Insider’s Guide: LIVING OFF CAMPUS
Students are encouraged to visit the OCCS to learn about the network of educational and community services available to them. The office provides students with information on finding suitable housing, exercising their rights and upholding their responsibilities as tenants and as members of the community, and identifying resources that can assist with other off-campus housing questions. OCCS is available for in-person assistance at 754 Ostrom Avenue, or assistance via phone at 315-443-5489, online at offcampus.syr.edu, and e-mail at offcampus@syr.edu.

This guide is designed to provide an overview of the off-campus living experience and offer useful information on crucial topics, including landlord/tenant relations, off-campus safety, living in the community, and handling roommate conflicts. This is only a guide and is not intended as legal advice or to replace the services of an attorney.
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COMMUNITY AMBASSADORS

In an effort to assist students with their transition to off-campus living in the Syracuse University neighborhood, OCCS is proud to host the Community Ambassador Program. This program matches successful off-campus students with selected blocks in the University neighborhood. Selected students serve as ambassadors and role models to the residents of the streets they are living on. Community Ambassadors (CA) will provide a point of contact for student-residents on their assigned block, provide access to resources, and build community in order to ease the transition to off-campus living. CAs will be going door to door and e-mailing invitations to community events and timely information throughout the year.

TO FIND OUT MORE ABOUT THE COMMUNITY AMBASSADOR PROGRAM, or to find out if there is one on your block, please visit offcampus.syr.edu or call the office at 315-443-5489.

Obtaining Utilities

HOW TO OBTAIN GAS AND ELECTRICITY

To have your electric and/or natural gas service turned on, contact National Grid at 1-800-642-4272, or visit National Grid’s web site at www.NationalGridUS.com. When you call to order your electric and/or natural gas service, the National Grid service representative will ask for the following information:

- Your complete name, address, and telephone number
- Kind of service you are requesting
- When you would like the service connected
- Social Security number, driver’s license number, credit card number, or student I.D. number
- Your previous address (if you have had National Grid service in your name)

HOW TO INSTALL YOUR TELEPHONE

To order telephone service, contact Verizon at 1-888-251-7802. When you call to order your phone service, the Verizon service representative will ask for the following information:

- Your complete name and address
- Kind of service you are requesting
- Name of the long-distance carrier you have chosen
- How you would like your directory listing to appear
- Your previous address and telephone number
- Other credit information that will be kept strictly confidential
HOW TO OBTAIN CABLE SERVICE
To obtain cable service, contact Time Warner Cable at 315-634-6000. When you call to order cable service, the Time Warner Cable representative will ask for the following information:
• Your complete name, address, and telephone number
• The kind of service you are requesting
• Your previous address (if you have had Time Warner Cable service in your name)

HOW TO OBTAIN INTERNET
Both Time Warner and Verizon offer Internet service. Depending on your provider for phone and cable service, you may be able to save money if you get a bundle package. Call Verizon at 1-888-251-7802 or Time Warner at 315-634-6000 for information on pricing and bundle packages.

Renter’s Insurance

WHY HAVE RENTER’S INSURANCE?
Before moving into your new rental home, make sure your belongings are protected. Landlords and property owners are typically not responsible for personal property.

There are two main reasons for obtaining rental insurance for your home. The first, and most obvious, is to protect your property against theft or damage. Some policies cover property theft from your home and your place of work. Renter’s insurance can cover fire and smoke damage, theft, vandalism, damage from windstorms, and other hazards. Specific coverage depends on your particular policy.

The second reason to get a policy is for the liability coverage, to protect you from a civil suit based on negligence. Some policies also pay medical expenses if people are injured on your premises.

IMPORTANT CONSIDERATIONS
Renter’s insurance usually ranges from $55 to $235 a year. To determine how much coverage you need, add up the cost of replacing all of your possessions. Every policy is slightly different. Shop around for the policy that meets your needs. Prices vary from company to company, and so does protection. Many local agents carry policies from several different insurance companies, so shop for the best deal. Insurance agents are listed in the Yellow Pages under “Insurance.”

Syracuse University offers a personal-property-only protection plan to all enrolled students. For more information about this plan, call 1-866-535-0456 or e-mail student@haylor.com. Note that the Haylor, Freyer & Coon policy does not include liability coverage.

WILL I BE COVERED UNDER MY PARENTS’ HOMEOWNER’S INSURANCE?
Students up to age 25 are typically covered under their parents’ homeowner’s insurance; therefore, you may be covered. Check with your parents to determine what would be covered in the event of a loss or claim.

DEDUCTIBLE
Most policies have a deductible. This is a specific amount deducted from each claim you file. For example, if your $400 camera is stolen, and you have a $100 deductible, you will, subject to the policy’s terms and conditions, receive $300 in your adjustment. The purpose of a deductible is to eliminate paperwork for small claims. Unfortunately, insurance companies and students may have different ideas of what constitutes a small claim. Shop around; deductibles usually vary from $50 to $500.

LIABILITY
Liability coverage can range from $100,000 up to $1 million. Check to see if your policy will cover your attorney costs in a civil suit and/or medical expenses to those who are injured due to your negligence.
**VARIABLES THAT CAN AFFECT YOUR RATES**
- If you live in or out of city limits
- Type of building construction (e.g. wood frame or brick) and protection (e.g. dead bolts, smoke detectors, etc.)
- Student or nonstudent status, and sometimes marital status
- If you live in a complex with four or more units
- If you have other policies with the company (e.g. auto insurance)
- How much property and liability coverage you want or need

**Protecting Your Security Deposit**

When moving in, the best way to protect your security deposit is to complete a detailed checklist of all damages already present in the unit. Note things as small as nail holes in the walls, burns in the carpets, and cracks in the windows. **For sample Condition Checklist, see Appendix B (page 27).** Be sure that your landlord is with you when you do this and signs the checklist. If your landlord is unable to walk through with you, be sure to take pictures of or videotape your apartment to accurately depict its condition, and send a copy to your landlord via certified mail.

**Rental File:**

Your rental file should contain the following items:

**RENTAL LOG**
Use a simple notebook to write all dates and times you contacted, or tried to contact, your landlord (by phone or e-mail); make a note of any discussion. Logs are a useful permanent record of how the landlord did or did not respond to problems.

**APARTMENT CONDITION CHECKLIST**
A copy of this form is included in Appendix B (page 27). This is evidence of the condition of the apartment when you move in and out. Keep a copy, and send the original to the landlord by certified mail and return receipt.

**CORRESPONDENCE WITH YOUR LANDLORD**
Make any complaints or concerns in writing, and keep copies on file. All verbal requests should be followed up in writing, with copies in your file. Sample letters to landlords can be found in Appendices C, D, and E (pages 29-31).

**REPORTS**
Keep copies of the Certificate of Suitability, building inspection reports, police reports, and any other reports from other agencies.

**RECEIPTS**
Keep rent and utility receipts to track costs and bills that have been paid. You should also keep copies of all checks for rent and your security deposit.

**PHOTOGRAPHS**
Photos may be the evidence you need to document a repair or security deposit problem. Photos should be dated and signed by a witness.

**KEEPING GOOD RENTAL RECORDS**

Start a rental file as soon as you sign the lease and add to it throughout your lease term. A rental file is easy to keep, considering the money you may recover through rental modification or qualifying for full return on your security deposit. If a rental problem arises, it is easier to negotiate a solution with the landlord when you have written records that show the extent of the problem, what you asked the landlord to do about it, and how the landlord responded. Keep records of rental repair requests, security deposit disputes, and other important issues related to rental agreements.
**Getting Repairs Made**

The most common problem for tenants is getting the landlord to fulfill his or her responsibility to make necessary repairs on the premises. If you are living with several people, identify a spokesperson for the group. When there are problems, have your spokesperson immediately contact the landlord and follow up in writing if necessary. Do not be afraid to keep calling if the problem is not resolved. Offer to do some of the repairs if your landlord will pay for the supplies. For example, if you want to repaint the living room, offer to paint it yourself if your landlord will purchase the painting supplies.

*For sample letter Requesting Repairs, see Appendix E (page 31).*

In New York State, a tenant cannot withhold rent from a landlord except under extraordinary circumstances (e.g., property becomes “dangerous to life, health, or safety of the tenant”). Therefore, the City of Syracuse Division of Code Enforcement is probably the best resource if your landlord refuses to correct problem conditions in your apartment (e.g., getting your heat turned on). The Housing Code establishes property maintenance standards and describes in detail the responsibility of owners and occupants of residential property located within the City of Syracuse. Copies of the code can be obtained from the City of Syracuse Division of Code Enforcement, 201 East Washington Street, Syracuse NY 13202. If you have questions, contact the City of Syracuse Division of Code Enforcement at 315-448-8695.

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**UPDATE YOUR STUDENT CONTACT INFORMATION**

Syracuse University students are required to provide to the University accurate and timely information regarding their addresses, phone numbers, and other contact information, including contact information for their parents, guardians, or others to be notified in an emergency.* This policy was approved March 14, 2005.

* Please remember to update your information whenever changes occur.

**How to submit your contact information:**

- MySlice (myslice.syr.edu). Log in and select an option under “Personal Information.”
- Registrar’s Office, 106 Steele Hall; 315-443-2422; crecords@syr.edu.
Moving OUT

CLEANING
You should thoroughly clean all aspects of your apartment (refrigerator, oven, bathroom, floors, etc.) when moving out. You should properly dispose of all trash and unwanted furniture; do not leave it behind unless instructed by your landlord to do so. Leaving your apartment clean is the best way to ensure getting your full security deposit back.

GETTING YOUR SECURITY DEPOSIT RETURNED
When you move out, you should complete a detailed checklist of any damages in the unit and compare that against the checklist you created when you moved in. You should take photos and/or video of the unit to note its cleanliness and any issues present. According to Syracuse city ordinance, security deposits must be returned within 21 days of the end of the lease. If the full security deposit is not returned, an itemized listing of costs should be sent to you with the remaining deposit.

TEN TONS OF LOVE
To donate unwanted non-perishable food, clothing, house wares, and furniture, visit tentons.syr.edu.
LANDLORD INFORMATION SHARING PROGRAM

This program is designed to provide students with a method for communicating with one another from year to year about their rental housing challenges and successes. The goals of the Landlord Information Sharing Program are as follows:

• To provide students with a constructive format to raise concerns about the quality of their off-campus housing in a manner that will lead to issue resolution
• To provide a neutral context in which landlords can respond to and address students’ concerns
• To provide a record of concerns raised and the manner in which concerns were addressed
• To reduce the number of student concerns that ultimately go unknown or unresolved, or that escalate beyond the point that an amicable resolution is possible

In our experience, conflicts between students and their landlords often occur due to a breakdown in communication. We hope this program can promote more effective, constructive communication between students and their landlords.

PROCESS

Any Syracuse University or ESF student can fill out a comment form, found online at offcampus.syr.edu or in our office at 754 Ostrom Avenue. You must clearly explain your concerns or issues on the form provided or by attaching a separate typed letter. You must use facts to describe the situation that is the basis for your documentation; you cannot simply provide an opinion of your landlord with no supporting factual basis.

OCCS staff would also like to hear about positive interactions you have had with your landlord. If you have positive experiences you would like us or other students to know about, you should send us a letter clearly explaining the interaction, using facts to describe the situation; you should not simply provide an opinion of your landlord with no supporting factual basis.

WHAT HAPPENS WHEN A COMMENT FORM IS FILED?

OCCS staff reviews all completed comment forms. If any form includes unprofessional language or is not appropriate to share with other students, it will be returned to you with a letter explaining why.

OCCS staff forwards a copy of the submitted comment form to your landlord. The landlord may respond to the concerns or issues directly or may respond by sending a letter to OCCS. If OCCS receives a response, a copy will be mailed to you.

OCCS staff retains a copy of all comment forms and landlord responses in the office at 754 Ostrom Avenue. All names, contact information, and any other identifying information will be redacted from the comment forms and responses.

Sometimes your landlord may not respond to your concerns or issues, or may respond unfavorably. OCCS staff will work with you throughout the process to seek a resolution to your problem. When appropriate, OCCS staff will refer you to agencies that are better able to assist you, such as the Syracuse Police Department, City of Syracuse Division of Code Enforcement, Student Legal Services, etc.

Your comment form will be saved in a file under your landlord’s name. Other SU or ESF students will be able to view your comment form and your landlord’s response when they search for off-campus housing.

We encourage students viewing the landlord files to consider not only the number and type of concerns or issues raised, but also the landlords’ responses to them.

Please note that the views expressed in these materials are solely those of students and local property owners and not those of Syracuse University.
Managing Your FINANCES

Living off campus can involve unanticipated costs. The information that follows is designed to help you plan and manage the costs of living off campus.

**WINTER HEATING**

If heat is not included in your rent, ask your landlord for an estimate of expected heating costs. Ask the landlord for a summary of the past two years’ heating bills. The landlord must provide this information to prospective tenants upon written request. This is the best way to know what you should expect to pay. Also consider signing up for a budget payment plan through National Grid. It will spread your bills out evenly over the entire year so you’re not stuck with large bills during the winter months. The following are some tips for saving money:

- Set your thermostat lower when you are not home and when you are sleeping.
- Put an extra blanket on your bed, and wear an extra layer to be comfortable.
- Set your thermostat at 68 degrees. For every degree you lower your thermostat, you can save 3 percent of your annual heating costs.
- Install a programmable thermostat that allows you to set up heating programs that will automatically change the thermostat’s set temperature between comfort and energy-saving levels at specified times.
- Keep curtains and shades open during the day to capture daylight warmth, and close them at night to prevent heat loss through windows.
- Keep doors of unused rooms closed, and use a towel to eliminate drafts under doors.

**SPLITTING BILLS**

Off-campus you’ll have many separate bills. Each bill will need to be in just one person’s name. If you have roommates, split the utility bills among house members. This way, one person is not responsible for all of the bills. Communicate with your roommates about when bills are due and what is owed.

**CLEANING SUPPLIES**

Keep in mind that you are responsible for keeping your entire apartment clean. Make sure you have appropriate cleaning supplies and equipment, such as a vacuum cleaner for carpets or a mop for hardwood floors. You may also want some small rugs to protect the floor from snow and salt in the winter.

**FOOD AND GROCERIES**

It’s important to budget enough money to maintain healthy eating habits off campus. Save money by buying in bulk or using coupons. Store brands are often a better bargain than national labels, and the quality is just as good. When comparing costs, keep your eye on unit prices. Another way to eat well on a budget is to purchase a 5-Meal Plan so you have the option of eating some meals on campus.

**PETS**

One advantage of living off campus is that your apartment may allow you to have a pet. While this seems like a fun benefit, having a pet comes with many costs and responsibilities. It costs a lot to take care of a pet—including food and veterinarian bills. It is illegal to abandon pets once you move, so make sure if you get a pet you’ll be able to take it with you when you move out.
TRANSPORTATION
You may drive more when you live off campus, so it’s important to consider the additional cost. You should also consider whether you’ll need to pay for parking if no parking spot is included with your apartment. You may have to consider keeping your car on campus. Parking tickets can be costly, and parking illegally could get your car towed.

CREDIT CARDS
Resist the urge to use a credit card to pay for living expenses; credit cards aren’t free money. Credit cards typically have very high interest rates. Not only will you be paying for your purchases well into the future but you may also wind up paying much more for them than if you just paid cash. If you don’t have enough cash to buy a certain item, you shouldn’t buy it at all.

NOT ALL CARDS ARE CREATED EQUAL
If you apply for a credit card, be sure to fully understand credit terms and conditions. Compare costs.

Annual Percentage Rate (APR)—The yearly interest charge applicable to outstanding credit balances.

Annual Fee—The once-a-year cost of owning a credit card. Some credit cards have no annual fee.

Grace Period—The period before interest begins to accrue on new purchases.

Minimum Payment—The minimum dollar amount that must be paid each month, usually 2 or 3 percent of the amount owed.

Interest Rate—The percent, per unit of time, of the total sum borrowed that is charged by a bank or financial institution for use of its money.

BUDGET WORKSHEET
It is important to make a budget when you live off campus to ensure you will be able to pay the bills on time and do not overspend on nonessential items.

Make sure you use consistent measures; for example, to get an accurate comparison of income and expenses, you must list them all in the same units (per month, per semester, or per year). This will require you to multiply or divide certain income or expenses to be consistent.

First, use the table below to determine your total income, then calculate how much should be spent on each expense.

<table>
<thead>
<tr>
<th>INCOME SOURCES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family contribution</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
</tr>
<tr>
<td>Financial aid</td>
<td></td>
</tr>
<tr>
<td>Savings</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
It is important to note how much of your total income should be allocated for the costs associated with living off campus. The following percentages of your total income represent the average for students living off campus. These are only guidelines; you should tailor your budget to fit within your needs and priorities.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>PERCENT OF TOTAL INCOME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (tuition, books, fees, supplies)</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>Housing (rent, utilities, phone, renter’s insurance)</td>
<td>14%</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>6%</td>
<td></td>
</tr>
<tr>
<td>Transportation (car payment, gas, insurance, repairs)</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Personal/Miscellaneous (clothing, health, laundry, cleaning)</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>Entertainment (movies, sporting events, concerts)</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Other Expenses (parking, childcare, loans, travel)</td>
<td>1%</td>
<td></td>
</tr>
</tbody>
</table>

Also give some thought to one-time or occasional expenses—things like car repairs and registration, gifts for friends and family, vacation and travel, and other expenses that might occur just a few times a year or even less. It’s good to set some money aside for unexpected expenses.

You can find an interactive budget designed especially for students online at the following web site: www.accessgroup.org/calculators/in_schlbud.htm.

**TIPS FOR SKILLFUL MONEY MANAGEMENT**
- Leave debit and credit cards home, and carry only a few dollars with you each day.
- Know the difference between wants and needs, and resist the temptation to purchase products online or from catalogs.
- If you decide to have a credit card, choose one with a low (or no) annual fee, a low interest rate, and a long grace period.
- Use a credit card only for convenience, not credit, and pay your bill in full each month.
- Avoid extra fees for ATM withdrawals by using a bank with a convenient local branch.

**For Further Information**

**The Office of Financial Aid and Scholarship Programs**
200 Archbold North
315-443-1513
finmail@syr.edu
financialaid.syr.edu

**Consumer Credit Counseling**
500 South Salina Street, Suite 600
Syracuse, NY 13202-3394
800-479-6026
cccscny.org
Tenant Responsibilities

It is important for you to know your responsibilities as a tenant. If you are not familiar with your responsibilities, you may find yourself unintentionally breaking your lease agreement.

THE LEASE
You are responsible for reading the lease and agreeing to its terms. Once you sign the lease, you generally are held to its terms unless the terms are illegal.

For sample letters on breaking your lease, see Appendix D (page 30).

Subleasing

Subleasing occurs when a tenant rents the apartment to a third party (subtenant). The subtenant is responsible to the tenant for performing all obligations set forth in the sublease agreement, and the tenant for performing all obligations set forth in the original lease agreement. This means that finding a subtenant does not release you from your obligations under the original lease. For example, if the subtenant does not pay his or her rent, you remain responsible for the amount due. Before you negotiate a sublease agreement, you must be sure that you are entitled to do so under your lease.

For Sample Sublease Agreement See Appendix A (page 26).

PAYING RENT
You are responsible for paying the rent on time. Remember that most leases are joint and several: they require that each tenant is responsible for the entire amount of the rent. Therefore, if one of your roommates fails to pay the rent one month, you could be responsible for paying the entire rental amount for that month.

CARE OF PROPERTY
You and your roommates should work together with the landlord and neighbors to keep the property clean and safe. Keep the apartment clean and free of insects and rodents (e.g., dispose of your garbage and recyclable materials properly). Remember that you are responsible for any damage done to the property by you or your guests.

NOTICE OF REPAIRS
You are responsible for giving the landlord notice of any needed repairs or maintenance. This is especially important when the problem will cause additional damage unless it is promptly fixed. You should also contact your landlord immediately if you notice any insects or rodents in your apartment.

RIGHT TO PRIVACY
As a tenant, you have the right to privacy within your apartment. However, your landlord may enter your apartment to make necessary repairs or show the apartment to prospective tenants as long as reasonable prior notice is given and it is at a reasonable time. In case of an emergency, your landlord may enter your apartment without your consent.
Landlord Responsibilities

HEAT
Landlords must provide adequate and safe heat and hot water. In Syracuse, heat must be supplied from September 15 through June 15 at a temperature of no less than 68 degrees Fahrenheit. Elsewhere in Onondaga County, state law requires that an apartment’s temperature be at least 68 degrees Fahrenheit from October 1 to May 31 whenever the outdoor temperature falls below 55 degrees Fahrenheit between 6 a.m. and 10 p.m.

SAFETY
Landlords are required to take reasonable precautions to protect against foreseeable harms. This means that you, together with your landlord, must take personal responsibility for your safety.

DUTY OF REPAIR
Landlords must keep common areas such as hallways and laundry facilities clean and safe. Landlords are responsible for maintaining electrical and plumbing systems within the unit. Landlords are responsible for repairing any peeling lead-based paint. Finally, landlords are responsible for maintaining the unit and all supplied equipment, such as refrigerators, stoves, etc.
Living in the **COMMUNITY**

Living off campus offers the opportunity to belong to an even larger, more diverse community than you might experience through residence hall life. When you move off campus, you automatically acquire responsibility to be a good neighbor. Keep in mind that you live in a diverse neighborhood of professional people, families with children, and elderly people. Get to know your neighbors— you may need their help throughout the year. Remember, you are responsible for your guests’ actions. If your guests cause problems for the neighborhood, the problems ultimately become yours.

**City Ordinances to Know**

**BARBECUES**
Use of any open-flame device on porches or overhangs is prohibited. Grills must be placed at least 12 feet from a structure.

**FIREWORKS**
New York State law prohibits the possession or use of fireworks.

**LITTERING AND DUMPING**
Littering or dumping on any public property, public right-of-way, or private property is prohibited. The ordinance defines littering as the discarding of a single item of waste onto the ground by a person.

**NOISE**
Excessive or unnecessary noise that can be heard across property lines is prohibited; this includes noise between apartments in the same building, such as playing a radio, stereo, television, musical instrument, or any other device in such a manner that its sound crosses property lines.

**NUISANCE PARTY**
A nuisance party is a party in which any of the following behaviors are observed: disorderly conduct; open container; outdoor urination or defecation; unlawful sale, furnishing, dispensing, or consumption of an alcoholic beverage or controlled substance; littering; illegal parking or loud noise. Upon observation of a nuisance party, the Syracuse Police Department may approach the premises and disband the party, in which case all non-residents must leave the premises.

**OCCUPANCY**
In the City of Syracuse, no more than 5 unrelated people can occupy a rental unit.

**OPEN CONTAINERS**
Open containers of alcoholic beverages on city streets and sidewalks are prohibited. All alcohol must be in the manufacturer’s sealed container.
OUTDOOR FIRES
Outdoor fires must be at least 25 feet from a structure and must be constantly attended until the fire is extinguished. Fires emitting offensive smoke or odor are prohibited. All fires must be contained within a fire safe device; fire pits are not permitted. Be sure to check your lease prior to having an outdoor fire. Many leases prohibit fires.

PARKING
Parking on front lawns and parking across sidewalks is illegal and a safety threat to pedestrians who are forced to walk off the sidewalks. Odd-even parking starts at 6 p.m. on odd dates on the odd-number address side, and 6 p.m. on even dates on the even-number address side of the street.

PETS
The leash law requires your pet to be on a leash at all times unless fenced on your property. You must also clean up after your pet.

SNOW REMOVAL
Sidewalk snow removal is the responsibility of each property owner. In most cases, if the owner doesn’t live at the property, the tenant is responsible for keeping the sidewalk clear. Clarify with your landlord whose responsibility it is to remove snow. Clearing snow and ice from sidewalks is to be done by 6 p.m. following snow accumulation. Residents are asked to assist the Syracuse Fire Department with keeping hydrants clear of snow whenever possible.

STREET SIGNS
The possession of a stolen street sign can result in a ticket for criminal possession of stolen property in the fifth degree, class A misdemeanor. A person is guilty of criminal possession of stolen property in the fifth degree when he knowingly possesses stolen property, with intent to benefit himself or a person other than an owner thereof.

TRASH
Garbage containers should not be put out prior to 8 p.m. the night before collection and should be removed by 7 p.m. on collection day. Signs on your street indicate the day of collection. All garbage should be placed in cans provided by your landlord. Recyclables are collected on the same day as the scheduled trash pickup. If you need a blue recycling bin, call 315-448-CITY for delivery.

UPHOLSTERED FURNITURE
Couches and other upholstered furniture for indoor use are not permitted outside on porches or in yards.

CODE OF STUDENT CONDUCT
It is important to realize that in addition to abiding by community standards and local and state laws, off-campus students are expected to adhere to the University’s Code of Student Conduct. Off-campus students may receive judicial sanctions from the University for behavior that violates the Code of Student Conduct.

For a complete copy of the Code of Student Conduct, look in the Student Handbook or visit students.syr.edu/judicial/policies/code_of_conduct.html.
How to Be the Ultimate Host

As a party host, you not only have to worry about yourself, but you have to also worry about your guests. The following tips can help you to be a proper host.

- Make sure food is available for your guests.
- Tell your neighbors when you are planning to have a party. Give them a phone number to call if it gets too loud.
- Limit invitations to people you know and monitor who shows up. If you don’t know someone, don’t let them in.
- Do not serve alcohol to anyone under the age of 21. You can be charged with “unlawfully dealing with a child.”
- Have water and non-alcoholic drinks available all night.
- Keep your guests indoors and monitor the noise level by stepping outside periodically.
- Know the signs of alcohol poisoning. A person with alcohol poisoning cannot sleep it off.
- Make sure your guests have a designated driver, or call them a cab. The host can be held liable for injuries caused by a guest who drives drunk.
- Keep your guests off your neighbor’s property.
- If the police get involved, be respectful and cooperative.

Also, be mindful of parking. If people drive to your party, don’t let guests park on the sidewalk or grass, or block any driveways. You should also make sure to clean up after your party. Your neighbors care what the outside of your house looks like, even if your guests and housemates don’t. Clean up any trash left outside of your house as soon as possible.

For your safety please do not overcrowd second-floor porches and stay off roofs.

Public Transportation

Syracuse University provides free bus service to all students, employees, and guests, linking South Campus with Main Campus. Additionally, there is a limited service to the neighborhoods adjacent to the University. The University contracts with C.N.Y. Centro Inc. to operate 13 shuttle routes, including three “free fare” zones in area neighborhoods. Buses run weekdays from 7 a.m. to 2:50 a.m. and weekends from 8 a.m. to 2:50 a.m.

The 13 bus lines—Winding Ridge, Slocum Heights, South Campus, Manley, North Campus, Sadler/Brewster-Boland, East Campus, Vincent/Nob Hill, Drumlins, Euclid-Westcott, Quad Shuttle, Connective Corridor, and Carousel Express—operate on a set of schedules, which are available at the following locations: Bird Library, Schine Student Center, Office of Off-Campus and Commuter Services, Department of Public Safety, Goldstein Student Center, Parking and Transit Services office, and at centro.org.

The Nob Hill Express route is operated by Caz Limo and operates Monday through Friday from 7 a.m. to 2:50 a.m. and on weekends from 5 p.m. to 2:50 a.m. during the academic year.
Buses are in full operation during the fall and spring semesters. When classes are not in session, bus frequency is reduced. If you are unsure whether or not you are on a snow route, call Centro information (315-442-3400) for specific snow route information. For additional information about public transportation, contact Centro at 315-442-3400 or go to www.centro.org.

**Getting Involved in the Community**

Students will feel enriched by integrating themselves fully into their off-campus community. There are several neighborhood associations in areas adjacent to the University. Students are encouraged to attend neighborhood association meetings to learn more about the area’s resources and activities. For further information about these associations, contact the Office of Government and Community Relations at 315-443-3919. In addition, the Westcott Community Center offers concerts, plays, and lectures. For further information about programs at the Westcott Community Center, call 315-478-8634 or visit westcottcc.org.

**Neighborhood Association Contact Information**

- **Outer Comstock Neighborhood Association (OCNA)**  
  sites.maxwell.syr.edu/ocna/ocna.htm
- **South East University Neighborhood Association (SEUNA)**  
  www.seuna.org
- **University Neighborhood Preservation Association (UNPA)**  
  www.unpa.net
- **Westcott East Neighborhood Association (WENA)**  
  www.wenanation.org

For further information about activities within Onondaga County, go to offcampus.syr.edu.
Promoting Personal Safety

Burglars can strike in any neighborhood. They are opportunistic and always on the lookout for open and unlocked doors. They are attracted to dwellings that are poorly maintained, obscured by landscaping or fencing, and out of sight or earshot of neighbors. The best way to minimize your chance of becoming a victim is to take sensible precautions.

The following tips are offered by the City of Syracuse Police Department and the Syracuse University Department of Public Safety. They are designed to help you reduce your chances of becoming a crime victim. You may already be aware of some strategies, but others may be new to you. Use common sense. Do not let yourself become a victim of a crime!

IN YOUR APARTMENT

- Keep your doors locked at all times. This is especially important when you are alone or sleeping, or the apartment is unoccupied (even if only for a few moments).
- Determine who is on the other side of the door before opening it. Have repair or service personnel show official identification and confirm their presence with the person requesting the service. Delivery persons should remain outside to await the person receiving the delivery.
- If you return home and something looks questionable (e.g., a slit screen, broken window, or open door), do not go inside. Call the Syracuse Police Department from a safe location.
- Be sure you have blinds or curtains on your windows to discourage window peepers. Always keep your windows covered at night and leave lights on in two or more rooms.
- Keep an updated inventory of your valuables by writing down the serial number and description of each item. Photographs should be taken of all valuables. Keep this information in a safe place.
- Be sure all outdoor lighting fixtures are in working condition. Ask your landlord to make immediate repairs.
- Turn your porch light on every night to make sidewalks more visible for pedestrians.
- Place items of value out of sight and in locked areas. Do not leave valuables unattended in common areas, such as laundry rooms and lounges.
- Ask your landlord to maintain and trim shrubbery.

BEFORE LEAVING FOR LONG BREAKS

- Make sure all windows are secure and have curtains on them.
- Lock sliding doors, and place a wooden or metal bar in the track of the doors.
- Unplug all electrical items. Refrigerator and lights with timers can remain plugged in.
- Do not hide spare keys outside.
- Be sure there is good lighting around doors, especially those not visible to passersby.
- Use light photocells or timers that automatically turn on interior and exterior lights at a predetermined time or when there is motion.
- Take valuables with you if possible. Do not leave any valuable items near windows.
- Make sure beds, couches, and other flammable objects are at least two feet away from heat sources.
- If you have a security alarm, make sure you turn it on when leaving.
• Arrange for a trusted neighbor to watch over your house or to store your valuables while you are away.
• Remove all air conditioner units from windows.
• Keep your thermostat set to a temperature no lower than 55°F. You must keep your apartment heated all winter so your pipes will not freeze—even while nobody is living in the house. Frozen pipes cause extensive and expensive damage to a home’s plumbing and heating systems. If you turn off the heat, you could be responsible for repairs.
• Ask the post office to hold your mail until you return from break. Forms are available at www.usps.com. Complete the form and put it in your mailbox.

ON THE STREET
• Avoid walking alone. As an alternative, utilize the Department of Public Safety’s Shuttle U Home program when returning to your off-campus residence.
• Walk facing traffic.
• Use well-lit and well-traveled routes, avoiding alleys, entryways, and bushes. Avoid parks, vacant lots, and other deserted places.
• Walk purposefully and confidently—and keep moving. Be aware of your surroundings.
• If you think someone is following you, change directions several times and head toward bright lights and people. Go to a public place or a police station. Do not go home.
• Always let someone know where you are going and when you will return.
• Dress sensibly. Do not flaunt expensive jewelry or other items.
• Carry only necessary credit cards and cash.
• Carry purses or handbags close to your body.
• Trust your instincts. If something or someone makes you uneasy, avoid the person or situation and leave as soon as possible.
• Avoid using cell phones and headphones so you can be aware of your surroundings.
• Try to use ATM machines during the daytime. If you have to use an ATM during evening hours, use an ATM machine that is well lit or in an attended gas station or grocery store.
• Always know where you are and where you can find help if needed. Even if you are lost, act as if you know where you are going.
• Keep your head up and do not be afraid to make eye contact with others.
• Stay sober and coherent. Persons under the influence are more likely to be victims of serious crimes or accidents.
IN YOUR MOTOR VEHICLE

- Turn the ignition off and take your car keys with you, even if you have to be gone for just a minute.
- Be sure to lock your doors and close your windows when exiting your car.
- Avoid parking in isolated areas. Park in well-lit areas and near other cars.
- Have your keys ready when you approach your car.
- Always drive with your car doors locked.
- Keep your car in good running condition. Make sure you have enough gas to get where you are going and back.
- Always inspect your car before entering. As you approach the car from a distance, remember to look underneath it in case someone is hiding there.

WAYS TO PROTECT YOUR VEHICLE FROM BREAK-INS

Use common sense and take some precautions to protect your vehicle from break-ins. Follow these simple tips to reduce the chances of your car being burglarized.

- Remove all items of value from inside your vehicle and place them in the trunk.
- Lock your doors and close your windows when exiting your vehicle.
- Park in well-lit areas near other vehicles.
- Remove all spare change from your vehicle.
- Park in an area or lot where your vehicle can be easily observed and call 911 if you witness any suspicious behavior.

Information adapted from publicsafety.syr.edu.

PROPERTY REGISTRATION WITH THE SYRACUSE POLICE DEPARTMENT

The Syracuse Police Department (SPD) has created a database for city residents and Syracuse University students to register their property. This program will help the SPD and DPS in returning property to the rightful owner in the event of a theft. DPS encourages you to register your electronics, jewelry, and other valuables. The site records serial numbers, identifying features, and even allows you to upload pictures of your valuables. Visit syracusepolice.org/property.asp for more information.

GENERAL SUGGESTIONS

- Be aware of your surroundings. Many crimes occur “under the noses” of people who simply did not notice anything suspicious.
- Safety and security are everyone’s responsibility. You can reduce the possibility of becoming a crime statistic by being alert to your environment.
- Report non-working city streetlights by calling 315-448-CITY. You will need the pole number, located approximately seven feet from the bottom of the pole.
- Your safety and security ultimately depend on you as an individual for effectiveness and success. You must take responsibility for your own safety.
- Report all crimes and any suspicious activity to the Syracuse Police Department (911) or the SU Department of Public Safety (315-443-2224).
- If you return home and find an open/broken window or door, do not enter. Go elsewhere to call the police. Do not clean a burglary scene before the police arrive.

WHAT IS SUSPICIOUS?

Suspicious activity is anything “slightly out of the ordinary” for the area or time of day in which it occurs. According to the Syracuse Police Department, the most obvious things to watch for and report are the following:

- Strangers entering your neighbor’s apartment
- Strangers trying doors to see if they are locked
- Sounds of breaking glass or other loud noises
- Persons carrying bolt cutters and tools—especially near bicycles
- Persons running, especially if they are carrying valuables, could be leaving the scene of a crime.
Orange Watch

Orange Watch is a DPS program that provides an expanded DPS presence in key areas on Main and South campuses and in neighborhoods north and east of campus.

The program expands DPS peace officers’ hours of armed walking, bicycle, and vehicle patrol coverage. It supplements DPS’s and other law enforcement agencies’ current activities in areas frequented by students, faculty, and staff.

Orange Watch officers are on patrol throughout the year, with increased presence between the hours of 7 p.m. and 5 a.m. and on weekends—times when students have the most serious concerns about safety, according to DPS surveys.

As they perform their duties, Orange Watch officers are highly visible; interact in community building, problem solving, and crime prevention; and provide services to students, faculty, staff, and residents in need of law enforcement assistance. Orange Watch officers promote the safety of students found walking alone or in small groups; use DPS’s radio network to report on any signs of criminal activity or other safety and security concerns; and assist Syracuse Police Department officers on request.

The Neighborhood Safety Patrol

The Neighborhood Safety Patrol is a partnership among residents of the University neighborhood, the Syracuse Police Department, and Syracuse University. The patrol is part of an effort to deter criminal activity, promote resident safety, and improve the quality of life in the neighborhood. The University Neighborhood Service Agreement Committee, which is administered by the South East University Neighborhood Association, funds this patrol, which increases police coverage of the University neighborhood, during the academic year. The area covered runs west to east from University Avenue to Allen Street, and north to south from East Genesee Street to Broad Street.

Shuttle-U-Home

Syracuse University’s Shuttle-U-Home provides free transportation from the campus for students, faculty, and staff who reside off campus within a designated geographic area. The service operates daily from 8:15 p.m. to 3:30 a.m.

To use the shuttle, riders must go to the Students for Community Safety (SCS) program, located in 019 Watson Hall, and sign up. Riders are also required to show their SU or ESF I.D. The shuttle service van is capable of transporting up to six passengers.

For more information, visit publicsafety.syr.edu

Shuttle 44

Shuttle 44 is a free shuttle available to members of the Syracuse University community. The shuttle runs 11 p.m. to 3 a.m. on Sunday, Monday, and Tuesday, and 10 p.m. to 6 a.m. Wednesday through Saturday. To request a ride from Shuttle 44, call the Department of Public Safety at 443-SAFE (7233). Unlike with Shuttle-U-Home, you do not have to sign up at Watson Hall; you can simply call 443-SAFE, and the shuttle will be dispatched to your location.

Shuttle-U-Home and Shuttle 44 do not operate to the areas covered by CENTRO buses.
Walking Escorts

Walking Escorts are provided for students, staff, and faculty on Main Campus from academic buildings to residence halls or parking facilities, and vice versa. The program operates from 8 p.m. to 11 p.m. throughout the academic year. To request an escort, call 315-443-2224.

ORANGE ALERT: Campus Crisis Alert Notification System

Directed by Syracuse University’s Department of Public Safety, Orange Alert is designed to provide rapid notification and instruction to SU students, faculty, and staff, and SUNY College of Environmental Science and Forestry students in the event of a crisis in progress—an instance in which there is immediate threat of physical harm to members of the campus community.

When activated, Orange Alert uses various communications mechanisms, including e-mail, text messaging, and cell/landline phone calls, to send a brief notice about the situation and instructions of what to do. A typical message might read: “There is a (type of crisis) on campus at (a specific location); evacuate the area immediately and remain away until further instructed.”

When an Orange Alert message arrives, the recipient is asked to respond following the simple instructions in the notification message. Once the response is sent, the system recognizes that the message has been received and no further contact occurs. If the recipient does not respond to the first notification, the system remains in operation and attempts to contact the individual via another communications mechanism. The process continues until confirmation is provided.

After the Orange Alert message, more detailed follow-up information is provided through various means, including, but not limited to, the University’s web site, e-mail, phone, and campus radio and television resources.

Orange Alert contact information for students, faculty, and staff is drawn from the MySlice online information system. To review and/or modify your contact information, visit MySlice, log in using your NetID and Password, click on the “Orange Alert” link, and then review/modify and save your information.

ORANGE ALERT SIREN SYSTEM

The Orange Alert Siren System is an enhancement of the Orange Alert notification system that will also alert community members and visitors who may not be enrolled or have immediate access to electronic media needed for notification. Sirens, which sound similar to a fire station siren or a weather siren, are activated in case of emergency when individuals need to seek immediate indoor shelter.

The sirens can be heard outdoors throughout both Main Campus and South Campus. If the siren is activated for an Orange Alert you should immediately seek shelter indoors and look to electronic media for further information about the crisis. The emergency warning sequence is eight seconds on and four seconds off, continuously repeating for two minutes.

When you are able to return outside, an additional Orange Alert message will be sent indicating that the incident has concluded, and this will be accompanied by one long steady siren blast lasting 60 seconds.

The Orange Alert Siren is tested every Saturday at 1 p.m.; you may hear a single seven-second test blast from the siren, and you will also hear the same type of blast during each of the Orange Alert tests each semester.
Syracuse University Ambulance

OFF-CAMPUS EMERGENCY: 315-443-4299 OR 911

Syracuse University Ambulance (SUA) provides EMS response and transport services for the Syracuse University community. When a serious injury or illness occurs, Syracuse University and ESF students, faculty, and staff may seek emergency medical services (EMS) by calling SUA or 911.

Call SUA or 911 when you believe someone’s life is threatened, when someone faints or collapses, has persistent chest pain or difficulty breathing, or is injured. If you are not sure it is an emergency, call SUA for assistance.

One call connects you with an entire emergency medical team: emergency medical dispatch operators, emergency medical technicians, paramedics, physicians, and nurses specially trained to handle these situations. Keep numbers for SUA near your telephone. When you call for help, remember the following:

• Stay calm. Follow the emergency dispatcher’s instructions and answer all questions he/she may have. PLEASE DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO. This dispatcher may give you instructions on what to do until the ambulance arrives.
• Do not move someone who is hurt unless she or he is in danger. Keep the person warm and comfortable.
• Make it easy for SUA crews to find you. Send someone to meet the ambulance.

NON-EMERGENCY MEDICAL TRANSPORT SERVICE (MTS):
315-443-4566

Students who are temporarily disabled, and those with a permanent disability whose transportation has been temporarily interrupted, can receive short-term transportation in the greater campus area to and from the health center, campus, and area medical facilities by calling the Medical Transport Service. Reservations for transport are preferred.

***Services provided by SUA and MTS are covered by the student health fee. On occasion, SUA uses a commercial ambulance service to supplement the University’s emergency medical response. Syracuse University Ambulance and Syracuse University Health Services are not responsible for fees or charges incurred to students who receive advanced life support interventions or other medical care from outside agencies at any time. Students who have not paid the student health fee may be charged for services provided by Syracuse University Ambulance.

Fire Safety

Living off-campus means being more responsible for your own safety and the safety of those around you. Fire safety is one of the most important responsibilities you will assume. Make sure you know your responsibilities as a tenant and what your landlord must do regarding fire protection.

REQUIRED FIRE PROTECTION DEVICES

The New York State Fire Code and City of Syracuse Property Code require that smoke detectors (certified by a nationally recognized fire testing laboratory) must be installed in all common areas, including basements, in combination with other required alarm systems. They must also be installed both inside and outside each sleeping area. It is the landlord’s responsibility to install these devices, but the tenant must make sure the devices are in place and tested monthly. Make sure you know how to replace the batteries in your smoke detectors. A smoke detector’s early warning can provide you with the extra time essential to a successful escape. New York State Law and the City of Syracuse Property Code also require each property to have at least one functioning carbon monoxide detector on the lowest level of the house with a bedroom.

TIPS FOR PREVENTING FIRES IN YOUR HOME OR APARTMENT

• Be sure smoke detectors are in proper working condition. Install new batteries at the beginning of each semester.
• Never ignore a fire alarm; fires can spread quickly. Evacuate immediately, even when no smoke is present.
• Have an escape plan. Know where the fire exits are and
have two escape routes from each room.

- Do not overload electrical outlets. If you need to plug multiple appliances into an outlet, use a power strip.
- Extinguish candles and incense when unattended. Never place a candle near curtains, posters, or anything else flammable. Keep candles away from fans, open windows, or anywhere they can be knocked over.
- Don’t leave food unattended on the stove or in the microwave. Be sure to turn off all burners and your stove whenever you leave your apartment.
- Extinguish all smoking materials thoroughly. When smoking, use a sturdy non-tipping ashtray.
- Clean up immediately after parties and take all trash out.
- Keep flammable materials at least three feet away from water heaters, furnaces, and other flame sources.
- City of Syracuse fire ordinances prohibit the use of any open-flame device, including grills on porches or overhangs. Grills must be placed at least 12 feet from a structure.
- Do not store gasoline, lighter fluid, etc., inside your apartment.
- Make sure beds, couches, curtains or other flammable objects are at least two feet away from heat sources.
- Portable heaters can be dangerous if used improperly. Read instructions carefully.
- Do not run your clothes dryer without a lint filter; clean the filter between every use.
- Always check the wattage in light bulbs to make sure you are using the correct bulbs in light fixtures.
- Do not hang items from fire sprinklers.

IN CASE FIRE DOES STRIKE

- If you hear an alarm, leave at once—do not delay. Close all doors behind you. Call 911, say “I want to report a fire,” and give a complete name and address. Stay on the phone until the dispatcher releases you.
- Don’t try to fight the fire or round up valuables.
- Avoid elevators. Use the stairs.
- Feel all doors before opening. If a door feels hot, or if smoke is seeping out, do not open it.
- If you wake in a smoke-filled room, avoid breathing deeply, cover your nose and mouth with a cloth if possible, drop to the floor, and crawl to an exit.
- If you become trapped in your apartment and cannot reach a fire exit, do not panic. Close your door and seal off any cracks with wet towels and call the fire department. Open a window for air and signal for help. Do not jump. Wait for help.
- If you are caught in smoke or heat, stay low, where the air is better. Take short, quick breaths through the nose until you reach safety.
**EMERGENCY NUMBERS**
The Advocacy Center (Sexual and Relationship Violence) .......................................................... 315-443-7273
Gas Emergency (National Grid) .................................................................................................. 1-800-892-2345
Poison Control .......................................................................................................................... 315-476-4766
Power Outage (National Grid) .................................................................................................. 1-800-867-5222
Syracuse University Ambulance ............................................................................................... 315-443-4299
SU Department of Public Safety .............................................................................................. 711
Syracuse Fire Department and Syracuse Police Department ..................................................... 911

**NON-EMERGENCY NUMBERS**
City of Syracuse Information ..................................................................................................... 315-448-CITY
ESF Police .................................................................................................................................. 315-470-6666
SU Department of Public Safety .............................................................................................. 315-443-2224
Syracuse Fire Department ......................................................................................................... 315-471-1161
Syracuse Police Department .................................................................................................... 315-442-5111
Syracuse Police Department Westcott Policing Center ................................................................. 315-472-0528

**CITY AND COMMUNITY SERVICES**
Animal Shelter, 5878 E. Molloy Road .................................................................................... 315-454-4479
Board of Elections/Voter Registration ...................................................................................... 315-435-8683
City of Syracuse Division of Code Enforcement ....................................................................... 315-448-8695
Department of Motor Vehicles ................................................................................................. 518-486-9786
Parking Ticket Bureau .............................................................................................................. 315-479-5300
Recycling/Trash ....................................................................................................................... 315-453-2866
Sewer Maintenance .................................................................................................................. 315-435-3157
Westcott Community Center .................................................................................................... 315-478-8634
Abdo’s Grocery ........................................................................................................................ 315-472-4821
Empire News and Grocery ....................................................................................................... 315-422-5470
FWII Dellplain Hall ................................................................................................................... 315-443-2234
Menschel Media Center Watson Hall ...................................................................................... 315-443-3594
Lancaster Market ..................................................................................................................... 315-472-4661
Tops ......................................................................................................................................... 315-446-1652
Poppy’s Place ........................................................................................................................... 315-474-0699
Student’s Choice Foods ............................................................................................................ 315-474-0699
Syracuse Real Food Co-Op ....................................................................................................... 315-472-1385
Wegmans Food Markets .......................................................................................................... 315-446-1610
SUNY ESF SERVICES
Office of the Vice President for Student Affairs and Educational Services
204 Bray Hall ................................................................. 315-470-4771
Student Life Office
110 Bray Hall .................................................................. 315-470-6658

SYRACUSE UNIVERSITY SERVICES
Counseling Center
200 Walnut Place .......................................................... 315-443-4715
Department of Public Safety
005 Sims Hall ................................................................. 315-443-2224
Government and Community Relations
2-212 Center for Science and Technology .................... 315-443-3919
Health Center
111 Waverly Ave .............................................................. 315-443-2666
Housing, Meal Plan, and I.D. Card Service Center
206 Steele Hall .................................................................. 315-443-2721
Office of Judicial Affairs
310 Steele Hall .................................................................. 315-443-3728
Office of Off-Campus and Commuter Services
754 Ostrom Ave ............................................................... 315-443-5489
Office of Student Assistance
306 Steele Hall .................................................................. 315-443-4357
Parking and Transit Services
621 Skytop Road ............................................................... 315-443-4652
Slutzker Center for International Services
310 Walnut Place ............................................................. 315-443-2457
Student Legal Services
760 Ostrom Ave ............................................................... 315-443-4532

UTILITY COMPANIES
National Grid ..................................................................... 1-800-642-4272
Time Warner Cable .......................................................... 315-634-6000
Verizon ............................................................................... 315-890-7100
APPENDIX A: SAMPLE SUBLEASE AGREEMENT

TERMS OF SUBLEASE:
The subtenant _________________________ agrees to rent the property located at _________________________ from the tenant ________________________.

The subtenant shall rent the property from the ______ day of ____________________ until the ______ day of ____________________. When the subtenant leaves the premises it shall be clean and in good repair.

The subtenant also agrees to pay a security deposit of $___________________ on _____________________. This security deposit shall be returned minus any damages or unpaid rent within 10 days after termination of sublease and inspection of premises by tenant.

RENT:
The subtenant shall pay rent of $_________ per month on the _______day of each month to ________________________ at ________________________.

RULES AND REGULATIONS:
The subtenant agrees not to transfer this sublease in whole or part without prior written consent of the tenant. The subtenant also agrees to abide by the terms and conditions of the attached lease dated the ______ of ____________________, 20____ between the property owner and the tenant.

ADDITIONAL PROVISIONS: __________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Tenant:
Permanent Address: _____________________________________________________________
Telephone: _________________________________________________________________
Signature: ________________________________________________________________

SubTenant:
Permanent Address: _____________________________________________________________
Telephone: _________________________________________________________________
Signature: ________________________________________________________________

Landlord:
Permanent Address: _____________________________________________________________
Telephone: _________________________________________________________________
Signature: ________________________________________________________________

Do not leave any blank spaces. Attach a copy of the original lease to the sublease. Make sure all parties involved have copies of both original lease and sublease. Used with permission from Orange Housing.
## APPENDIX B: APARTMENT CONDITION CHECKLIST

The purpose of this checklist is to document the original condition of the apartment at the beginning of the lease term. Examine each item in the apartment and record its condition by checking the appropriate column (np = no problem, p = problem, na = not applicable). Then, describe each problem (stains, cracks, holes, dirt buildup, and items that appear to be missing or damaged) as accurately as possible on a separate sheet of paper. All sheets should be attached to the checklist and signed and dated exactly as this checklist is signed and dated.

### LIVING ROOM

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<th>Item</th>
<th>np</th>
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<td>Lounge</td>
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<td>Bookshelves</td>
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<td>Drapes/curtains</td>
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### KITCHEN

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### BATHROOM

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<td>Outlets</td>
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<tr>
<td>Drapes/curtains</td>
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### DINING ROOM

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</tbody>
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Additional sheets are attached that describe in detail problem conditions in the apartment.

---

Used with permission from Orange Housing.
APPENDIX C: SAMPLE LETTER TO VERIFY END OF LEASE

It’s a good idea to contact your landlord by letter and by telephone to verify that your lease is terminating. Make an appointment for your landlord to inspect the condition of the dwelling. If your apartment is not in substantially the same condition as when rented, your landlord may keep your security deposit to make repairs. It’s a good idea to keep a copy of this letter.

[tenant address]
[date]
[landlord name]
[landlord address]

Dear Mr./Ms. [landlord’s last name]:

I/We are writing to remind you that my/our lease for the apartment/house at [address of apartment or house] terminates on [month, day, year], as stated in our lease agreement. I/We intend to vacate the premises on [month, day, year].

I/We will return to the keys to you on [month, day, year]. I/We would appreciate it if you would schedule an inspection of the property before we leave to ensure that you are satisfied with its condition. I/We will call you to set up an appointment.

Please return my/our security deposit(s) to me/us at the following address(es):

[tenant name(s) and address(es) to send security deposit]

If you have any questions, please contact [name of one tenant] at [phone number].

Sincerely,

[tenant signature]
[tenant name]

SAMPLE ONLY. The user of this document should read the terms and conditions of his/her lease carefully, and consult with a licensed real estate attorney or agent before executing this document.
APPENDIX D: SAMPLE LETTER FOR BREAKING A LEASE

Once you sign a lease, you have entered into a contract and are bound to its terms, except in a few rare situations. If you unexpectedly need to break your lease (i.e. move out before the end of the time period specified in your lease) you should contact your landlord and explain the situation. Unless your landlord releases you from the lease, you remain responsible for paying the rent. The landlord, however, is required to try to find a new tenant as soon as possible (in legalese, this is "mitigating damages"). It is a good idea for you to try to find replacement tenants for the apartment. Should the issue end up in court, this fact will help your case.

Keep a copy of the letter you send. It is also a good idea to mail the letter with a receipt confirmation to ensure your landlord receives it.

---

[Tenant address]
[Date]

[Landlord name]
[Landlord address]

Dear Mr./Ms. [Landlord’s last name]:

For the past [number of days/month] I have been living at [address of apartment/lease]. Although my lease does not terminate until [day, month, year], it is necessary that I move out earlier due to [list specific reasons such as family crisis or leave of absence from the University]. I intend to vacate the premises on [day, month, year].

I will call you on [specify date] to discuss this matter. Should you need to contact me in the meantime, you can reach me at [phone number].

Sincerely,

[Tenant signature]
[Tenant name]

SAMPLE ONLY. The user of this document should read the terms and conditions of his/her lease carefully and consult with a licensed real estate attorney or agent before executing this document.
APPENDIX E: SAMPLE LETTER FOR REQUEST FOR REPAIRS

If you need something repaired in your apartment or rented house, contact your landlord by telephone. It is best to get the landlord to agree to a date by which he or she will have the repairs made. You should follow up your phone call with a letter. Save a copy of the letter.

[Tenant address]
[Date]

[Landlord name]
[Landlord address]

Dear Mr./Ms. [Landlord’s last name]:

As reported to you by telephone on [date], I/we request that the following repair(s) be made at [address of apartment/house]:

[List problems and repairs needed. If applicable, note the date by which the landlord said on the phone that repairs would be made.]

I/We appreciate your attention to these repairs as soon as possible. If you need additional information, please call [specify one tenant] at [phone number].

Sincerely,

[Tenant signature]
[Tenant name]