JOHNS HOPKINS
CAREY BUSINESS SCHOOL







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INTRODUCTION

Welcome to Johns Hopkins Carey Business School. We hope that this resource will help you in your search for housing. The process of finding a new place can be challenging. Depending on your specific wants and needs, there are many things to consider.

The Student Housing Guide was written and compiled by the Student Services Office as a tool to help you understand your rights and legal obligations as a renter. The guide provides practical information and resources to help you have a safe, positive living experience and avoid common mistakes. Sources for this information include the Baltimore and District of Columbia government, Metropolitan Police Department, Johns Hopkins University, American University, and George Washington University.

You will find valuable information to help you make the right choice for your living experience. However, nothing within this guide should be taken as legal advice. Read carefully, seek assistance, and keep good records.

Good luck on finding your new home!

Disclaimer

Please note this guide is intended for general informational purposes only. The information given here is not in any way affiliated with the Carey Business School, nor does JHU/Carey endorse any landlords, tenants, or rental facilities in any way. Students are strongly encouraged to use due diligence and to obtain references and other information regarding listings and facilities. For any questions about this guide, please contact Student Services at carey.student@jhu.edu

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BEFORE YOU RENT

TIMELINE

It helps to have ample amount of time to search for an apartment. It will ease some of the stress that comes with living on your own. It is important to start researching properties online several months before your move.

Below is an estimated timeline for an average housing search. Keep in mind that any of these steps may be extended to fit your needs.

3 months prior to move-in		
Determine housing necessities Decide on possible locations Work on a budget		Decide on roommate situation, neighborhood and transportation
1 - 3 months prior to move-in		
Begin visiting properties (virtually or in person)		Know the questions to ask Learn your Tenant's rights
1 month prior to move-in		
Pay security deposit		Choose renters' insurance
Move-in Day!		
Take inventory of apartment conditions		Take inventory of apartment possessions (take pictures!)
During your lease		
Be a good neighbor! Review and follow property rules		Obtain parking pass, metro card Register your car
Moving out		
Clean apartment Request security deposit return		Change your address with Carey and Post Office

QUESTIONS TO CONSIDER

The first step in your search should always be defining what you are looking for in your new residence. It is especially important to determine needs *versus* wants. Making a list of things that are looking for, things that you want to avoid, and things you are willing to compromise on will be helpful in your search.

What are your academic needs?

- Access to study space either within the building or nearby
- Ability to easily get to class, library, advisors, study groups, etc.
- Access to computer and Internet

What are your physical and social needs?

- Walking distance to Carey's campus center
- Near the Metro or bus route
- Enough space to live and study
- Fitness/recreational facilities onsite or nearby
- Laundry facilities
- Closeness to grocery store, banks, restaurants
- Furnishings
- Smoking and pet policies
- Parking
- Accessibility including ramps, elevators, etc.

What are your privacy needs?

- Private bedroom
- Shared room or apartment
- Shared bathroom

What can you afford?

- Utilities included in the rent (heat, water, electricity, garbage pickup)
- Renter's Insurance
- Cable and Internet
- Calculate transportation cost when determining budget

What about furniture?

- Furnished unit
- Unfurnished unit
- Rental furniture

NEIGHBORHOODS

There are a wide variety of housing options available throughout the Baltimore and DC metropolitan areas. Usually, personal preferences are the deciding factors in choosing a home. For Carey students, proximity to campus may make a difference in where you want to live. For more information regarding specific neighborhoods, please visit: http://carey.jhu.edu/life-at-carey/student-resources/housing-resources/

Search for Housing

Knowing the different housing & resource options will open your search to opportunities you might not have thought of before. Be sure to do some research before committing to an option! Below are four options for renting a property:

APARTMENTS
Apartments come in different sizes at varying costs, usually efficiencies/studios, one bedroom, and two bedrooms. Prices can vary widely depending on location and quality. To view averages prices, please visit: http://carey.jhu.edu/life-at-carey/student-resources/housing-resources/
The general rule is that the further away you are from the city center, the lower the cost, but you must also factor in transportation costs - metro, parking, commuter trains, etc. (See page 25 for more information on transportation).

When searching for an apartment, keep the following in mind:

- A 12-month lease is usually required with the company, although some may offer short-term
- Different requirements apply to many buildings (minimum/maximum income, credit rating, etc.)
- Utilities (including electricity, water, heat/AC) may be part of the rent, or you may have to pay for them separately
- A property management company is responsible for maintenance of public areas and some aspects of the unit

Resources
The following apartment listing resources are not affiliated in any way with Johns Hopkins University.

4WallsinDC
Apartments.com
Apartment Guide
Apartment Ratings
JHU's Off-campus housing site
Campus Rent
Craigslist
DC Urban Turf
For Rent
Homestore.com
Hotpads
mynewplace
PadMapper
Realtor.com
Urban Igloo
Washington City Paper
Zillow

Roommate Match Services

College Sublease
Easy Roommate
Sublet.com
Metro Roommates
Roommates.com

ROOMS IN PRIVATE HOMES

Homeowners may sometimes rent rooms to students who are attending local universities and colleges. Rates may vary depending on the location, size of room, and whether utilities are included.

- Your landlord/roommates may either own or rent the property
- Common areas and bathrooms may be shared by everyone in the house
- You may not necessarily be asked to sign a lease, but may be asked to sign some type of document or guarantee

DC Pages Craig's List
Realtor.com Washington Post Zillow

TEMPORARY HOUSING

The ideal situation while looking for a permanent residence is to stay with friends or relatives living in the area. For those of you who don't have this option, there are convenient alternatives, such as renting temporary furnished housing or living with a host family. Rates may range from $120 to $200 per night and rooms can be shared at a lower cost.

Be aware that some individuals may be offering fraudulent living situations, particularly if you are not from the US. You should not give out personal information or enter into agreements too quickly. Other students simply choose to stay in hotels or youth hostels.

Guest Houses/Hostels

Adams Inn
Air BNB
Capitol City Hostel
DCLofty
Hilltop Hostel
Homewood Suites
Hostels.com
Oakwood Temporary Housing
Washington International Student Center
William Penn House

Subletting

Subletting is taking a space in someone else's apartment for a temporary or longer period of time while that person is away.

- Your sublet agreement may be directly with the person subletting the space
- May be responsible for taking over utility payments

Airbnb
College Sublease
Craigslist
Sublet.com
SubletSearch.Com

VISITING YOUR POTENTIAL HOME

- Make sure to meet with the property manager/landlord
- Take notes of what you like and dislike about the property
- Review the property thoroughly
- Check important components of the property
    - water pressure
    - plumbing
    - appliances
    - closet space
    - light fixtures
    - cupboards
    - doors
    - windows
- Take note of the neighborhood. Would you feel safe walking alone at night?

*********Remember to never visit properties alone**********

Questions for Landlord

Asking questions is just as important as visiting potential homes and neighborhoods. Below are some questions to ask and consider when looking at properties:

General

- When is rent due? Is there a grace period?
- What are the late fees? When do they take effect?
- What, if any, utilities are included?
- Where can I submit a complaint about management or maintenance, if I have one?

Maintenance

- How do I file a request for maintenance services?
- How long does it usually take for services to be completed?
- What are your most common maintenance requests?
- How do you handle pest control? What are your most common pests?
- Does maintenance ever enter apartments without giving notice?

Parking

- What is the parking situation?
- Is it included in the rent?
- Do residents have assigned spots?
- Can I get covered parking? A garage?
- Are car break-ins a problem?

Community

- Does management organize any community events? What types?
- What facilities are offered (pool, gym, business center)?
- How can I report problems with another resident? How do you handle such issues?
- When is trash pickup?
- Is it near public transportation?
- Is there a history of theft, vandalism, or other crime?

Safety Issues

- How safe is the apartment?
- Have you had any break-ins in the past year? How did you address them?
- What is the most common safety complaint of residents?
- Do the windows lock?
- Does the door have a deadbolt? Can I have one installed? Can I install an alarm system?
- How can I verify that you've changed the locks between residents?
- Is there a need for pest control?

Noise Considerations

- How much noise comes through the walls?
- Can you hear people in the hallway?
- Can you hear traffic from nearby roads/highways?
- Can you hear music from a nearby bar or pub?

INFORMATION FOR STUDENTS WITH DISABILITIES

The Fair Housing Act makes it illegal for landlords to refuse to let tenants make reasonable modifications to a house or apartment if the tenant is willing to pay for the changes. The tenant will probably have to restore the apartment or house back to its original state when leaving if the landlord wants it restored; however, added accessibility features often make the unit marketable to more populations and a landlord might be willing to share the cost or take the cost off the rent due.

Helpful search tools and tips:

While these search tools can help you locate accessible housing, it is important to note that any property built after 1991 is also more likely to have accessible amenities.

- Apartment Guide's Disability Access Search
- DC Housing Search.org
- National Accessibility Apartment Clearinghouse
- The Washington Metropolitan Area Transit Authority **(Metro)** All Metro buses either have a low floor ramp or are lift-equipped. All Metrorail stations and rail cars are accessible

Landlords must allow tenants with disabilities to make reasonable modifications to their private living spaces or common areas, if these accommodations are necessary in order for them to use the housing. These could include installing grab bars, replacing doorknobs with level handles, widening doorways, or installing entrance ramps.

* Adapted from HUD.GOV U.S. Department of Housing and Urban Development.

MOVING IN

THINGS TO REMEMBER

- If moving from another location within the U.S, complete a Change of Address form with the post-office. Also, update your local address and information in the Carey Student Portal site
- Compile a thorough inventory of your apartment
- Ask your landlord for a copy of the inspection form and keep for your files
- Add any necessary locks to windows and doors
- Arrange to have your phone service and other utilities turned on if necessary
- Communicate-it is important to keep the lines of communication open with your landlord
- Once you have moved into your new apartment, keep in mind that your landlord still owns the property and can enter it to make inspections or repairs

SIGNING THE LEASE

Leases are legally binding documents and breaking one may be both problematic and expensive. Reading and understanding your lease is the best way to protect your rights as a tenant. Oral leases may be difficult to prove in court. Any changes should appear in the lease before it is signed, and each page should be initialed by all parties.

Confirm that the following points are included in your lease:

- Names and addresses of landlords and tenants
- Rent, security deposit, and other costs
- Details related to security deposit (conditions for return date of return, etc.)
- Repair responsibilities
- Details regarding subletting
- Conditions for the landlord entering your property
- Conditions for terminating lease
- Restrictions on smoking, noise, storage, pets, etc.

After deciding, but before signing the lease, consider the following:

- Inspect the actual unit you intend to lease.
- Check the security of the unit. Check the doors and window locks. See how well lit the exterior of the building is at night.
- Check fire safety (working smoke detectors, fire extinguishers/fire escapes).

Another important part of signing your lease understanding what it all means. The following two links are summaries of your rights as a tenant in Baltimore or D.C.:
District of Columbia Tenant Bill of Rights
Washington, DC Tenant Survival Guide
Baltimore Tenant Laws
Maryland Baltimore Tenant and Landlord Guide

Financial Obligations
There may be times when a student does not have the income required to rent an apartment. Therefore, proof of financial resources, such as a financial statement or bank information, may be necessary or a cosigner may be required. A cosigner usually needs to meet all of the qualifications that you need to meet: good credit, employment record and sufficient income.

Cosigning a lease is a serious responsibility that should not be taken lightly. If you fall behind in rent and default on the lease, the landlord can seek payment from your cosigner.

SECURITY DEPOSIT

A security deposit is money given to the landlord by the tenant to protect the landlord against unpaid rent or damages to the leased premises. Vacating the premises before the end of the lease, and damages to the property are common reasons that a security deposit will be withheld.

To protect your deposit, you must clearly understand the landlord's terms and conditions regarding the deposit and its return when the time comes.

- Ask your landlord for a specific date for when you can expect your security deposit.
- Make sure you know how the deposit will be returned. Clarify if one roommate will get the security deposit or if it will be divided amongst all tenants.
- Your landlord must return your security deposit minus any deductions for damage in a reasonable amount of time. Make sure to discuss this amount of time with landlord and get it in writing. The landlord should also disclose the reason for any deduction.
- Send any requests, problems, or follow-up to phone conversations/in person conversations in writing.

RENTER'S INSURANCE

Most people do not appreciate the need for renter's insurance until it is too late. Many situations can arise that will result in damaged property. For example, if the person in an apartment above you left his or her water running, causing an overflow, this could flood your apartment. Your furniture and appliances may be ruined. A fire in your apartment or in a neighbor's apartment could destroy all of your belongings.

Unless your personal property is covered by your parent or spouse's homeowners insurance, you should consider investing in insurance. Some apartment complexes may require you to obtain rental insurance before signing the lease. Although your landlord should have insurance, that policy typically only covers the building itself.

Once you have an insurance policy, you should carefully list and describe all personal property and the cost of those items. Receipts should be kept as proof of those costs. Keep in mind that photographs and videotapes may be priceless and will not be able to be replaced if they are damaged.

Most renters' policies are inexpensive. If you are adding renters insurance to an existing policy, it may only be an additional $7-$12 a month. A good place to begin searching for a policy is with your parents' insurance agent or the company which carries the insurance on your car, or with the recommended renter's insurance company suggested by your rental office: sometimes rental offices have a certain company their tenants usually work with, or a company that gives special rates to renters of that property. Another source for insurance is National Student Services, Inc., which offers student property insurance at discounted rates.

ROOMMATES

Selecting a responsible roommate is as important as choosing a place to live. Each person should have a clear understanding of expectations and remember those expectations once roommates are living with each other.

One way to clarify some concerns is to create a written agreement with your roommates. The idea is to assign responsibilities to minimize future disputes and confusion during the term of the lease. These responsibilities may include the rent amount for each person, process of paying utilities, responsibility for security deposit, payment for damages to the property, and rules regarding guests, quiet time, and cleaning.

General Roommate Tips:
Some leases might require a Head of Household (HOH). If so, choose one person to be the HOH who will be the main contact for your landlord.

- Determine everyone's share of monthly rent and decide who will write the rent check to the landlord each month
- Determine who will be responsible for writing the check for utilities each month
- Determine who will occupy which bedrooms
- Set up a schedule for household chores that states who is responsible for cleaning what rooms
- Decide if overnight guests are allowed and, if so, how often
- In the event a roommate moves out, determine how much notice they must give the other roommates before doing so

UTILITIES

You will need to know your utilities for the purposes of paying bills and reporting problems. Most companies allow payment to be made online on a monthly or bimonthly basis.

Cable and Internet

Comcast
800.266.2278
www.comcast.com

Verizon
800.837.4966
www.verizon.com

Electricity

PEPCO (DC & MD)
202.833.7500
www.pepco.com

Dominion Power (VA)
888.667.3000
www.dom.com

Gas

Washington Gas
730.750.1000
www.washgas.com

Baltimore Gas and Electric
1-800-685-0123
www.bge.com

Water (Often the water charge is included in your apartment rental bill each month – be sure to ask if the charge is included in the bill and clarify with the rental office if the property or the renter is responsible for turning on the water service)

DC Water and Sewer Authority
202.354.3600
www.dcwasa.com

Baltimore City Department of Public Works
410-396-5398
http://publicworks.baltimorecity.gov/waterbilling_Information

Please be sure to have the customer service phone numbers handy in case your power is out or your internet is not working. Also, the utility representative will likely ask for your account number, so you should keep it in a place where it is easily accessible.

COMMUNITY LIVING

10 TIPS FOR BEING A GOOD NEIGHBOR

As a student who lives on your own, you are a member of a neighborhood and community. Remaining in good standing with your community and consequently with JHU is important for all students. Consider the following top-ten tips to help you be a good neighbor:

1. **Get to know your neighbors.** Say hello. Forming relationships with your neighbors will encourage them to engage with you about an issue before it becomes a big problem.

2. **Report all crimes and suspicious behavior.** Sounds like a no-brainer, but it is always a good idea to look out for yourself and your neighbors and report any suspicious behavior.

3. **Follow all rules.** Understand and follow the local community and landlord rules. You may be able to find the guidelines in your lease or you can always ask your landlord.

4. **Adjust your behavior around neighborhood children.** More than anyone else, children will be watching and repeating what you say and do.

5. **Keep trash contained.** Having adequate trash and recycling containers is essential. Know your trash pickup days so that you can put your trash out on the evening before and retrieve your containers the next day.

6. **Keep noise within your unit.** Keep your music to a reasonable level, especially at night. If you are sharing walls with others also remember to vacuum, exercise, etc. during the day.

7. **Your pet, your responsibility.** Keep your pets on your property or on a leash at all times and be prepared to clean up after them. If your landlord doesn't allow pets, don't try to get away with having one.

8. **Have social gatherings, not parties.** If you are planning to have people over, tell your neighbors and give them your number. This way they can come to you if they have an issue.

9. **Know community and local rules.** Different communities have different expectations for their residents. Get to know these rules by asking your landlord. This is especially important for getting information on parking, trash pickup, and quiet hours.

10. **Be a representative of Carey at all times.** Neighbors will assume that your behavior represents the behavior of all Carey students. As a JHU Carey student, you can be held responsible for your behavior on or away from campus.

'GREENER' HOME LIFE

What is Sustainability? Sustainability is meeting the needs of the present generation without compromising the ability of future generations to meet their own needs.

Energy

- Replace incandescent light bulbs with light-emitting diode (LED) bulbs
- Use power strips and turn them off when you are away to conserve energy
- Buy Energy Star appliances and electronics (computers, laptops, lamps, etc.)
- Use alternative methods of transportation such as the Metro, carpool and the bike share program

Trees

- Take advantage of technology to avoid printing (email, Blackboard, etc.)
- Print and/or copy documents double-sided

Waste

- Recycle paper, plastic, and metal
- Use recycling bins at your residence
- Buy in bulk to reduce packaging and save money

Water

- Don't drink bottled water; fill your reusable container at the tap
- Take shorter showers to conserve water

SAFETY AWARENESS

Personal Safety Tips

Living in the Washington metropolitan area, as in any large urban area, requires taking adequate safety precautions. Be observant at all times:

- Always carry a form of personal identification with you.
- Carry your wallet inside your coat or side pants pocket, never in your rear pants pocket.
- If someone knocks on your door, identify the person before you open the door.
- When traveling at night try to arrange to go with one or more friends. If walking, stay in well-lighted, heavily traveled areas.
- Park your car in busy, lighted areas.
- Always have your keys in hand when you approach your house or apartment.
- If you have to use a public laundry facility, try to go with a friend during daytime hours.
- Provide coverings for your windows and leave the shades or drapes closed at night.
- Never leave an extra key outside for any reason; leave one with a friend nearby instead.
- Trust your instincts. If something or someone makes you uneasy, avoid the person or leave the area.
- If you use alcohol, do so responsibly. Intoxicated pedestrians make easy targets for criminals.
- Never walk anywhere with an open container of alcohol. This is a violation of law.
- Know the numbers you will need in the event of an emergency. You should save these numbers into your cell phone and keep a list on your computer so that you'll always have them available in case of an emergency.
    - Emergency number: 911

How safe is your neighborhood? Find out by visiting the following Web sites:

DC Police Crime Mapping
MyLocalCrime
Baltimore Crime Mapping
Family Watchdog

Fire Prevention

Implementing fire prevention and safety practices could save your life! Please take the time to read these important bullet points:

- Check to make sure that you have working smoke detectors by testing them once a month. Change the batteries in your smoke detector every six months and make sure they're never disconnected.
- Make sure at least one smoke detector is on every floor of the house. They should be located near each bedroom, either on the ceiling or just a few inches below the ceiling on the wall.
- Do not put flammable items near portable electric heaters, wood stoves, kerosene heaters, or cooking equipment.
- When using a portable electric heater, operate it on the floor without an extension cord.
- Do not use wood burning stoves and fireplaces unless they are properly installed, meet building codes, and are professionally cleaned.
- Never place or store pot holders, plastic utensils, towels, and other non-cooking equipment on or near the stove.
- Store flammable liquids, such as gasoline, paint thinners, etc. outside of the house.
- Find multiple exits and have a meeting place so that a head count may be done and it can be determined whether anyone is still inside.

TRANSPORTATION

Metrorail
The Metrorail is Washington's subway or "metro" system. It can be used to reach many parts of the city as well as many Virginia and Maryland suburbs. The nearest stops to the university are Dupont Circle and Farragut North. Go to wmata.com to find out information on train schedules and for help planning trips.

You can save money by buying a SmarTrip® card, which you can use on the metro and on buses.

Metrobus: Route Maps

Bicycles
There are two bike racks available by the Washington, DC Center. One is on the right hand side of 1625 Massachusetts Ave and the other is located on level 2C of the Colonial Parking garage. Bike parking in the garage is free.

There are several bike share locations near the Baltimore campus and the Inner Harbor Area. Please see below for website information.

- Capital Bikeshare: A bicycle sharing system that serves the Washington D.C, and Virginia areas. There is a bike station conveniently located adjacent to Carey's DC Center on 17th and Massachusetts Ave
- Bike Arlington: Great site for all you need to know about biking in the DC metro region
- Bike Washington: Check out the visitor guide for information on renting a bike, taking a bike on public transportation (Metro) and the bike trails
- Baltimore and Washington Area Bicyclist Association
- Baltimore Bikeshare
- Bikemore: learn about biking in Baltimore, laws, and safety practices.

Cars
- ZipCar: A car sharing business that allows members to rent cars by the hour or by the day.
- goDCgo: you can use this service for short trips instead of renting a vehicle for a full day
- Hertz on Demand: Available 24/7, to rent by the hour, day or week, with fuel and insurance included, anytime you need. Please note: you have to be 21 and over to reserve a car

Taxis

The rates for taxis are regulated and posted in all taxicabs. The meter starts when the taxi pulls away from the curb and ends when the cab stops at the final destination. Additional charges are made for luggage, service during rush hours, extra passengers and snow emergency.

- DC Yellow Cab: (202) 544.1212
- Alexandria Yellow Cab: (703) 549.2500
- Arlington Red Top: (703) 522.3333
- Enviro Cab (Arlington): (703) 920.3333
- Yellow Cab of Baltimore: (410) 685-1212
- Baltimore Cab and Van Services: (443) 424-5151
- Supershuttle: Shared-ride airport shuttle: (800) 258.3826
- Uber: Get a taxi, private car, or rideshare from your mobile phone.
- Lyft: Affordable rideshares within minutes, requested using your mobile phone.

Airports

- Baltimore/Washington International Thurgood Marshall Airport (BWI): located outside of Baltimore, Maryland
  Ground Transportation Options: Super Shuttle, Rail, Taxi, Rental Car
- Ronald Reagan National Airport (DCA) located in Arlington, Virginia.
  Ground Transportation Options: Metrorail (blue and yellow lines), Metrobus, Super Shuttle, Rental Car, Taxi
- Washington Dulles International Airport (IAD) located in Chantilly, Virginia.
  Ground Transportation Options: Washington Flyer Coach and Taxi, Super Shuttle, Taxi, Rental Car, MetroRail via Washington Coach to West Falls Church station (orange line)

Other Transportation options and resources

- ART: Arlington, Virginia's local bus system
- DC Circulator: Five bus routes linking culture, entertainment, and business within downtown DC
- Commuter Page: Transportation Options for the Washington, DC Area
- Get There: The DC Area Traffic and Transportation blog (Washington Post)

PARKING

Resident Parking
If you own a car or plan to own a car, you should know that parking is difficult in the city, as street parking is scarce and garages often cost approximately $15-30+ per day. Some housing may provide garages or parking spaces, usually at an additional cost.

Parking on Campus
Limited space is available in nearby public parking garages near the Harbor East, Baltimore location and the DC Center. Please visit the Campus Operations desk for the most up to date information about student parking locations and rates.

MOVING OUT

Moving out is another important aspect of renting property. It is often not as easy as removing your items and turning in your key. It will be difficult to have your full security deposit returned to you if your landlord claims that you've damaged the apartment. To avoid fines, not getting your deposit back, etc., here are a few tips:

1. **Notify Your Landlord**
   If you're moving out, ESPECIALLY if you are breaking your lease, it is important that you have properly notified your landlord of your departure. Even if you're not breaking your lease, it's important that you give your landlord notification of your intent to move out per the time requirements in your lease. This allows your landlord to find a new tenant for your apartment, but this may also serve as an incentive for the property management to help you clean and move out of the apartment.

2. **Replace Lost Keys**
   If you do not replace lost keys, the replacement cost and any penalties may be deducted from your security deposit. Make sure you discuss the situation with your landlord before moving out to avoid extra costs.

3. **Clean Up**
   You do not have to leave your apartment in perfect condition; there is an expected amount of wear and tear. If you are responsible for serious damage to the apartment, make sure to repair what you can at your own expense before moving out of the apartment. Doing this will prevent your landlord from holding you accountable for unreasonable costs and damages.

4. **Request Your Security Deposit Back**
   As long as the apartment is not seriously damaged, you should receive your full security deposit back. Your records of the condition of your apartment will prove useful if your landlord decides to reduce the total amount of the security deposit returned to you.

5. **Complete a "Change of Address"**
   It is important that you complete a change of address form to receive your bills, magazines, and other important mail at your new address. If you plan to stay in the U.S after you graduate from Carey, please change your address with the School and the local post office (USPS).

APARTMENT & LEASE LANGUAGE

Aforesaid - Previously mentioned in the lease.

Amenities - Amenities are extra things the apartment complex provides to make living there more enjoyable. If a complex has many amenities, you should expect to pay more rent. Some apartments have a swimming pool and laundry facility. Other amenities include items like a spa, covered parking, a clubhouse, and volleyball and basketball courts. You should also consider the amenities included in the apartment itself. Some complexes offer a microwave oven, a washer and dryer, vertical blinds, or ceiling fans.

Apartment Unit - A single living space (flat, basement, etc.) in a residential building or house.

Applicant - A person who is in the process of applying to rent an apartment. An applicant's goal is to show she can afford to pay the rent on time and would otherwise make a good tenant.

Application fee - Most apartments charge an application fee. This fee is usually per person, so if you want to rent an apartment with a friend, both of you will pay the application fee. This fee is not refundable.

Arrears - This refers to when a tenant is behind in the rent. Usually it is attached to a description of the rent: "The rent is in arrears."

Cause of action - Refers to the set of circumstances that would give rise to a lawsuit.

Civil - Refers to a non-legal criminal matter. Housing disputes are civil disputes.

Constructive Eviction - Constructive eviction occurs when condition of the property is so poor that a landlord has evicted the tenant. For example, the landlord may refuse to provide light, heat, water or other essential services; destroy part of the premises; or refuse to clean up an environmental health hazard, such as lead paint dust. Because the premises are unlivable, the tenant has the right to move out and stop paying rent without incurring legal liability for breaking the lease. Usually, the tenant must first bring the problem to the landlord's attention and allow a reasonable amount of time for the landlord to make repairs.

Co-signer - A co-signer is a person who signs the lease with you to guarantee that you will pay all of the rent under the lease. If you don't pay, the landlord can go after your co-signer for the money. In some leases, a co-signer is called a guarantor. Landlords who are distrustful of students are more likely to require a co-signer or guarantor.

Credit Check - A process in which the landlord verifies your credit history and confirms your bank information. International students who do not have a credit history in the U.S. should not need to pay for a credit check, but it may be necessary to negotiate an agreement with the landlord in this case (extra deposit, higher rent, or other documentation /financial support) because they will not have this means of knowing your reliability.

Damage - Harm to property which makes it useless or unattractive.

Default - Default means to forfeit or lose through inaction, in this case a failure to perform a legal obligation.

Deposit - Whether called a damage deposit or a security deposit, a deposit is an amount of money paid upon signing of the lease before you move in. If you damage the property or leave owing rent, the landlord can use the security deposit to cover what you owe.

Detainer - Detainer means to withhold someone's property against their will. Many leases have detainer clause allowing the landlord to seize and hold the tenant's possessions until the rent is paid.

Dispossess - Another word for eviction, dispossess means to take possession of the apartment away from the tenant.

Doorman - A person stationed in the lobby or foyer of an apartment building, whose primary duties include greeting tenants, managing visitors, and receiving packages.

Ejectment - This is another word for eviction.

Emergency Maintenance - A maintenance emergency is something that usually cannot wait and which causes serious damage to the premises, your health or safety, or your personal property if not handled immediately (water leak, electrical problems). You may also be able to contact emergency maintenance if you have lost your keys and can't enter your apartment.

Eviction - Eviction is getting kicked out of the apartment by the landlord. This happens because you have violated one of the requirements of the lease.

Forfeiture - This is the loss of property or a privilege due to breaking a law. For example, a landlord may forfeit his or her property to the federal or state government if the landlord knows it is the site of illegal activity and fails to stop it. Or, your lease might stipulate that you forfeit your right to possess the property for the remainder or your lease term if you engage in illegal activity.

Goods or Chattels - Goods refers to your personal property.

Hereinafter - It means that what this sentence is about to say will apply to everything that follows.

Hereinbefore - In the part before this part (of the lease).

Holdover period - the period of time after the end of the lease, or a breach of the lease, when you are still living in the apartment.

Indemnify and Hold Harmless - This means to free from any responsibility or liability.

Joint and Several Liability - This means that you and your roommate, if you have one, are jointly responsible for any damage done to the apartment. If the roommate damages something, the landlord can come after either of you or both of you for the cost of repairs. Also, if your roommate stops paying his or her part of the rent, you can be held responsible for all of the rent.

Landlord – The landlord is the manager or owner of the property who you pay rent to. The landlord is also known as the lessor or owner.

Lease - A lease is a binding legal contract. The landlord agrees to accept you as a tenant and agrees to certain requirements contained in the lease or required by law. You agree to certain requirements and/or restrictions during the lease term, such as rent, move-in date, move-out date, and restrictions on pets, guests, or the number of occupants. By signing the lease you agree to all terms in your lease.

Lessee - You are the lessee, which is another name for a tenant.

Lessor - The lessor is your landlord.

Legal name - First, middle, and last name that is on your birth certificate.

Liable - Legally bound, or legally responsible.

Month-to-Month Lease - A month-to-month lease means you are only obligated to pay for each month you live in the apartment. A month-to-month lease can be ended upon 30 days' notice from either you or your landlord.

Notice to Quit - This is the notice from the landlord to you, usually required to be 30 days before the next rent is due, ordering you out of the apartment.

Notice to Vacate - This is the notice from you to your landlord, usually required to be 30 days before the next rent is due, stating that you intend to leave the apartment.

Parties to a Lease - Those who agree to abide by the requirements of a lease; typically, this means you as the tenant, any roommates as co-tenants, and the landlord.

Premises - The rental unit is the 'premises.'

Provision - A provision is a specific requirement of the lease. For example, a lease might require that the tenant pay rent on the first day of every month during the lease.

Rendering - This is when the landlord repossess the apartment for non-payment of rent.

Subletting - Subletting is when you move out and find someone to live in the apartment and pay rent in your place. The person taking the apartment is called a *subtenant*. To sublet, you have the subtenant sign a lease with you, called a sublease. You then become the subtenant's landlord. The new lease between you and your subtenant has nothing to do with the lease between you and your landlord. You are still responsible for all rent, damages, and all requirements and restrictions under the lease between you and your landlord. Because you are still liable to your landlord, it is extremely important to have a solid lease between you and your subtenant. Do all the things that any landlord would do when renting the apartment: get a deposit, have the subtenant put all the bills in his or her name, and make the subtenant responsible for damages incurred during the term of his lease.

Tenant - That's you, the one who rents the apartment.

Term - The word term can mean two things. When the lease says 'the term' of the lease, then it is talking about the amount of time the lease will last. When the lease or the landlord refers to 'a term' of the lease, then it probably refers to a specific provision in the lease.

Waitlist - If you find an apartment unit you love and it is not currently available, the landlord may add you to their waitlist. Once the unit becomes available, the next person on the waitlist will be contacted.