

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 1st
 - App Closed: January 10th
- New Apps Response: January 19th
- 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)



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*

Private Landlords

- Right to privacy
 - 24 hours notice
 - Maintenance requests
 - Emergencies
- Livable conditions
 - Locking doors and windows
 - 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 Addendums for 2024-2025
- 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)



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[™]



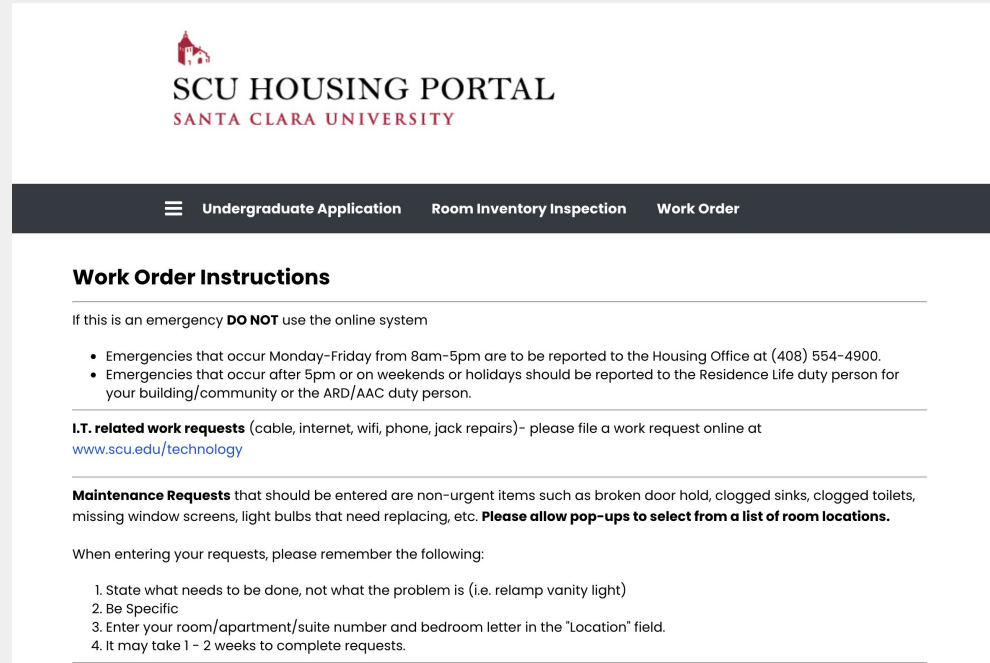
Trash Days:

- 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



The screenshot displays the SCU Housing Portal interface. At the top, the SCU Housing Portal logo is shown, featuring a house icon and the text "SCU HOUSING PORTAL" and "SANTA CLARA UNIVERSITY". Below the logo is a navigation bar with three options: "Undergraduate Application", "Room Inventory Inspection", and "Work Order". The main content area is titled "Work Order Instructions" and contains the following text:

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

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!



O.C.H.O.

Off-Campus Housing Orientation