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IS OFF CAMPUS LIVING RIGHT FOR ME?
Moving off campus can be an exciting opportunity to be on your own, cook for yourself, and find a separation between your work and your home. There are lots of things to consider before you decide to live off campus. Hopefully the information compiled in this booklet will be helpful as you decide to live off campus and then commit to a place off campus. It is important for you to consider what you need to sleep, study, and live.

THINGS TO CONSIDER:
♦ Why do I want to live off campus?
♦ Do I want to live alone or with other people?
♦ If you are not completely financially independent, how do your financial supporters feel about you living off-campus campus?
♦ What do I need in my living environment?
  - How much light do I need?
  - How quiet does my apartment or house need to be so I can study?
  - Do I smoke? Do my roommates smoke? How important is a smoke-free environment?
  - What do I need in my living situation that will make me feel safe?

DETAILS:
♦ Real Cost:
  This includes all the costs of living off campus that you will need to consider. We have provided budget sheets in the budget section of this booklet to help you determine your financial situation. This includes monthly rent, water bills, electricity and gas, garbage and phone, as well as any security deposits that may be required by the landlord. Depending on the number and value of your possessions, you may also want to consider purchasing renter’s insurance.

♦ Financial Aid from Reed:
  If Financial Aid is an issue, how will your aid be affected? (See section on Financial Aid)

♦ Transportation:
  Consider how much you will spend on gas or bus passes depending on where you work and play. Remember...

  - CARPOOLING: Community safety offers a limited amount of free carpool parking permits for carpooling drivers. Great parking spots too!!!

  - BUS PASSES: Reed offers monthly Tri-met bus passes for almost half the regular price. See cashier's office for more info.

  - NIGHT BUS: Reed also provides a free Night Bus shuttle service to take students to their nearby off-campus houses. It runs Sunday through Thursday: 10:15pm - 2:30am and Saturday: 10:15pm - 12:30am (It goes as far north as Burnside, as far south as Johnson Creek, as far east as 82nd, and as far west as Downtown)
♦ **Proximity to campus:**
You should consider how close you would like to be to campus and how much time it will take each day to get to campus. Consider how close are you going to be to the places you spend most of your time.

♦ **Food preparation:**
Keep in mind you’re probably still going to want to eat. Grocery money is important. Also, you will need to budget cooking and shopping time. When you live on your own you will need to make sure that you have planned for your meals so you are not eating pasta and canned soup at every meal. Remember if you live with friends you can all share these duties.

♦ **Incidental needs:**
Remember that many incidental needs pop up when you first move in. Is there a shower curtain or trashcan? You will have to buy cleaning supplies, toilet paper, lights, etc.

♦ **Amenities:**
Consider what amenities you need in a room or a house. Do you need a dishwasher, washer/dryer, yard, large room, bathtub, etc? Is the space furnished? Is parking available if you have a car?

♦ **Personal space needs:**
If you rent a room in a house, you will be required to share a lot of space with your housemates. Consider your own privacy needs and figure out how much you can accommodate/tolerate others’ living habits.

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Tip: Many people already have cell phones. Why pay for a landline if you usually use your cell phone anyway?

Tip: Voicemail costs around $8 every month. You can buy an answering machine for around $24 (one time expense). Consider how much you will save in the long term.

---

**AMENITIES ON-CAMPUS:**

*Remember that if you currently live on campus that many details are taken care of for you. If you live off campus you will need to think about all of these details.*

♦ If I can’t walk to campus do I feel comfortable taking the bus, driving, or biking? Do I have spare time to travel that way?

♦ Do I have time to shop, clean, and cook?

♦ Do I need high speed internet and if so, can I afford it, and is it offered where I want to live? (Companies that offer high speed internet include Qwest, Earthlink, and Verizon.)

♦ Is it easy for me to meet people? If I am off-campus how will I meet people and stay connected to campus?
**HOW MUCH CAN I SPEND?**

Once you have decided that you want to live off campus you should make sure that you can afford to live off campus and afford to live in a place that meets your needs.

♦ Be realistic. Make a list of everything that you pay for (clothing, credit cards, insurance), wherever you are currently living.

♦ Make a list of the expenses that you will be adding to that by moving off campus. Remember that if you move off (rent, furniture, utilities, etc…)

♦ Ask friends that are already living in their own house or apartment what they pay for each utility.

♦ If you are moving into a new place (aka…not with someone who currently lives there), call the phone, electric, gas, and water companies to get estimates on monthly utility bills. Most companies will have the past year’s bills for each apartment unit or house. It won’t be perfect, but you’ll get a general idea. See p. 9 in this booklet for contact numbers for the major utilities.

♦ Set up a budget (see budgeting section). Moving into a place of your own may sound great at first, but think it through. You may find that you can’t afford to spend your money on anything else!

**BUDGET:**

As you plan your life off campus, you should take a serious look at your income and expenses. Take some time to work out a budget. Hidden costs may appear out of nowhere to take you from rosy to red. Also, having a well-planned budget pleases the parents or may help you with your financial aid. Every budget has two sides. First take a look at where the money will come from:

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The other side of the picture is expenses. You will have two kinds of expenditures: fixed and variable. Fixed expenses are those due each month with little, if any, variance. Carefully complete the expense chart below. In cases where you are unsure about expenses, estimate the best you can, and go a little high to be safe.
friend take care of your pet until you can afford to do so yourself.

If this is the case, consider making a few changes: less expensive rent, biking to and from school, or having a friend take care of your pet until you can afford to do so yourself.

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Variable expenses are those which vary with personal taste and lifestyle. Complete the following chart.

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Now, consider the totals from each chart. Add up the two expenses total and subtract them from the income total. If the net result is positive (or at least zero), your expenses and your income match the lifestyle that you hope to be living. If the net result is negative, this indicates that you are spending more than you are making. If this is the case, consider making a few changes: less expensive rent, biking to and from school, or having a friend take care of your pet until you can afford to do so yourself.
**FINANCIAL AID**

One thing to keep in mind is that each student’s situation will vary to some degree, as each student has a different financial aid package and this will affect to what extent their financial aid will help cover off-campus living expenses.

If the student chooses to live off-campus, a standard allowance for off-campus room and board is included when calculating their financial aid package. The allowance for 2005-2006 is $5,730 for the year. This living allowance is determined by surveying students living off-campus to determine the average amount that is spent on off-campus living expenses.

If the student is currently living on-campus, and then decides to move off-campus, their financial aid is reduced by the difference between on-campus housing (typically $8,516 per year) and the off-campus housing allowance ($5,730 per year).

The best idea is to schedule a meeting with someone in the financial aid office, so they can evaluate your specific situation and give you a more exact idea of how your package may change.

Financial Aid can be reached at (503) 777-7223
MOVING

FINDING A PLACE:

♦ Off-campus bulletin board next to the Residence Life office
♦ Reed Residence Life off-campus apartment listing online: http://web.reed.edu/res_life/off_campus/index.html
♦ Classifieds (Oregonian online (www.oregonlive.com), Willamette Week, Apartment magazines)
♦ Ask around. One month before each semester ends is the best time to find houses and apartments that graduating Reedies will be vacating. You might just be able to just take over someone’s lease, and if nothing else, the roommates of graduating Reedies will be needing someone to live with.

LOCAL APARTMENT COMPLEXES:

Garden Park 5104 SE 30th  (503) 236-8330
Hunters Ridge 3720 SE 28th Pl  (503) 239-4968
Lambert Gardens  4849 SE 30th  (503) 238-1808
Wimbledon Square  2837 SE Colt  (503) 234-2221

QUESTIONS TO ASK WHEN VISITING PLACES:
Once you have found potential rental opportunities you should be prepared with questions. Try and get as much information as possible from perspective landlords before agreeing to sign a lease. This will not only help you determine whether this is the place for you, it will also give you a better sense of your landlord’s personality.

Some questions you may want to ask:

- How much is rent and when is it due?
- Does rent include any of the utilities or garbage/recycling, and if not, how much do they usually run?
- How long is the lease? (month to month and 1 year are the most common)
- What are the move in costs? (deposits, cleaning fees, first month’s rent...)
- Are the deposits refundable? (most are, though large complexes will keep a percentage for cleaning)
- What is their policy on pets? (if you’re planning on bringing one or getting one)
- Is the space smoke free?
- Are there enough bathrooms for the number of people that will be living there?
- Are you responsible for keeping up the yard, if you have one? (Find out what this entails, and whether you’ll be charged if it isn’t done adequately, and if they have equipment you can borrow such as a lawnmover. Keep in mind yardwork can take a few hours every week.)
- Are there fines for late payments? (if so, is there a grace period?)
- Is there a washer/dryer, dishwasher, and/or microwave?
- What amenities does the complex have? (pools, hot tubs, and gyms are nice, but you will still be paying for them even if you aren’t going to have the time to use them)
WHAT TO DO WHEN YOU VISIT AN APARTMENT OR HOUSE:

Now that you have your list of places to check out you will need to know what to look for in your future home. It is very important that you take the time to inspect your space. Once you sign a lease it may be very difficult for you to make changes or to argue later about the condition of your apartment/house.

♦ Security
  - Check the locks on each door.
  - Do the doors shut tightly?
  - Is there a deadbolt on the front door?
  - Do the windows on the ground floor lock?
  - Are there curtains or shades on the windows?
  - Who has access to the unit? Under what conditions?
  - Will you be allowed to increase your own security (adding a lock)?
  - How is the lighting around the front door?
  - How safe do I feel in this neighborhood?

♦ Electricity
  - Make sure all the lights work and see which rooms have that mystery switch that seems to do nothing. Find out what it does.
  - Check the location of plugs in the bathroom and bedroom. Are they all in safe locations?
  - Are there enough electrical plugs for my stereo, computer, phone, etc.?

♦ Kitchen
  - Turn on the oven, stove, and fan to see if they all work.
  - Check the fridge and the freezer.
  - Inspect all other appliances

♦ Bathroom(s)
  - Flush the toilet(s).
  - Turn on the sinks and the shower. How is the water pressure? Is there enough hot water?

♦ Fire protection
  - Find all smoke detectors and test them.
  - Look for the emergency exit.
  - Is there a fire extinguisher in the kitchen? If not you should purchase one for the kitchen.

♦ Phone
  - Look for amount and locations of the phone jacks.

♦ Heating and cooling
  - Turn on the heating equipment to make sure it works.
  - Double check with the landlord as to who is paying for the utilities.
  - Check location of windows and doors for summertime ventilation (it gets really hot here in the summers, especially in upstairs rooms).

♦ Pre-existing damages
  - Check for and note in writing any major damages.
  - Note rips and tears in the carpet, holes in walls, and damage to windows.
  - Have the landlord sign a list of pre-existing damages so you will not be held responsible for them when you move out.
Parking
- If you are sharing a house, make sure there is enough space for all your cars.
- If you are renting an apartment, find out which designated space is yours.
- Find out where guest parking is… a number of complexes around Reed are infamous for their towing policies.
- If you do not have a car, find out where the nearest bus stop is.
- Find out if there are safe bike racks somewhere in the complex or other bike storage.

Maintenance contact
- Find out who to contact about maintenance issues after you move in.

Storage
- Check basement, attic, and closets.

Planning: If possible, get a floor plan (and the dimensions) to help you figure out what you are going to need for your new apartment.

Tip: You can borrow a video camera or a digital camera to take pictures of the space before you move in. That way you will have documentation of the condition.

Rental Applications and Credit Reports:
Most landlords will ask you to fill out a rental application. As part of the rental application a credit report will be needed. The landlord is trying to determine whether you will pay rent on time and leave the space in good condition. You will also be required to list previous landlords. Remember that if you have lived on campus Residence Life will be your landlord and will be asked if you paid your bills on time and if you caused any damage in your room, etc.

Credit reports become more important the older you become. A bad credit report can not only keep you from renting, but it can keep you from taking out a loan for a house, a car, or even graduate school. It’s good to take a look at your credit report once in a while too, just to make certain there are no errors, especially if you’ve been denied a loan, or turned down as a renter because of your credit.

One of the best ways to get and keep a good credit history is to make consistent, on-time payments on any loans you already have, and to use a credit card responsibly. By paying off your full balance every month on your credit card, you not only are saving yourself a significant amount of money in interest and finance charges, but you are showing that you are responsible with your money and that you pay back your debts. It isn’t always possible to pay off your full balance each month, especially if you had to use your card for a larger bill (emergency hospitalization, etc.), but if you keep on a good payment schedule, your balance will soon be paid off, and your credit history will reflect you as a responsible individual.

If you are using a credit card frequently, or for large purchases, consider using a card that will give you money back for things you would spend money on anyway. REI has a card that will give you money back to use in their store, every time you make a purchase. Many airlines will give you frequent flier miles for every purchase, and for those who want to be generous every time they spend, there are cards from places like the Nature Conservancy that will receive a small donation every time you purchase something.
Moving Tips:
Moving everything you own can seem a slightly overwhelming task for some. The best way to simplify things would be to give away everything you own and start over, but obviously this doesn’t appeal to everyone. So, my suggestion would be to break it down into manageable tasks. Pack one room at a time, but don’t forget to leave yourself a few essentials so you don’t have to go digging through boxes for the things you need.

♦ Set aside enough clothes and essentials (soap, toothbrush, pots, silverware, etc.) to last until you move into your new place. Pack one bag of essentials (clothes, cups, toiletries) to keep with you during your move, (especially a long distance move) so that you can still function if the moving car full of your boxes breaks down or is delayed for whatever reason.

♦ Save yourself the agony of digging through hundreds of boxes for that one particular item you need by LABELING the boxes as you fill them!

♦ Most liquor stores and grocery stores would be happy to give you boxes for free, but you have to catch them before they break them down and recycle them. Find out when they receive their shipments.

♦ If you are lucky enough to have friends help you move…Please do not pack large boxes filled only with books!!!

♦ If you’re not traveling very far (i.e. moving across town) you may want to look into renting a U-Haul type truck, especially if there are a few of you moving at one time. You and your roommates can split the cost of renting the truck for the day. They are relatively inexpensive, and are wonderful for moving big things (beds/couches) and lots of little things if you don’t have a truck of your own.

♦ Contact Post offices or Fed-Ex for other shipping options.

♦ Stop by the Residence Life office to check out a handcart (for FREE as long as it is returned within 72 hrs)
Utilities

As you prepare to move into your new home you will probably want your utilities to work. Check with your landlord to see what is already set up and then make the phone calls to turn on the rest of the needed utilities.

Portland General Electric  (503) 228-6322
Call PGE 3 to 5 days before moving in. They will charge a hook up fee and may collect a deposit. The monthly fee will depend on the amount of use.

Qwest Communications  (800) 244-1111
The phone company does charge a connection fee. Call at least 5-7 days before you’d like service to start. Basic monthly fees vary depending on the number and types of services you’d like to have. May offer high speed internet DSL connection depending on where you are located. Would you like an alternative to Qwest for your long-distance? Check out Red Jellyfish (http://redjellyfish.com)! A portion of their profits go towards good causes, and they have great customer service.

Portland Water Bureau  (503) 823-7770
In some areas, the City of Portland handles both the water and sewer and bills you once every three months. The costs range from $96 (single) - $136 (two people). In some areas, the water and sewer are billed separately by different companies.

Garbage and Recycling  (503) 823-7202
Most apartments are responsible for providing garbage pick-up for the complex. If you are going to be living in a house, find out if the landlord provides the same service. If not, find out from the landlord who services the area and call that company. The number provided here is for general garbage, recycling, and landfill questions.

Important Utility Notes:

♦ When moving in, never just pick up an old account and carry it on. This may leave you with some unexpectedly large bills (racked up from the previous tenant).

♦ Always start new accounts with utility companies in the names of all roommates. This not only offers each roommate some security in that everyone is legally responsible for the bill, but it also gives each name on the account a chance to accumulate some good credit.

♦ When you leave a unit, make sure you arrange with the appropriate utilities to either remove your name from the account (if your roommates are staying) or give the company specific cutoff dates. Otherwise you may end up responsible for bills racked up long after you have moved on.
Pets: Moving with a pet can be difficult. Not only can the change of living environment be stressful on your pet, but sometimes even finding a place that will allow pets can be problematic. However, keep in mind that many landlords are open to the possibility of pets if you can provide some assurance that you will be responsible for any damage they may do (usually this assurance comes in the form of a deposit).

Many smaller pets (birds, lizards, rats, fish...) are okay as long as they are kept in their cages. With larger pets (cats, dogs, alligators...) landlords will almost always request a deposit (usually non-refundable) to pay for cleaning and any normal wear and tear that may take place.

- Budget your time so that you can walk, groom, and spend time with your pet. It takes a great deal of time to adequately take care of a pet. Make sure that you consider how much time and energy it takes to care for a pet before you acquire one.

- Be certain to update the tags on your pet, so they can be returned to you if they get lost outside in the new neighborhood.

- Budget for food, flea treatment, litter, vet bills, pet deposit, and possible pet damage for your pet.

- Register your pet through Multnomah County. It is illegal to have a dog or cat that’s not registered.

- More info: www.rentwithpets.com

Furnishings? When you move off campus you will probably want some furniture. Some apartments and houses may be furnished but for many students moving off campus requires you to purchase whatever furnishings you may need.

If you did decide to give away all your belongings, or you just decide it’s time to stop eating off the floor and get a kitchen table and chairs, there are quite a few options for affordable furniture. Portland is home to a plethora of used furniture stores, antique shops, and garage sales.

- Consider what furnishings you need. Most students will need a bed and most will want a desk and a chair.

- Check out ads in the Oregonian and Willamette Week for cheap bargains.

- If your timing is good, look for postings around any college campus. Graduating students or those that are moving sell a lot of really great items for very cheap!!!

- If you’d like some furniture, but aren’t viewing it as a long-term relationship, you may even consider renting some of the basics.
A Word on Bedding:
Once you’ve moved a bed you will appreciate the brilliant design of the futon. Futons are light, pack small and a small one can easily be moved by one person. Not only that, but they can serve as a couch/ chair when you’re not snoozing in it. Frames can be expensive, but you may be able to make one yourself, or have someone do it for you.

If you’re thinking about purchasing a futon, consider asking the store if they carry “seconds”. These are futons that are usually sold at discount due to a slight factory flaw (usually not noticeable to the naked eye)

Foam core futons last longer than the plain cotton variety, but tend to be more expensive. In futons without a foam core, the cotton sometimes begins to bunch up into uncomfortable lumps. Be sure to turn your futon occasionally, and don’t place it directly on the floor, as it will be more likely to grow fungus.

Respecting Your Neighbors (Having a Party?)
Portland’s Quiet Hours are basically 10pm - 7am. Unlike life in the dorms, those living around you may be older, possibly have small children, and most likely have to get up way too early to work, and therefore find their sleep quite precious, even on the weekends. This is not to say partying is out now that you’re off campus, but you do need to have a bit of respect for your neighbors. Not only will this keep neighborly relations running smoothly, but if you have a good relationship with your neighbors, and you are being a bit too loud one night, they are more likely to stop by or call and ask you to keep it down a bit, rather than calling the cops to make you keep it down a bit.

Alcohol and Drugs off-campus. Again, life off campus in regards to alcohol and drugs is very different from on-campus. Laws regarding drugs vary dependent on the drug, the quantity, and the circumstances. Please review Oregon State Law for further details. Here are a few important laws regarding alcohol to keep in mind:

ORS 471.610 Confiscation of liquor and property. When an officer arrests a person for violation (selling or serving without a license), the officer may take into possession all alcoholic liquor and other property used for the event. Other property that can be confiscated includes: bars, glasses, chairs, tables, music devices, furniture, equipment. This property shall be forfeited to the State of Oregon

ORS 471.410 (2) Furnishing alcohol to a minor. In Oregon, it is illegal for anyone except a parent or legal guardian to give alcohol to a minor.

ORS 471.410 (3) Allowing a person under 21 to consume alcohol on property under your control. It is illegal for someone exercising control over private property to knowingly allow any person under 21, who is not a child or minor ward of the person, to consume alcohol on the property, or allow any other person under the age of 21 to remain on the property if they have consumed alcohol. Mandatory minimum sentences of $350 for a first offense, and a fine of $1,000 for subsequent convictions.

ORS 30.950 Licensee, permittee and social host liability. As a social host, you are liable for damages incurred or caused by intoxicated patrons or guest away from your home if you served or provided the guest alcoholic beverages while that guest was visibly intoxicated. (This means if someone drives away from your party, intoxicated, and they get into an accident, you could be held liable for all damages.)
BE PREPARED FOR EMERGENCIES!

IN CASE OF FIRE:
♦ get close to the floor, where there is less heat
♦ take short breaths and try to get a wet cloth to breathe through
♦ do not open doors or windows – incoming air will spread the fire
♦ escape the building immediately! Meet your housemates in a preplanned spot

IN CASE OF MEDICAL EMERGENCY:
♦ Ambulance, Police, and Fire Call 911
♦ Poison Center (503) 494-8968

DIRECTIONS TO EMERGENCY HOSPITAL SERVICES:

**OHSU**
3181 SW Sam Jackson Park Rd, Portland, OR 97201
- General Information (503) 494-8311
- Emergency Services (503) 494-2800
- Poison Center (503) 494-8968

From Reed’s main entrance: turn right onto Woodstock Blvd. Follow Woodstock to 28th Ave and turn right. Follow 28th Ave. to Powell Blvd (passing Gladstone on the way) and turn left onto Powell. Stay on Powell Blvd (also Hwy 26) across the Ross Island Bridge. Stay in the left lane and follow the signs forking toward City Center. Stay on this same road through approximately 3 or 4 lights. When you reach Terwilliger, turn left. At the second light, make one more left. Follow the road to the top of the hill and OHSU emergency will be on the left side of the road.

**Adventist Medical Center**
10123 SE Market Street, Portland, OR 97216
- General Information (503) 257-2500
- Emergency Services (503) 251-6155

From Reed’s main entrance: turn left onto Woodstock Blvd. Go to 39th Ave (the first stoplight) and make another left. Go to Powell Blvd (passing Gladstone on the way) and turn right. Go approx. 3 miles until signs for I-205 North appear. Take the left turn toward the freeway, but before you actually get onto the freeway, take the Division St. Exit. Stay in the left lane and go straight through the first light. When you come to Market St, make a right turn. The hospital will be on the left, just past 102th Ave.

Tip: Find out where your water shut-off valve is BEFORE you need to know! There should be a main valve for the house, and sometimes small valves under sinks. Know where to find buckets or towels if you need them in a hurry.
MOVING OUT

BEFORE YOU GO:

♦ Give notice at your current place (usually at least 30 days ahead): Even if you have a lease!!

♦ Leave enough time to pack and clean so you can get your deposit back (see “Getting your deposit back” for more details)

♦ Call to have your utilities turned off, your new ones turned on and your final bills forwarded to your new address (usually two weeks in advance)

♦ Stop by the post office to fill out forwarding forms for your mail.

GETTING YOUR DEPOSIT BACK:

Under Oregon State Law, Landlords are required to either return deposits or provide a written explanation as to how all or part of the deposit is being used within 31 days after a tenant has turned in the keys (ORS 90.300[6]).

☐ The deposit may be used to cover unpaid rent or fees, or may be used to cover damages caused by the tenant that are beyond the normal wear and tear of things.

☐ Cleaning before moving out is entirely your responsibility. You should try to leave your home in at least as good of a condition as when you moved in.

☐ Check your rental contract. Sometimes it contains rules about how landlords deduct cleaning costs from the deposit. It may also list the things they’ll be checking, i.e. whether you cleaned out the oven, replaced any burnt out bulbs, or unplugged the shower. These are all things you can be charged for. And in the case of things like the light bulbs, it is normal procedure for the landlord to charge you for the cost of the bulb, as well as labor costs for having them put in. ($10/hr)

☐ Make sure you have given the appropriate written notice to move out (usually 30 days in advance) and have turned in your keys and garage door openers if you have such things! – even if you are on a lease, you still must give a 30 day notice.

☐ Make sure you give the landlord a forwarding address for you.
Some Final Comments:

♦ Repair Agreement:
Upon moving in, make sure you get in writing any repairs that the landlord has agreed to comply with. It is important to understand that the landlord has no legal duty to repair unless there is a signed specific written agreement to do so. No matter what you have heard in the past, an oral agreement is not binding.

♦ Discrimination:
It is not against the law for a landlord to refuse to rent to students. It is only against the law for them to refuse to rent to someone on the basis of “race, color, religion, or national origin”. If you’ve encountered discrimination while trying to rent a place to live, get in touch with the Federal Fair Housing Administration or the Labor Commissioner (see contact information section).

♦ Notice to Vacate:
At any time, for any reason, a landlord can give his tenants a notice to vacate within 30 days. This notice must be in writing. When a landlord delivers a 30-day notice in writing to the tenant, the tenant should be very wary of notices that are pre-dated by the landlord and thus require the tenant to move out in less than 30 days. The tenant should only accept a notice dated for the day it is presented and only if it is at least a 30-day notice. Sometimes a landlord might try to bluff a tenant into moving out early. This type of order does not have solid legal footing.

♦ Landlord Liens:
Several ordinances give landlords the right to take possession of a tenant’s belongings if the rent is 10 days overdue. For this law to kick in, the landlord must post a written notice on the premises which warns the tenant of the lien, and this notice must be posted while the tenant is occupying the housing, and cannot be posted after the rent is overdue. The law allows for the tenant to remove a minimal amount of specific and necessary possessions.

♦ Save Every Piece of Paper Once Money Has Left Your Hand!!!
Sometimes things are not what they seem and who you think is a really great landlord is just scamming you. If a deposit is required, ask for a receipt. If only the first month’s rent is requested, ask for a receipt. Anytime, you give cash (rather than a check), ask for a receipt. It is not uncommon for landlords to be nervous to rent to students. Even after you have given a deposit, a landlord might rethink renting to a student if a “more reliable” prospect tries to rent your house or apartment. The receipt of deposit is the only way to prove that money has changed hands. This can save you hundreds of dollars even if you don’t get to live there.
NEED MORE HELP?

Legal Assistance
Multnomah County Legal Aid Service
700 SW Taylor, Suite 300
Portland, OR 97205
(503) 224-4086

Oregon Bar Association
(provides referral service for those in need of a lawyer. As of press time the charge is $35
Portland (503) 684-3763
Statewide (800) 452-7636

Oregon State Bar
5200 SW Meadows Road
Lake Oswego, OR 97035-0889
(503) 620-0222

Oregon Housing NOW Coalition
(Sponsors a Tenant’s Hotline and helps tenants organize to protect their rights)
2710 NE 14th Avenue
Portland, OR 97212
(503) 288-0317
(503) 288-0130 (hotline)

To Report Discrimination
Federal Fair Housing Administration
(503) 226-3361

Labor Commissioner
(503) 226-2161

Oregon State Bureau of Labor and Industries, Civil Rights Division
(to file a discrimination complaint contact the Civil Rights Division near you)
(503) 731-4075 Portland
(541) 686-7623 Eugene

Referral Services
Housing Authority
(offers housing for people with very low-income)
(503) 228-2178 Multnomah County
(503) 693-4794 Washington County
(503) 655-8267 Clackamas County

Portland Housing Center
(info on non-profit organizations which provide low/moderate income housing within city limits)
(503) 282-7744
**OTHER RESOURCES FROM RESIDENCE LIFE:**

**Housing postings:** Check the residence life bulletin boards next to the office on the lower floor of Eliot. In addition, we have an online housing board at http://web.reed.edu/res_life/off_campus/off_campus Listings. html. The online postings can be checked from anywhere you have internet access. Many students use this site during the summer at home to secure an apartment in Portland before classes start.

**Resources for living off campus:** Books and pamphlets are available to be checked out by students searching for information on any number of topics related to renter’s rights and living off campus, such as the following:

- Renter’s Rights: The Basics
- Every Tenant’s Legal Guide
- The Tenant Survival Book
- Landlord Tenant Rights in Oregon
- Renting Your First Apartment: The World’s Easiest Pocket Guide
- Info sheets to take with you, covering varied topics, including what your rights are as a tenant and how to write a letter to your landlord about subjects such as deposits, repairs, or late rent.

**HELP WITH DISCRIMINATION AND NEIGHBORHOOD CONFLICT:**

**Fair Housing Council**
(Discrimination) 503-223-8295 8:30am – 5:00pm Monday – Friday

**Tenant Hotline** 503-648-7723 9:00am – 12:00pm Monday and Wednesday

**Neighborhood Mediation Program** 503-988-5609 www.resolutionsnorthwest.org/pg31.cfm

*Resolutions Northwest provides a comprehensive Neighborhood Mediation Program to help neighbors and families in Portland resolve conflicts in a positive and personal way, outside of the legal system. They offer no/lowlow cost, confidential, and effective solutions to many common neighborhood disputes:*

**Neighborhood:** noise, pets, property maintenance, nuisances, boundary disputes

**Interpersonal:** harassment, threats, minor assaults

**Landlord/Tenant:** repairs, damages, public safety, evictions

**Organizations:** consultation/facilitation for neighborhood groups, churches, public or private agencies
HELPFUL PHONE NUMBERS and AVAILABLE HANDOUTS:

EMERGENCY CONTACTS:
Police, Fire and Medical  911
Sewer Repair Emergencies  503 823-1700
Traffic Signals not working  503 823-1700
Water Main Breaks  503 823-4874

BASIC CITY SERVICES:
Fire Department – (Info)  503 823-3700
Police – (Info)  503 823-4636
Garbage & Recycling Hotline  503 823-7202
Codes & Ordinances  503 823-4082

CARS, BIKES, STREETS, and PARKING
Abandoned Cars  503 823-7309
Bicycle Information  503 823-2925
Meter Hoods  503 823-7365
Parking Patrol  503 823-5195
Parking Permits (meter hoods)  503 823-7365
Parking Permits (residential)  503 823-5185
Pothole Hotline  503 823-BUMP
Sidewalk Repair  503 823-1778
Street Light Out  503 823-5216
Street Maintenance  503 823-1700
Towing Info  503 823-0044

CITIZEN INFO
City/County Information & Referral  503 823-4000
Code Compliance  503 823-7305
Noise Control  503 823-7350
Nuisances (weeds, trash, etc...)  503 823-7306
Office of Neighborhood Involvement  503 823-4519

LAW ENFORCEMENT
Child Abuse Team  503 731-3100
District Attorney  503 988-3162
Domestic Violence  503 988-3873
Justice Center  503 988-3689
Sheriff’s Office  503 255-3600
Support Enforcement  503 988-3150
Victims Assistance  503 988-3222

COURTS/LEGAL
Civil Court (small claims)  503 988-3022
Criminal Court  503 988-3235
Family Court  503 988-3943
Jury Service  503 988-3170
Parking Ticket  503 988-3776
Public Defender - Court Appntd Attorney  503 988-3987
Public Defender -- Metropolitan  503 255-9100
Public Defender -- Multnomah  503 226-3083
Traffic Court  503 988-3233

OTHER CONTACTS
Better Business Bureau  503 226-3981
Consumer Hotline - Attorney General  503 229-5576
Crisis Hotline - Mental Health  503 988-4888
Department of Motor Vehicles  503 299-9999
Housing Authority of Portland  503 802-8300
Metro  503 797-1700
Metro Recycling  503 234-3000
Oregon State Info  503 378-6500
Portland Art Museum  503 226-2811
Portland Business Alliance  503 224-8684
Portland International Airport  503 460-4234
Portland Oregon Visitors Association  503 275-8355
Portland Public Schools  503 916-2000
Tri-Met  503 238-7433
United Way  503 222-5555
US Post Office  800 275-8777
Zoo  503 226-1561

HANDOUTS AVAILABLE FROM RESIDENCE LIFE
-Portland’s Top 25 Basic Requirements for Housing Units
-Sample letter and info regarding repair problems
-Examples of repair problems and corresponding Statues
-What can your landlord charge for?
-Move out charges
-Getting your deposit back
-Landlord’s access to your home
-How to choose Renter’s insurance
-The eviction process