

# **OFF-CAMPUS LIVING DEPARTMENT**

# **RESOURCE**

# **GUIDE**


**Housing  
Search**

**Finding  
Roommates**

**Tenant's  
Rights**



**UNIVERSITY OF SAN FRANCISCO**  
Off Campus Living



# TABLE OF CONTENTS

About Us

**1. First Steps**

Prepare Yourself 7

Housing Budgeting 8-11

Avoiding Scams 12-13

**2. The Housing Search**

Searching Tips 15

Where to Look 16-17

Where to Live 18-19

Housing Lingo 20-21

**3. Finding A Roommate**

Things to Consider 23

USF Roommate Search 24-27

Roommate Tips 28-29

**4. Before Signing the Lease**

Inspecting the Property 31-32

The Lease 33

Rental Insurance 34

Security Deposit 35

Credit Reports 36



Rental Agreement 37

Tenant's Rights 38-41

**5. After Signing the Lease**

Maintaining your Rental Unit 43

Subletting your Unit 44

Subtenant's Rights 45

A Successful Group Tenancy 46

Managing Conflicts 47

Moving Out 48

Ending a Tenancy/Getting Evicted 49-50

**6. Off-Campus Living**

Safety Information 53-55

Neighborhood Etiquette 56-57

Being a Good Neighbor 58-59

Off-Campus Lifestyle 60-61

Parking Awareness 62-63

**7. Appendix**

Sample Tenants Resume 67

Roommate Compatibility 68-71

Questionnaire

Sublease Agreement 72

Letters from Tenant to Landlord 73

Housemate Agreement 74-75

# ABOUT Us

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 prestablished 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



# Mission Statement

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.

## How to reach us?

### 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](mailto:usfcaoffcampus@usfca.edu)

[OCL Website](#)

[Off Campus Rental](#)

[OCL Facebook: Roommates](#)

[OCL Facebook: Subletting](#)

[Instagram](#)

[Twitter](#)

[SF Rent Board](#)

[On-Campus Housing](#)

# 1. First Steps

Prepare Yourself

Housing Budgeting

Avoiding Scams

## PREPARE YOURSELF

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



Room 1  
400 ft²



Room 2  
300 ft²

Total Rent: \$3,500  
 $\$3500 / (400 + 300) = \$5 / \text{ft}^2$

Rent for Room 1  
 $\$5 \times 400 = \$2,000$   
Rent for Room 2  
 $\$5 \times 300 = \$1,500$



## 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



## Movies



## Brunching

# Entertainment



## Shopping



# 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

! Rental amount is unusually low

The landlord or property manager refuses to show you the rental

Request of advance payment through wiring money order

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 ?



## Red Flags

### WHY THIS IS A SCAM?



[Back to search](#)

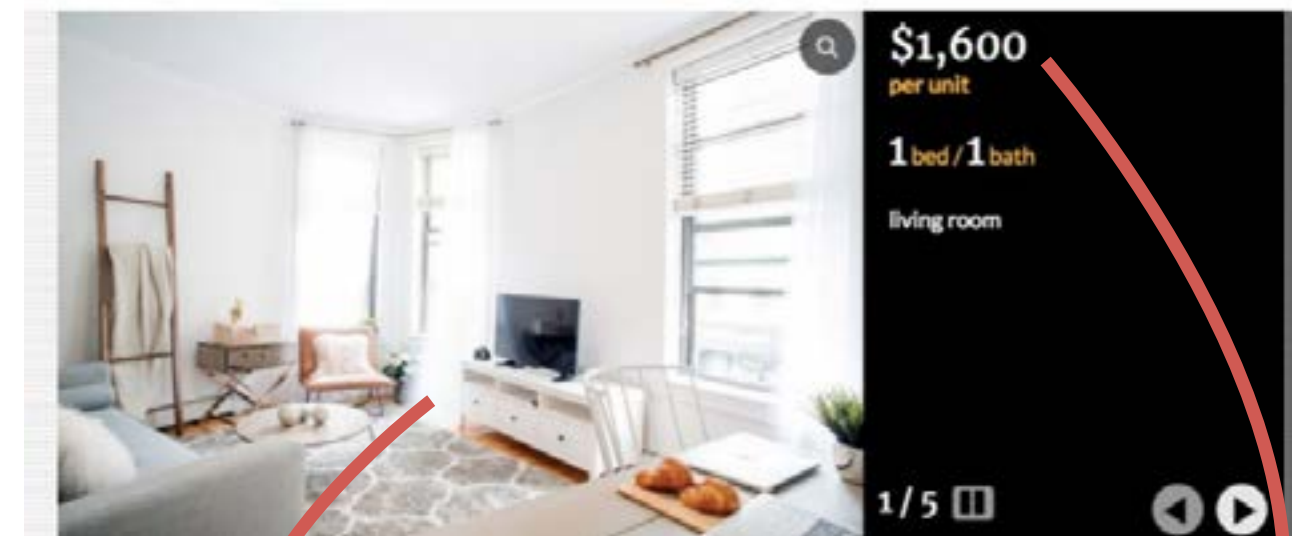
1190 Mission St, San Francisco, CA 94103

1190 Mission Street San Francisco, CA 94103

[Add to favorites](#)

[Share this property](#)

[Contact](#)



Stock photo image

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 \(housing page\)](#)



Welcome to the **USF Off Campus Housing Rental Website!**

**1 BED / 1 BATH APARTMENT**  
Shared rental  
**\$1,500** per bedroom  
A huge beautiful master bedroom for rent.  
1219 24th Avenue San Francisco, CA 94122  
Available Now

**1 BED / 1 BATH HOUSE**  
Shared rental  
**\$2,300** per bedroom  
fully furnished 1B w/private bath and living room. Move-in ready.  
Fulton Street San Francisco San Francisco, CA 94118  
Available Now

**1 BED / 1 BATH APARTMENT**  
**\$875** per bedroom

**2 BEDS / 1 BATH APARTMENT**  
**\$2,700** per unit

GET STARTED WITH THE HOUSING PROCESS  
Click here to visit the Off Campus Living Website



Getting Started

USF STUDENTS & FACULTY/STAFF  
Register here to start your search, save and compare your favorite listings, and post/search for roommates!

PROPERTY LISTERS  
Register here to create an account and add a listing.

## 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



**USFCA Off-Campus Living Subletting**



**USFCA Off-Campus Living: Roommates**

Do you need someone to sublease your unit for a short period of time? Visit our [USFCA Off-Campus Living 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 Living 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:

## 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

## 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

## Other Options

- Laurel Heights
- Panhandle
- Haight- Ashbury



## 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 the same budget range as you?

Does your potential roommate have a checking account?

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](#)

# USF ROOMMATES SEARCH

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.

UNIVERSITY OF SAN FRANCISCO  
CHANGE THE WORLD FROM HERE

Off Campus Housing Rental Website

HOME HOUSING ROOMMATES MESSAGE BOARDS RESOURCES My Account Log Out  
HELP

### Your Roommate Profile

You must have an active profile to view other roommate profiles. Complete and turn on your profile to start searching!

Profile is in progress. Please complete 8 more required fields.

PERSONAL EDUCATION CONTACT ROOMMATE INTERESTS HOUSING PREVIEW

**Tell us a little about yourself.**

Save Save & Continue

NAME \*  
Your name or online handle, like your first name and last initial.

AGE \*  
Age is required, but you may opt to hide it on your profile (below).  
Display age on profile?

GENDER \*  
---Select One---

HOMETOWN  
Where are you from?

DESCRIBE YOURSELF \*  
Let us a bit about yourself!  
Use 50 characters to describe yourself. This really helps others in finding out more about you.

Choose File no file selected PICTURE  
Be sure to add a picture to enhance your profile! (png, jpg or gif only)

Save Save & Continue



## Your Roommate Profile

Profile is in progress. Please complete 8 more required fields.

PERSONAL EDUCATION CONTACT ROOMMATE INTERESTS HOUSING PREVIEW

### Roommate Preferences

What are you looking for in your future roommate?

Save Save & Continue

SMOKING PREFERENCE  
---Select One---

GENDER PREFERENCE  
---Select One---

OVERNIGHT GUESTS PREFERENCE  
---Select One---

CLEANLINESS PREFERENCE  
---Select One---

DESIRED NUMBER OF ROOMMATES  
---Select One---

Save Save & Continue

\* indicates required field

[Delete Profile](#)  
[Beware scams \(read our tips\)](#)





Profile is in progress.  
Please complete 8 more required fields.

PERSONAL ☐

EDUCATION ☐

CONTACT ☐

ROOMMATE ☒

**INTERESTS** ☐

HOUSING ☐

PREVIEW [↗](#)

[Delete Profile](#)  
[Beware scams \(read our tips\)](#) [↗](#)

### Tell us about your interests.

**Save** **Save & Continue** [➤](#)

**DO YOU HAVE PETS? \***

---Select One---

**DO YOU SMOKE? \***

---Select One---

**SOCIAL HABITS**

☐ Host parties at home

☐ Go out to parties

☐ Alcohol-Free

**SOCIAL HABITS - COMMENTS**

What do you do?

**STUDY PREFERENCES**

---Select One---

**STUDY PREFERENCES - COMMENTS**

What do you do?

**SLEEP HABITS**

---Select One---

**SLEEP HABITS- COMMENTS**

What do you do?

**DO YOU HAVE OVERNIGHT GUESTS**

---Select One---

**OVERNIGHT GUESTS - COMMENTS**

What do you do?

**CLEANLINESS**

---Select One---

**CLEANLINESS - COMMENTS**

**Save** **Save & Continue** [➤](#)

### Tell us about your housing preferences.

Already have housing? [Add a listing](#) to your profile to help roommates find you.

**Save** **Save & Finish** [➤](#)

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.

Complete a written [housemate agreement](#) which clearly states expectations regarding the house. !

Roommate switching is a complicated process.

Create a chore wheel or weekly cleaning log

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



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



# INSPECTING THE PROPERTY

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

## 4. Before Signing the Lease

Inspecting the Property

The Lease

Rental Insurance

Security Deposit

Credit Reports

Rental Agreement

Tenant's Rights

Signs of leaking  
or water damage

Defects in  
electrical  
wiring

Lack of  
hot water

Broken  
Appliances

Signs of rust  
in water taps



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

## 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>

Geico: <https://www.geico.com>

Progressive: <https://www.progressive.com>

Allstate: <https://www.allstate.com>



# 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:



# 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>



# RENTAL AGREEMENT

You and your landlord will enter into a lease or a periodic rental agreement (month -to month). Typically, lease 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.

Your landlord can't raise your rent. READ your lease to see if you are living in a rent controlled apartment

You can get a rent reduction if rental repairs are not made in a timely manner.

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

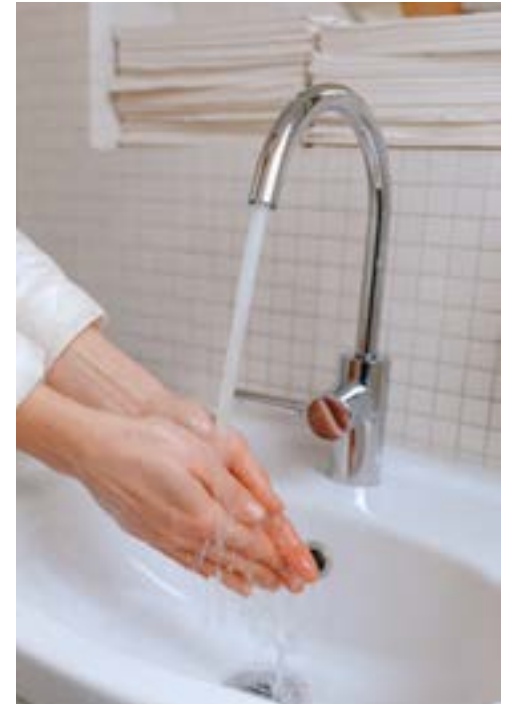


- Stay out of the area and evacuate if necessary. Notify others of the leak.
- Report any suspected leak to your landlord and PG&E immediately.
- Leave electrical devices alone. Do not switch on or off lights or use elevator.
- Never light a match or use a lighter at this time.



### Indoor Plumbing Failure

- If time permits, gather or move essentials and belongings out of harm's way
- Do not handle electrical equipment.
- Alert occupants of floors 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 you are aware of the sound.

## 5. After Signing the Lease

[Maintaining your Rental Unit](#)

[Subletting your Unit](#)

[Subtenant's Rights](#)

[A Successful Group Tenancy](#)

[Managing Conflicts](#)

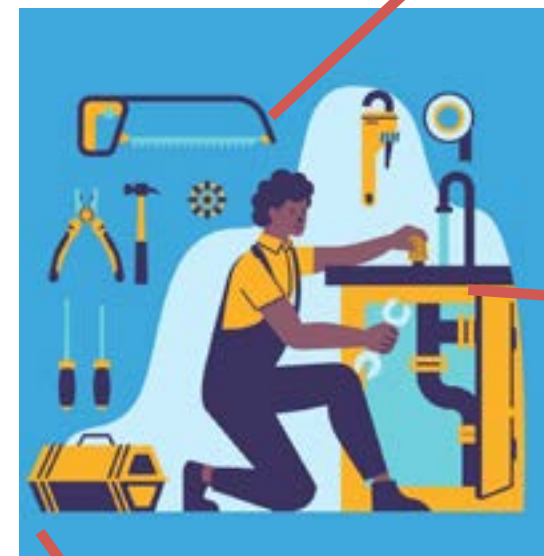
[Moving Out](#)

[Ending a Tenancy or Getting Evicted](#)

# 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.

# SUBLETTING YOUR UNIT

## Should I sublease my room?

- Subeases 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.

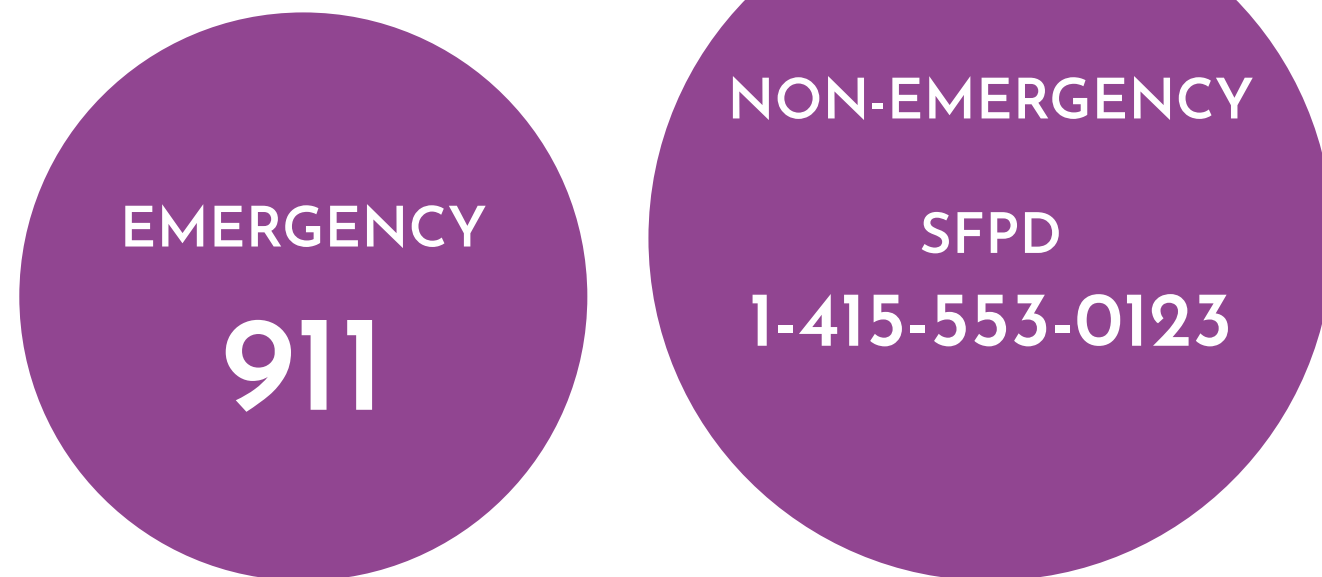
## Public Safety Department

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](#).

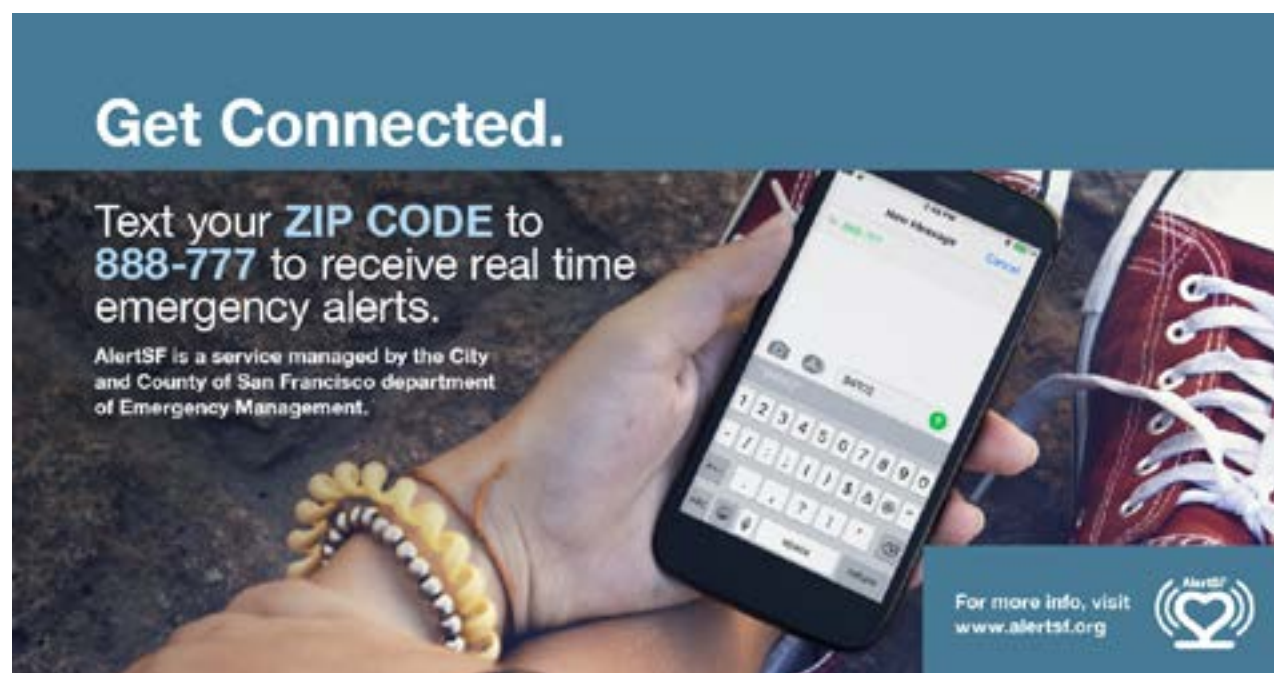


## Numbers to Know



## 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.



## 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.



### Subscribe to the USF Emergency Notification System

USF ALERT – EMERGENCY NOTIFICATION USF ALERT is a system that allows the University of San Francisco's Department of Public Safety to send emergency notifications to the USF Community. Notifications can be sent via email, phone call, and SMS text to mobile devices. USF Alert is a connection to real-time updates, instructions on where to go, what to do, what not to do, whom to contact, and other information. The Department of Public Safety will determine whether notification to the University Community should occur. They will send these notifications to all **registered devices**.

Subscribe to USF Alert in your *myUSF* account to ensure your contact information is correct to receive emergency text, phone calls, and email messages. Alerts will be sent to all devices listed in your account.

Log in to myUSF and go to your Account information:



### Self Service

USF students, faculty, and staff can **update personal information** and more online via myUSF. To access this service, click on the **Student or Employee** tab in myUSF, then click **My Information**

**Personal Information** **Employee**

### Personal Information

Addresses and Phones  
E-mail Addresses  
Emergency Contacts  
Update Marital Status  
Social Security Number & Name Change Information  
Withhold and Release of Directory Information  
If you select this option, USF will not be able to verify your employment (and/or degrees) earned to prospective employers  
Student Consent to Release Information  
Permits USF to discuss your academic, financial aid, tuition and billing, and housing information with third parties, unless  
**RELEASE: 8.7.15SF**

### Select the Addresses and Phones Link

Put in, or update, your cell phone number, telephone number, and email address in order to receive USF Alert messages





# 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.

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

Carrying open containers is a violation of the law.





# 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



## Tips with Neighbors

### Communication:

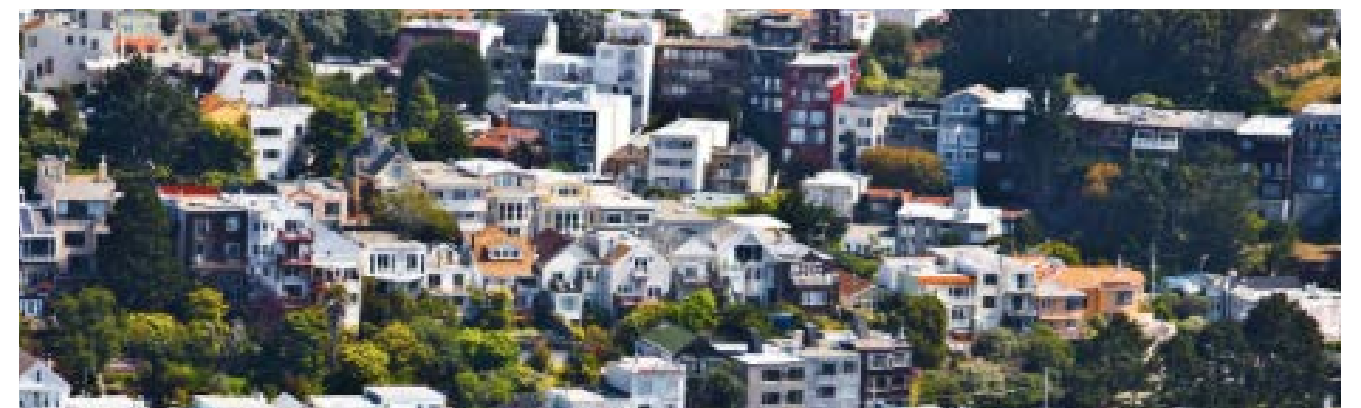
We suggest you meet your neighbors as soon as you move in and commit to keeping communication open during the year. Listen to their experiences with past neighbors and agree if there is an issue to discuss.

### 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 6pm, 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



## 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

# 7. Appendix

[Sample Tenants Resume](#)

[Roommate Compatibility Questionnaire](#)

[Sublease Agreement](#)

[Letters from Tenant to Landlord](#)

[Housemate Agreement](#)

[Resources for SF Tenants](#)

# SAMPLE TENANTS RESUME

## Wanna B. Renter

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

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
renter@example.com

### 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

### ACTIVITIES

Member, USFCA BSU

Intramural Soccer Player

### 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 weekends
- 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 to 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.





**9. Utility Charges.** Each roommate agrees to pay 25% of the utility charges through venmo: PG&E, garbage, wifi.  
 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:



# RESOURCES FOR SF TENANTS

City of San Francisco

## San Francisco Tenants Union

558 Capp Street  
 (near Mission & 21st  
 Street) San Francisco, CA  
 94110  
 (415) 282-6622  
 (hours vary - call first)  
[www.sftu.org](http://www.sftu.org)

## San Francisco Rent Board

25 Van Ness Avenue, Suite  
 320 San Francisco, CA  
 94102  
 (415) 252-4602  
 (415) 252-4699 (FAX)  
 Mon-Fri: 8:00 a.m.-5:00 p.m.  
[www.sfrb.org](http://www.sfrb.org)

## SFPD

Call 9-1-1 in case of life-threatening emergencies or crimes in progress (Police, Fire or Medical Emergencies within San Francisco)

Non-Emergency  
 1-415-553-0123

For situations that require the police, but do not require an immediate response (e.g., loud parties, a group of juveniles loitering in front of your home, noise complaints).  
<https://www.sanfranciscopolice.org>

## PG&E

Report an Emergency Situation  
 Please call 1-800-743-5000 to report dangerous situations by phone for the fastest response. <https://www.pge.com>  
 If you:

- smell natural gas
- see downed power lines
- suspect another emergency situation

You should:

- leave the area immediately
- call 9-1-1
- call PG&E at 1-800-743-5000, 24 hours a day

## AlertSF

AlertSF will send alerts regarding emergencies disrupting vehicular/pedestrian traffic, watches and warnings for tsunamis, flooding, and Citywide post-disaster information to your registered wireless devices and email accounts.

To sign up for AlertSF text the AlertSF to 888-777 or visit: [www.alertsf.org](http://www.alertsf.org)

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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

## Special Thanks to

Andrea Rocha, Sophia Hedgecock, Elisa Suarez, and Alaia Zaki for helping me to go through this journey of publishing my first online brochure.

4/23/2020



UNIVERSITY OF SAN FRANCISCO  
Off Campus Living