get involved in a neighborhood community service project? These programs are geared towards helping elderly and disabled residents throughout the Fort Collins community. We encourage you to sign up for these volunteer opportunities as they help give students positive attention and appreciation from the Fort Collins' Community.

Call Off-Campus Life, for more information: (970)491-2248

DEPARTMENT OF MUSIC, THEATRE, AND DANCE

There are special student-priced tickets to plays, musicals, band/choir/orchestra concerts, special guest concerts, dance shows, and more! Most shows are sold through the Campus Box Office. Visit the School of the Arts website for schedules, show and ticket information, theatre information, and directions at sota.colostate.edu

Did you know you can also audition for musical ensembles and theatre productions at CSU even as a non-major? Check out the School of the Arts website for information and links to each program at sota.colostate.edu, and email Walt Jones (walt.jones@colostate.edu) to be placed on the theatre audition notice list.

ONLINE EVENTS LISTING:

Today @ Colorado State is a daily online newsletter for CSU related event listings, news, information, and announcements. Website: today.colostate.edu

Also check out the Events @ Colorado State calendar for highlights of upcoming events open to the CSU community. All listings are sponsored either by CSU or a recognized student organization.

Website: events.colostate.edu

STUDENT LEADERSHIP, INVOLVEMENT AND COMMUNITY ENGAGEMENT (SLICE):

SLiCE provides leadership development, service-learning and volunteer opportunities.

Location: Room 109, Lory Student Center

(Main Level, directly behind Campus Information Center)

Phone: (970)491-1682

STUDENT ORGANIZATIONS:

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

Website: slice.colostate.edu/1student-organizations.aspx

Location: Lory Student Center, Lower Level

STUDENT INVOLVEMENT FAIR:

The Student Involvement Fair usually takes place at the beginning of each semester. With over 100 student organizations participating and recruiting, the fair is the best way to find and join a student group. Contact the Student Organizations Office for the exact date and more information.

UNITED WAY:

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

Feel free to Contact Tracy Hays with any questions:

Tracy Hays

2-1-1 Program Director

United Way of Larimer County

970.407.7051

19 COMMUNITY LIAISON PROGRAM

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

The Community Liaison can help students:

- Understand the rental process
- Recognize their rights and responsibilities as citizens of Fort Collins
- Understand local codes and ordinances and the process of enforcement
- Connect with volunteer opportunities in the community
- Learn tips to improve neighbor relations

For more information about the Community Liaison Program go to:
ocl.colostate.edu/clc

20 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 (Average \$350)	
Tuition	
Books/Supplies	
Utilities (Average \$70)	
Groceries	
Entertainment	
Car Payment	
Insurance (car/renter's/etc.)	
Gasoline	
Loans	
Credit Cards	
Clothing	
Cable TV	
Household Supplies	
Laundry	
Miscellaneous	
TOTAL EXPENSES:	
TOTAL INCOME MINUS (-) TOTAL EXPENSES:	
REMAINING BALANCE:	

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 THERFORE 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 identified person
_____ Other _____

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

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

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

7. To the special conditions as set forth below:

- a. Food
- b. Cleanliness
- c. Sharing of personal items
- d. Smoking, drinking alcohol, drugs
- e. Overnight guests and visitors
- f. Privacy
- g. Noise/Study times
- h. Security
- i. Telephone (long distance), general messages
- j. Other

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 defaults that can be found. Proper inspection before signing a lease can ease the moving out process for all parties involved. After this sheet is filled out completely, have both the tenant(s) and the landlord sign the reverse side and distribute copies to all people involved. Also, make sketches or take pictures (and write the date on them) of the areas and attach to the form.

LIVING AREA	
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	

BATHROOM

General Cleanliness	
Walls	
Ceiling	
Tub Faucet	
Toilet and lid	
Cabinet/Mirror/Shelves	
Sink	
Sink faucets	
Plumbing	

Bathtub/Shower	
Floor/Tile	
Baseboards	
Window/Screen	
Electrical Outlets	
Light Fixtures	
Curtains/Rods/Blinds	
Exhaust Fan	
Door	
Other	

KITCHEN AREA

General Cleanliness	
Walls	
Ceiling	
Floor/Carpet	
Baseboards	
Windows/Screens	
Electrical Outlets	
Light Fixtures	
Curtains/Rods/Blinds	
Refrigerator exterior	
Refrigerator interior	
Refrig. temp. and light	
Freezer temp.	
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	

LAUNDRY AREA

General Cleanliness	
Walls	
Ceiling	
Floor/Carpet	
Baseboards	
Windows/Screens	
Electrical Outlets	
Light Fixtures	
Curtains/Rods/Blinds	
Washer	
Dryer	

BEDROOM #1

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	

BEDROOM #2

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	

BEDROOM #3

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	

OTHER INTERIOR SPACES

Hallways	
Doorways	
Basement	
Doors	
Linen Closet	
Other	

EXTERIOR OF UNIT

General Cleanliness	
Roof	
Paint	
Wood	

Lawn	
Driveway	
Sidewalks	
Porch/Patio	
Other	

Additional Comments (be specific):

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

Signed,

Tenant _____ Date _____ Tenant
 _____ Date _____ Tenant
 _____ Date _____ Landlord
 _____ Date _____

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.

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 contents thereof or to the building which are done by the subtenant or his guests.

8. Subtenant agrees to pay to sublessor a deposit of \$_____ to cover damages and cleaning. Sublessor agrees that if the premises and contents thereof are returned to him/her in the same condition as when received by the subtenant, reasonable wear and tear thereof excepted, (s)he will refund to the subtenant \$_____ at the end of the term, or within 30 days thereafter. Any reason for retaining a portion of the deposit shall be explained in writing within 30 days to the subtenant.

9. At the time of taking possession of the premises by the subtenant, the sublessor will provide the subtenant with an inventory form within three (3) days of taking possession.

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/Age
nt _____

ORIGINAL LEASE ATTACHED: ____ Yes ____ No

INVENTORY CHECKLIST ATTACHED: ____ Yes ____ No

QUICK REFERENCES:

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

Community Liaison Program:

ocl.colostate.edu/clc or call (970)491-6707

Community Mediation Program: (970)224-6022

CSU Hartshorn Health Service: (970)491-7121

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

Fort Collins Police Services Non-Emergency: (970)221-6540

Landlord/Tenant Handbook:

Also, on our website fcgov.com/neighborhoodservices/pdf/lthandbook.pdf

Neighborhood Services:

281 North College, (970)224-6046 fcgov.com/neighborhoodservices

Nuisance Hotline: 4(970)416-2200

Occupancy Limit FAQs: fcgov.com/neighborhoodservices/3-unrelated.php

Off-Campus Life:

Main Level, LSC (970)491-2248 ocl.colostate.edu

Poudre Valley Hospital Emergency Room: (970)495-8020

Rental World: ocssral.colostate.edu/watch-the-rental-world.aspx

Student Legal Services: (970)491-1482, sls.colostate.edu

For more information about this Handbook, please contact:

Off-Campus Life

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- University policies and procedures
- Roommate disputes

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Outreach and Education Timeline

March

- Off-Campus Jeopardy sessions offered in the Residence Halls
- Second e-newsletter to RH residents
- Decks of cards distributed in dining halls
- Survey for Sophomore Transitions program impact

January

- Prepare Sophomore Transitions materials and schedule
- Renting 101 class.
- RA training
- Transfer student training sessions

May

- Program surveys conducted followed by preparation and planning
- Community norms advertising campaign

July

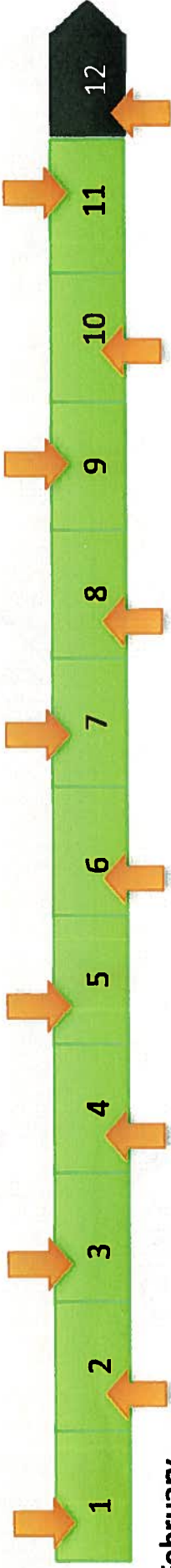
- Transfer student training sessions

September

- Community norms advertising campaign

November

- Coordination of Fall Clean-Up. Matching over 1200 students with local residents for yard clean-up projects



February

- Off-Campus Life Student Handbook and e-newsletter to all Residence Hall residents
- Off-Campus Jeopardy presentations in Residence Halls and at Getting to Year 2 Conference
- Housing Fair.
- Renting 101 class
- Article on off-campus transition in Parents & Families e-newsletter

April

- Off-Campus Jeopardy sessions offered in the Residence Halls
- Coordination of CSUnity resident yard clean-up projects
- Community norms advertising campaign
- Transfer student training sessions

June

- Transfer student training sessions

August

- Community Welcome occurs in high noise surrounding campus
- Transfer student training sessions
- Community norms advertising campaign

October

- Fall Clean-Up coordination and preparation

December

- Preparation for Sophomore Transitions programming

Year-Round Programming & Projects

- Party Partners classes
- Party Registration
- Student Housing Action Plan

Sophomore Transitions Programming

Intensive outreach and education campaign directed at the freshman class to ease the transition off campus for students and the broader community.

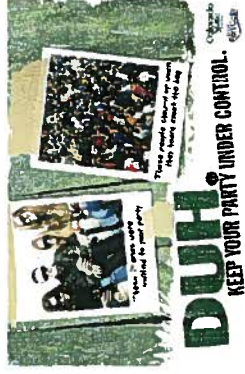
off-campus life

Thinking About Moving Off-Campus?
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- Coordination of Outreach and Education campaigns
- Two part e-newsletter for RH residents developed
- Provide resource and information training to RH RA's
- U+2 ad campaign
- Renting 101 class offered

off-campus life presents:
Renting 101
 Preferred Tenant Workshop
www.ocl.colostate.edu

- Residence Hall Jeopardy sessions
- Second e-newsletter to RH residents
- Decks of Cards distributed in dining halls
- Survey for Sophomore Transitions program impact



- Community norms advertising campaigns

January

February

March

April

May

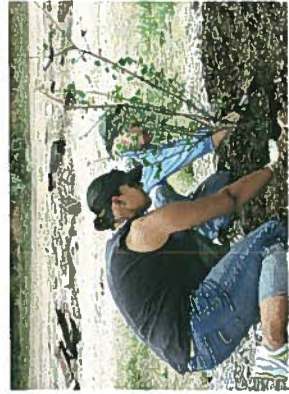
June

Sophomore Transitions officially begins.

- Off-Campus Life Student Handbooks distributed to all Residence Hall residents
- Off-Campus Jeopardy sessions presented at Getting to Year 2 conference
- Housing Fair- one stop location for rental housing information
- Renting 101 class offered
- Article on off-campus transition in Parents & Families e-newsletter



- Coordinate CSUnity residential projects to build connection to neighborhoods and residents
- Community norms advertising campaigns



- Preparation for Community Welcome in neighborhoods with high noise complaint rates surrounding campus.