Off-Campus Living Department

Resource Guide

Housing Search  Finding Roommates  Tenant’s Rights
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Our department is here to support students attending the University of San Francisco and our surrounding neighbors and communities.

Students who connect with the off-campus living office can receive help in the following areas:

- 1-on-1 coaching
- Assistance in the housing search while in San Francisco
- Provide legal resources and aid in conflict resolution

Off-Campus Living recognizes that our students at USF are joining neighborhoods and communities with preestablished histories and traditions. OCL is committed to also engaging USF students in what it means to:

- Be informed about what communal living is, safety, and civic responsibilities while residing in San Francisco
- Establish rapport and relationships with their peers and community neighbors

At OCL we empower students to thrive by teaching and developing life skills through the act of finding residence and living off campus. These skills include but are not limited to: cultivating independence, fostering interdependence, and understanding civic responsibilities.

Disclaimer: The University of San Francisco provides information regarding housing in the San Francisco area for your convenience only. The University makes no representations as to the condition or suitability of any of the listed resources or establishments, nor does it assume responsibility for their condition or reliability, or for any agreements you enter into with them. This website is not intended to provide legal advice, and it should not be used as such.

OFF-CAMPUS LIVING
University Center, 5th Floor
2130 Fulton St.
San Francisco, CA 94117-1045

Hours: M - F 8:30 - 5:00 | Book An Appointment
(415) 422-3432
usfcaoffcampus@usfca.edu

OCL Website | Instagram
Off Campus Rental | Twitter
OCL Facebook: Roommates | SF Rent Board
OCL Facebook: Subletting | On-Campus Housing
1. First Steps

Prepare Yourself
Housing Budgeting
Avoiding Scams

How close do you want to be to campus?

Do you want privacy, or do you prefer to share your living space?

What amenities (e.g. washer/dryer, garage, etc.) are important to you?

What is the rental price range (Including utilities) that you can afford?
**Housing Budgets**

**Rent**

SPLIT RENT EVENLY
• divide the rent evenly by the number of the roommates or split rent by the size

SPLIT RENT BY THE SIZE

- Total Rent: $3,500
  \[
  \frac{3500}{(400+300)} = \frac{5}{\text{ft}^2}
  \]
- Rent for Room 1
  \[
  5 \times 400 = 2000
  \]
- Rent for Room 2
  \[
  5 \times 300 = 1500
  \]

**Utilities**

Keep in mind that the following bills you’ll get once you move into your new place:

- Internet and Cable
- Water and Sewer
- Electricity
- Trash Collection
- Natural Gas
- Security/Alarm Systems

Read your lease carefully, some utilities are included in your rent.
Food

• Do you cook often?
• Do you have time to cook?
• Are you going to eat out often?
• Can you afford eating out?

TIPS for saving money

• Do not grocery shop when you’re hungry. You’re likely to buy more items on impulse.
• Buy bulk items and share with your roommates.
• Less packaging often means less cost.
AVOIDING SCAMS

Tips

WHY THIS IS A SCAM?

- Rental amount is unusually low
- Request of advance payment through wiring money order
- The landlord or property manager refuses to show you the rental
- All the photos are of a staged house or taken from a magazine
- The landlord says they are out of town, and ask for the money first and claims he/she will mail you the keys
- Many misspellings in the ad and excessive use of capitalization
- Rent is extremely below average - the average rent for a one bedroom in SF is about $2,600 - $3,600

Red Flags

Rent is extremely below average - the average rent for a one bedroom in SF is about $2,600 - $3,600
2. The Housing Search

Searching Tips
Where to Look
Where to Live
Housing Lingo

SEARCHING TIPS

SF rental market typically works on a 30 day listing cycle (new listings post on the 1st of each month)

Become familiar with the area in which you wish to live.

Take videos of the spaces you’re interested in so you can look at them later.

Be realistic both as your budget and as to what is available.
WHERE TO LOOK?

School Network Groups

- USF Off-Campus Housing Rental Website
- UCSF (housing page)
- SF STATE HOUSING (housing page)

Networking

Social media is a good way to find housing. Create a bio post to send out to prospective persons or post your bio on line and ask for those to contact you if interested.

Facebook Groups

Do you need someone to sublease your unit for a short period of time? Visit our USFCA Off-Campus Livinf Subletting to post your unit.

Are you looking for roommates to rent out an apartment with you or take over a room? Visit our USFCA Off-Campus Livinf Roommates to post your unit.

If you want to find the latest information regarding the rental units, please visit our rental website: USF Off-Campus Housing Rental Website
WHERE TO LIVE?

These are the most popular neighborhoods for USF students:

**Inner Richmond**
- rich in local favorites such as the Toy Boat Dessert Cafe and the Green Apple Bookstore
- next to USF
- accessible from USF on the 5, 31, and 38 bus lines
- high USF population living here

**Outer Richmond**
- great on a sunny day to picnic and relax
- closes to the ocean.
- accessible from USF on the 5, 31, and 38 bus lines
- affordable prices

**Outer Sunset**
- known as the “Outside Lands”
- a quaint neighborhood of small houses and local businesses
- the cheapest area in the city
- requires a bus transfer to get to USF

**Other Options**
- Laurel Heights
- Panhandle
- Haight-Ashbury

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**Average Cost**
- Shared Room: $800-$1,100
- Private Room: $1,200-$1,600
- Studio: $1,900-$2,200
- 1 Bedroom: $2,600-$3,600
**Housing Lingo**

**Studio**
An open plan one room unit consisting of combined living and one bedroom, Kitchen, and bathroom.

**Apartment**
Several units on the same floor with one common entrance.

**Room**
A single room within an apartment or house (may be private or shared).

**Master Tenant**
The only person on the lease. Collects the rent from the subtenants.

**Subtenant**
Pays the master tenant each month and is not on a signed lease agreement.

**Co-Tenant**
May have moved into a property after the original lease as signed, but pays rent each month.
3. Finding A Roommate

Things to Consider
USF Roommate Search
Roommate Tips

Things to Consider

Does your potential roommate have a checking account?

Does your potential roommate have the same budget range as you?

Do you and your potential roommate seem to be a good fit as roommates, or just friends?

Want to know more if you and future roommates are compatible? Please check out the Roommate Compatibility Questionnaire.
Off Campus Living Department offers a **Roommate Finder Resource** on our online rental listing service available for USF students to post and search for other roommate.

Your Roommate Profile

**Profile is in progress. Please complete 0 more required fields.**

**Tell us a little about yourself.**

**NAME**
Your name or username. Be sure to use your first name and last initial.

**AGE**
Age is required, but you may opt out if it's from your profile below.

**GENDER**
- Select One

**HOMETOWN**
Where are you from?

**Describe Yourself**

**PREVIEW**

© Delete Profile

*Save* *Save & Continue* ✗

**Roommate Preferences**

What are you looking for in your future roommate?

- **SMOKING PREFERENCE**
- **GENDER PREFERENCE**
- **OVERNIGHT GUESTS PREFERENCE**
- **CLEANLINESS PREFERENCE**
- **DESIRED NUMBER OF ROOMMATES**

*indicates required field

© Delete Profile

**Aware scams (read our tips)?**

© Save *Save & Continue* ✗
We also have a Facebook group page for USF students who are looking for roommates to live off-campus with. Please check out this link.
**Roommate Tips**

A great friendship does not always translate to being great roommates.

Communicate with your roommate(s) if there is an issue or you are unsure about how something will make your roommate(s) feel, ASK!

Complete a written *housemate agreement* which clearly states expectations regarding the house.

Create a chore wheel or weekly cleaning log

Roommate switching is a complicated process.

Why is it good to have roommates?

- Save money on rent and utilities
- Network and make friends
- Share the chores
- Safety
- Spend less on furniture
- There is always a spare key
- Somebody will always have milk in the fridge
4. Before Signing the Lease

Inspecting the Property
The Lease
Rental Insurance
Security Deposit
Credit Reports
Rental Agreement
Tenant’s Rights

When viewing a rental unit, be prepared to inspect for problems or damages. Take notes and pictures of the following problems:

- Signs of leaking or water damage
- Broken Appliances
- Defects in electrical wiring
- Signs of rust in water taps
- Lack of hot water

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Other things to check or ask about:

- Are on-site laundry facilities available?
- Check to see if there is sufficient overhead lighting.
- Check the conditions of public areas, such as entrances and hallways.
- Is there a fire escape?

**The Lease**

**Things to know**

- Read the lease carefully and make sure you understand all that is written.
- When signing a lease it is important to understand that it is a legally binding document.
- "Non-refundable deposit" - there is no such thing as this.
- Check the lease to see if subletting is allowed.
**RENTER’S INSURANCE**

Keep in mind that your belongings are not covered under the landlord’s insurance policy.

Renter’s insurance protects against property losses such as losses from theft, fire, vandalism or water damage.

Examples of possible situations:
1. someone steals your TV
2. water pipe breaks and ruins your text books
3. your watch is stolen from the café
4. fire ruins your furniture

**Security Deposit**

How much can a landlord charge?

The total amount cannot be more than the equivalent of two month’s rent for an unfurnished rental unit or three month’s rent for a furnished unit.

Reasons that landlords retain part of or all of your deposit:

- Terminating Lease Early
- Abnormal Cleaning Costs
- Nonpayment of Rent
- Unpaid Utilities
- Damage to the Property

**Top 5 Renter’s Insurance Companies**

USAA: [https://www.usaa.com/inet/wc/insurance_home_renters?wa_ref=pub_home_renters](https://www.usaa.com/inet/wc/insurance_home_renters?wa_ref=pub_home_renters)

State Farm: [https://www.statefarm.com/insurance/home-and-property/renters](https://www.statefarm.com/insurance/home-and-property/renters)

Geico: [https://www.geico.com](https://www.geico.com)

Progressive: [https://www.progressive.com](https://www.progressive.com)

Allstate: [https://www.allstate.com](https://www.allstate.com)
**Credit Reports**

**Why credit reports?**

The landlord is likely to use your rental application to check your credit history to make the decision to rent to tenants.

**How do I get my credit reports?** **For FREE**

Visit Annual Credit Report: [https://www.annualcreditreport.com/index.action](https://www.annualcreditreport.com/index.action)

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**Rental Agreement**

You and your landlord will enter into a lease or a periodic rental agreement (month-to-month). Typically, leases are for a 1 year commitment. Always ask for a copy of the completed agreement after you and the landlord have signed it.

The rental agreement should contain the following:

- The period of tenancy
- The date rent is due
- The amount of any late charges
- Whether or not pets are allowed
- The number of tenant allowed
- What utilities, if any, are included in the rent
- Who is responsible for maintenance and repairs
**Tenant’s Rights**

- Your landlord can’t enter your apartment without proper notice.
- You can get a rent reduction if rental repairs are not made in a timely manner.
- Your landlord can’t raise your rent. READ your lease to see if you are living in a rent controlled apartment.
- You get an inspection before you move out so that any necessary repairs or need for cleaning are made clear before deductions are taken out.
- You can’t evict your roommates, unless you are the master-tenant.

**What is rent control?**

Rents can only be raised by certain amounts per year and the tenant can only be evicted for “just causes.” In addition, some rental units have restrictions on how much the landlord can charge the new tenant due to previous evictions.

All housing in San Francisco is protected under rent control laws expect:

- Buildings constructed after June 15, 1979
- Public or government subsidized buildings
- Hotels, if you have lived in the unit less than 32 days
- Single family homes and condominiums

If your unit falls under the protection of rent control, you may contact [San Francisco Rent Board](#) to file a petition.
Safety situations you may face:

Utility Failure

• Report the power outage immediately to PG&E.
• Turn off all electrical equipment and appliances (leave lights on)
• If needed find a flashlight or long-term lighting solution. Avoid draining your phone battery in case power is lost for a considerable amount of time

Gas Leaks

• Stay out of the area and evacuate if necessary. Notify others of the leak.
• Report any suspected leak to your landlord and PG&E immediately.
• Leave electrical devices alone. Do not switch on or off lights or use elevator.
• Never light a match or use a lighter at this time.

Indoor Plumbing Failure

• If time permits, gather or move essentials and belongings out of harms way
• Do not handle electrical equipment.
• Alert occupants of doors below you about the potential flooding of their area. If necessary, evacuate the building.
• Contact landlord once you are safe.

Fire

• Test your smoke detectors once a month to make sure they work.
• Change the batteries once every 6 months if your property manager does not.
• Listen to the alarm so you know are aware of the sound.
Maintaining your Rental Unit

The landlord is responsible for repairing conditions that seriously affect the rental unit's habitability. Refer back to Inspecting the Property to see if your unit is habitable.

How do I request a repair from my landlord?

Put your repair request in writing over email, text, or written documents rather than phone. Taking the pictures of the issue is always helpful too.

Allow your landlord thirty days to make the repair.

If your landlord does not respond in 30 days, you may make the repairs yourself and deduct the cost of the repairs from your rent provided they do not cost more than twice your monthly rent.

5. After Signing the Lease

Maintaining your Rental Unit
Subletting your Unit
Subtenant’s Rights
A Successful Group Tenancy
Managing Conflicts
Moving Out
Ending a Tenancy or Getting Evicted
**Subletting Your Unit**

**Should I sublease my room?**

Subleases are typically used when you want to
- rent a room in your apartment to someone else (a subtenant)
- rent your apartment for a specified period of time (e.g., summer break)

You cannot sublet until the end of your lease if you do not plan on returning that is considered an assignment. An assignment is when you transfer your tenant rights to someone else. This is still an agreement between you and the new tenant.

**Subtenant’s Rights**

Make sure the original landlord is allowing the tenant to sublease to you.

If a tenant rents to you when a lease prohibits it, the landlord can evict BOTH the tenant and you, the subtenant.

The subtenant pays rent to the master tenant and has no relationship with the landlord.
**A Successful Group Tenancy**

- **Respect the Personal Property**

- **Purchase of Food**: are you sharing or buying on your own?

- **Purchase of Household Supplies and Furniture**: draw up a list of household necessities and the amount of each person will pay.

- **Create a Policy for Guests**: Discuss whether fellow tenants may have overnight guests and how long guests may stay.

- **Consider the Possibility of Fellow Tenants Leaving**: who will be responsible for finding a new tenant?

**Managing Conflicts**

- **Talk Directly**
- **Choose a Good Time**
- **Plan Ahead**
- **Do Not Blame or Name Call**
- **Give Information**
- **Listen**
- **Talk it Through**
- **Work on a Joint Solution**
- **Follow Through**
Moving Out

To the end a rental agreement, you must give your landlord proper written notice before the moving date.

The written letter should include:

- the date of the notice
- the date you intend to move.

Keep a copy of the letter for your records.

Ending a Tenancy or Getting Evicted

Under San Francisco's rent control ordinance, the landlord must properly serve you with a notice stating one of the "just causes" for eviction allowed by the law.

Just cases included the following:

1. Non-payment of rent by the tenant
2. Violation of lawful obligation under the rental agreement by the tenant, e.g., not paying rent on time
3. Tenant creating a nuisance or damaging property
4. Tenant uses unit for illegal purposes
5. Tenant refuses to renew a rental agreement which is materially the same
6. Tenant refuses landlord access to the unit as required by state or local law
7. Landlord or family member intends to move into the unit
8. Landlord plans to make capital improvements requiring tenant to temporarily vacate unit
9. Landlord seeks to sell the unit in accordance with condominium conversion rules
10. Landlord seeks to substantially rehabilitate or Completely rebuild the unit
11. Landlord plans to demolish or permanently remove unit from the rental market
12. Landlord needs to temporarily evict tenant in order to rid unit of lead paint
6. Off-Campus Living

Safety Information
Neighborhood Etiquette
Being a Good Neighbor
Off-Campus Lifestyle
Parking Awareness

Safety Information

Update Your Current Address

All off campus students are required to provide the university with their local address and number as well as the name, email address and telephone number or an individual to contact in case of an emergency.

Public Safety Department

Public Safety is committed to serving all of the USF student population whether students are living on or off campus. For information on the University’s emergency response and operating status visit here.
Alert SF Program

AlertSF is a mass notification service that allows the City and County of San Francisco Public Safety agencies to alert you. When we issue a notification about a potential safety hazard or concern, you will receive a message on the voice or text communication methods that you have registered.

Get Connected.

Text your ZIP CODE to 888-777 to receive real time emergency alerts.

AlertSF is a service managed by the City and County of San Francisco Department of Emergency Management.

For more info, visit www.alertsf.org

Campus Safety Alerts

All students, faculty, and staff are encouraged to log into myUSF to register for USF ALERT messages. Options available for receiving timely warnings include: voice alerts via telephone; SMS alerts via cell phone; or email alerts.
Neighborhood Etiquette

Trust your instincts. If something makes you uneasy, avoid the person or leave the area.

If you are walking know where you are traveling and move with intention.

Stay alert and be aware of your surroundings. Talking/texting on a cellphone or listening to music can cause you to be less alert and an easier target.

Avoid taking shortcuts through dark alleys or unknown streets.

Thoughts about Alcohol

We care deeply about you and safety as it relates to the consumption of alcohol. We ask that you be responsible and look out for one another in environments which may induce unsafe behavior.

Do not drink and drive.

Do not accept drinks from strangers and keep a watch on your drink as well as those of friends.

Carrying open containers is a violation of the law.

If choosing to drink alcohol; do so slowly and hydrate often with water. Judgment is impaired with consumption of alcohol.
**BEING A GOOD NEIGHBOR**

Student Conduct Expectations

**Dos**
- Be respectful to local community residents.
- Operate speakers other electronic equipment at reasonable sound levels, especially late at night or early in the morning

**Don’ts**
- Littering
- Loitering
- Trespassing of private property
- Using rude or abusive language
- Parking in front of the driveway

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**Tips with Neighbors**

**Communication:**

We suggest you meet your neighbors as soon as you move in and commit to keeping communication open during the year. Listen to their experiences with past neighbors and agree if there is an issue to discuss.

**Property:**

Commit to keeping your property in good shape by taking care of trash, recycle and do not discard items on your curb. Also respect neighbors property and treat with respect.

**Be Considerate:**

Generating noise which, can be heard beyond your apartment/ at, may disturb others and cause unintentional stress & frustration.
Off-Campus Lifestyle

Some Things to Do in SF

• Hike Lands End
• Go to the Exploratorium at night
• Walk across the Golden Gate Bridge
• Visit MoMA
• Go to a Giants Game
• Ride a cable car
• 16 Avenue Tiled Steps
• Karaoke in a private room

Some Things to Eat in SF

• Bob’s Donuts
• Golden Boy’s Pizza
• Cinderella Cafe
• Good Luck Dim Sum
• Kevin’s Noodle House
• Dandelion Chocolate
• Hog Island Oyster
Parking Awareness

On-Campus Parking

Parking on the USF campus is by permit only. Permits are issued for specific lots. To understand the eligibility for parking permits, please visit here.

Parking Off-Campus

Parking on streets surrounding USF is limited. The city requires Residential Parking Permits on most streets, except the campus-side of adjacent streets.

Streets that require permits are typically limited to two-hour parking increments during the hour of 8 am to 6 pm, Monday through Friday.

Keep in mind that:

• All-day parking is allowed on some of the streets that immediately border USF.
• Check parking signs before attempting to park all day.
• Check especially for street cleaning days/times.

Avoiding Off-Campus Parking Violations

When parking on a hill (a grade of 3% or more), your wheels must be curbed at a 45-degree angle and touching the curb.

• Only one car is permitted to park at meter at any one time
• Sidewalk parking is illegal, even in your driveway.
• Be sure to also pay attention to “no parking” times as posted on parking signs.
• Make sure to READ SIGNS... as tickets are expensive street cleaning-$78 & up towing-$600
Quick run down on color-coded curbs:

**RED**
no stopping or parking at anytime

**WHITE**
passenger loading & unloading areas

**BLUE**
parking for people with disabilities

**YELLOW**
limited truck loading zones

**GREEN**
limited period of parking

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Watch for red zones at:
- Edges of driveways
- Intersection corners
- Bus stops
- Fire hydrants
- Curb ramps

White zones are typically used for:
- Hospitals and medical offices
- Senior centers
- Restaurants with a 100 or more seats
- Government buildings
- Valet parking
- Hotels
- Theaters
- Churches
- Schools

Blue zones are normally located in areas with high public use, such as:
- Parking lots and garages
- Dense commercial areas
- Near public parks and playgrounds

Yellow zones are typically used for large businesses or properties that receive or deliver a lot of shipments.

Green curbs/meters are typically used for:
- Small neighborhood grocery
- Dry cleaners
- Florists
- Postal shipping centers
- Hardware stores
- ATM machines
- Repair shops
Wanna B. Renter

Objective: To acquire a quiet place to live and pursue my studies while attending the University of San Francisco.

EMPLOYMENT

USF OCL, San Francisco, CA — Student Assistant
JANUARY 2019 - PRESENT
Brief description

Dunder Mifflin, Scranton, PA — Paper Salesman
MARCH 2016 - AUGUST 2017
Brief description

EDUCATION

University of San Francisco, San Francisco, CA
SEPTEMBER 2018 - PRESENT
Pursuing a Bachelor’s Degree in Biology with a Minor in Environmental Science.

PREVIOUS TENANT EXPERIENCE

USF — Hayes-Healy Hall
MARCH 2016 - AUGUST 2017

REFERENCES

Professional: Michael Scott — Supervisor at Dunder Mifflin
michael@dundermifflin.com (325) 422-7256

Rental: Liz Lemon — Former Landlord
lemonliz@gmail.com (854) 221-0978

Personal: Andy Dwyer — Uncle
mouserat@gmail.com (267)-090-2945

MONTHLY INCOME
Parents: $500
Scholarships/Loans: $600
Employment: $500
Total: $1600

BANK ACCOUNTS
Checking: Bank of America, San Francisco, CA
Savings: Wells Fargo, Hometown, CA

CREDIT CARDS
Bank of America Visa
Roommate Compatibility Questionnaire

You and your potential roommates should answer all questions individually then compare answers for compatibility as roommates.

Money
1. Do you want a shared room or your own room?
   a. Shared room
   b. Own room

2. What is your budget (including utilities, etc.)?
   [write in answer]________________

3. How sure are you that you will be able to pay rent every month?
   a. Very sure
   b. Most likely/think so [write in explanation]______________
   c. No [write in explanation]______________

Sharing
4. How do you want to handle groceries and kitchen supplies?
   a. All our own things, no sharing
   b. separate groceries but share kitchen supplies
   c. Share groceries but separate kitchen supplies
   d. Share everything

5. Thoughts on sharing and borrowing personal items
   a. Share everything, no need to ask
   b. Can borrow but ask
   c. Might be okay but prefer not, ask
   d. No sharing

6. What are you comfortable sharing in the house? [Circle]
   dishes cups cutlery cookware vacuum toaster coffee maker ALL

Habits
7. Opinions on and if you smoke and/or drink?
   a. Okay with it, don’t do it personally
   b. Not okay with it, don’t do it personally
   c. Do it and am okay with it
   d. [write in] ________________

8. How late do you stay up?
   a. 8-10
   b. 11-1
   c. 2 or later

9. What do you like as your study environment?
   a. Totally quiet
   b. Some distractions are okay
   c. Noise is okay but be respectful
   d. Don’t normally study at place
   e. Don’t study

10. Opinions on noise during the day and night?
    a. All noise is okay
    b. Noise is fine in day and evening but not night
    c. Nighttime only
    d. Always quiet

11. Eating habits?
    a. [specify diet or habit]______________
    b. I don’t want meat in the house
    c. Meat can be in the house

12. Usual weekend?
    a. Going out most the time
    b. People come over a lot

13. If you have a car, are you willing to share?
    a. Not at all
    b. In special cases, yes, otherwise, no
    c. Yes sometimes, have to ask
    d. Anytime, just ask
Guests
14. How often do you like to have friends over? Weekdays and/or weekdays
   a. All the time    a. weekend and weekdays
   b. Sometimes     b. weekdays only
   c. Never            c. weekends only

15. How often do you plan on having out of town or overnight guests?
   a. All the time
   b. Sometimes
   c. Never.
   [list how often]

16. How do you think we should inform each other of people coming over or overnight guests?
   a. A few days before   a. text or tell in person
   b. 1-2 weeks before   b. in person only
   c. text only

17. Relationship status/romantic visitors
   a. Have a partner
   b. Casual partners(s)
   c. Sometimes have someone over
   b. No partners over

Cleaning
18. How do you usually want to keep communal spaces?
   a. Perfectly clean
   b. a little messy is okay
   c. messy is fine

19. How do you want divide cleaning communal spaces and how often?
   a. [write how to divide]
   b. Daily
   c. Weekly
   d. Bi-weekly
   e. Once a month
   f. When seems appropriate

Other Questions
20. How long do you plan on stays?
   [write in]

21. Have you had a roommate before? If so, what was your experience like?
   a. No
   b. Yes [explain]

22. Allergies?
   [Write in]

23. Anything I should know?
   [Write in]
SUBLEASE AGREEMENT

This sublease agreement is made between [insert names here], individually or collectively as the “Sublandlord”, and [insert name here] as the “subtenant” together referred to as “the parties”.

The parties that agree that the Subtenant shall lease from the Sublandlord a portion of the sublandlord’s interest in the premises located at [insert property address], California (the “premises”) on the following terms:

1. Sublease Term
The term of the sublease will be for a period of [insert number of months], beginning on ______________ and ending on ______________.

2. Rent
Subtenant will pay a total monthly rent of $___________ which includes the following utilities or DOES NOT INCLUDE UTILITIES.

Rent will be payable on the first day of each month directly to the Sublandlord.

3. Security Deposit
The subtenant will pay $_______ to the Sublandlord as a security deposit. Deductions permitted by California law may be made from the security deposit and the remainder, if any, shall be returned to the Subtenant within 21 days of the termination of the Subtenant’s tenancy. The security deposit may be used as last month’s rent.

4. Termination Notice
Subtenant’s tenancy will be terminated on the date specified in section 1 above unless Sublandlord and Subtenant sign another written agreement prior to the end of the tenancy providing for an additional period of the tenancy.

LETTERS FROM TENANT TO LANDLORD

Letter Requesting Repair

Date_______
Dear_______:

As reported to you by telephone on [date], I’m requesting that the following repairs be made: [List problems and repairs needed].

I would appreciate your attention to these repairs as soon as possible. If you need additional information, please call at [phone number] after [time].

Sincerely,

Tenant name and signature

Letter to Terminate Your Rental Agreement

Date_______
Dear_______:

I am writing to inform you that I intend to vacate [type of dwelling] at [address] as of [date of departure].

I will return the keys on [date]. I would appreciate it if you would like to schedule an inspection of the rental unit before I leave to ensure that you are satisfied with its condition. I will call you to request an appointment.

Please return the security deposit to me at [address].

Sincerely,

Tenant name and signature
HOUSEMATE AGREEMENT

This Housemate Agreement is made by the following housemates:

__________________ 

The Roommates are sub-tenants in the apartment located at

__________________ 

The Roommates agree to the following terms:

1. Rental Agreement. All of the Roommates agree to be bound by all of the terms of the Rental Agreement.

2. Lease Term. Each of the Roommates will live in the Apartment from for the period set forth in the Rental Agreement with the landlord, beginning on June 1st, 2017 and will carry out for 30 days.

3. Rent. The total monthly rent for the Apartment is $4,064. Each Roommate will pay the following amount(s): Each sub-tenant must have rent paid to ____3 days prior to when rent is pulled from our accounts. THIS ACCOUNTS FOR THE WIRING TIME from your account to ours and then to the property managers
   • Shared room: $914
   • Larger room: $1067
   • Smaller room: $1169

Rent shall be payable on the _____ day of each month directly to_________________________. The Roommates understand that they are jointly and severally liable for the full amount of the rent, which means that each roommate is responsible to pay in full his/her portion of the apartment’s rent. Any late fees will be the responsibility of the roommate that faulted.

4. Security Deposit. The total security deposit for the unit is $4,000. Each Roommate has paid the landlord the following amount(s): $1,000. Each Roommate will receive her share of the deposit when the landlord returns it at the end of the tenancy. Any deductions from the deposit shall be shared by all the Roommates in proportion to the amount of deposit paid; however, any damage caused by one of the Roommates shall be paid only by that roommate.

5. Early Termination of the Tenancy. If one roommate elects to leave before the end of the lease term described in paragraph 2, it is that roommate’s responsibility to find a replacement. The departing roommate will continue to be responsible for her share of the rent until the end of the lease term or a replacement roommate begins paying rent, whichever occurs first
   • All of the remaining roommates will have the right to approve the replacement roommate. Approval of a replacement roommate may not be withheld unreasonably.
   • The landlord’s prior written approval is required to change roommates, and/the departing roommate /the remaining roommate(s)/ is/are responsible for obtaining that approval.
   • MUST NOTIFY MASTER TENANTS on the first of the month 30 DAYS prior to moving out

6. Living Arrangements. The bedrooms will be allocated as follows:
   Shared Master Bedroom: _______ & _______
   Smaller Single Bedroom: ______
   Larger Single Bedroom: _______

   The bathrooms will be allocated as follows. The large master bathroom with two sinks is to be split by the two roommates in the master bedroom. The smaller bathroom will be shared by the roommates with their own rooms. Special “house rules” about sharing space, furniture, appliances, and food in the Apartment are:
   Living room, kitchen, dining room, and all closets are shared spaces. All furniture and appliances will be equally split. (i.e couch, coffee table, dining table, etc.)

7. Overnight Guests. Each roommate does need to obtain permission from the other roommates prior to the stay of any overnight guest(s). Permission should be obtained with as much advance notice as possible. No overnight guest(s) may stay longer than 5 nights without the permission of the other roommate(s). This also includes breaks from school.

8. Parties/Entertaining: If entertaining a large group, permission must be obtained by all roommates listed in the agreement. There should not be more than 20 people for a party unless for special celebration and is agreed upon by all roommates listed on the agreement.
PG&E: Deposit in the amount of $__________ paid by _______
Water: Included in rent. Must monitor usage and check for leakage. If beyond reasonable usage, roommates will split bill.
Garbage: Deposit in the amount of $105.54 paid by _____ Wifi: Deposit in the amount of $__________ paid by ________

10. Household Chores. The Roommates will divide all household chores as follows:
• Dusting of window sills and other surfaces, and checking and cleaning mold in windows.
• Kitchen cleaning includes cleaning the outside of appliances and sink, wiping counter tops, and checking fridge cleanliness
• Unloading dishwasher and taking out garbage and recycling.
• Sweeping or vacuuming floors in the living room, kitchen, and hallways.
• Bathrooms should be cleaned based off of roommates discretion.

11. Cleanliness:
• Chores will rotate weekly
• Will be done once a week and on an as needed basis throughout the week.

12. Noise Level. After 10 pm, the Roommates will maintain a noise level that will permit all of the Roommates to study. This includes all communal spaces.
• Smoking is not allowed in the Apartment. Including weed.
• Alcohol is allowed in the Apartment.

15. Additional Remarks (attach additional sheets if necessary to address other items such as security, furniture, appliances, etc.)

16. Agreement is Complete and Binding. All preliminary negotiations by the Roommates are merged into, and superseded by, the terms of the Agreement. Any modification to this Agreement must be in writing, signed by all the Roommates.
We, the Undersigned, agree to the above stated terms.

Signature:          Date:          Signature:          Date:
Signature:          Date:          Signature:          Date:
CASA
Center for Academic Student Achievement
The Center for Academic and Student Achievement (CASA) is your home for compassionate academic and personal support that promotes holistic student development. casa@usfca.edu
TEL: (415)-422-5050   https://myusf.usfca.edu/casa

CAPS
Counseling & Psychological Services
Seeks to assist students in developing greater self-understanding and helping resolve problems that interfere with their optimal personal functioning. Gilson Hall, Lower Level (415) 422-6352  https://myusf.usfca.edu/caps

HPS
Health & Promotions Services
In the Jesuit tradition, the Health Promotion Services offers a full range of services and opportunities dedicated to promoting the health and wellness of the USF student body, and fostering a vibrant and safe campus community for student success.
hps@usfca.edu
TEL: (415) 422 5797   https://myusf.usfca.edu/hps

SHaRE
Student Housing & Residential Education
USF residence halls offer engaging programs; a safe, clean and secure environment; and dedicated staff who strive to support their students.
share@usfca.edu
TEL: (415) 422-6824   https://myusf.usfca.edu/housing

Office of the Dean of Students
2130 Fulton Street
University Center 5th Floor
San Francisco, CA 94117

Hours: 8:30 a.m. - 5:00 p.m. Weekdays
415.422.5330
deanofstudents@usfca.edu
https://myusf.usfca.edu/dean-of-students

Basic Needs
Basic needs refer to the most essential resources required to thrive as a student including food, housing, financial wellness and health. For students to be active and engaged learners, it is important that their basic needs are met.
https://myusf.usfca.edu/basic-needs

Public Safety
The goal of the Department of Public Safety is to provide a safe learning environment by working collaboratively with our campus community.

Lone Mountain Lower Level
Telephone: (415) 422-4201- Dispatch
Fax: (415) 221-3641
Email: dispatcher@usfca.edu
Hours: 24 hrs/7 days
For emergencies, call (415) 422-2911 or extension 2911 from any on-campus phone   https://www.usfca.edu/public-safety

ADA Shuttle and Night Safety Program
The Department of Student Leadership and Engagement and the Department of Public Safety co-sponsor the USF Shuttle and the Night Safety Program. Its primary purpose is to provide reasonable transportation to classes, on-campus locations, and off-campus residences within the boundaries of the service.

Monday through Friday, 7 am to 6 pm.

Students with temporary and permanent disabilities should contact Student Disability Services at (415) 422-2613 to register for parking and shuttle service accommodations.
https://myusf.usfca.edu/public-safety-transportation/usf-shuttle-services
Compiled and Designed by Dana Su

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4/23/2020