

<b>Apt Complex</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Email</b>
The Cove	813-839-5478	813-839-8196	<a href="mailto:thecove@ballastpointgroup.com">thecove@ballastpointgroup.com</a>
Seaport Channelside	813-301-0000	813-301-1300	<a href="mailto:slupo@seaportchannelside.com">slupo@seaportchannelside.com</a>
Lakeview Oaks Apartments	813-631-0300	813-979-4335	<a href="mailto:sbrumfield@teamparadigm.com">sbrumfield@teamparadigm.com</a>
Newport Riverside	813-234-8981	813-238-5661	<a href="mailto:bclermont@npvltd.com">bclermont@npvltd.com</a>
The Palms at Brandon	813-681-5538	813-689-0618	<a href="mailto:palmsatbrandon@aol.com">palmsatbrandon@aol.com</a>
Palma Ceia Hyde Park	813-514-6800	813-514-6900	<a href="mailto:jstewart@mcklinley.com">jstewart@mcklinley.com</a>
Mid America Apt Communities	813-962-0097	813-969-0601	<a href="mailto:barbara.gonzalez@maac.net">barbara.gonzalez@maac.net</a>
SI Real Estate	813-631-5144	866-459-5537	<a href="mailto:info@sirealestateinvestments.com">info@sirealestateinvestments.com</a>
Oxford Walk Apartments	813-985-5700	813-985-5710	<a href="mailto:oxfordwalk@wrmgt.com">oxfordwalk@wrmgt.com</a>
Davis Island Apartments	813-254-1745	813-254-8059	<a href="mailto:pam@davisislandapts.com">pam@davisislandapts.com</a>
The Vintage Lofts	813-251-3110	813-251-3112	<a href="mailto:bfavreau@thevintagelofts.com">bfavreau@thevintagelofts.com</a>
Campus Lodge Apartments	813-866-9700	813-866-9800	<a href="mailto:mhill@campusadv.com">mhill@campusadv.com</a>
The Scion Group (42North & On50)	813-514-4242	813-632-3765	<a href="mailto:live@42_north.com">live@42_north.com</a>
The Pavillions	813-831-6069	813-839-4290	<a href="mailto:jacqueline4309@hotmail.com">jacqueline4309@hotmail.com</a>
Camden Citrus Park	813-885-3749	813-885-3915	<a href="mailto:fmonsivais@camdenliving.com">fmonsivais@camdenliving.com</a>
Cort Furniture/Apartment Search by Cort	813-933-1731	813-935-3607	<a href="mailto:fobin.bennett@cort.com">fobin.bennett@cort.com</a>
Reflections Apartments	813-631-0522	813-631-0523	<a href="mailto:smarelia@teamparadigm.com">smarelia@teamparadigm.com</a>

## Useful Web Sites for Commuters

### Local Utilities

TECO Electric (Electricity): <http://www.tampaelectric.com>

Brighthouse (Telephone, Cable & Internet): <http://tampabay.mybighthouse.com>

### Local Newspaper

Tampa Tribune: <http://tampatrib.com>

St. Petersburg Times: <http://sptimes.com>

### Local Police Departments

Hillsborough County: [http://www.tampagov.net/dept\\_Police](http://www.tampagov.net/dept_Police)

St. Petersburg: <http://www.stpete.org/police>

Brandon: [http://www.cityofbrandon.net/brandon\\_police\\_department.html](http://www.cityofbrandon.net/brandon_police_department.html)

Clearwater: <http://www.clearwaterpolice.org>

Pasco County: <http://www.usacops.com/fl/s34654/index.html>

### Local City Information

Official site for the City of Tampa: <http://www.tampagov.net>

Hillsborough County: <http://hillsboroughcounty.org>

Official site for the City of St. Petersburg: <http://www.stpete.org>

Official site for the City of Clearwater: <http://www.clearwater-fl.com>

### Parking/Transportation

Campus Map/Parking: <http://www.ut.edu/uploadedFiles/visitors/2008UTMap-Color.pdf>

Tampa Bus System: <http://www.hartline.org>

**Don't forget you will need to contact these services prior to moving in!**

The Off-Campus Housing Web site is:  
<http://www.ut.edu/detail.aspx?id=5572>



## General guidelines to help in your search

### Step 1: Budget

Create an estimated budget. Ask yourself what you can afford. This is a good starting point because it will assist you in deciding if you can afford to live alone or if you need to explore the option of a roommate. Most apartments in the area do not cover any utilities, so make sure you budget for them along with transportation cost, internet, food, and entertainment. For information on budgeting, please visit [www.ed.gov/offices/OSFAP/DirectLoan/BudgetCalc/budget.html](http://www.ed.gov/offices/OSFAP/DirectLoan/BudgetCalc/budget.html)

### Step 2: Search

Now that you have a budget, begin your search. Search the Off Campus Web link and other Web sites available to inform you of rental properties in the area. Contact several prospects and ask about current rates. If these rates are greater than your predicted budget, the option of a roommate may need to be your next step.

### Step 3: Contact

Narrow your options for housing down to two or three choices. Contact them and inquire about their current rates and availability for when you (and/or your roommate) will want to move in. You may need to be flexible on your move-in date. There is a high demand for housing in the area, so make sure you start this process early. Some complexes closer to campus may have waiting lists. If this is the case, find out the complex waitlist policy.

### Step 4: Ask Questions

The Office of Residence Life is here to assist you. If you have specific questions during your search, contact our office, and we will make sure to address them in a timely manner. To contact us, please email [reslife@ut.edu](mailto:reslife@ut.edu) or call (813)253-6239.

### Step 5: Review

You've created a budget, made the decision on whether you need a roommate, narrowed down your choices and made contacts. Continue to search while you wait for your first choice to open up and allow you to move in. Finding housing is a process that takes time. Don't wait until the last minute. The more time you give yourself, the less stressful the process will be.

#### Some Helpful Hints


In addition to the tips in this guide, make a list of the things you are looking for in an apartment and take this with you on your search. Consider an apartment's proximity to public transportation, laundry facilities, shopping, and off-street, reserved or guest parking.


When viewing an apartment, take a careful look around. Check water pressure, appliances, lights, and storage space. If you want the apartment on the condition that certain repairs are made, get a written agreement from the landlord with the date of completion.


Lastly, if the apartment is furnished, find out what is included, and, again, get this in writing. If the specific apartment you are going to be renting is vacant, ask to see it to be sure it is acceptable. Also, current tenants in a complex are excellent resources to get a consumer's view of the area. Renting an apartment without seeing it in person is NOT recommended.


## How do I begin?


It is important to clearly identify the responsibilities of living off campus and be prepared to deal with the added daily tasks of cooking, cleaning, budgeting, staying connected to campus life, and finding transportation to and from campus. Some things you will want to consider when thinking about moving off campus are outlined in detail in this guide. We hope that it will serve as a convenient tool as you navigate the process of locating, arranging, and moving into off-campus housing. Considering your decision carefully will help make your off-campus living experience more rewarding.

 Before you set out make a shopping list. Are you looking for hardwood floors, dishwasher, washer/dryer, fireplace, etc.? You may not find everything but it doesn't hurt to set priorities.

 Have a plan in hand before you look for your new place. Try to see the units in the daytime. You'll want to know how much natural light an apartment gets. It's helpful to see what shape the place is in and whether more work is needed to make it habitable.

 Be prepared. Collect some information to present to landlords/leasing agents – they'll probably ask for it, anyway. This should include a credit check, a resume and pay stubs or tax returns.


 Visit as many places as you can, so you'll have a good idea of what your money buys. Be prepared to act quickly when you find something you like.


 After you've found it, read your lease thoroughly and make sure you understand it. Don't be afraid to ask. For example: What utilities are you responsible for? Are pets allowed? How is the television reception? Will you need cable? Is there reference to existing damage or penalty for breaking the lease?

# Q & A

## When should I begin?

Is it ever too early? No, there is no better time than right now to begin learning what your off-campus housing options are. Waiting until the last minute to identify your preferred choice may jeopardize your chances of getting it.

 It is important to remember that many of the apartment complexes in the area work from waiting lists. To get on your preferred apartment complex's waiting list, you may need to provide them with a completed application and a check for their deposit fee. Once they have determined unit availability for your chosen move-in month, they will contact you with a move-in date.

 The important point here is, don't wait until the last minute. Give yourself plenty of time to identify your priorities, select your choices for residence, contact their leasing agents, and make necessary arrangements to secure accommodations for your preferred move-in date.







### What to consider when looking for off-campus housing

- ✓ Make a budget of your expenses: rent, utilities, groceries, transportation, and dining out expenses.
- ✓ Decide what type of housing you would like. Examples are rooms in houses, condos, apartments, duplexes, houses, or mobile homes.
- ✓ Roommates - How many roommates would you like to have and who are they? Be very careful in picking roommates. Sometimes you may not really know a person until you live with them, and once you sign the lease you are forming a lease-long, legally binding agreement with your roommates to live in your rental unit.
- ✓ Hit the road and check ads. To search for a rental unit, you can check the ads within this publication or on our Web site at <http://www.ut.edu/detail.aspx?id=5572>
- ✓ Ask questions. When you visit apartment complexes, ask to see other apartments besides the model. Some apartments' models might not be accurate representations of what your apartment will look like.
- ✓ Sign your lease. After you find your ideal rental unit, make sure to read your lease thoroughly.
- ✓ Inspect and document. Make sure to inspect the unit when you move in and fill out an inspection report.
- ✓ Keep rental records. Throughout the time you are living in a rental unit, keep accurate records of everything that you discuss or request of your landlord; accurate records will provide some protection from complaints later on.

### Are there minimum lease periods?


 The majority of apartment complexes in the area, including those on the Web site and in this guide, have a standard 12-month lease. The average lease is seven months and includes an additional monthly rental fee. Shorter lease periods are offered for many of the private homes renting rooms.

### Is the cost of my utilities included in the rent?

 Most apartment complexes do not include your utility expenses (electricity, water, television, and telephone services) as part of your rent. Unless specifically noted in the apartment's posting, you will be responsible for requesting services from the various utility providers and payment for these services.


### What's available in the university area?

There are many types of rental units available, each having its own advantages and disadvantages. Apartments, houses, duplexes, and mobile homes are some of the housing options. You will need to compare the alternatives and decide which type of unit is best for you.

 You could also choose to rent a room in an owner-occupied house. The details regarding renting a room vary greatly, so you will need to be sure of the written details before you sign a rental agreement. Will you have your own entrance, kitchen facilities, and bathroom? If you must share, how many will you be sharing with? What kind of environment is there? Is it noisy, are there people to meet with, will you be like a member of the family, or merely a boarder?




### Convenience vs. Cost

 If cost is your priority and you have available & reliable transportation, you may want to consider apartments farther from campus. However, if convenience is your priority, affording you the option of a 5-10 minute walk or a three-minute drive to campus, you will want to look at the apartments on the fringe of campus.


#### Quick Tips

- ✓ Keep records of everything you do, especially if it involves money or signing anything.
- ✓ Not all apartments out there advertise with UT, so explore all resources. There are plenty of apartments to rent; the challenge is finding them.
- ✓ Most of this process can be done without traveling there prior to signing your lease. If you have a chance to view your apartment choice, do so.
- ✓ Be flexible on location, proximity to campus, and your move-in date.


### Friend or other off-campus students

 One of the best sources for advice and information about off-campus housing can be your friends and classmates. Ask them about where to live and the pros and cons of their residences. If you find a place that you like, ask the residents that you see on the grounds or by the pool if they are happy with the environment, management, and facilities.

### Local & Internet Locator Services

 There are a few locator services available in the area and on the Internet. Some offer their services for free, while others will charge a fee (with no guarantee that you will find housing). Be sure to inquire about the specific requirements of the service before you agree to use their services.

### Other resources for identifying rental properties

 Off-Campus Housing Fair – Tuesday, April 14, 2009 11AM-1PM


 Off Campus Website - <http://www.ut.edu/detail.aspx?id=5572>






## Moving In & Moving Out

### Before You Move In

 You may legally be held responsible for any damage that you, your roommates, or guests do to the premises while you live there. However, you are not responsible for normal “wear and tear.” To protect yourself, insist that the landlord inspect the premises before you move in.


 Make sure to write down any damage or problems on a sheet of paper that both you and the landlord sign, along with an acknowledgement that these damages or problems existed before you moved in

### Moving Costs Check List


The first month will be the most expensive. Take time to estimate your budget before you move, making special considerations for the first month. Your costs will be less if you have a roommate with whom to share expenses. Listed below are some likely first month budget items:

- ✓ Rent (some landlords may require first and last month’s rent)
- ✓ Security deposit
- ✓ Cable/satellite hook-up and first month of service
- ✓ Electricity deposit
- ✓ Moving service or truck rental
- ✓ Boxes and other moving supplies
- ✓ Telephone hook-up and deposit
- ✓ Food and supplies (condiments, cleaning, etc.)
- ✓ Entertainment
- ✓ Tuition and fees
- ✓ Car insurance and fuel (if applicable)
- ✓ Bus passes (if applicable)
- ✓ Books and supplies
- ✓ Other bills (credit cards, loans, etc.)

and you are not responsible for them. If the premises aren’t clean when you move in, and you have to clean them, ask the landlord to make an adjustment to your first month’s rent, or change the lease to indicate that you do not have to clean before you move out. You also may want to ask for some other concession for having to take possession of a dirty residence.

 Remember, by not cleaning the premises before you moved in, the landlord has saved money or time. Make sure to keep a copy of the move-in inspection for your files.

### Storing Your Stuff

 If your new apartment is too small to hold all of your belongings or you are leaving for the summer and need to store your items for a few months, consider renting storage space. When you shop for storage, consider price, location, security, and the hours of access. To determine how much space you need, imagine stacking a room with your stuff to be stored-furniture, bicycles, small appliances, boxes of clothing, books, etc. Then calculate what size room would hold it all. With those measurements in mind, contact some local storage warehouses and get price quotes.

## Roommates (The Good, the Bad, and the Ugly)

### How to find and live happily with a roommate



Are you debating about living alone, living with friends, or living with new people? There is a lot to consider when deciding whether or not to live with friends or finding a place for yourself. Consider your class schedule, your study habits, your eating habits, and your time management when choosing a roommate. Make sure to ask yourself the following questions:

- Will conflicts occur because of clashes in personal schedules, styles of studying, or diets?
- Do you have different opinions about levels of cleanliness and housekeeping?
- How will you handle overnight guests, borrowing items, parties, or smokers?



It's important to choose a roommate wisely and to communicate so you can work out problems that might occur. If you arrange to share an apartment with a roommate you don't know, ask the landlord to let you sign separate leases so each of you is responsible only for your share of rent and any damages you cause.



When choosing a roommate, you should make sure to have open discussions with anyone you're interested in living with. It is better to get any concerns out in the open before a lease is signed or an agreement is made. A roommate relationship is more than a living arrangement. Roommates can have an emotional as well as financial effect on each other's lives. There are many laws to define the tenant-landlord relationship but none deal specifically with roommate relationships, although it is possible under some circumstances for one roommate to be the landlord of the other(s).



There are pluses and minuses to living with a roommate or by yourself. Living by yourself will give you the chance to enjoy solitude and release the potential burdens of living with others. Living with others may help you save money by sharing expenses, such as rent, utilities, and telephone.



**Beware:** your best friend may not be the best choice for a roommate. Living together could strain your friendship if you find you disagree about cleaning, parties, paying bills, or other issues that arise in a shared apartment. Negotiating a compromise, subletting, or sticking it out can become very difficult.



### Solving Roommate Problems




A common problem is personality and lifestyle clashes of roommates. The best way to deal with roommate issues is to negotiate one-on-one with your roommate. Identify the problems, what causes them, and what each roommate can do to solve them. Put any agreement you reach in writing and post it prominently—such as on the refrigerator. If necessary, you may seek mediation.




Serious roommate problems are those that threaten your health, safety, or substantially deprive you of full use of your apartment. The first step to solving such problems is to ask roommates to stop whatever they're doing.



 When dealing with roommate conflict, offer to negotiate and work out a solution. If they ignore you or negotiation does not work, take a more formal approach – document the problem.

- Keep a complete record of roommate conflict in your rental log.
- Include specific dates and notes on what was said or what happened.
- Use friends as witnesses.

 An important step is to write a letter to your roommate. It should be an account of problems that have occurred and steps you have taken to resolve them. Demand an end to unacceptable behavior and threaten further action if such behavior continues. Present the letter in person and keep a copy. Writing a letter to someone you live with may seem ridiculously formal or embarrassing, but it may be the best way to communicate your viewpoint.

#### Helpful hints for writing a letter to your roommate.

1. Describe the behavior you see and/or hear in your roommate. It is important that you use descriptive rather than labeling words. Example: “You have been leaving your dirty laundry all over the apartment,” rather than, “You are an inconsiderate slob.”
2. Express the feelings you experience as a result of your roommate’s behavior. Example: “I feel angry and resentful when you leave your dirty laundry everywhere.”
3. Ask for a specific change in behavior. Example: “I would like you to keep your dirty laundry in your own room. Are you willing to do this?”
4. Let your roommate know the specific and reasonable consequences should he/she not comply with your request. Example: “If you continue to leave your dirty laundry all over the apartment, I will simply toss it in your room and let it stay wherever it lands.”



#### Roommate Agreement

Here is an overview of some of the issues to resolve with prospective roommates before you sign a lease. It is best to put your understandings in writing. Oral agreements are too easily forgotten or misinterpreted after the fact.

**Rent** – What is everyone’s share? Who will write the rent check if the landlord will accept only one check?

**Cleaning** - How often should the place be cleaned and how will the work be shared?

**Privacy** - How much privacy does everyone want and where to get it?

**Guests** - Will overnight guests be allowed? When and how often can guests visit?

**Parties** - Agree on how often, how many people, and how late parties can run.

**Noise** – When should stereos be turned off or down low?

**Shared personal belongings** - Will goods, clothing and other various items be shared?

**Bills** - How will bills be divided among roommates and who will be responsible for payment? It might be a good idea to divide the responsibility of paying the utility bills.

## Purchase Renter's Insurance



Please be aware that the owners of rental property are not liable for loss to a tenant's personal property. It is the renter's responsibility to purchase insurance coverage to protect your financial interest in personal property and liability concerns. This is particularly significant if you cannot afford to immediately replace items that are lost, stolen, or damaged. This coverage is less expensive than the replacement of many of your personal belongings (clothing, jewelry, electronics, furniture, etc.). Liability coverage will protect you in the event someone injured on the apartment premises personally sues you. Here are some places to search for Renter's Insurance:

<http://www.netquote.com>

<http://www.geico.com>

<http://www.nisecure.nationwide.com>

## Inventory Valuables



Make sure to keep an updated inventory of your valuables by writing down serial numbers with descriptions of each item. Photographs should be taken of everything, but especially items that cannot be marked. Mark your driver's license number in two places, one that is visible and the other that is hidden. Lastly, keep a list of your valuables in a safe deposit box or another secure place. You also can give one to your renter's insurance agent.

## Personal Safety



Anyone, male or female, is a possible rape victim. In 50 percent of rapes, the victim and rapist were acquaintances or friends. Educate yourself in rape-prevention tactics by being aware of potentially dangerous situations, learning how to avoid them, and what to do when you cannot.



Legally, landlords have to provide a fire-protection system. Once you take possession of the unit, it is really the responsibility of the renter to report malfunctions of the fire-protection system to the landlord as soon as possible. It is recommended that renters check their systems once a month.

### Residential Precautions - Safety First!

- ✓ When inspecting a rental unit, be sure to check the exterior for adequate lighting in parking areas, pathways, front door, and surrounding areas that you may be using. Make sure to view the landscaping. Are trees and shrubbery blocking doors and windows? Could someone hide undetected? Ask what sort of security system is offered. If it is a complex, are there gates or security guards?
- ✓ When you check the interior, look for deadbolt locks. Check for peephole in the door with a 180-degree view. Make sure sliding doors are secure, and look to see if the front door is solid core or hollow. For entrance doors, use either a deadbolt lock with at least a one-inch throw, or, if there is a window within reach of the door handle, install a metal mesh grill over the glass. Lastly, use a security strike plate with at least two-inch screws, because normal stress does not prevent the door from being easily kicked in (one swift kick) by an intruder.
- ✓ For sliding doors or windows, never rely only on the existing handle locks. Anti-slide block locks plus anti-theft locks are much more effective and offer extra security when windows and doors are slightly open or closed. These precautions are inexpensive and can be taken with you if you change residences.

## **VOLUNTARY MEAL PLANS FOR COMMUTERS**

Voluntary meal plans are available to commuters, faculty and staff. Voluntary meal plans are subject to policies and procedures as follow:

1. Meal cards are not to be used by anyone other than who it was issued to.
2. Block meal plans have to be used up within the semester that it is purchased in. Block meal plans do not roll over from semester to semester.
3. Block meal plans are to be used only at The Cafe and Panache. Block meal plans may not be used as exchanges.
4. UT Dollars added to a plan will carry over whether or not a plan is purchased for the following semester.
5. If your card is lost or stolen, it is your responsibility to report it to the Dining Services office immediately at 813.257.3088.
6. There is a \$25 charge for returned checks.

Cancellation Policy: You must officially leave the University or graduate to cancel your unused portion of your plan less the cancellation fee of \$25.

### **40 Block Meal Plan**

This plan is perfect for dining at Panache. 40 meals for \$299 equals \$7.48 per meal. Imagine being able to enjoy the gourmet delights at the all-you-care-to-eat Panache for only \$7.48 per meal! This plan can also be used at Ultimate Dining. This plan is for commuter students, faculty and staff only.

### **20 Block Meal Plan**

This plan is perfect for dining at Panache. 20 meals for only \$169 equals \$8.45 per meal. Imagine being able to enjoy the gourmet delights at the all-you-care-to-eat Panache, for only \$8.45 per meal. This plan can also be used at Ultimate Dining. This plan is for commuter students, faculty and staff only.

### **Progressive Savings Plan**

Bonus UT dollars can be yours. Purchase \$300-\$499 and get 20 bonus UT dollars, \$500-\$699 gets you 40 bonus dollars and \$700 and up gets you \$65 bonus dollars. Use this debit plan to make purchases at any campus retail food location or pay the guest rate and eat at Ultimate Dining or Panache. Remember UT dollars carry over from semester to semester for the duration of your time at UT.

### **UT Dollar Debit Plan**

Add the UT Dollar Debit Plan to your Spartan Card! \$50 minimum initial purchase required and \$25 increments after. Use this debit plan to make a la carte purchases at any campus retail food location or pay the guest rate and eat at Ultimate Dining or Panache. Remember UT dollars can carry over from semester to semester for the duration of your time at UT.

### **UT Dollar Debit Card Refill**

Add UT Dollars to a new or existing meal plan. \$25 minimum purchase. Remember UT dollars can carry over from semester to semester for the duration of your time as a student.

## Budget Spreadsheet

CATEGORY	BUDGET AMOUNT	ACTUAL AMOUNT	DIFFERENCE
<b>INCOME:</b>			
Wages and Bonuses			
Miscellaneous Income			
<b>Income Subtotal</b>			
<b>HOME:</b>			
Mortgage or Rent			
Homeowners/Renters Insurance			
<b>UTILITIES:</b>			
Electricity			
Water and Sewer			
Telephone (Land Line, Cell)			
<b>FOOD:</b>			
Groceries			
Eating Out, Lunches, Snacks			
<b>HEALTH AND MEDICAL:</b>			
Insurance (medical, dental, vision)			
Fitness (Yoga, Massage, Gym)			
<b>TRANSPORTATION:</b>			
Car Payments			
Gasoline/Oil			
Auto Repairs/Maintenance/Fees			
Auto Insurance			
Other (tolls, bus, subway, taxi)			
<b>DEBT PAYMENTS:</b>			
Credit Cards			
Student Loans			
<b>ENTERTAINMENT/RECREATION:</b>			
Cable TV/Videos/Movies			
Computer Expense			
Hobbies			
Subscriptions and Dues			
Vacations			
<b>PETS:</b>			
Food			
Grooming, Boarding, Vet			
<b>CLOTHING:</b>			
<b>MISCELLANEOUS:</b>			
Toiletries, Household Products			
Grooming (Hair, Make-up, Other)			
Miscellaneous Expense			
<b>Total Expenses</b>			

The University of Tampa does not endorse, approve, or recommend any of these services, but merely suggest them as a resource. The off campus advertisements listed in this publication is provided by agents and landlords who are independent of The University of Tampa. We wish you the best of luck in your search for off campus housing!