

Who knocked  
over n  
It's d

Who's the guy  
asleep on the  
couch?  
Did we get a  
new roommate  
?

PLEASE K  
According to  
Facebook, we're  
having a party  
this weekend.  
Thanks for letting  
me know guys.

PLEASE  
away y  
Thanksg!  
leftovers!!

The sofa  
cannot go on  
the lawn!

Do we have  
a dog now  
?

nt - due  
FIRST,  
eople!!

# HOW TO AVOID STICKY SITUATIONS

ALL THE NOTES YOU NEED FOR LIVING OFF CAMPUS

Colorado State University

WHY ISN'T  
THE INTERNET  
WORKING?!

My parents are  
coming this  
weekend!  
can we clean  
up?!

Who took  
laundry o  
of the d  
It was st  
wet!

Q-  
can I pay up  
for the call  
ill after  
I don't  
until

OFF-CAMPUS STUDENT SERVICES AND NEIGHBORHOOD SERVICES PRESENT:

# **HOW TO AVOID STICKY SITUATIONS**

**ALL THE NOTES YOU NEED FOR LIVING OFF CAMPUS**

**Colorado State University**



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*This handbook is for informational purposes only and should never be used as a substitute for individualized counseling or legal advice from an attorney or other qualified professionals. Information contained in this handbook does not constitute legal advice. Please note that laws and ordinances discussed herein can change or be amended due to subsequent court decisions or other legislation.*

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

Thinking about where to live next semester? This is the time when students are trying to decide whether to move off campus or remain in the residence halls for another year. Perhaps you've already identified who you'll be living with next fall and now you are ready to begin the process of apartment or house hunting. Or maybe you haven't thought much about it at all. Either way, this book will help clarify many questions about moving off campus and what to do once you are there.

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



Watch the video online at:  
[www.ocssral.colostate.edu/clc](http://www.ocssral.colostate.edu/clc)  
or visit YouTube and click on Rental World

Colorado State University

City of Fort Collins

# STILL ON THE FENCE ABOUT WHETHER TO MOVE OFF CAMPUS OR STAY IN THE RESIDENCE HALLS?

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

- Can I afford to live off campus?
- Do I know what type of housing I want?
- Do I want to be more independent and take on additional responsibilities?
- Am I ok with the possibility that living off campus can be lonely (especially if I don't have a roommate)?
- Do I have a budget planned? (You will have expenses other than rent: utilities, cable, internet, transportation, food, insurance, furniture...etc).
- Am I ready to spend extra time to commute to class?
- Am I ok with having to travel back to campus for extracurricular events or study sessions after class?
- Do I know what type of transportation I will need (walking, car, bike, bus)?
- Is cooking going to be a problem?
- Will I be able to communicate effectively with my roommates and neighbors?
- Will I be able to handle conflicts if they arise?
- Am I familiar with city ordinances/codes and how they can affect me?
- Do I have an idea of who I would like to live with off campus?

If you've answered these questions and have decided that you are up for the challenge, then let's move on to the next step of finding a place to live that is right for you!

# WHERE SHOULD I LOOK FOR PLACES TO LIVE?

## **Tip #1: Don't rush!**

Often times, students think they need to hurry and find a place. Some have even made the mistake of renting a property they have never visited or entered. We don't want you to fall into one of these common student pitfalls:

- Do not rent the first and only place you look at without comparing it to others. Take your time and shop around.
- Do not rent a place that you only looked at online or in the paper. Make sure you actually tour the property.
- Do not sign the lease without first looking at the Student Legal Services Lease-Fix Kit.

## **Off-Campus Student Services has many options to help you find housing:**

Spring Housing Fair—There's No Place Like Home

March 26, 2008; 9am-4pm

This annual, free event takes place in the Lory Student Center ballroom every spring. This year's theme is "There's No Place Like Home." In addition to having an opportunity to talk with hundreds of landlords in one day, you might also walk away with a lot of free stuff and a chance to win a round-trip ticket from STA travel! This is a great opportunity for students to explore a variety of places to live in Fort Collins. Don't miss out!

Online Rental Listing Database

This is a free rental database, updated daily, that helps students connect with housing opportunities across the Fort Collins community. After simply entering your Student EID and password, you will have access to available rental listings, as well as the ability to post a listing yourself. The database also allows for specific posts and searches, such as roommate needed, roommate available, and sublet. Search the database at [www.ocssral.colostate.edu](http://www.ocssral.colostate.edu).

## Roommate Round-ups

These events are designed to bring people together who have housing and are looking for roommates, as well as people who need a place and want to be someone's roommate. At a Roommate Roundup, OCSS/RAL staff will present a quick overview of the services we provide through our office and talk about good room-mating practices. Potential roommates then have the opportunity to introduce themselves to find compatible housemates.

## Newspapers

You can also use local sources such as newspapers (The Collegian, The Coloradoan), local realtors, and bulletin boards in public locations (including one at Off-Campus Student Services) to find available housing.

# HOW TO PICK A PLACE

People have different considerations when it comes to housing selections. Ask yourself what is important to you. Are you willing to consider a lower quality unit that is cheaper? How about a unit further from campus? Do not make a decision lightly, even when you see a place that seems perfect in an ad. Try to contact the current tenant; ask them about the landlord and the neighbors. Have they experienced problems? Do some background research so you gain a basic idea of the neighborhood/apartment complex. Most importantly, visit the exact unit, and ask yourself the following questions.

### **Location:**

- How long does it take to travel to campus?
- Is it close to bus stops?
- Can you walk/bike or do you need to drive to campus?
- If driving, how much will it cost you to park your car?
- Are there other students nearby or is it mainly a single family neighborhood?
- Are there any amenities/stores nearby (e.g. pharmacy, grocery stores, restaurants, laundromat, or gas stations)?

### **Safety:**

- Would you feel comfortable living there, daytime and nighttime? Would you feel comfortable with the landlord?
- Are all windows in good condition and lockable?

- Are there any smoke/carbon monoxide detectors?
- If the apartment has a security system, is it working?
- Is there more than one fire exit from the unit?
- Is the entrance well lit? Is your view blocked by shrubs?
- Who has access to the house key, and when were the locks last changed?

### **Responsibilities:**

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

### **Quality of Accommodation (Exterior Facilities):**

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

### **Quality of Accommodation (Interior Facilities):**

- Is the unit furnished? What is included?
- Are laundry facilities provided?
- Are cooking amenities (e.g. fridge/stove) in working order?
- Will moving in and out be difficult because of stairs?
- Will your furniture fit through the front door?
- Does the unit have good sound insulation (especially for apartments)?
- Is there any evidence of pests?
- Are the ceilings and walls in good repair?
- Is the carpet/floor reasonably clean?
- Is the plumbing adequate? Is it too loud (check taps and toilets)?
- Is there a good supply of hot water (ask current tenants)?
- Are there sufficient electrical outlets?
- Are there adequate telephone and/or cable jacks?
- How old is the unit?
- If looking at renting an apartment, can you hear the people above or below you?
- Is there enough storage space (e.g. closets, basement, garage, etc.)



**Lease Agreements:**

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

**Cost:**

- How much is the rent?
- When is the rent due?
- What is included in the rent (ie. trash, water)?
- Who is responsible for paying utilities hookup/installation fee?
- What is NOT included in the rent?
- What type of heating is used (gas or electric) and how may that impact your heating bill?
- What are the late fees if I do not pay my rent on time?
- If you own a pet, what is the pet fee and/or pet deposit?

o Note: Some properties have a weight and/or a breed restriction. Check with the landlord to see if there is such a restriction.



# ROOMMATES

Who are you going to live with next year? This is a BIG decision and needs to be given careful consideration. There are legal, financial, and personal implications that affect people living together. Even if your best friend appears to be the perfect roommate, she or he may not live up to your expectations. You should always have some sort of written agreement in place. Samples of Roommate Agreements are available at Off-Campus Student Services and inside of the Landlord Tenant Handbook at <http://ocssral.colostate.edu/clc/> (click on Landlord Tenant Handbook).

Roommate issues to consider:

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

Groceries can become an issue with roommates. You can designate cabinets for each roommate. Condiments are something everyone needs and you do not want your fridge to have four ketchup bottles taking up space. Therefore, an idea to consider is to have each roommate donate a condiment before you move in.

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

## MANAGING A BUDGET

Before moving off-campus, you should know how much it will cost.

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

- Average monthly rent- \$350 per individual when living with 3 roommates.
- Average monthly cost of utilities depends on consumption and efficiency of appliances-monthly costs could range from approximately \$20-80 for electricity, \$75-150 for gas, and \$20 trash. These costs can be split among roommates. Other optional expenses include cell phone, cable and hi-speed internet (up to \$100), and a home telephone line.  
\*Note: Some utilities may be included in rent.
- Additional expenses include the cost of food, furniture, and other miscellaneous activities.

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

Increase your income: Obtain a part-time job, financial aid, or a loan.

Decrease your expenses: You can try to cut fixed expenses by seeking less expensive housing and/or sharing housing with others. You may find that it's easier to cut variable expenses like entertainment (cable services), credit-card purchases, or food.

Change schedule for paying bills: There may be a better way to divide payments or spread them over the coming months. Check to see if you can adjust your payment schedule.

Watch your daily spending: Carry only as much money as you need each day. Extra cash in your pocket is often a temptation to spend.

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

# BUDGET SPREADSHEET

Date: \_\_\_\_\_

## INCOME

Take-home pay (net pay)	
Loans/Grants/Scholarships	
Savings/Checking	
Parental Contribution	
Interest/Dividends	
Social Services	
Other	
<b>TOTAL INCOME:</b>	

## EXPENSES

Rent	
Tuition	
Books/Supplies	
Utilities	
Groceries	
Entertainment	
Car Payment	
Insurance (car/renter's/etc.)	
Gasoline	
Loans	
Credit Cards	
Clothing	
Cable TV	
Household Supplies	
Laundry	
Miscellaneous	
<b>TOTAL EXPENSES:</b>	

**TOTAL INCOME minus (-) TOTAL EXPENSES:  
REMAINING BALANCE:**

## **Financial advice is available through the following resources:**

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

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

## **LEASES**

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

### **LEASE TERMS**

Although you may have found a perfect place to live, do not rush to sign the lease. You should read through the lease to make sure all terms are well defined and written in clear and concise language. You have the right to edit the lease before signing. These are some common issues that should be specified in the lease:

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

Prior to signing a lease, Student Legal Services encourages you to obtain a copy of their Lease-Fix kit which provides you with step-by-step instructions to make sure the lease terminology protects you as a renter. For the online Lease-Fix kit, go to: <http://www.sls.colostate.edu>. After you work through the Lease-Fix kit, you may also make an appointment to speak to an attorney at Student Legal Services in Room 182 of the LSC.

## NEGOTIATING YOUR LEASE

Let's suppose you've looked all around town for that perfect house or apartment to rent. There were some places you really like, but they were too expensive, or wouldn't allow your pet. Don't give up on them; you may be able to negotiate with the landlord for the type of lease agreement that would ideally suit you.

The first step is to build trust with the landlord. Show your good intentions by dressing nicely, speaking politely, asking questions, and building a good rapport. Next, try to set a time to meet and negotiate with the potential landlord. If someone invests a lot of time showing you a unit, they are more willing to reach an agreement.

Remember to make sure that the person you bargain with has the power to fulfill their promises. **GET ALL AGREEMENTS IN WRITING!**

## STRATEGIES

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

**Use of information** - The better informed you are, the more confident and assertive you can be when making a request. Planning ahead and researching your options is very important.

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

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

**What If's** - A "what if" question followed by a respectful silence can do wonders. For example:

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

## RENTER'S INSURANCE

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

## TERMINATING YOUR LEASE EARLY

Sometimes unexpected changes can occur and you may want to terminate your lease early. A voluntary early termination of a lease can occur at any time if the landlord and tenant mutually agree to such termination. However, tenants are legally responsible for rent until the premises are re-rented or the lease has expired. Also, the tenant may be liable for the landlord's reasonable costs of re-renting – it depends on the terms of the lease.

Terminating a lease early is often complicated. It is strongly recommended that you seek legal advice before pursuing this option. As mentioned earlier, Student Legal Services (in the Lory Student Center), provides free legal advice for fee paying students. If you are not a fee paying student, SLS will allow you to pay its portion of student fees (under \$10) and receive service.

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

# TENANT'S RIGHTS

Have you heard nightmare stories about tenants struggling to get their security deposit back? How about the friend who couldn't get their landlord to fix the heat and had to deal with major flooding issues when all of the pipes broke? **As a tenant, you need to know about your rights!**

## DEPOSIT

Under Colorado's security deposit law, the landlord has 30 days (up to 60 days if stated in the lease) to return the full amount of the security deposit. The landlord can charge their tenant for any damages to the premises as long as they provide the tenant with an itemized statement within the time period specified in the lease. The itemized statement will outline:

- Unpaid rent or utility bills owed by the tenant
- Payment for damages to the premises beyond "normal wear and tear"
- Any cleaning to which the tenant agreed to in the lease
- Any other breach of the lease that causes financial damage to the landlord

If the landlord's damages are more than the security deposit, the landlord may sue the tenant to recover those damages, or may turn the matter over to collections.

If the tenant has fulfilled all the terms of the lease (including proper termination), has paid the rent in full and on time, and has caused no damage beyond normal wear and tear, then the tenant is entitled to the return of the full security deposit. Normal wear and tear means deterioration that is not due to tenant's negligence, i.e. peeling/cracked paint. For a list of examples of normal wear and tear, refer to the Landlord Tenant Handbook.

If the landlord fails to return the deposit with no written proof of charges, you may send a "7-Day Demand" letter to the landlord. The letter should state you will sue the landlord for three times the amount of the deposit withheld. It should be sent by certified mail, return receipt requested, and you should always keep a copy. If the landlord returns the deposit within seven days, the problem is solved. For a copy of the letter, refer to the Landlord Tenant Handbook at: **<http://fcgov.com/neighborhoodservices/pdf/lthandbook.pdf>**.



*Tip: Make sure to leave a forwarding address with your landlord before you move out.*

## PROTECT YOUR SECURITY DEPOSIT

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

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

## MINIMUM HABITABILITY REQUIREMENTS

### **All rental housing must have:**

- Heating facilities that maintain an indoor temperature of at least 60 degrees.
- Direct access outside or to a public corridor that leads directly to an exterior exit.
- One bathroom with a bathtub or shower, as well as a sink and toilet.

If you believe your unit does not meet some of the requirements, or it is unsafe to live in, contact the City's Neighborhood and Building Services Department at (970) 221-6760 to request an inspection.

## UTILITIES, ELECTRIC, CABLE AND MORE...

This may be your first time connecting utilities and perhaps you're not sure which company to call, or how far in advance you need to make arrangements. No problem - here is a quick guide to utilities in Fort Collins.

### **The Fort Collins City Utilities**

The City of Fort Collins provides electricity, water, and sewage services. No deposit is required unless you have a questionable credit rating. You can usually initiate your city utilities with just a phone call or a visit online. There is an installation charge of approximately \$15.00 to set up a new account, and an additional \$20.00 if the water to the unit has been turned off. If you plan to move on a weekend or after business hours, it is recommended that you arrange to have the utilities connected prior to your move-in date to avoid an extra charge.

Your electricity bill is based on consumption, and a meter is used to determine your usage. Water and sewage can be flat rates or metered and are often included in the monthly rent of a unit. Check with your landlord.

Fort Collins Utilities

330 S. College

(970) 212-2900

<https://secure.fcgov.com/utilities/service-request>

### **Xcel Energy (The Public Service Co.)**

Public Service Co. provides natural gas. Service can be initiated with a phone call or a visit online. Be sure to do this at least 24 hours prior to when you need the service. A security deposit may be required but you can waive the deposit by providing your social security number for a credit check or by having a guarantor's name added to the account. Call during regular office hours: 6:00am to 7:00pm, Monday through Friday.

Your actual energy costs will depend on the efficiency of your appliances, the insulation in your home, and your personal lifestyle. Public Service Co. has an alternative billing system available such as automatic bank withdrawal. They also have a "Budget Billing" program that allows a credit build-up during the warmer months to apply to the larger winter bills.

## **XCEL Energy**

1-800-772-7858

<http://www.xcelenergy.com/>

## **Qwest Communications**

To establish your phone service, call the Qwest office a minimum of three (3) business days before service is needed. The installation fee is approximately \$35. A deposit may be required for long distance service. Contact Qwest directly by phone or via their website.

Qwest

1-800-244-1111

<http://www.qwest.com/>

Additional services to consider are caller ID and call waiting. Package deals are available; ask for assistance. High speed DSL internet is also available.

One suggestion is to only get local service and then have each roommate obtain his/her own long distance service. That way, no one is left with a huge long distance bill that isn't their own.

## **Garbage Service**

Trash rates in Fort Collins are based on volume; you are charged for each can or bag. Services for trash and recycling collection are offered by private companies, so you "subscribe" directly to local trash companies (or through your HOA). If you live in a house or apartment that does not provide a trash dumpster, you will need to arrange for garbage pick-up. Go to the city's website: <http://fcgov.com/recycling/trash-rates.php> for a list of trash and recycling companies in Fort Collins.

## **Comcast**

Comcast provides cable services within the Fort Collins City limits. Numerous choices are offered, including basic and digital cable. High-speed internet and digital phone service is also available.

1201 University Ave.

970-493-7400

<http://www.comcast.com/>

# GOOD NEIGHBOR TIPS

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

## **The most common types of neighborhood conflicts are:**

- Noise and nuisance complaints, i.e. parties, vehicles, etc.
- Parking problems and occupancy concerns
- Animal disturbances
- Safety issues, such as speeding cars
- Property maintenance/upkeep (or lack thereof)

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

**Introduce yourself, meet your neighbors:** A simple “hello” goes a long way. This is the first step in building a good relationship. If your neighbor knows your name, major, where you are from, etc., they will start to see you as the unique individual that you are....and not “just another student.”

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

**Be considerate and aware of neighborhood expectations:** Know local laws, HOA covenants, and general expectations of the neighborhood. Put yourself in your neighbors’ shoes. Your neighbors’ job and kids can mean they need to get up early (probably worse than getting up for your 8 am class). They would appreciate a quiet environment during weeknights. When your neighbors are in need, offer to give them a hand. They will be impressed by your friendliness. And remember, if you need help someday, chances are your neighbors will be glad to return the favor.

**Party Responsibly:** Talk with you neighbors before you throw a party. Leave them your phone number so they can contact you first if they think the party is getting out of control. Keep your guests inside and close the doors and windows. Even though it’s your right to have a party, your neighbors deserve a good night’s sleep.

**Be Aware of Differences:** Age, faith, ethnic background, and family status can drastically affect how one goes about their daily life. Be aware of the differences between you and your neighbors.

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

## **CITY CODES/ORDINANCES - OCCUPANCY LIMIT (U+2)**



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

Throughout the past year, we have received numerous questions from students who were concerned about the occupancy code. Please read the list of frequently asked questions.

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

Unless you are living in a certified extra occupancy rental house or

certain designated apartments, you cannot have more than three-unrelated persons residing in the same dwelling unit. If the occupants claim to be related, they will be required to provide proof.

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

Since January 1, 2007, you may have.

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

a. For example: You could have any combination of a family plus one additional person (a boarder, a caretaker, a nanny, etc or any number of siblings and an additional roommate) or you could have up to three unrelated adults (three unrelated roommates, two single moms and their kids plus another roommate, etc).

**Why does the occupancy code exist and how long has it been in the books?**

Since the 1960s, the City of Fort Collins has had definitions and ordinances to limit occupancy of a dwelling unit to a family or no more than 3-unrelated individuals. The City created an occupancy limit to help ensure health and safety of residents and to help protect the quality and character of neighborhoods.

**How does the new ordinance differ from the one that's been on the books since the 1960's?**

The major change is that the law is now a "civil infraction" rather than a criminal misdemeanor. This means that the "burden of proof" for establishing a violation is much less than the proof needed for a criminal offense. The definition of occupant and family have been changed and the actual occupancy limit was added (it used to be within the definition of family). There is also a requirement that all properties have an Occupancy Disclosure Statement signed at the time of lease or sale. A copy of the disclosure form can be found at: <http://fcgov.com/building/pdf/disclosure-disclaimer.pdf>

**How will the occupancy ordinance be enforced and what will the process look like?**

When someone calls the city to report a property they believe is over-occupied, staff will be interested in the following information: complainant's contact information, address of property in question,

reasons for suspecting over-occupancy and any supporting evidence (tenants names, license plate numbers, etc.)

Once city staff completes an intake form based on the information provided by the complainant, they will begin an investigation and will contact the owner/property manager and request a copy of the Disclosure form. Disclosure forms have been required since December 2005 and there is a potential fine up to \$1000 for not having a disclosure form upon request. The form acknowledges that all involved parties (sellers, leasers, tenants, buyers) have been informed of the occupancy limit in Fort Collins.

If the investigation produces “reasonable cause” to suspect over-occupancy the inspector will give notice to all tenants, the landlord, and the property manager that they are in violation and may receive citations. They will have 7 days to correct the over occupancy and schedule an inspection to confirm compliance.

Correcting the situation within the time period on a first complaint will result in no citation or penalty being issued. However, if the situation is not corrected, the City can issue a citation to the owner, property manager/landlord and/or each tenant of the property and fines could be as high as \$1000 per day. After being cited, the parties will have 10 days to pay the fine or request a hearing.

If participants request a hearing, they will be scheduled to appear before a court-appointed hearing officer. The inspector will also be at the hearing and any neighbor willing to participate as a witness can also attend. Hearings are binding and all statements are made under oath with the consequence of criminal charges such as perjury or false information to authorities if false statements are made.

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

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

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

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

Yes! There are apartment complexes that were built and approved for four tenants. These complexes have a disclosure statement that reflects this occupancy limit. The following apartment complexes are approved for a maximum of four roommates: Ram's Crossing, The Lofts at Campus West, Ram's Pointe, and Ram's Village.

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

It depends if those guests spend enough time at your place to be considered occupants. The occupancy limit applies to occupants - not guests. However, the code that went into effect in 2007 classifies anyone who spends more than 30 nights in a dwelling unit in a calendar year as an occupant. Therefore, a frequent guest could actually be considered an occupant. If the City receives a complaint, there will be an investigation to see if there is reasonable suspicion of an occupancy limit violation.

If you have further questions please call Neighborhood Services at 224-6046 or go to [www.fcgov.com/neighborhoodservices](http://www.fcgov.com/neighborhoodservices)

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

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



# PUBLIC NUISANCE ORDINANCE

## **What is the Public Nuisance Ordinance and why was it created?**

Over the past few years, many neighbors have contacted the City because of a nuisance property in their neighborhood. These houses are usually described as chronic problems, creating an eyesore in some cases, or disturbing the peace of others who live nearby. Although the City has existing laws to deal with many of the individual issues neighbors complain about, there was not an effective way of handling chronic nuisance problems until 1999 when the PNO was enacted.

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

- Two citations for the same violation in six months (i.e. two noise tickets)**
- Three citations in one year**
- Five citations in two years**

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

- Public Nuisance Ordinance follows the property, not the tenants. When you are looking to rent an apartment or home, you should check to see if the rental you’re planning on moving into has received tickets over the last two years. The Neighborhood Services Division, (970) 221-6676, can provide this information. Don’t get caught up in someone else’s mess!
- Example: You and your roommates move into a house in August and decide to have a moving-in party. You receive a noise ticket and later find out that the previous tenants had a moving-out party and received a ticket in July. Because this residence has received two noise citations within a six-month period, the house could potentially be deemed a public nuisance which means the city could take action against the landlord and you (the tenant) could be evicted.

## **NUISANCE GATHERING ORDINANCE**

This ordinance was passed in 2005 to address impacts on neighboring properties resulting from social gatherings. Examples of these impacts can include trash and litter, public urination, and vandalism. This ordinance makes it a misdemeanor criminal offense to the responsible party (the party host, not necessarily the people actually littering or vandalizing) when these types of nuisances occur on neighboring private or public property. A conviction carries up to a \$1,000 fine (\$500 minimum) and there is a possibility of jail or community service hours. Additionally, you could be assessed the costs of police and fire personnel overtime (should a riot occur), cost of repairs to city streets, and the cost of cleanup and/or repairing any damage to neighboring property.



## **OTHER MUNICIPAL CODES**

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

### **Noise**

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

- Fort Collins Police Officers typically respond to noise/parties on a complaint basis. This means you have to have disturbed someone in your neighborhood who then calls the police. The responding police officer has the discretion to decide if the noise coming from your property is unreasonable. If the noise is determined unreasonable, they can issue a ticket with a fine up to \$1000 per resident for the first offense. If convicted, a noise violation constitutes a criminal misdemeanor.

### **Trash**

- Trash containers must be stored out of public view.
- Trash containers can be placed out for collection no earlier than 12 hours before scheduled pick-up and cannot remain there for more than 12 hours after pick-up.
- Trash cannot be placed on the street or sidewalk where it can interfere with bicyclists, pedestrians, and vehicles.
- Trash can include: bagged leaves, newspapers, car/bike parts

### **Yards/Grass**

- Weeds and grass cannot exceed a height of six inches in yards and alleys within city limits.
- Leaves and branches may be temporarily piled provided they are being gathered for disposal; piles cannot remain in your yard for an indefinite period of time. Do not rake leaves into the street since it is unlawful and can cause storm water drainage problems.

### **Parking**

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

### **Snow Removal**

- Whether you own or rent your home, you are responsible for clearing snow and ice off sidewalks adjacent to your property within 24 hours after the snow stops falling.
- If your walk has not been shoveled, it may be reported to the Nuisance

Hotline by a neighbor, or City inspectors may proactively notice the offense while out in the field. You will be billed if the City hires someone to remove the snow, which can be very expensive. You may need to use an ice-melt material in order to make your sidewalk safe for pedestrians.

## **Animals**

- **Licensure** - All dogs and cats within City limits must be licensed yearly through the Larimer Humane Society. Failure to properly license your pet can result in a Municipal fine if the animal is impounded. Pet licenses can be purchased at the Off-Campus Student Services office in the Main Level of the LSC above the Transit Center.
- **Leash Law** - It is unlawful for the owner or keeper of any pet, except birds, to permit such animal to be at large in the city. This means all pets (cats too!) must be kept on a leash if they are not confined to a fenced yard or a designated dog park.
- **Noise/barking dogs** - Barking or howling dogs can be a major irritant in a neighborhood setting. While it is important to understand that dogs bark incessantly for specific reasons (boredom, anxiety, fear, etc.), it is unlawful to allow this behavior to negatively impact others. Animal Control Officers will respond to noise disturbances when a citizen makes a formal complaint through the Humane Society, 970-226-3647
- **A Public Nuisance** could be declared if any owner or keeper fails to exercise proper care and control of his/her animal which causes a safety or health hazard, damages or destroys the property of another, or creates offensive odors which interfere with or disrupt another person.

## **Furniture**

- No furniture designed for indoor use can be placed in your yard or on an unenclosed porch. Ex: Sofas cannot be on your front lawn or roof. If you are looking for a free sofa or a way to get rid of unwanted couch, visit the Great Sofa Round-Up which will occur August 1st and 2nd 2008.



# PARTIES

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

## **Before the Party**

1. Agree with roommates/housemates about "house rules."
  - Determine party size, hours of party, whether alcohol will be served, music volume, clean-up, etc.
2. Pick a responsible host for the party.
  - The sober host should turn away uninvited guests, monitor house rules, talk with the police should they show up, and watch for drunk drivers.
3. Speak with your neighbors.
  - Inform your neighbors of the upcoming party and provide them with the contact information of the sober host. If you tell them you will be done by a certain time, be sure to stick to it!

## **During the Party**

1. Monitor for the following:
  - Noise level, size of party, familiarity of guests, street parking, sobriety levels, etc.
  - Behavior of guests leaving party (noise level, littering on neighbors' yards, public urination, etc.). Neighbors typically report that it's the behaviors of people "coming and going" to the party that they find most disruptive, not the party itself.
2. Take action
  - If the party gets beyond your control, call the police non-emergency number and ask for assistance at 970-221-6540. If you call the police to help shut down your party before neighbors call with noise complaints, you are less likely to receive a ticket.
  - Let the sober host talk to police. Don't get in the way; you could end up being charged with obstruction and/or resisting arrest.
  - Be cooperative with police, neighbors, and others who come to discuss problems they have with the party. This may prevent multiple citations.

## **After the Party**

### 1. Clean-up/damage control

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

### **\*Party Tips\***

- Control access to your party. Keep out “randoms” – they may only be there to find free alcohol. They do not know you and may not care if you receive a ticket for noise or alcohol violations.
- Pick up a Party Pack free of charge from Off-Campus Student Services at CSU.
- If you have a party and receive a noise violation, you will most likely have to attend a noise violation class, even if it is your first offense. The City of Fort Collins and CSU have partnered to create a Party Partners Workshop for students who have received a noise ticket in Fort Collins.

## **PARTY PACKS**

Party packs are designed to help students have fun and entertain friends without disturbing neighbors, violating the law, destroying property, endangering themselves or others, or getting the police involved.

Each party pack contains:

- bottles of water
- party smart t-shirt for the sober host
- Safe Ways Home card
- trash bags
- handouts that can be distributed to neighbors informing them of the party
- roll of tape for posting handouts on neighbors' doors
- party checklist
- “Throwing House Parties” brochure
- bookmark outlining common code and ordinance violations
- flashlight
- chip clip
- Duh posters
- Recipe Book (food and alcohol-free drinks)
- 1 evaluation card (\*returning card makes you eligible for a giveaway)

## RIOTS

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

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

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

## USEFUL INFORMATION FOR LIVING OFF CAMPUS

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

### **Bike:**

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

### **Transfort:**

Transfort is the Fort Collins bus service. Fulltime CSU students can pick up a bus pass for FREE. The indoor transit center is located at the Lory Student Center lower level. Bus routes and service times vary; pick up a bus schedule or visit <http://fcgov.com/transfort/> for more information.

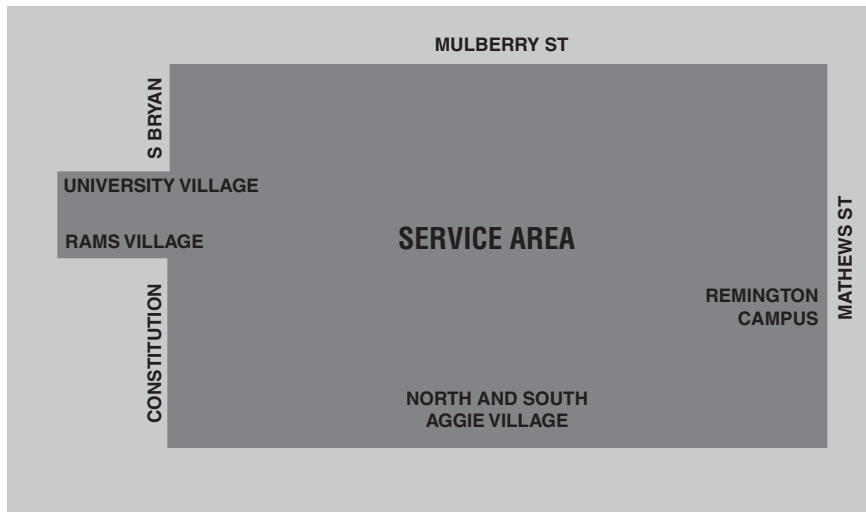
### **Walking:**

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

### **Safe Walk:**

You can contact the CSUPD at 970-491-1155 for a free Safe Walk to and

from any location within the service area below. Campus Service Officers are on duty every evening to provide this service. The map below shows the area in which this service is available.



**Parking:**

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

Z	For all commuter students valid in Z zones	\$111
H	For commuter students with physical disabilities Valid in A,B,Q,S,T,U,W,X,Z, Client zones, Handicap stalls and blue Handicap meters.	\$111

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

**RamRide:**

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

Email: [ramride@ascsu.colostate.edu](mailto:ramride@ascsu.colostate.edu)  
 Phone: 970-491-3333



**Lockers:**

Need a locker? Off-Campus Student Services rents out lockers that are located in the Commons. Lockers are \$15 a semester charged to your student account, and they are accessible whenever the LSC is open. There are also bigger lockers located behind the ASAP office that are open when ASAP is open. Visit the OCSS office to get yours! OCSS is located on the main level of the LSC above the Transit center.

## FOOD

Now that you no longer have to eat dining hall meals, you need to start thinking about your options. Start by answering some of the following questions: Do you enjoy cooking? Do you know how to cook? Do you have the time to cook? Are you going to eat out all the time? Can you afford it?

**Recipes:**

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

- <http://www.kraftfoods.com/>
- <http://www.cooking.com/>
- <http://www.backofthebox.com/>
- <http://www.recipesource.com/>
- <http://www.timetrimmers.com/>
- <http://www.bettycrocker.com/>
- <http://www.meals.com/>

**Where to Eat on Campus:**

If you don't feel like running back home between classes, you can always eat on campus.

**Dining Halls:**

Yes, you can still eat in the dining halls. Meal plans for off-campus students can be purchased at 108 Palmer Center with cash, charge, check or your student account. Questions? Call Housing and Dining Services at 970-491-4754.

**LSC:**

Lory Student Center is a convenient place to get food before, after, or in between classes.

Bagel Place  
Sweet Sensations  
That's A wrap  
Subway  
Panda Express  
Villa Pizza  
Taco Bell  
Spoons  
Carl's Junior  
Cam's Lobby Shop  
Ramskeller

Also check out the LSC website for hours and coupons:

**<http://www.sc.colostate.edu/food.aspx>**

## GET INVOLVED ON CAMPUS

Living off campus doesn't mean you have to be disconnected from the University. Want to get involved and stay active but don't know where to start? Try these:

**ASAP:**

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

**Campus Recreation:**

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

**Website:** <http://campusrec.colostate.edu/>

**Phone:** 970-491-6359

**CSUnity, Fall Clean Up & Adopt-a-Neighbor Programs:**

Want to get involved in a neighborhood community service project? These programs are geared towards helping elderly and disabled residents throughout the Fort Collins community. By volunteering your services to these neighbors in need, you will begin to feel a sense of connectedness to neighbors and the community. We encourage you to sign up for these volunteer opportunities as they help give students positive attention and appreciation from the Fort Collins' Community. Call the Community Liaison, Melissa Emerson, for more information: 970-491-2248

**Department of Music, Theatre, and Dance:**

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

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

**Online Events Listing:**

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

Also check out Event @ Colorado State calendar for highlights of upcoming events open to the CSU community. All listings are sponsored either by CSU or a recognized student organization.  
Website: <http://events.colostate.edu/>

**Student Leadership, Involvement and Community Engagement (SLiCE):**

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

Location: Room 109, Lory Student Center  
(Main Level, directly behind Campus Information Center)  
Phone: (970) 491-1682

- **Student Organizations:**

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

Website: <http://www.sc.colostate.edu/studentorg.aspx>

Location: Lory Student Center, Lower Level

Phone: 970-491-1115

- **Student Involvement Fair:**

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



## PLACES TO GO BETWEEN CLASSES

Living off campus probably means that your new place is not going to be as close to class as your dorm room. So, when you get an hour or two break between classes and don't feel like going back home, here are some places on campus where you can go to study, relax, or use the internet.

### **Computer Labs:**

Weber Building has a computer lab with various types of software and free printing. Check out other computer labs on campus: <http://www.acns.colostate.edu/?page=labs>

### **Morgan Library:**

More than 250 computers are on the first floor. Quiet study areas are on the lower level, second, and third floors. There are also group study rooms available on a first come first serve basis on the lower level and the third floor. The journal room on second floor is a great place to read current magazines.

### **Recreation Center:**

Tired from sitting in class all day long? Go work out in the Rec Center. Lockers are available for rent per semester. The Sun Plaza located right outside of the Rec center is also a good place to chill when the weather is nice.

### **LSC Commons (lower level):**

Here's a place with comfortable couches and a big flat screen TV. Microwaves, phones, and computers are also available.

### **Commuter/Adult Learner Lounge (LSC, Main Level):**

The lounge at Off-Campus Student Services/Resources for Adult Students is open to all students. Come use our computers and table space to work on homework. You may also pick up a free cup of coffee or tea.

# SAFETY

It is always better be safe than be sorry. Tips to protect yourself and your property:

## **When you are at your house/apartment:**

- Lock your door, even when you are inside your home or just stepping out for a short while. It takes a thief ten seconds or less to enter an open room and steal your property.
- Lock or secure doors and windows when you are alone or asleep.
- Keep emergency numbers by your phone.
- Do not leave messages on your door indicating that you are away and when you will return (including your schedule).
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access to your home.
- Do not put your address on your key ring.
- Know your neighbors.
- Do not leave keys in hiding places. Thieves will find them.
- Check if the smoke detector is working. Change the battery twice a year.

## **When you are leaving for breaks:**

- Thieves know the college schedule so make your place looks lived in.
- Tell your neighbors that you'll be out of town and ask them to keep an eye out.
- Keep all windows and doors secured.
- Store electronic equipment and small valuables (jewelry) in a safe place.
- Cancel your newspaper so they don't pile up outside your house.
- Contact the post office and have them hold your mail while you are away.
- Have a timer for lights so that your house looks occupied, even while you are gone.



- If your neighbors have an extra vehicle, ask if they are willing to park in your driveway.
- Keep your heat on (during winter months) so pipes don't break. Coming back to a flood would be a bummer.

When you are walking:

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

## COMMUNITY LIASON RESOURCES

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

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

The following is a list of programs geared toward education, outreach, and community connectedness.

### **Great Sofa Round-Up:**

This collaborative event between CSU and the City of Fort Collins helps residents get rid of unwanted furniture in a safe, legal, and environmentally-responsible way. It also gives people in need access to free sofas. By getting the sofas to the people who need them, fewer abandoned sofas end up in alleyways, streets, rooftops, and the landfill. Visit the Sofa Round Up on August 1st and 2nd at the CSU visitor's parking lot.



**Rental World Video:**

The Rental World is a 23-minute video that addresses issues commonly faced by students who move off campus for the first time. Filmed as a parody of MTV's "Real World," it traces the lives of five house-mates as they encounter landlords, leases, police, and neighbors. The goal of the Rental World is to provide students with the information they need to make a successful transition from on-campus housing into the community. To watch Rental World go to: <http://ocssral.colostate.edu/clc/rental-world.asp> or visit YouTube and search for Rental World.

**Community Mediation:**

The Community Mediation Program is a free, confidential service designed to resolve neighborhood, roommate and landlord/tenant conflicts. Mediation offers an alternative to traditional dispute resolution, such as legal intervention. Issues resolved through mediation typically include: noise, pets, property maintenance, parking, and a variety of landlord/tenant and roommate disputes. Go to: [www.fcgov.com/neighborhoodservices/mediation](http://www.fcgov.com/neighborhoodservices/mediation) or call 970-224-6022 for more information.



## **QUICK REFERENCES**

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

**Community Liaison Program: Melissa Emerson, <http://ocssral.colostate.edu/clc/> or call 970-491-6707**

**CSU Hartshorn Health Service: 970-491-7121**

**CSU Police Department Non-Emergency: 970-491-6425**

**Fort Collins Police Services Non-Emergency: 970-221-6540**

**Landlord/Tenant Handbook: Also, on our website  
<http://fcgov.com/neighborhoodservices/pdf/lthandbook.pdf>**

**Neighborhood Services Division, 281 North College, 970-224-6046  
<http://fcgov.com/neighborhoodservices/>**

**Nuisance Hotline: 416-2200**

**Occupancy Limit FAQs:  
<http://www.fcgov.com/neighborhoodservices/3-unrelated.php>**

**Off-Campus Student Services, Main Level, LSC 970-491-2248 <http://ocssral.colostate.edu>**

**Poudre Valley Hospital Emergency Room: 970-495-8020**

**Rental World: <http://ocssral.colostate.edu/clc/rental-world.asp>**

**Student Legal Services: 970-491-1482, <http://www.sls.colostate.edu>**

For More Information About this Handbook, please contact: Melissa Emerson, Community Liaison, [melissa.emerson@colostate.edu](mailto:melissa.emerson@colostate.edu), or call 970-491-6707.

weekend??

Can someone else do the dishes for once ???

Can someone feed my fish while I'm in Breck?  
Thanks!

Why is the plunger in the sink?

WHO ATE MY CHIPS?

Ren  
the  
Pe

Who had people over last night?  
It was so loud I couldn't sleep!

the landlord called - we were supposed to shovel the snow at walk

Can we please try not to miss trash pick-up this week??

I took care of those dishes in the sink - maybe someone can do it some time

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