# Table Of Contents

2  Pre-Move In
4  Things to Look For
6  Leasing
8  Moving In
10 Off-Campus Activities
12 Safety
14 Moving Out
If you are opening this manual, it means that you are considering moving off campus. This is a decision that should not be taken lightly. Moving off campus can be difficult if you do not know what you are doing or what you are looking for. This manual covers everything that you need to know about making the smartest move possible. Before you get started, you should consider your point of view on the following pros and cons.

**Pros:**
- Off-campus living can be cheaper
- More independence and freedom
- Quieter than living in a residence hall
- Private bathroom
- Private kitchen
- Rental experience and opportunity to build credit
- Select your roommates

**Cons:**
- Commute to campus
- Limited parking
- Cost of furniture
- Cost of utilities
- Paying bills, maintaining noise levels, cleaning, etc.
- Connecting to campus
- Cost and preparations of food
- Finding the right price, location, size for you
Need a place to start?

**Offcampusliving.lsu.edu**

This website is an easy way to compare hundreds of Baton Rouge complexes at the same time. This site can help you find the perfect place at the perfect price in the perfect location. It even has a forum to find furniture and/or roommates. Best of all, it is a free resource for LSU students, faculty, and staff to use.

**Apartments**

The most common choice for students living off campus in Baton Rouge is for apartments. Many of these will be listed on our housing website: offcampusliving.lsu.edu. Pay attention to leases that each member on the lease pays or if rent is paid in one lump sum for the entire apartment. Leases can also range in duration: 9-month, 12-month, or other. Some complexes charge one basic fee, which covers rent and all, or most, utilities. However, most apartments do not include electricity or other utilities in the rent. Before you sign your lease, be sure to ask your leaser if you are unsure about amenities.

**Houses**

Houses offer more privacy and space than apartments but may require more responsibilities for you and your roommates: mowing the lawn, providing appliances, making small repairs, etc. If you rent this type of housing, be sure to have the landlord put these responsibilities in writing. Some houses come furnished, some do not; be sure to consider the extra cost if it does not come furnished.

**Locator services:**

Sublet.com (corporate)  Keyfinders Realty (local)
866-708-3803  225-293-3000

**Renter’s Insurance**

Renter’s insurance is the best way to protect yourself against theft and damages, especially if you live in an apartment complex. This can also cover damages that aren’t your fault, such as an adjacent fire. Here are some providers that offer renter’s insurance: Geico, ERentersPlan, Progressive, State Farm, USAA, Wells Fargo, etc.
Make sure that you understand your responsibilities and how you are contracted before you sign a lease. Also be sure to know what you’re looking for as well as what is included and what is not. Different places have different rules. Understand the following before you sign a lease:

- Is it in a good location?
- Is it a safe neighborhood?
- What are nearby amenities?
- How far is it from campus?
- Is it on the bus route?
- What security precautions does the complex have?
- How long is the lease?
- Do you have enough storage space?
- Washer and dryer?
- Do you need to pay for your own:
  - Water Bill
  - Electric Bill
  - Cable and Internet
  - Gas Bill
  - Furniture
  - Kitchen Appliances
- Can you have pets? And if so, how much is the pet deposit?
- Does it come with parking spaces for everyone on the lease?
- Does it have a good amount of visitor parking spots? Do they tow or ticket?
Move-in Cost Evaluation

The following is an estimated breakdown of costs for your first year. Make sure that you are saving money by moving off-campus. Many times, students forget to calculate the extra costs associated with living off-campus. Costs are based on the 2013-2014 academic year for undergraduates:

**Full Academic year:**

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; fees (in-state)</td>
<td>$7,873</td>
</tr>
<tr>
<td>Room &amp; Board (include summer if 12-months lease)</td>
<td>$_____</td>
</tr>
<tr>
<td>Parking Permit (optional)</td>
<td>$161</td>
</tr>
<tr>
<td>Football Tickets (optional)</td>
<td>$128</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,000</td>
</tr>
<tr>
<td>Travel</td>
<td>$500</td>
</tr>
<tr>
<td>Utilities</td>
<td>$_____</td>
</tr>
<tr>
<td>Miscellaneous (food, furniture, supplies, etc.)</td>
<td>$_____</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$_____</td>
</tr>
</tbody>
</table>

**Note:** Your first month will be more expensive than your others, mostly due to deposits and one-time expenses.
Before you sign your lease, there are several things you should watch for to prevent confusion and/or extra fees.

**Edits**
Some negotiations can be made on a lease. If you and your leaser agree on a change, make sure that you edit it on the lease itself and both initial next to any changes. Their copy and your copy should look the same and have the same edits.

**Guarantors**
When signing a lease, many organizations require a guarantor. A guarantor is someone who can guarantee that rent will be paid. Often your parents/guardians would be the person(s) who would guarantee that you will pay your rent, and if you can’t, your landlord/leaser will bill the guarantor. Because students usually have very little or no credit, this is how leaser cover their assets for the term of the lease.

**Late Rent**
Be sure you understand when your rent is due and how often. If your lease does not state what happens if rent is later, be sure to have the procedure in writing before you sign. When signing a lease, try to negotiate an extra 3-5 days at the beginning of the month in case you forget or need extra time to deliver it.

**Withholding Rent**
Withholding rent is not allowed in the state of Louisiana, however, there is an option to make repairs and deduct the cost from your rent. Here is the law according to Acadiana Legal services:

*If a landlord refuses to make repairs, the tenant does not have the right to “repair and deduct”. In order to exercise this right, the tenant must first notify the landlord of the needed repairs (preferably in writing) and give him a reasonable time to do so. The tenant must advise the landlord that if the repairs are not timely made, he intends to have the repairs made himself and deduct the cost from the rent. If the landlord still does not make the repairs, the tenant may pay someone to fix the problems, keep the receipts, and take the deduction. If the repair is very costly, the right may be useless because the tenant may be unable to afford to pay for it. It is also dangerous for a tenant to exercise this right because unless there is a long-term lease, the landlord might try to evict the tenant later as punishment.*

*If the property is partially destroyed during the lease, the tenant gets a reduction in the rent or he may choose to cancel the lease if it would be too inconvenient to wait for the repairs to be completed. If the property gets totally destroyed, the lease is at an end. If a tenant in property with a government subsidy damages the property, the landlord may try to collect for the damages from the agency giving the subsidy.*
Lease Termination
This is very important to look for at the signing of the lease because it can really hurt you later. Make sure you completely understand how to break the lease even though you do not intend to. Things come up, and you may need to move. Look at how much notice must be given (usually 30 days or more) and the penalty for breaking the lease. Make sure you understand their policy on subletting or subleasing. (Subleasing/subletting is to find someone else to take over your lease for a period of time).

Eviction
Your property owner has the right to evict you if you do not follow the terms listed in your lease, or if you fail to pay rent on time. According to Acadian legal services, here are your rights as a resident getting evicted:

> The notice will be given to the tenant at least five days to move out voluntarily without the landlord going to court to get an eviction order. The landlord may not lock a tenant out of his property, change the door locks, cut off the water or remove the doors without first getting a court order allowing him to do so. If it appears the tenant has abandoned the property, the landlord may act to protect the property until he can get a court order ending the lease. Only court officers are given the power to throw a tenant or his belongings out of the property, not landlord, owners or maintenance workers.

Repair Responsibilities
Make sure that all responsibilities are clear in writing. It is important that you make sure you are covered for maintenance issues. There are certain services that a lease may or may not cover. There are two major categories they are split into: emergency and non-emergency. Emergency usually covers things like heat loss, busted pipes, and broken air conditioning or refrigerator. There are usually phone numbers supplies by your landlord for your 24-hour maintenance service. Some non-emergencies include things like broken dishwashers, washer/dryer, light fixtures, door knobs, etc. These repairs should be discussed in your lease. If not, talk to your property owner about your responsibilities. Your lease usually has the information and numbers to call, so be sure to follow the instructions you are given.

Utilities
Be sure you know what utilities need to be transferred to your name by the time your lease starts.
  - Electricity
  - Water/Sewage
  - Trash
  - Gas (Most apartments only use electric, and will tell you if you need to include gas in your name)
  - Cable/Internet
Move In Checklist:

- Solidify connection of utilities in your, or a roommate’s, name
- Change your address with the post office
- Set up a bank account with a bank near you and set up automatic bill pay if applicable
- Clean and vacuum before moving everything in
- Moving creates a lot of downsizing, be sure to donate as much as possible to Goodwill or other resale stores
- Divide roommate responsibilities
- Meet your neighbors
- Complete a condition check-in form

Before moving your stuff in, try to do your condition check-in form. Make note of any dents, chips, stains, malfunctions, etc. This will help assure you don’t lose money on your security for preexisting issues. Try and keep your check-in form for a week or two because you may notice things after
What are you going to need?
You will likely need the following for each room:

**Kitchen:**
- Microwave
- Toaster
- Pots/Pans
- Utensils
- Silverware
- George Forman
- Coffee Maker/Keurig
- Dish Detergent
- Cleaning Supplies
- Sponges
- Mop
- Broom/Dust Plan

**Living Room:**
- Couches
- Chairs
- Coffee Table
- TV
- Internet Modern
- TV Stand
- Lamp(s)
- Vacuum
- Door Mats

**Bedroom:**
- Bed/Bed Frame
- Desk/Desk Chair
- Dresser
- Hangers
- Night Stand
- Lamp(s)
- Book Shelf
- TV & Stand
- Laundry Basket
- Laundry Detergent/Dryer Sheets

**Bathroom:**
- Toiletries
- Bleach
- Hand Soap
- Shower Curtain
- Toilet Seat
- Floor Mats
- Towels

**Patio:**
- Patio Furniture
- Grill
Looking for something to do? Baton Rouge has a lot of things to do and explore. Here is a list on some of the awesome things to do around the city:

### Entertainment:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baton Rouge Zoo</td>
<td>3601 Thomas Rd.</td>
<td>Mon-Sun: 9:30am-4pm</td>
</tr>
<tr>
<td>Mall of Louisiana</td>
<td>6401 Bluebonnet Blvd.</td>
<td>Mon-Sat: 10am-9pm Sun: 12pm-8pm</td>
</tr>
<tr>
<td>Perkins Rowe</td>
<td>Outdoor Mall, Food, Theater and Entertainment</td>
<td></td>
</tr>
<tr>
<td>Red Stick Farmers Market</td>
<td>5th and Main St.</td>
<td>Sat: 8am-12pm</td>
</tr>
<tr>
<td>Shaw Center for the Arts/Manship Theatre</td>
<td>100 Lafayette St.</td>
<td>Mon-Sun: 9am-5pm</td>
</tr>
</tbody>
</table>

### Tours:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluebonnet Swamp Nature Center</td>
<td>10503 North Oak Hills Pkwy</td>
<td>Tues-Sun: 9am-5pm</td>
</tr>
<tr>
<td>Magnolia Mound Plantation</td>
<td>2161 Nicholson Dr.</td>
<td>Mon-Sat: 10am-4pm Sun: 1pm-4pm</td>
</tr>
<tr>
<td>Myrtle’s Plantation</td>
<td>7747 U.S. 61, St. Francisville, LA 70775</td>
<td>Sun-Thurs: 9am-5pm Fri-Sat: 9am-8pm</td>
</tr>
</tbody>
</table>
Museum:

Louisiana Art and Science Museum
100 South River Rd.
Mon-Sat: 10am-3pm Sun: 1pm-4pm

Louisiana Capitol Park & Museum
660 North 4th St.
Tues-Sat: 9am-5pm

Louisiana Old Capitol Building
100 North Blvd.
Tues-Sat: 9am-4pm

Rural Life Museum
4560 Essen Ln.
Mon-Sat: 8:30am-5pm

USS KIDD Veteran Memorial
305 South River Rd.
Mon-Sun: 9am-5pm

For more things to do in Baton Rouge, checkout Visit Baton Rouge at visitbatonrouge.com
One thing you should always prioritize is safety. Using simple safety precautions will greatly reduce your chance of becoming a victim. Be sure that you know where you are (building name, street name, etc.) so that emergency responders will be able to locate you. Here are the LSU Police Departments recommendations for all students:

**Protect Yourself at Home, In Your Room, or Apartment:**

- Lock your door, even when you intend to return home shortly or even if you are just going down the hall. It takes a thief ten seconds or less to enter and open room and steal your property.
- Lock or secure doors and windows when you are alone or asleep.
- Do not leave valuables lying out in plain sight. Record the serial number of your valuables.
- Keep emergency numbers by your phone.
- Do not leave messages on your door indicating that you are away and when you will return.
- Do not let strangers enter dormitory or premises.
- Do not prop open outer doors.
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
- Do not put your address on your key ring.
- Know your neighbors.
- Do not leave keys in hiding places. Thieves will find them. Carry your keys or make sure that anyone who truly needs the has their own copy.
- Call 578-3231 to report suspicious persons or activity in or around your neighborhood. Off campus, call 911.
- Open a savings or checking account instead of keeping money in your room.
- Keep automatic teller machine cards in a safe place, keep your PIN number secret. When possible, only use ATM’s during the day.
- Instead of carrying large sums of cash, use a charge card. Some charge cards insure property purchases with those cards against loss, theft, or damage.
- If you find yourself in immediate danger, call 911 or 578-3231; try to stay calm and get away at the first opportunity.
Protect Yourself When Walking

- Avoid walking alone at night unless absolutely necessary.
- Keep to well lit, commonly travelled routes.
- Avoid shortcuts and dark, isolated areas.
- Walk purposefully, know where you are going, and project a no-nonsense image.
- Avoid potentially dangerous situations.
- If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have easy access to your cell phone in case you need to make an emergency phone call.
- Have your door keys ready and carry them in your pockets, not buried in a purse.

*If you are on or close to campus, don’t walk to your car at night. Call Campus Transit for a ride to your car. They will pick you up. Enter this number in your phone so you have it when you need it: (225)578-5555.*

Protecting Yourself When Driving

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Never pick up strangers.
- Drive to a police station, fire station, or open place of business if you feel you are being followed.
- If you feel threatened, call 911 and give your location.
- Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call assistance for them.
- Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help.
- Do not worry about seeming rude.

Protect Your Auto or Bicycle

- Always lock your car. Never leave the windows down while it is unattended.
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.
- Lock bikes to bike racks with hardened-alloy locks and chains or U-shaped locks to prevent thefts.
- Only use the designated white lined areas to cross the street.
- When riding, beware of cars next to you. It is very common for you to be in their blind spot. If you go straight and they turn left, it is easy for the both of you to collide.
The time has come for you to move out. Make sure you follow some of these guidelines to assure that you can seamlessly move and get all of your deposits back. Reread your lease! You probably weren’t concerned with checking out when you first read it. Your lease should clearly label what your responsibilities are in order to get your deposit back.

- Call the different utility companies that you pay bill to and notify them of the disconnection date. They will usually apply deposits to the last bill and pay/charge the difference.
- Clean and vacuum every room.
  - You don’t want to get fined for something so easily fixable.
  - Do not leave your furniture behind even if it is usable. Complexes will charge you if they need to remove furniture.
- Donate things that you don’t want to keep that are still usable.
  - Try Goodwill or other charitable companies.
- Contact movers or storage companies to verify dates for pick-up.
  - You do not want to find out your stuff was never picked up, or worse, thrown own because of miscommunication.