

# Leases, Landlords and Tenant Rights

With Off Campus Living



## Neighborhood Units (NUs)

- Off Campus University Owned Properties (16 houses & 2 apartment buildings)
- Accommodate 1-8 people
- Managed by SCU Housing so you have assured assistance 24/7
- **For SCU rising juniors or seniors only** (additional Grad housing available through SCU - see website)

VS

## Private Landlords

- Variety of landlords
- Intempus Realty is the largest
- Open to anyone
- Find out by word of mouth and/or check SCU webpage for off campus apartment and rental listings



# Applying for Housing

## Neighborhood Units

- Online application via the Housing Portal  
<https://scu.starrezhousing.com/StarRezPortalX>
  - App Open: November 20th
  - App Closed: January 8th
- New Apps Response: January 15th
- Neighborhood Unit placements for new applications will be made based on a random lottery process by application group.
- Some requirements:
  - Rising Junior/Senior
  - In good disciplinary standing with SCU
  - OCHO Completion

## Private Landlords

- Timelines vary
- Need to email landlord for application
  - Contact info on our website
- Not first come, first serve. The market is very competitive
  - *“first come, first qualify, first serve”*
- Represent yourself well when looking for a space:
  - Do your homework in advance
  - Look nice (no sweats, etc.)
  - Be prepared to sign quickly
- Discrimination shouldn't happen, but if it does...
  - Project Sentinel ([housing.org](http://housing.org))



# The Lease...

## Neighborhood Units

- 9 month contracts
- \$500.00 prepayment at the time of application → applied to the fall bill
- Billed quarterly to student's Bursar account:
  - DOES include utilities (except cable and internet)
  - DOES require an Apartment Residential Dining Plan to be used on-campus
- Your financial aid package and scholarships can go toward these costs since they are listed on your tuition bill
- Individually contracted vs. as a group



## Private Landlords

- 12 month leases or month-to-month
- Application fee
  - Around \$50 (non-refundable)
  - Includes a background/credit check
  - May require a reference check
- Money upfront: **NEVER pay in cash!**
  - Security Deposit: 2X or 3X monthly rent
  - Rent
  - Extra Fees
  - Initial expenses
  - If requiring a student to have a co-signer simply based on the fact that they're a student is discrimination
- Tenancy - held responsible individually *and* as a group

# The Landlord...

## Neighborhood Units

- SCU strives to be the model landlord in the neighborhood
  - Houses are updated
  - Respond to maintenance and other concerns promptly
  - Lockouts thru Housing/CSS
- BUT, hold students to a higher standard. Can be removed from your NU if found violating the code of conduct and/or housing contract

## Private Landlords

- Know your landlord and their style - some like to be very involved and others not.
- Communication:
  - How best to communicate with them? Are there procedures for reporting maintenance issues, etc.?
  - Best to have communications via email - keep these!
  - Check in with your landlord
- Get anything that alters your contract in writing
- Take photos within 3 days of moving in! Send any damages in writing to your landlord



# Tenants' Rights...

## Neighborhood Units

- Right to privacy
  - 24 hours notice
  - Maintenance requests
  - Emergencies
- Livable conditions
  - Locking doors and windows
  - General Maintenance Issues
  - Heat
  - Water
  - Mold free\*
  - Pest free\*

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  - Heat
  - Water
  - Mold free\*
  - Pest free\*
- Return of Security Deposit

\*if your actions bring on these issues, you are responsible, not the landlord



# Tips:

- Read your lease and make sure everything is in writing BEFORE you sign
- Pick trustworthy & reliable roommates
- Prepare yourself for the financial commitments and understand long term impact (credit score, derogatory marks, evictions, etc.)
- Be honest with yourself about what you can afford and where you are comfortable living - this is a year long commitment!
- Have a point person/house manager as the contact, for paying bills, etc.
- Get along with your neighbors!
- Utilize your resources
  - Off Campus Living Office - 862 Market Street
  - Project Sentinel (Housing.org)



# Additional NU Info...

- NU Furniture
- Internet (Comcast)
- Trash Days
- Work Orders
- Lockouts
- NU Reminders
- Tenant responsibilities regarding cleanliness
- SCPD citations and housing fines



# NU Furniture:

- NU's come completely **UNFURNISHED**
  - You must supply all your own furniture ( New, Used, Rented)
  - Appliances (fridge, stove, microwave, dishwasher, washer/dryer are provided)

\* Buy from  
graduating  
peers



# Internet (Comcast):

- Bronco Wifi and Cable is **not** included as part of the NU
- Providers often have seasonal deals and discounts for students

AT&T fiber

Spectrum▶

comcast  
xfinity




# Trash Days:

- NU's are provided trash bins
- Bins can **only** be visible during trash pick-up days
- Must be able to close bins
- Trash pickup = Once per week
- Houses have varying pick-up days



# Work Orders:

- Work orders are filed through eCampus via the Housing Portal
- New online system used for work orders is called Aim, and specific instructions are on the portal website
- Students must report ANY damages or items needing repair or could become liable if they are negligent

**SCU HOUSING PORTAL**  
SANTA CLARA UNIVERSITY

Undergraduate ApplicationRoom Inventory InspectionWork Order

### Work Order Instructions

If this is an emergency **DO NOT** use the online system

- Emergencies that occur Monday-Friday from 8am-5pm are to be reported to the Housing Office at (408) 554-4900.
- Emergencies that occur after 5pm or on weekends or holidays should be reported to the Residence Life duty person for your building/community or the ARD/AAC duty person.

**I.T. related work requests** (cable, internet, wifi, phone, jack repairs) - please file a work request online at [www.scu.edu/technology](http://www.scu.edu/technology)

**Maintenance Requests** that should be entered are non-urgent items such as broken door hold, clogged sinks, clogged toilets, missing window screens, light bulbs that need replacing, etc. **Please allow pop-ups to select from a list of room locations.**

When entering your requests, please remember the following:

1. State what needs to be done, not what the problem is (i.e. relamp vanity light)
2. Be Specific
3. Enter your room/apartment/suite number and bedroom letter in the "Location" field.
4. It may take 1 - 2 weeks to complete requests.



# Lockouts:

- From 8am-5pm M-F; students may check out a “loaner” key in Benson Room 212 to open NU
- Otherwise students should contact CSS for assistance
- First three lockouts in academic year will not result in fine
- *4th = \$50, 5th = \$75, 6th or more = \$100*
- Within 24 hours after a school break period Housing Office reserves right to fine \$100 for lost cards



# NU REMINDERS

- Residents shall refrain from placing tables or any type of furniture or items on the front lawn of the Neighborhood Unit, including beer pong tables.
- Drinking games or simulated drinking games (i.e., water pong) are strictly prohibited in exposed porches, balconies, and common outdoor areas.
- Sanctions and/or fines are the following:
  - A fine of \$500.00 for the first offense
  - Any additional violations will result in a violation of the Student Conduct Code. Sanctions for these violations could include but are not limited to, Housing Contract Probation, Housing Contract Cancellation (\$1000.00 cancellation fee), Disciplinary Probation and additional fines.



# Tenant responsibilities regarding cleanliness:

- **DO NOT BE NEGLIGENT :)**
- Clean up your spaces, make sure trash isn't overflowing, leave hallways and exits clear of trash to prevent fire hazards, ect.
- Residents shall refrain from placing tables or any type of furniture or items on the front lawn of the Neighborhood Unit, including beer pong tables.
- Residents please hold each other accountable!



# SCPD citations and housing fines:

- Any violation discussed here or in the Housing Contract Addendum is subject to a fine administered by the Housing Office
- First violation results in warning
  - Appeals for the first violation of the university housing contract shall be submitted to and reviewed by the Housing Office.
- If City of Santa Clara or local agency sends notice to the University regarding Resident's or guest's actions, the following sanctions and/or fines apply:
  - A fine of \$500.00 for the first offense
  - Additional violations will result in a violation of the Student Conduct Code. Sanctions for these violations could include but are not limited to, Housing Contract Probation, Housing Contract Cancellation (\$1000 cancellation fee), Disciplinary Probation and additional fines.





# Thank you!

For questions, please contact  
[neighborhoodambassadors@scu.edu](mailto:neighborhoodambassadors@scu.edu)!

