Guide to Living Off-Campus

Learn about: Round Rock | Tips on Budgeting | Being a Good Neighbor | Moving Off Campus
Welcome to Round Rock and Off-Campus Living!

The Department of Housing and Residential Life (DHRL) would like to welcome you to the community of Round Rock and introduce ourselves as your source for information, and answers to your questions.

This 2017 Guide to Living Off-Campus has been produced to be a resource for living off campus. You will find information about Round Rock, tips on budgeting, and general leasing information on how to be a successful community neighbor.

We hope you find the information in this guide helpful and valuable during your stay at Texas State University Round Rock.

The Off-Campus Living staff is available to serve you! We are located in the Department of Housing and Residential Life building at 515 N. Comanche Street in San Marcos. Feel free to stop by and visit with us, call, email, or visit our website for more information.

Thank you for choosing the Guide to Living Off-Campus as your resource for Off-Campus Living in Round Rock!

Have a great year!

Department of Housing and Residential Life Off-Campus Living

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Dear Texas State University Students in Round Rock,

As a member of the local community of Round Rock, I want to share some "good neighbor" information with you to ensure that Round Rock is an enjoyable place to live for everyone. Off-Campus Living has provided this guide as a great resource to assist you throughout the year.

Off-Campus Living is using this guide to make you aware of city codes, apartment and housing listings, city service resources and other important information in Round Rock so you will have this information before signing lease agreements. Whether you are planning to live in an apartment or residential house, always remember to respect your fellow neighbors and should you have any concerns about your apartment complex or neighborhood, contact your local neighborhood association, leasing office or contact Off-Campus Living at 512.245.5595 or offcampusliving@txstate.edu.

With all of us working together, we will have an excellent school year!

Sincerely,

Joanne H. Smith, Ph.D.
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<th>Security Deposit</th>
<th>Water</th>
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What are your Priorities?

Location, Location, Location
Do you want to live within walking distance to campus, or are you OK taking the city bus, or cycling to campus, or driving to campus? Most students will choose to park on campus, visit http://www.parking.txstate.edu/round-rock.html, for more information about parking on campus.

Plan for Various Expenses
- Will you have to put down a security deposit and/or application fee?
- Will you have to pay first/last month rent in advance?
- Do you have to make a deposit to turn on your utilities?

In planning, you may be required to have:
- Good and established credit history.
- Monthly income of 3 times the rent or you will probably need a guarantor.

A guarantor: “a person that agrees to be responsible for another’s debt or performance under a contract, if the other fails to pay or perform.”(legal dictionary, thefreedictionary.com)

Your guarantor may need:
- Good and established credit history.
- Monthly income of up to 5 times the rent, depending on the property.

Amenities
- Is there on site maintenance?
- Is it pet-friendly, and are there extra fees?
- Some leases define pets only as fish or insects.
- A pet deposit and monthly pet rent is often required, and specific guidelines must be followed.
- Regulations are also enforced by the City of Round Rock.
- Is yard work included?
- Are utilities included?

Budgeting is Key for Survival
- How much do you want to pay for rent? For utilities? For cable?
- You should work out your budget before you start looking. This will help you figure out what you can afford and whether you need roommates to help you live the lifestyle you want.
- We suggest starting with the total monthly dollar amount you have to work with and then plugging in your budget items.
- Use the budgeting worksheet to assist you.

Budget Worksheet

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| TOTAL INCOME     |       |         |          |        |
| TOTAL FIXED      |       |         |          |        |
| TOTAL FLEXIBLE   |       |         |          |        |
Do You Want to Live in a House or Apartment?

### House
- Usually more spacious
- Usually more privacy
- Usually has a yard
- Utilities & cable usually are not included
- City of Round Rock has occupancy restrictions:
  - Visit https://www.roundrocktexas.gov/ and search "zoning and PUD’s"

### Apartment
- Amenities are included
- Maintenance is included
- Management is on site
- Some utilities are usually included
- Community environment

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**Single Family Zoning in Round Rock**

This defines family as any number of individuals living as a single housekeeping unit who are related by blood, legal adoption, marriage or conservatorship. In Round Rock, only one family plus one unrelated individual may occupy the dwelling.

For example, if you and your two best friends rent a home together, you may be in violation of the ordinance, subjecting you to an eviction and/or a hefty fine.

Penalties for zoning violations are assessed by a judge and may include fines of up to $2,000 per day, which if necessary may be secured by a property lien. If you have a question about whether or not your unit may be in this district, check with the City of Round Rock Planning Department at 512-218-5428 or visit https://www.roundrocktexas.gov/ and search "unrelated persons occupancy."

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**Research the Properties**

- Use Your Resources
  - Ask friends or classmates
  - Read current reviews online
  - Visit the properties

**Don’t be in a Hurry to Sign!**

- Look now, but don’t sign immediately
- Know your move in and move out dates
- Don’t sign multiple leases at different complexes in San Marcos and/or Round Rock
- Don’t sign an “As-Is” Apartment Lease.
  - Follow the apartment’s move-in days. This will allow enough time for maintenance repairs and for it to be cleaned.

**Attorney for Students**

The Attorney for Students (AFS) provides free legal advice to currently enrolled Texas State students. Before you sign a lease, make sure to review it thoroughly with the AFS. Anything you discuss with the Attorney for Students office is confidential and protected by the attorney-client privilege.

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**Move-In Ready Apartment**

- Be cautious if you are considering signing a lease on a complex that is not completely built.
- You will want to make sure a property is move-in ready for the day you want and before school starts.

**Look at Security Devices**

Under section 92.153 of the Texas Property Code, five security devices must be in all rental units:

1. **Exterior Door Viewer:** all exterior doors must have a way to view outside without opening the door. Whether this is through a peephole on the door, a window on the door, or windows just to the side of the door.
2. **Exterior Door Keyless Bolt:** all exterior doors, must have a keyless bolting device.
3. **Exterior Door Keyed Deadbolt or Doorlock Lock:** all exterior doors, in addition to the keyless bolt, must have a doorlock lock. If there is no doorlock lock the deadbolt must be keyed.
4. **Exterior Sliding Door Locks:** all exterior sliding doors must have a pin lock and either lock on the handle or have a security bar preventing entrance.
5. **Exterior Window Locks:** all exterior windows must have a locking or latching device.
Model Apartment vs a Regular Apartment

Model apartments may have never been lived in and may not show normal wear and tear.

Model apartments may have different furniture, light fixtures, faucets, and/or appliances than regular apartments.

Individual or By the Bed Lease

- Each roommate signs their own lease.
- Every person has their own guarantor.
- Roommate matching is available at several locations.
- If a person leaves, the management company will find a new roommate and the current roommates are not responsible for their rent.

Individual or By the Bed Lease

- Each lease for the entire apartment, which everyone over the age of 18 must sign.
- Only one guarantor.
- Responsible for finding your own roommates.
- If one roommate leaves, the others must pick up the rent costs, or find a new roommate.

Types of Leases

Please Note: Many college town apartment complexes are mostly all Individual/By the Bed Leases.

Most of the apartments in Round Rock typically do not offer By The Bed Leases; the apartments generally only offer Traditional or Conventional leases.

Signing a Lease

Your lease is a legal-binding contract. Keep a copy of everything:

- Lease
- Deposit Receipt
- Special Agreements/Deals
- Maintenance Communication
- Move-In Condition Form

Release of Resident

Unless there is a special provisions clause, or you fall under the military clause, you will not be released from your lease until the end of its term.

A sublease is an agreement in which you rent your apartment to another person with the property owner’s permission. You will still be responsible for rent and damages. You are not entitled to receive your security deposit back until your lease term ends. Be sure to read your lease carefully. Many properties forbid subleasing.

A relet is a change to the lease to add the new tenant and delete the previous tenant. The original tenant will still be responsible for paying the rent until a new tenant is found. Once a new tenant is found, the original tenant often pays a reletting fee, which is usually 85 percent of one month’s rent.

Moving In

Before You Unpack

- Take pictures and videos of the apartment and email it to yourself so it will be date stamped.
- If the lease states management is responsible for pest control, make sure the place has been exterminated recently.
- Be detailed and specific when completing your apartment condition form.
- Return your apartment condition form within 48 hours of moving in, or whatever deadline you are given.

Report all maintenance requests separately.

- Always keeping a copy.
- Send requests in writing through the USPS, this is the only way Texas law recognizes your request.
- Never withhold rent if maintenance items are not fixed.
- Have the manager sign and date the apartment condition form and keep a copy.

Make sure all utilities (water, electric, gas, etc) are turned on and in your name. Consider using a utility sharing service when setting up utilities with your roommates.

Get Insurance

The landlord generally has insurance that covers the building, but not your belongings. Inquire about renter’s insurance, general liability insurance, personal injury, and flood insurance. Renter’s insurance is very affordable and you may be able to bundle it with your parent’s homeowner’s policy.

- Talk to your insurance company about getting insurance that will cover the following scenarios:
  - Your belongings are damaged due to water, smoke and/or fire.
  - An electrical power surge damages your computer, TV or other electronic equipment.
  - Accidental damage to another person’s property, including the apartment complex.
  - Someone sustains an injury in your apartment.
  - Flooding if you are in a flood zone.
Roommates

Living with roommates can be rewarding and challenging. Sharing living space with another person is an option for many off-campus students. Some benefits of shared living include dividing the cost of living expenses and having someone to share your college days. While benefits exist, one should also consider the drawbacks of living with someone who may have different cleaning, sleeping and studying habits as well as different views on religion and politics. Being someone’s roommate can be the beginning of a very long lasting friendship. It is important to remember that your roommate is not a mirror image of you, and it is OK if roommates are not best friends. Learning to accept each other’s differences without infringing on one another’s freedoms can be a valuable part of your education.

• How many roommates are you looking to have?
• Will you live with friends, or utilize roommate matching services?
• Create a roommate agreement to establish standards for everyone to sign.
  • Cleanliness
  • Quiet Time
  • Space
  • Groceries
  • Visitors
  • Respect
• Several Roommate Contract examples can be found at: http://templatelab.com/roommate-agreement/

If you have a roommate conflict, try to handle it at the onset, before it gets worse. For minor problems, talk with your roommate. Listen to the other person’s side, and work together to come up with a solution. If needed, put the solution in writing. If your landlord assigned your roommate, you can ask your landlord for assistance. If the problem escalates, you may want to try mediation.

Example of Roommate Agreement

Roommate Agreement

(name) and

are co-tenants at (address) and

under a

year or month lease that expires on ________ _______. Said co-tenants have all signed a lease with the landlord (name), at (address) ________ ________ telephone ________ ________

Each co-tenant has paid the following upon move-in:

<table>
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<tr>
<th>Name</th>
<th>Move-in Date</th>
<th>1st Mo. Rent</th>
<th>Last Mo. Rent</th>
<th>Security Deposit</th>
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Each co-tenant agrees to the following:

1. Rent. The rent of $ ________ per month will be proportioned as follows:

<table>
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<th>Bedroom Designation</th>
<th>Co-Tenant</th>
<th>Bathroom</th>
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<td>Shared</td>
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<td>$ ________</td>
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<tr>
<td>Bedroom 3</td>
<td>Private</td>
<td>Shared</td>
<td>$ ________</td>
</tr>
<tr>
<td>Bedroom 4</td>
<td>Private</td>
<td>Shared</td>
<td>$ ________</td>
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</table>

(name) will write a check for the total months rent and take it to the owner on the ________ day of the month. All co-tenants will pay their share to ________ (name) on or before the due date.

2. Food. Each co-tenant is responsible for his or her own food purchases.

3. Cleaning. All bedrooms and bathrooms will be cleaned weekly. The household chores for the common living area will rotate, with each co-tenant responsible for vacuuming, dusting, mopping, etc. on a weekly basis. Each co-tenant will promptly clean up after himself/herself in the kitchen. No one will leave dishes in the sink, and everyone will promptly clean up when asked.

4. Utilities. Co-tenants will pay an equal share of the utility bills. Utility bills include: _______ Power _______ Gas _______ TV _______ Other _______. (name) will arrange for service and will pay the bills. Within three days of receiving the bill, co-tenants will each pay their share of the total.

5. Telephone. ________ (name) will arrange for telephone service and will pay the monthly bill. Within three days of receiving the bill, co-tenants will identify their own long-distance
Life Off Campus

Be a Good Neighbor
Introduce yourself to your neighbors.
• Exchange phone numbers, if you feel comfortable.
• Neighbors may be more likely to watch your residence when you are away.
• Neighbors could contact you directly if there is a problem.
Let neighbors know in advance when you are having a gathering.
Be respectful when having guests over.
• Make sure visitors park in guest parking.
• Not on the grass, nor reserved spots.
• Not in front of a neighbor’s house/apartment.

Be a Responsible Bobcat
• Keep your doors locked.
• Know your surroundings.
• Let someone know when you are leaving, and when you will return.

• Don’t go out at night alone.
• Wear bright/reflective clothing when walking or running when it is dark.

Be a Safe Bobcat
• Lock your doors.
• Know your surroundings.
• Let someone know when you are leaving, and when you will return.

Great Student Floorplans!
1, 2, 3 and 4 Bedrooms
Faux Wood Flooring
Spacious Walk-In Closets
Washer/Dryer Connections
24 Hour Fitness Center
Clubhouse with Billiards
Business Center with Printer
Outdoor Sports Court
Junior Olympic Size Pool
Off-Leash Dog Park
Coffee Bar

Call Us!
(512) - 671 - 6600 • 2700 N A.W. Grimes, Round Rock, TX 78665
www.chandlercreekapartments.com • info@chandlercreekapartments.com
FIND YOUR HAPPY & YOUR NEW HOME AT MONTELENA APARTMENT HOMES in Round Rock, Texas

IN YOUR HOME:
- All-Electric Fully-Appointed Kitchen
- Kitchen Pantry & Breakfast Bar
- Hardwood-Style Flooring
- Walk-In Closets
- Ceiling Fans
- Full-Size Washer/Dryer Connections
- Spacious Patio or Balcony
- Pets Welcome!

IN YOUR COMMUNITY:
- Resort-Style Swimming Pool
- Fully-Equipped Fitness Center
- Resident Clubroom, Business Center & Theater Room
- Basketball Court & Playground
- Picnic & Grill Areas
- On-Site Laundry Facility
- Controlled Access Gates
- Pets Welcome!

WELCOME HOME TO THE MONTELENA APARTMENT HOMES! FEATURING INSPIRED ONE, TWO, THREE & FOUR BEDROOM APARTMENT HOMES

APPLY ONLINE TODAY! ASK US ABOUT OUR CURRENT SPECIALS

VISIT US ONLINE TO VIEW OUR COMPLETE COLLECTION OF FLOORPLANS!

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