HOOKE ON
OFF CAMPUS LIVING
EXPERIENCE STUDENT LIVING
HOW IT’S MEANT TO BE.

VOTED “BEST APARTMENT COMMUNITY” 2016
– Best of the Brazos Valley 2016 Winner

The Barracks isn’t just another place to live. It’s a community, a place to belong. Our residents are treated like family, and our entire staff’s goal is to help make this the most fun and memorable four (or five) years of your life.

COME VISIT US TODAY!
514 DEACON WEST DRIVE, COLLEGE STATION, TX 77845
(888) 567-5757 | WWW.BARRACKSTOWNHOMES.COM
Find...

Place to Live

Room

Roommate

Visit https://aggiesearch.tamu.edu to begin searching today!

- Features over 100 properties to search in the Bryan/College Station area.
- Allows you to create a profile and search for roommates in the Bryan/College Station community.
- You can post or look for subleasing opportunities for free.
There are over 40,000 Texas A&M students who live off campus. There are many resources available to assist the off-campus student, including:

The Aggie Up Campaign is a cooperative campaign between Texas A&M University and the Cities of Bryan and College Station. This campaign aims to provide students with positive transitions to community and neighborhood living so their Aggie experience will be positive both on and off campus. Texas A&M Offices of the Dean of Student Life, College Station Police, College Station Fire Department, College Station Code Enforcement, Neighborhood Services and Community Relations Office, and the Bryan Police Department Neighborhood Enforcement Team collaborate on various community outreach projects. To learn more, visit http://aggieup.tamu.edu.

The Municipal Affairs Vice President is in charge of the Texas A&M Student Body’s relationship with the City of College Station, City of Bryan, and Brazos County. The Municipal Affairs VP will attend city council meetings, meet with city staff, and communicate with resident stakeholder groups in order to advocate on behalf of the student body. http://sga.tamu.edu.

Off-Campus Student Services

Location: Student Services at White Creek, Student Life 1 Building 0070 West Campus Blvd. 1257 TAMU College Station, TX 77843-1257
Phone: 979.845.1741
Fax: 979.845.6138
Email: ocss@tamu.edu
Website: ocss.tamu.edu

TAMU Off-Campus Student Services
@TAMU_OCSS

The 2017 Off-Campus Survival Manual was produced by Keionna Sanders in Off-Campus Student Services with graphics provided by Eva Hengtaweesub. This manual is provided as a student service by the Offices of the Dean of student Life. While all efforts have been made to provide correct and current information, no guarantee is given with regard to the accuracy of the material contained herein.
## Community Resources

### Emergency Numbers

- Ambulance, Police, and Fire Departments: **911**
- On Campus Emergency (from a campus phone): **9911**
- Sexual Assault Resource Center: **979.731.1000**

### Non-Emergency Phone Numbers

- Bryan Police Department: **979.361.3888**
- CARPOOL: **979.693.9905**
- CollegeStationPoliceDepartment: **979.764.3600**
- Corps Escort (on-campus only): **979.845.6789**
- Department of Public Safety: **979.776.3110**
- Student Counseling Helpline: **979.845.2700**
- University Police: **979.845.2345**

### Medical Services

- Scott & White Clinic: **979.691.3300**
  - 1600 University Dr East, College Station
  - 1700 University Dr East, College Station
  - 700 Scott & White Dr, College Station
- St. Joseph Regional Health Center: **979.776.3777**
- St. Joseph Health Express Care
  - 4401 Hwy 6 S, College Station: **979.731.5200**
  - 2010 E Villa Maria Rd, Bryan: **979.821.7373**
- Texas Avenue Medical Clinic: **979.779.4756**
  - 1703 E 29th St, Bryan

### Grocery Stores

- **H-E-B Foods**
  - College Station: **979.693.0361**
  - Bryan: **979.778.1077**
- **Kroger**
  - College Station: **979.485.8773**
  - Bryan: **979.774.8366**
- **Wal-Mart**
  - College Station: **979.693.3095**
  - Bryan: **979.776.6441**

### Parks and Recreation

- College Station: **979.764.3486**
  - Bryan: **979.209.5528**

### Automobile Rentals

- Avis Rent-A-Car: **979.846.9007**
- Enterprise Rent-A-Car: **979.695.2942**
- Hertz: **979.691.2862**

### Postal Services

- Bryan: **979.774.2300**
- College Station: **979.693.4152**
- Northgate Station: **979.846.5716**

### Taxicab Services

- Aggieland Cab: **979.693.5532 or 979.846.2285**
- Ground Shuttle: **979.739.2836**
- Maroon Cab: **979.695.9999**
- University Taxi: **979.846.2233**
TAMU Resources

Admissions and Records........................................979.845.1060
(http://admissions.tamu.edu)
Aggieland Visitor Center....................................979.845.5851
(http://visit.tamu.edu)
Athletic Ticket Office...........................................979.845.2311
(http://aggieathletics.com)
Career Center.......................................................979.845.5139
(http://careercenter.tamu.edu)
CLEAR (Consensual Language, Education, Awareness,
and Relationships).............................................979.845.6241
(http://studentlife.tamu.edu/clear)
Disability Services...............................................979.845.1637
(http://disability.tamu.edu)
Division of Student Affairs....................................979.845.4728
(http://dsa.tamu.edu)
Financial Aid.......................................................979.845.3236
(http://financialaid.tamu.edu)
Food Services.......................................................979.845.3005
(http://food.tamu.edu)
GLBT Resource Center.............................................979.845.8920
(http://glbt.tamu.edu)
Graduate and Professional Student Council.........................979.862.1974
(http://gpsctamu.org)
Greek Life..........................................................979.862.5636
(http://greeklife.tamu.edu)
Health Promotion.................................................979.845.0280
(http://studentlife.tamu.edu/hp)
International Student Services.................................979.845.1824
(http://international.tamu.edu/iss)
Intramural Sports..................................................979.862.1884
(http://recsports.tamu.edu/programs/intramurals)
Libraries
• Sterling C. Evans.............................................979.845.3731
  (http://library.tamu.edu)
• Medical Sciences............................................979.845.7428
• West Campus................................................979.845.2111
• Cushing.......................................................979.845.1951
  (http://library.tamu.edu)
MSC Bookstore....................................................979.845.8681
(http://mscbookstore.com)
MSC Front Desk...................................................979.845.8908
(http://msc.tamu.edu)
MSC Student Programs..........................................979.845.1515
MSC Box Office..................................................979.845.1234
(http://boxoffice.tamu.edu)
Multicultural Services.............................................979.862.2000
(http://dms.tamu.edu)
New Student & Family Programs.................................979.845.5826
(http://nsfp.tamu.edu)
Off-Campus Student Services..................................979.845.1741
(http://ocss.tamu.edu)
Office of Graduate and Professional Studies........................979.845.3631
(http://ogs.tamu.edu)
Residence Life....................................................979.845.4744
(http://reslife.tamu.edu)
Recreational Sports..............................................979.845.7826
(http://recsports.tamu.edu)
Shuttle Bus Information.........................................979.847.7433
(http://transport.tamu.edu)
Student Activities...............................................979.845.1133
(http://studentactivities.tamu.edu)
Student Assistance Services....................................979.845.3113
(http://sas.tamu.edu)
Student Conduct Office.........................................979.847.7272
(http://studentconduct.tamu.edu)
Student Counseling Service....................................979.845.4427
Student Counseling Help Line................................979.845.2700
(http://scs.tamu.edu)
Student Health Services.......................................979.458.8316
(http://shs.tamu.edu)
Student Legal Services.........................................979.862.4502
(http://studentlife.tamu.edu/sls)
Student Life.......................................................979.845.3111
(http://studentlife.tamu.edu)
Student Locator/Campus Directory...............................979.845.4741
(http://services.tamu.edu/directory-search/)
Student Media.....................................................979.845.2613
(http://studentmedia.tamu.edu)
TAMU Information/Operator......................................979.845.3211
(http://transport.tamu.edu)
Transportation Services.........................................979.845.7275
(http://transport.tamu.edu)
Women’s Resource Center......................................979.845.8784
(http://wrc.tamu.edu)
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Deciding on Housing | The Bryan/College Station area has many housing options from which you can choose. Each type of housing has benefits and drawbacks, so it is important to gain as much knowledge as possible to best fit your needs. Most importantly, whichever housing option you choose, you should always feel as though you are in a safe and comfortable living environment. The information below provides a good start to gather basic facts about your living possibilities.

Choosing to live off campus

**The Pros**
- Apartment rent and utilities can be cheaper off campus
- Off-campus housing can be quieter at times than on campus
- Off-campus housing can provide more personal space such as bathrooms, full size closets, and kitchens
- Off-campus housing provides you with renter experience
- When selecting roommates and spaces you have more control

**The Cons**
- Traveling to campus can be more difficult
- Most apartments are unfurnished or semi-unfurnished
- You will have monthly rent and utilities instead of a lump sum payment for all housing charges
- You are responsible for paying your bills on time, cleaning, and maintaining appropriate noise levels
- Connecting to campus activities can be more challenging

When do you want to move in?

**Summer**
If you are living in the Bryan/College Station area during the summer months, you will have ample housing options. Many apartments offer special summer rates. Also, consider asking your friends if they need to sublease their apartment for the summer. If you just need a place to stay during summer school, subleasing may benefit both parties. Visit aggiesearch.tamu.edu for subleasing.

**Spring**
If you are looking for spring semester housing, you will find the largest number of listings during November. This is also a great time to find someone who is looking for a roommate to move in and share rent. Many students study abroad or leave for internships during the spring semester. The likelihood of finding a short term/semester sublease is higher during the spring.

**Fall**
Many local apartment communities begin pre-leasing for the next fall semester as early as November to January. During the summer months, the availability of apartments will rapidly decline; therefore, the longer you wait, the greater likelihood that your first choice apartment will no longer be available. However, most houses, duplexes, rooms in homes, and mobile homes do not begin advertising fall vacancies until the summer months.
Where to live? Finding a place to live can be a stressful process if you do not know where to begin. Fortunately, there are many services available to ease your process. Consider the following resources and tips before making your final decision:

Set a budget. Do not forget that you will need to pay for utility deposits and other items not included in your rent such as moving expenses and apartment furnishing costs. Use the budget form on page 44 to get started.

Secure a guarantor. If you are under 18, a student, or you do not have enough income to qualify to pay the rent, you may be asked to secure a person who will assume responsibility for your debt.

Inspect and compare. Visit units as your time will allow and have someone who has renter experience accompany you. Refer to the Smart Resident Checklist on page 45 of this manual for additional assistance. Apartment hunting can be tiresome, so take notes/pictures and consider the following when making a decision:

1. Do not sign a lease on an apartment that is still under construction, unless you understand and accept the risks involved.
2. Ask to see the actual apartment you are considering. Model apartments can look much different than the unit you will be renting. However, if you pre-lease, the management may not know which unit will be available and it may be necessary to sign a lease based on the model apartment. If so, make a written notation on the lease stating that the apartment must be comparable to the model apartment shown.
3. Do not move into your residence if it is not in an acceptable condition or does not meet the conditions you and the management agreed upon in writing.

Places to search

Locator Services
Several apartment locator services are available for students in the Bryan/College Station area. Take time to discuss the specifics of their services before turning over your housing search to them. Additionally, be detailed about your expectations in regards to housing. Do not skip specifics when it comes to explaining what you are looking for, and do not feel like you have to settle on something that does not meet all of your requirements. Locator Services can be found through [http://aggiesearch.tamu.edu](http://aggiesearch.tamu.edu) or on page 15 of this manual.

Housing Fair
Off-Campus Student Services sponsors an Off-Campus Housing Fair annually. This is an exciting opportunity for students to gather information from many apartment complexes in the Bryan/College Station area. It is a fun-filled day with prizes, giveaways, and themed décor. Visit [http://ocss.tamu.edu](http://ocss.tamu.edu) for more information.

AggieSearch
An on-line database provided by Off-Campus Student Services. AggieSearch allows students to:
- Easily browse the database for housing availability
- Search for roommates
- Post available spaces for rent

website: [http://aggiesearch.tamu.edu](http://aggiesearch.tamu.edu)
Types of Housing

Apartments
The most popular choice for off campus living in Bryan/College Station are privately-owned apartments. Most apartment communities are occupied predominately by students, so you will have the opportunity to live among other Aggies.

Houses, Condominiums, Townhomes, Duplexes, and Fourplexes
These options offer more privacy and space than apartments, but they may require more responsibilities for you and your roommates. Responsibilities may include mowing the lawn, providing some appliances, and making small repairs. If you rent this type of housing, ask the owner/manager to put your responsibilities in writing. Also, make sure you consider the cost of furnishing this type of housing as many units come unfurnished.

Rooms in Homes
If you are considering renting a room from a local family, friend’s parents, or family members, there are several issues you should discuss with the head(s) of household including cleaning responsibilities, rules regarding guests, and availability of kitchen, washer, dryer, etc. Occasionally, the property owners may be looking for a baby sitter, pet sitter, or someone to look after a family member with special needs, or unlimited access to the house on certain weekends. If this is the case, make sure you are clear about the time you are willing to commit to such responsibilities and what compensation you will receive.

Privatized Residence Halls
Privatized Residence Halls are a fast-growing market in the realm of student housing. They often offer services and amenities not found in other off-campus housing facilities. Many offer meal plans and provide student oriented activities, services, and programs. They are designed to provide a residence hall living experience (which may include resident advisors, floor activities, hall-wide functions, etc.) and introduce students to some of the advantages of living off campus. Prices vary and there is often a variety of room styles to choose from.

The best advice comes from speaking with someone who has first-hand experience. Consider asking your friends, talking to neighbors, reading reviews on-line, and getting to know the management staff before making a final decision.
## Amenities Listing

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Map Location</th>
<th>Lease Term (months)</th>
<th>Bedrooms</th>
<th>Washer/Dryer Connection</th>
<th>Water Included</th>
<th>Gas Included</th>
<th>Electric Included</th>
<th>Cable</th>
<th>Internet</th>
<th>Furnished</th>
<th>Pets</th>
<th>Handicap Accessible</th>
<th>On Bus Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggie Station - 979.691.0100 - <a href="http://aggiestation.com">http://aggiestation.com</a></td>
<td>1 DM-1</td>
<td>12</td>
<td>2-4</td>
<td>In unit</td>
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<td>Alpine &amp; Oakdale Fourplexes- 979.260.1200 - <a href="http://united-rico.com">http://united-rico.com</a></td>
<td>2 F-4</td>
<td>12</td>
<td>2</td>
<td>Connections, In unit</td>
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<tr>
<td>Arbor's at Wolf Pen Creek (The) - 979.694.5100 - <a href="http://myapartmenthome.com">http://myapartmenthome.com</a></td>
<td>3 DM-4</td>
<td>9,12</td>
<td>1-3</td>
<td>In unit</td>
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<td>Ashford Duplexes - 979.260.1200 - <a href="http://united-rico.com">http://united-rico.com</a></td>
<td>4 DM-1</td>
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<td>Aspen Heights - 979.589.4040 - <a href="http://ahcollegestation.com">http://ahcollegestation.com</a></td>
<td>5 DM-1</td>
<td>12</td>
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<td>211 University Drive College Station, TX 77840</td>
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<td>Aurora Court College Station, TX 77840</td>
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<td>Barracks (The) Townhomes - 888.567.5757 - <a href="http://barracksatcollegestation.com">http://barracksatcollegestation.com</a></td>
<td>8</td>
<td>9,12</td>
<td>1-2</td>
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<td>Brazos Point Apartments - 979.693.9957 - <a href="http://brazospointapartments.com">http://brazospointapartments.com</a></td>
<td>9 DM-2</td>
<td>10</td>
<td>1-4</td>
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<td>Callaway House (The) - 979.260.7700 - <a href="http://callawayhouse.com">http://callawayhouse.com</a></td>
<td>10 DM-2</td>
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<td>Callaway Villas - 979.695.2300 - <a href="http://callawayvillas.com">http://callawayvillas.com</a></td>
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<td>Callaway Villas - 979.985.2200 - <a href="http://callawayvillas.com">http://callawayvillas.com</a></td>
<td>12 DM-4</td>
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<td>Cambridge @ College Station (The) - 979.694.1500 - <a href="http://cambridgeatcollegestation.com">http://cambridgeatcollegestation.com</a></td>
<td>13 DM-2</td>
<td>12</td>
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<td>Campus Crossings at Marion Pugh - 979.764.8882 - <a href="http://crossingsofmarionpugh.com">http://crossingsofmarionpugh.com</a></td>
<td>14 DM-2</td>
<td>12</td>
<td>1-5</td>
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<td>Campus Village at College Station - 979.694.3000 - <a href="http://campusvillageatcollegestation.com">http://campusvillageatcollegestation.com</a></td>
<td>15 F-5</td>
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<td>Casa Verde - 979.260.8620 - <a href="http://casaverdeonline.com">http://casaverdeonline.com</a></td>
<td>16 DM-1</td>
<td>12</td>
<td>2-4</td>
<td>Connections, In unit</td>
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<td>Caymen Crossing Apartments - 979.823.2360</td>
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<td>In Unit</td>
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<td>Cherry Street Apartments at Northgate - 979.704.6864 - <a href="http://cherrystreetapts.com">http://cherrystreetapts.com</a></td>
<td>18 DM-2</td>
<td>12</td>
<td>1-5</td>
<td>In unit</td>
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<td>Cottages of College Station (The) - 979.703.1865 - <a href="http://www.thecottagesofcollegestation.com">www.thecottagesofcollegestation.com</a></td>
<td>19 DM-2</td>
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<td>In unit</td>
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*Note: All properties are located in College Station, TX 77840 except as noted.*

12
## Amenities Listing

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## Amenities Listing

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### Amenities Listing

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<tr>
<td>Woodlands of College Station (The)</td>
<td>793.703.5747</td>
<td><a href="http://woodlandsofcollegestation.com">http://woodlandsofcollegestation.com</a></td>
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<tr>
<td>7725 Harvey Mitchell Parkway S</td>
<td>86 DM-2</td>
<td>12</td>
<td>2-4</td>
<td>In unit</td>
<td></td>
<td></td>
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<td>31</td>
</tr>
<tr>
<td>Woodman Drive Apartments</td>
<td>793.694.0300</td>
<td><a href="http://woodmanmanagement.com">http://woodmanmanagement.com</a></td>
<td></td>
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<tr>
<td>1801 Woodman Dr.</td>
<td>87 DM-2</td>
<td>6,9,12</td>
<td>3</td>
<td>In unit</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35/36</td>
</tr>
<tr>
<td>Zone (The)</td>
<td>793.485.0516</td>
<td><a href="http://zoneapartments.com">http://zoneapartments.com</a></td>
<td></td>
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<tr>
<td>2001 Holloman Drive</td>
<td>88 DM-2</td>
<td>12</td>
<td>1-4</td>
<td>In unit</td>
<td></td>
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<tr>
<td>3803 Willow Rd</td>
<td>89 DM-1</td>
<td>6,9,12</td>
<td>1-4</td>
<td>In unit</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
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<tr>
<td>500 Foch Apartments</td>
<td>90 DM-1</td>
<td>12</td>
<td>1</td>
<td>None</td>
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<tr>
<td>2500 Central Park Student Townhomes</td>
<td>793.694.1111</td>
<td><a href="http://2500centralpark.com">http://2500centralpark.com</a></td>
<td></td>
<td></td>
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<tr>
<td>2500 Central Park Lane</td>
<td>91 DM-4</td>
<td>6,12</td>
<td>2,3</td>
<td>In unit</td>
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<tr>
<td>3815 Place</td>
<td>793.692.9500</td>
<td><a href="http://3815place.com">http://3815place.com</a></td>
<td></td>
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<tr>
<td>3500 Harvey Mitchell Parkway S</td>
<td>92 DM-2</td>
<td>6,12</td>
<td>1,2,4</td>
<td>In Unit</td>
<td></td>
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<tr>
<td>901 E Balcones</td>
<td>793.268.8620</td>
<td><a href="http://bcsonlinerealestate.com">http://bcsonlinerealestate.com</a></td>
<td></td>
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<tr>
<td>701 E Balcones Street</td>
<td>93 F-5</td>
<td>9,12</td>
<td>3</td>
<td>In Unit</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Apartments may be semi- or fully furnished; apartments may also be partially or fully accessible. Call individual complexes to confirm.
Manager and Locator Services

Aggieland Apartment Finders
123 Walton Drive
College Station, Texas 77840
979.693.4900
http://aggielandapartmentfinders.com

Alpha-Omega Properties
2600 E. Villa Maria Road
Bryan, Texas 77802
979.774.7820
http://alphaomegaproperties.com

BCR Realtors
700 University Dr. E Suite 108
College Station, Texas 77840
979.694.2747
http://bcrbcs.com

Campus Homes
707 Texas Avenue S. Suite 203A
College Station, Texas 77845
979.776.5079
http://campushomesbcs.com

Comcapp
Commerce Capital Partners, LLC
8603 N. New Braunfels, Suite 103
San Antonio, Texas 78217
210.826.7771
http://comcapp.com

Jamespoint Management Company
234 SW Parkway
College Station, Texas 77840
979.693.8850
http://collegestationstudentapartments.com

Luxor Management Group
2112 Walnut Grove Court
College Station, Texas 77845
979.694.0320
http://luxormanagement.com

Oldham Goodwin Group, LLC
2800 South Texas Avenue, Suite 401
Bryan, Texas 77802
979.268.2000
http://oldhamgoodwin.com

On-Line Real Estate Services, Inc.
3706 East 29th
Bryan, Texas 77802
979.268.8620
http://bcsonlinerealestate.com

United Realty
727 Graham Road
College Station, Texas 77845
979.260.1200
http://united-rico.com

Manager/Locator Services are a great resource to help you search for housing for FREE!
Tenant Responsibilities

The Lease Once you have decided where to live, the next step is to sign a lease with the property. A lease is a legally binding contract between the resident(s) and the property owner(s) which spells out the conditions under which housing is rented. Therefore, make sure you understand your rights and responsibilities outlined in the lease because if obligations are not fulfilled, legal action may be taken.

Applications and Security Deposits Prior to signing your lease, you will likely have to complete a rental application as well as pay a security deposit. Do not complete the application unless you fully intend to live in the specified apartment. Once you sign, it may be too difficult to receive a refund on your security deposit should you choose not to live there. It is important to make a copy of the rental application as well as receive a receipt for the amount paid towards the security deposit. The security deposit’s sole purpose is to offset any damages or unpaid rent that may accrue during the time of your lease. Pay attention to the details outlined in your lease for specific guidelines.

The Guarantor A guarantor is someone who can support the claim you are legally and financially responsible. Some apartment complexes require a guarantor if you do not meet their financial qualifications. Guarantors must be a U.S. citizen and must provide the following information: employer, credit and rental history, and contact information. A guarantor is equally responsible and liable for the lease and will be charged if you are not able to pay.

Withholding Rent It is important to know that legally you may not withhold rent because repairs have not been completed. Depending on the circumstance, you may negotiate a rent reduction settlement with your management. If this is done, be sure to document the agreement in writing and ensure that both parties sign the original document. If the lease states that the management is not responsible for repairs, you cannot terminate your lease if repairs are not made. The law implies a warranty by the property owner that the apartment or house will be habitable. This means the property owner must repair any condition that materially affects the safety or health of a resident. Examples of such conditions might include sizeable roof damage, water hazards, or a serious pest problem. The law provides a procedure for requesting repairs and gives specific rights in court against the property owner if repairs are not made. If you have questions about this topic, contact Off-Campus Student Services at 979.845.1741 or at http://ocss.tamu.edu.

Renter’s Insurance Many tenants believe their personal belongings are insured under their landlord’s policy and any injuries sustained in their rental unit will be the responsibility of the building’s owner. However, this is not the case. The apartment you live in is insured for structural damage but does not include your personal property: furnishings, clothing, automobile, etc. Most insurance companies will provide renter’s insurance. Shop around to compare rates and coverage. You will need a good estimate of the total value of the items you wish to insure. Coverage starts as low as $80/year and goes up to $250/year. If you are a dependent student, you may be covered under your parents’ homeowner’s insurance.

Local Insurance Agencies:

- Farmers Insurance: [http://farmers.com/renters_insurance.html](http://farmers.com/renters_insurance.html)

*Actual insurance price will depend on the type of structure you are living in, if you have a current policy with the insurance company, and the amount of coverage you select.*
HOUSING LOGISTICS

RENTER’S INSURANCE

WHAT?
Provides “named peril” coverage which includes but is not limited to:
- Fire
- Windstorm
- Lightening
- Theft
- Smoke
- Hail
- Water Damage

WHY?
Renters' insurance is inexpensive
Neighbors = greater risk of damages
Renters insurance provides liability protection which often covers damages that result from bodily injury or property damage to another person

Housing vendors are not responsible for your personal items in the event of damages. Protect yourself!

HOW?
Contact a local vendor to address all your renter’s insurance needs

Check with your family insurance company to see if they offer renter’s insurance and if not consider

Did you know?
- Renter’s Insurance per year
- 1 pair of tennis shoes
- Average coffee habit
- Average fast food habit

Supporting [YOU]
Tenant Rights

Although you are leasing your new living space, as a tenant you have rights. Being aware of your legal rights will help you in handling disputes that may arise during your occupancy. The relationship between Texas landlords and their tenants is governed by several statutes, particularly Chapter 92 of the Texas Property Code, and by various court rulings. However, the most important source of information about your relationship with your landlord is your rental agreement, whether it is written or oral.

Under the Law

- It is illegal for a landlord to retaliate against you for complaining in good faith about necessary repairs for a period of six months from the date you made the complaint. Of course, you can always be evicted if you fail to pay rent, threaten the safety of the landlord, or intentionally damage property.
- You must give the landlord a forwarding address in order to recover your deposit. Landlords cannot refuse to return your deposit without a valid reason and must give you an itemized list of deductions with a description of the damage should they be deducted from the deposit.
- The landlord may not charge you for normal wear and tear of the premises. For example, if the carpet becomes more worn because you and your guests walked on it for a year, the landlord may not charge you for new carpet. However, if you make stains or damages to the carpet, you may be charged.

Right to Peace and Quiet

As it is stated in the law, tenants have the right to “quiet enjoyment.” Landlords cannot evict you without cause or otherwise disturb your right to live in peace and quiet. If other tenants are being disruptive, you should complain to the landlord as they have the duty to protect you from other tenants’ wrongful behavior.

Right to Health and Safety

You have the right to demand the landlord repair conditions that materially affect your health and safety. Under Texas law, by renting out the property, the landlord guarantees the unit will be a fit place to live. However, the landlord is not responsible to repair an unsafe or unhealthy condition from the result of your own negligence.

Right to Security

Although there are exceptions, under Texas law a dwelling must be equipped with security devices such as window latches, keyed dead bolts on exterior doors, sliding door pin locks, sliding door handle latches or sliding door security bars, and door viewers. These devices are installed at the landlord’s expense. If devices are missing, tenants have the right to request installation.

If You Have Problems

If the landlord fails to ensure your health, safety, or security and you follow the procedures required by law, you may be entitled to end the lease, have the problem repaired and deduct the cost of the repair from the rent, or file suit to force the landlord to make the repairs. However, you must follow the steps below prior to taking action.

- Send the landlord a dated letter by certified mail or registered mail outlining the needed repairs. Keep a copy of the letter, and be sure your rent is current when the notice is received.
- The landlord should make a diligent effort to repair the problem within a reasonable time after the receipt of the notice. The law presumes seven to ten days to be reasonable; however, the landlord can rebut this assumption. Should the landlord fail to take action within that time frame, send a second notice regarding the needed repairs.
- If the landlord fails to make diligent efforts to make repairs after receiving the notice letter by certified mail, return receipt requested, or by registered mail, you may be entitled to end the lease, repair the problem and deduct the cost from your rent, or file suit. However, you should seek legal consultation before taking action.

The Federal Fair Housing Act protects individuals from being discriminated against or wrongfully treated due to color, race, national origin, religion, sex, familial status and disabilities. For more information regarding tenant rights and responsibilities, visit http://taa.org.
Tenant Tips and Terms

What to Look for in Your Lease

- When is the rent due, who do you pay it to, and where?
- Are there late charges if rent is not paid on time? How much are late fees and when do they apply?
- How much advance notice must be given before moving out at the end of the lease term?
- What will you be responsible for if you need to move out before the lease end date?
- What are the property’s policies toward roommates?
- What restrictions, if any, will affect your security deposit refund?
- What are the property owner's obligations to make needed repairs?
- How should you request repairs? (It is a good idea to put requests in writing.)
- What does the rent include? Any furniture, utilities, parking, and amenities?
- Are there any instructions for cleaning the apartment when you move out?
- Are there rules against (or fees related to) subletting or keeping animals?
- Are there any community standards or additional rules?

Lease | A binding, legal contract in which you agree to pay an amount of rent for a specific piece of property, for a specific period of time. A joint or common lease is one you sign with another roommate(s) where each party is equally responsible for the entire rent amount. If a roommate moves out, you can be held responsible for paying their portion of the rent. An individual lease means you are only responsible for your portion of the rent. Your landlord cannot require you to pay for your roommate’s portion if your roommate moves out early.

Lease Term | At the end of the initial lease term, the lease will automatically renew on a month-to-month basis unless prior written notice of termination is given by the manager or the resident. Check individual lease for specific requirements (i.e. 30 days notice).

Community Policies or Rules | Ask your manager to give you a copy of any other rules and regulations that apply specifically to the apartment complex or community. If you neglect to read these, it could result in additional charges for violators.

Parties | Include the name of all roommates on your lease. Your roommates will not be legally responsible for the unit if their names and signatures do not appear on the lease.

Security Deposit | Money paid when the lease is signed to offset the cost of lease violation charges or damages to the property.

Application Deposit | Money you may be asked to pay in advance at the time you complete a rental application. If you are approved to rent the property, the application deposit (not the application fee) is usually applied to the security deposit.

Rent and Charges | Rental amount, charges, payment method, payment due dates, and penalties for late payment are outlined in the lease.

Repair Requests | If you need any type of repair, written notice must be given to the management (except in emergencies involving immediate danger to person or property). Be sure to keep a copy of the repair request for your records.

Entering Your Apartment | By requesting a maintenance repair, you give the apartment staff the right to enter your apartment whether or not you are there. They should always leave a note stating when and why they were there and what repairs were made. Also note, if one roommate turns in a request, all roommates acknowledge the right for staff to enter.
The Logistics

Moving From Out of State

If you are moving to Bryan/College Station from out of state, there are several issues you may need to consider. If you have a car, you need to decide whether or not to switch your license plates, driver’s license, and insurance. Usually if you are a full-time student, it is not mandatory that you have Texas plates, BUT if you are going to be here for a while, you might want to consider it. In Texas, your car must have a safety inspection before you can get state license plates. More information regarding Texas driver’s licenses, car registration and tags can be found on-line at http://txdmv.gov. Furthermore, in the State of Texas there is no state income tax; therefore, the sales tax may be a little higher than you are used to paying. This may have an impact on the amount of taxes you end up paying to your home state if you worked there before you came to school.

Married Students and Parents

If you are looking for privacy, you might want to consider looking for a duplex, condo, or townhome. If you have children, you need to be aware of housing ordinances related to occupancy standards for apartments or rental units (how many people can live in one unit). More information regarding city ordinances can be found on page 36. Please contact Off-Campus Student Services if you have any questions. If you are looking for privacy, you might want to consider looking for a duplex, condo, or townhome. If you have children, you need to be aware of housing ordinances related to occupancy standards for apartments or rental units (how many people can live in one unit). More information regarding city ordinances can be found on page 37.

Students with Disabilities

The amenities listing on pages 11-15 and AggieSearch both designate which apartment complexes in the Bryan/College Station area are able to accommodate students with disabilities. Contact Off-Campus Student Services at 979.845.1741 or visit http://aggiesearch.tamu.edu.

Veterans Resource and Support Center

If you are a current or former military service member or dependent, stop by the VRSC. Through the Aggie Veteran Network, the VRSC offers a wide range of services and referrals to include transition services, military admissions support, academic resources, peer advising, health care information, career readiness, and much more. Visit the VRSC in Room 112 Koldus or on the website: http://aggieveterans.tamu.edu.

Graduate Students

Many graduate students prefer to live in duplexes, condos, townhomes, or houses so they have a little more privacy and can avoid the level of activity that can sometimes be associated with apartment complexes that house predominately undergraduate students. Additionally, many graduate students are independent from their parents and are employed through graduate assistantships; therefore, another issue to consider is your monthly income. When you sign a lease in Texas, you will need to prove you have enough income to meet your contractual obligations (pay your rent). To do this, it is helpful to bring a copy of the letter offering you an assistantship or proof you are going to be employed with regular income. If you do not have proof of regular income established, you may need to have someone sign as a guarantor on your lease.
The Logistics | Many off campus housing units require you to pay your own external costs for utilities and require you to bring in proof of service, such as an account number, before you are able to move in. In addition to contacting the providers, be prepared to pay utility deposits and installation fees. Each city provides a brochure explaining rates and billing procedures.

Electricity & Water

**College Station:** If you are renting a residence, you will be billed for your deposit on the first month's bill. The price of a deposit will be 1 and ½ times the estimated average monthly bill. Applications to connect utilities can be obtained on-line, by phone, or at College Station Utilities.

**Location:** 1101 Texas Ave. College Station, TX  
**Phone:** 979.764.3535, 855.528.4278 (for electricity or water outages or emergencies)  
**Website:** [http://cstx.gov/ucs](http://cstx.gov/ucs)

**Bryan:** Bryan Texas Utilities (BTU) will need a copy of the lease or rental agreement and a government-issued ID for their files. Applications to connect utilities can be obtained on-line, by phone, or at the Bryan Texas Utilities office.

Deposits for electricity and water:
- Houses: may require a deposit of $180
- Apartments and rental residences: $145

**Location:** 205 East 28th Street Bryan, TX 77802,  
**Phone:** 979.821.5700  
**Website:** [http://btutilities.com](http://btutilities.com)

**Simple Bills**

SimpleBills provides an easy method for students living off-campus to split utility cost without all of the hassle of paying each other back or solely covering costs. With SimpleBills:
- Students are assisted in the utility set up process
- No deposit with the City of College Station Utilities
- All of your utility bills are combined per month
- Each roommate only has to pay their portion
- Payment is received from each roommate and all utility providers are paid on time

**Location:** PO Box 370, Waco, TX 76703  
**Phone:** 254.230.0199  
**Website:** [http://simplebills.com](http://simplebills.com)

**Gas Service**

Natural gas service for Bryan/College Station is provided by Atmos Energy. A connection charge may be required upon receipt of your first bill. A deposit may also be required for someone with no account history. The amount of deposit varies based on your utility history and the area you live in. The deposit will be charged to the first month's bill. Applications can be made by phone or on-line. Apply in advance for service since it will take several days from the application date for installation of service. You will need to be home when the gas is connected.

**Location:** 297 Earl Rudder Fwy  
Bryan, TX 77802,  
**Phone:** 972.934.9227  
**Website:** [http://atmosenergy.com](http://atmosenergy.com)

**Telephone, Internet, and Television**

The Bryan/College Station area does not receive service from all major telephone, internet, and television companies or networks. In order to get network broadcasts, cable or dish service must be installed. The cable company you use may depend on where you live; some properties have agreements with specific cable companies. There are some properties where having a dish is restricted. Please check with your landlord or management company before ordering dish services. Check your area to see what is offered, or consider bundling your package to include all three services. Contact each company for rates regarding deposits, connection fee, installation of jacks, etc.
Roommates | Sharing your space with a roommate has its advantages, such as having someone to share memories with, attend events with around Bryan/College Station, and, of course, help reduce the overall cost of living off campus. When looking for a potential roommate, always be aware of their habits, as some of their traits may not mesh well with your lifestyle. Making an effort to get to know your roommate and preparing for potential conflict in advance is important. Learning to appreciate each other’s differences without infringing on one another’s freedoms can be a valuable part of your living and social learning experience off campus.

Roommate Contracts. Establishing clear guidelines and expectations for a living environment can be difficult. Off-Campus Student Services recommends the use of a roommate contract to aid roommates in defining their commitments to each other. This is a legal document which defines in writing each roommate’s obligations. Filling out this form is a great way to set expectations for you and your roommate. Discussing issues up front and committing to them in writing helps set you up for a great living situation, and it’s always there to refer to in case of a problem during the semester. This form can be used as evidence in court, for instance if a roommate moves out, leaving the remaining person(s) to pay all the rent and bills. A roommate contract is available on page 49 of the helpful forms section of this manual.

Expectations of one another should be discussed before you move in, or at the very latest immediately after. Along with the Roommate Contract, another helpful document our office provides is a pamphlet entitled “You Are Your Roommate’s Roommate” which is included in Aggie Up materials. This pamphlet describes some important talking points that should be discussed, not only to learn more about one another, but to also address concerns that you each may have. To check out this form, visit: http://studentlife.tamu.edu/agoss.gettingtoknoweachother.

AggieSearch is a great resource to search for roommates!
Hooked on Off-Campus Living

The Move | When preparing for a move you should always take safety precautions, no matter the distance you travel. Prepare for the trip by bringing a cellular phone in case of emergencies, planning a time of day to call a friend or parent to update them on your status, and carrying a credit card or another type of traceable money. Always carry more than just cash when traveling; unexpected expenses such as car repairs can be costly and you have to be prepared to cover those costs. In addition, consider the following as you prepare for moving day.

Moving Checklist

- Arrange connection/disconnection of utilities: gas, electric, telephone, internet, and cable.
- Arrange for transportation of personal items and furniture.
- Service your car before traveling.
- Change your address with the post office 10 days before you move (http://moversguide.usps.com).
- Decide and finalize banking affairs, including your checking account.
- Clean your apartment in accordance with your management's move out instructions; you don't want to be charged an extra fee just because you didn't take the time to clean your apartment.
- Return manager's property (keys, gate clickers, etc.) and give a forwarding address in writing.

Move In Costs

The following is an estimated break down of expenses an undergraduate student can expect during one year of college. This information is estimated off the cost of attendance for the 2016-2017 academic year for an undergraduate student enrolled in fifteen credit hours each semester.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost (Fall and Spring)</th>
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</thead>
<tbody>
<tr>
<td>Tuition (In-state) &amp; Fees</td>
<td>$10,030</td>
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<tr>
<td>Loan Fees</td>
<td>$64</td>
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<tr>
<td>Room and Board</td>
<td>$10,368</td>
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<tr>
<td>Parking Permit (optional)</td>
<td>$275</td>
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<tr>
<td>12th Man Pass (optional)</td>
<td>$290</td>
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<tr>
<td>Books and Supplies</td>
<td>$1,054</td>
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<tr>
<td>Travel</td>
<td>$2,282</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,474</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$27,272 (not including optional fees)</td>
</tr>
</tbody>
</table>

* Note: Cost of attendance for graduate, professional and international students can be found by visiting http://financialaid.tamu.edu/Cost.aspx.

Don’t Forget:

- Cleaning Supplies
- Pots & Pans
- Dishes & Silverware
- Home Decor
- Clothing
- Important Documents

Boxes & Moving Valuables

While you can purchase boxes from moving companies, many stores give away their empty boxes for free. Grocery stores, liquor stores, and restaurants usually have plenty of boxes to spare, and they are the perfect size for packing books or knickknacks. If your insurance does not cover valuables in transit, consider investing in an AAA (American Automobile Association) membership or mail valuables and insure them with the post office.
When you Arrive | A Move-In Condition Inventory Form needs to be completed within 48 hours from the time you move into your apartment to list the condition of the property. It is important to be as specific as possible in describing the condition of the apartment. For example, include the number of ice trays, nail holes, or marks in the walls, and the condition of floors, ceilings, fixtures, furniture, appliances, etc. After you have filled out the inventory form, get a manager’s signature and keep an original copy for your files. A Move-In Condition Inventory Form can be found in the helpful forms section on page 47-48 of this handbook.

The First Day
- Check security items such as locks, windows, fire extinguisher, and smoke alarms.
- Check that everything is working properly including: heater, air conditioner, hot water, appliances, sinks toilets, light fixtures, fans, electrical outlets, telephone jacks, and internet connection.
- Locate the fuse box.
- Check for any signs of insects or pests.
- If your lease states that the management is responsible for pest control, make sure the apartment has been exterminated recently.

Shopping
- Take a camera with you when shopping for your new home. This will allow you to review your options at home when you’re not under pressure. Remember, it’s wise to take time to think about these major decisions.
- Make a grocery list to bring with you when you go grocery shopping. This will allow you to remember what you need, as opposed to purchasing items you have plenty of or forgetting something you need to get. If you use coupons, keep your coupons inside an envelope and write your grocery list on the outside.

Tenant Tips
- Always get a written receipt from your landlord when you pay rent.
- If something needs to be fixed be sure you refer to your lease for a repair clause (you may be responsible for fixing certain appliances/items).
- Familiarize yourself with visitor parking locations for your guests.

Once you have settled in, consider
- Working with your landlord to have new locks installed for security reasons.
- Leaving an extra set of keys with a friend or relative for an emergency or if you lock yourself out.
- Locating bus stops in the area.
- Locating parking lots available for guests to avoid being towed.
- Notifying friends, school, and associated businesses of your new address and phone numbers.
- Meeting your neighbors.
Making Your Place a Home

Food, furniture, and decorations are three aspects that college students cannot live without. Well, you can live without decorating, but it makes your place feel like home. The following information provides suggestions for finding the things you need and want while maintaining a budget.

Food

Cooking Meals is always a great option to maintain a monthly budget. You will need to reach an agreement with your roommate(s) about sharing food and kitchen responsibilities. There are several models to choose from including:

- **Individualism:** Each individual partakes in their own cooking and shopping. This is good if you or your roommate(s) maintain a special diet, enjoy fixing your own food, are on a tight budget, eat at varied times, or eat substantially different quantities of food.
- **Capitalism:** Everyone shares basic items such as flour, sugar, butter, etc. This option gives you the freedom to cook whatever you like, while at the same time, saving your money for other expenses.
- **Socialism:** Everyone buys food together, and the cost is equally divided. Each member of the household shares responsibilities for cooking, cleaning, and shopping. This requires coordination, but creates a terrific home environment and can help save money.

Dining Out is always a great way to acclimate yourself with the culture of the town. The Chamber of Commerce publishes a free guide of local restaurants and clubs, and The Eagle publishes “The Dining Guide,” which can be accessed on-line at http://www.theeagle.com. The Taste of B-CS card is a rewards cards that can be used at local restaurants. Consider signing up for one at http://www.tasteofbcs.com. Engaging with the locals serves as a great way to find the best local eateries in town. Whether it is Freebirds, Potato Shack, or Hungry Howie’s, Bryan/College Station is home to many different dining experiences that are very reasonably priced.

Campus Dining options offer flexibility and convenience and are available to both on and off-campus students. In addition to meal plans, you can use cash or credit card. University Dining offers a variety of locations and hours throughout campus. For a map and list of services, visit http://www.food.tamu.edu.

Furnishing Your Home

Buying used furniture to furnish your place is a great way to save money. Utilize garage sales, newspaper classifieds, thrift stores, family members, and Craigslist to search for gently used items. The more you get the word out about what you are looking for the more chances you will have at finding what you want. If you are patient and do not insist on getting everything in one weekend, you can outfit your place on a shoestring budget.

Online Furniture Resources

- The Eagle Classified at http://theeagle.com
- The Battalion Classified at http://thebatt.com
- Free and For Sale: open Facebook group for Texas A&M Students
- Visit http://shopbrazos.com to see when and where yard sales will be happening during late spring and summer

Be careful if you choose to buy a used mattress. Used mattresses may have bedbugs. To ensure your mattress doesn’t have bedbugs, let it sit in the sun for 24-48 hours or use a steamer (set it to 120°F or more) to thoroughly steam the mattress. Do this before you bring the mattress in your home.
Household Tips

**Kitchen**

- If you have leftover tea, coffee, or soda, make ice cubes out of them to put in drinks.
- To store recipes, slip them into clear plastic sheet protectors. The pages are easy to remove for reference and any food splatter will wipe right off.
- To keep bugs out of flour or cereal, stick a bay leaf or a stick of spearmint gum on the shelf.
- To remove fat from soup, refrigerate the soup overnight. Then take a spatula and skim the solidified fat from the top.
- To avoid cutting your fingers when slicing food, tuck them under to form a slight fist.
- Keep baking soda in your fridge to keep it smelling fresh.
- Throw out bad food and produce. Moldy food will begin to smell bad and should be discarded immediately.

**House Cleaning**

- Think outside of the box for cleaning supplies. Old socks can be used for dust cloths, old newspapers are lint free and great for wiping windows, and club soda or windex works great for spills on carpet.
- Don’t try tackling the whole residence at once. The best way to clean is to take it room by room.
- Create a cleaning schedule. This ensures that everyone is taking part in keeping the home up to par!

**Summer Energy Tips**

- Replace your air filters. Dirty filters restrict airflow and can cause the system to run longer.
- Turn off appliances, lights, and other equipment. Unplug chargers and electric devices that continue to use energy even when they are turned off.
- Run the clothes dryer and dishwasher at night on hot days.
- Fill up the fridge. Having lots of food in your refrigerator and freezer keeps it from warming too fast when the door is open.
- Keep the sun out. Close curtains and blinds during the day to keep the sun from heating up the house.
- Change out light bulbs to more efficient ones such as compact fluorescent lamps (CFLs) or light emitting diode (LED).
- Get out of the house. Take advantage of the aquatic facilities and over 40 parks that Bryan/College Station has to offer. The pools and pavilions will cool you off from the summer activities.

**Laundry**

- Check labels, they will tell you the best approach to washing that particular garment.
- Separate clothing into white, light-colored, and dark piles.
- It is best to separate your synthetics (polyester, nylon, acrylic) to be washed on gentle cycle, and natural fibers (cotton, linen) to be washed on a normal cycle.
- Washing whites in hot water is usually best, and remaining clothes can be washed in cold.
- Be sure to check your pockets and remove any items before washing.
- Run white vinegar through the washer to sanitize and clear away soap scum.
- Promptly remove wet laundry from the washer to prevent mildew.
- Do not place clothes with remaining stains in the dryer, this will set the stain. Retreat and rewash.
- Putting wrinkled clothes in the dryer with a moist washcloth can help remove wrinkles.
- Always check and clean the lint tray.
When The Time Comes To Move Out

Terminating a Lease Early | Moving out before your lease expires is a breach of contract, and the property owner may be entitled to damages. Generally, according to the terms of a lease, you are liable for rent on the remaining number of months on the lease. In addition, you may be held liable for more than the security deposit if you break the lease. If you do not pay, you can be sued. If you are unable to pay your debt, the property owner can file a judgment, which can last 7-10 years and can be renewed for an extended period of time. Judgments on your record can lower your credit score and prevent you from obtaining loans and other credit. If you need to move out before the term of your lease expires, you may want to visit with an Off-Campus Student Services staff member to learn the potential consequences and seek advice moving forward.

Moving out early? Consider These Options:

• Negotiating: The property manager may be willing to negotiate with you, but if you and the property manager reach an agreement, make sure it is in writing and signed by both parties involved. Verbal agreements are not sufficient.

• Subleasing: A sublease is an agreement in which you rent your apartment to another person with the property owner’s permission. You become the sublease manager and will still be responsible for the apartment, including rent and damages. You are not entitled to receive the security deposit back until your lease term ends. A basic sublease contract is usually available from the property manager. Be sure to keep a copy of the signed contract.

• Reletting: This is similar to subleasing, but the actual lease contract is changed to add the new tenant and remove the old tenant. The original tenant is responsible for paying the rent until a new tenant is found. Once a new tenant is found, the original tenant often pays a reletting fee, which is usually 85% of one month’s rent. When the agreement is made, all parties should sign it and keep a copy. Once you (the original tenant) pay the reletting fee, you are officially released from the lease and are no longer responsible for rent or damages.

Eviction:
A property owner may evict a resident for violation of conditions specified in the lease, destruction of property well beyond the normal wear and tear, and for nonpayment of rent. A manager must give 24 hours written notice (depending on the lease) of their intent. If the resident refuses to move, an eviction lawsuit can be filed in the Justice of the Peace Court to forcibly evict a tenant. An eviction requires you be given legal notice and an opportunity to appear in court. If you feel an eviction is unjustified or you need legal assistance, contact:

Student Legal Services
Location: Bizzell Hall West
Phone: 979.862.4502
Website: http://studentlife.tamu.edu/sls
When The Time Comes To Move Out

**Give Your Notice.** Check your lease for the defined move-out notice period. Average times include 30, 60, or 90 day notices. In accordance with the lease move-out notice period, notify your manager in writing of your intentions, even if it is when your lease expires. Off-Campus Student Services has forms available for this purpose. See page 51 for a preview of this document. Additionally, you can request a notice form from the complex management team or draft one on your own. Be sure to include your forwarding address on the document as you complete it.

**Request a Move Out Appointment.** Make an appointment with your manager to jointly inspect the apartment and compare the condition of the unit with the Move In Condition Inventory Form that you completed at the beginning of your lease term. If you are unable to inspect the apartment with your manager, have several impartial witnesses take photographs or make a video tape to note the apartment condition in case a discrepancy exists in the manager's deductions. You are responsible for any damages incurred during your stay.

**Be Proactive in Receiving Your Security Deposit.** The requirements for the return of your deposit are outlined in your lease or in the security deposit agreement. If you have fulfilled all of the conditions for the return of your deposit, your manager is required to refund your security deposit. If your landlord does not refund your full deposit, he or she must provide you with a written itemized list of any deductions within 30 days after you vacate or 30 days after they have received your forwarding address in writing, whichever comes later. If you do not receive such information within 30 days, contact the property owner to see if there was an oversight. If you do not agree with the property owner’s deductions, discuss the issue with him or her. If the discrepancy remains unresolved, you may contact Off-Campus Student Services for further options.

**Typical Requirements for a Security Deposit Return:**
- Move In Condition Inventory Form completed within 48 hours of moving into the apartment and completing a walk-through in the empty, cleaned apartment with your manager (make sure to keep a copy for yourself).
- Occupy the unit for the entire lease term.
- Give written notice of intent to vacate within the time frame outlined in your lease. Keep a copy signed by the manager.
- Clean the apartment in accordance with the manager’s move-out cleaning instructions.
- Pay all rent according to the terms in the lease.
- Give your manager your forwarding address in writing. Within 30 days after you vacate the apartment, the manager is required by law to either refund the security deposit or provide you with a written, itemized list of all the deductions.
- Turn in all keys to the apartment, including mailbox and gate keys.
As an off-campus student, it is important to remember that you are responsible for your personal safety. Whether you are in an apartment, car, or walking across campus, the best safety measures are the ones you take. Listed below are some tips to stay safe and help you avoid becoming the victim of a crime. Also, remember that there are phone numbers for Corps Escorts, UPD, and CARPOOL (among others) on the back of your student ID.

### Personal Safety

Your best weapon is your common sense, intellect, and good judgment. For emergencies, call 9-911 from campus phones or 911 from off campus phones. Report suspicious activity on campus to the University Police Dispatcher, and report off campus concerns to the College Station or Bryan Police Departments. Use the following three rules for your personal safety:

- **Stay alert and always be aware of your surroundings and what you are doing.** Look to see who’s in front of you and behind you. If you’re concerned about crime, ask a friend to accompany you.
- **Communicate the message that you’re calm, confident, and know where you are going.** Stand tall, walk with a purpose, and make eye contact with people around you.
- **Trust your instincts.** If you feel unsafe, leave or call the appropriate law enforcement agency.
- **Other emergency numbers you should program into your phone for quick reference include:**
  - College Station Police Department 979.764.3600
  - Bryan Police Department 979.361.3888
  - Locate emergency blue light poles on campus.
  - Walk only on busy, well-lit streets, even if the trip is longer.
  - Have your cell phone in an easily accessible place in case of an immediate need to contact police.
  - If someone in a vehicle asks for directions, keep far enough away to avoid being grabbed.
  - If you feel you are being followed on foot, cross the street or go the other way.
  - If you feel you are being followed, do not lead them to your home. Go to a safe place where other people will be present, e.g. a restaurant.
  - When returning home, have your key out and ready to unlock the door.
  - Utilize the Corps of Cadets Escort Service, shuttle buses or friends to avoid walking alone.

**Aggie Tip:**

Corps of Cadets provides free escort service between the hours of 5pm and 7am. To request an escort call the Guard Room (979.845.6789).

Code Maroon: an emergency notification service that provides TAMU the ability to communicate emergency messages quickly by email or text. Enroll in Code Maroon by visiting [http://codemaroon.tamu.edu](http://codemaroon.tamu.edu).

To learn more about sexual assault resources, see page 41.
Safety | It is important to promote safety and ensure that you are living safely in your new home. Use the following tips to ensure the safety of your home:

**Home Safety**

- Never leave apartment doors propped open or unlocked for friends.
- Be careful to whom you lend your keys and never leave your keys for anyone outside of your apartment.
- Get to know the neighbors in your building or neighborhood and become acquainted with their schedules.
- If you receive obscene phone calls, hang up, and call the police.
- Notify the police if any unfamiliar person is hanging around your building or house.
- Make sure parking lots, garages, laundry rooms, stairwells, and hallways are well lit.
- Avoid entering elevators with strangers. If confronted in a threatening way, push the emergency alarm and all floor buttons. DON’T push the stop button.
- Stop all deliveries including mail and newspaper when you are out of town.
- Immediately contact management and notify them in writing of any malfunction of safety devices, locks, or if you have lost your keys.
- Do not panic if your apartment has been entered. It is best not to enter the premises in case the intruder is still inside. Contact the police and your manager immediately. If you do enter, do not “tidy up.” Any detail could offer valuable information to the police and the investigation.
- You should label an emergency contact in your phone, e.g. your mother or father, as ICE (In Case of Emergency).
- In case of theft, create a list of all valuables including the following: brand/model, serial number, picture of the item, and receipt. Consider engraving your name and/or driver license number on the item as well.

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**Someone at Your Door**

- Always look through a peephole or window to see who it is before you unlock the door.
- If you do not recognize a visitor, ask them questions through the door so they can identify themselves.
- Ask all service/repair personnel to show official identification, and confirm with your landlord or roommates that someone actually placed a service order.
- If someone knocks on your door and asks to come in to simply use your phone, you may offer to make the call for them, but never let them inside.
- Never reveal to someone that you are alone. Call out “I’ll get it!” to create the appearance that you’re not alone.

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**Leaving for Break**

- Make sure all doors and windows are locked and secured.
- Set your thermostat to a neutral temperature.
- Unplug televisions and small kitchen appliances.
- Lock up all of your belongings.
- Try to make your house look occupied while you are away. Leave a low-wattage light and noisemaker/radio turned on inside your residence at all times. You can buy a timer for the lights that will randomize the times they are on.
- Do not post when you will be gone on social media. Post pictures after your return.
Safety | Home Safety and Emergency Response Operations.

Safety Starts with Prevention

- Check for smoke detectors in your home.
- Check smoke detectors monthly to make sure they work.
- Know where the nearest fire extinguisher is located in the apartment complex.
- Plan escape routes and be familiar with the location of all exit stairways on your floor.
- Clean out storage areas and do not let trash accumulate.
- If using candles, make sure they are placed securely in a spot where they cannot be accidentally tipped over.
- Clean the lint filter of the clothes dryer after each use.
- Make sure ovens and stove tops are turned off after every use.
- Check heating sources, making sure they are clean and in working order.

Police and Fire Department Information

- Bryan Police and Fire Department..........................979.361.3888
- College Station Police and Fire Department.........979.764.3600
- Texas Department of Public Safety.........................979.776.3101

If a Fire Does Occur:

- Call 911.
- Do not use the building elevator.
- Do not attempt to remove your car.
- Do not yell. Use the fire alarm to alert other occupants in the building.
- Do not re-enter the building until permitted to do so by the emergency responders.

The College Station Fire Department Provides:

- Fire Suspension.
- Emergency medical response and transport.
- Special operations response.

* 94% of fatal campus fires occurred off campus (2000-2015).

* 58% of fire fatalities occurring in off campus residences were attributed to smoke alarms either missing or tampered with (disconnected or battery removed).

* 73% of fatal fires occurred between midnight and 6am.

* Some of the leading causes of fatal off-campus fires include:
  - Smoking
  - Intentional
  - Electrical
  - Cooking
  - Candles

* https://www.usfa.fema.gov/prevention/outreach/college.html
Vehicle Safety

Two of the most common crimes are vehicle burglary and theft. Follow these tips to keep your vehicle safe:

• Never leave keys in a vehicle.
• Always lock the doors of the vehicle.
• Remove items (purses, phones, tablets, laptops, books, etc.) from the vehicle when possible, or put them in a place that is out of view (the trunk is best).
• Remove GPS systems and “pull-out” style stereos (if equipped).
• Park in well-lit areas.
• Park in garages, driveways, or near your apartment so your vehicle can be viewed periodically.

Bike Safety

• Always lock your bike. Make sure it is secured in a manner to protect the removal of the frame or tires.
• Use only bike racks when locking your bike, not small trees or outside furniture, and keep walkways and stairways unobstructed.
• When your bike is parked for an extended period, occasionally move it to show you are keeping a watchful eye.
• Participate in “Operation Identification” by engraving your driver’s license number with the appropriate state prefix on the frame along with the rims and accessories where practical.

Primary Report Information to Help the Police

• What happened?
• When?
• Where?
• Is anyone injured?
• Your name and phone number.
• Direction of travel of suspect.
• Description of people: notice age, race, sex, clothing description, height, weight (use your height and weight to compare to the suspect), and anything else unique.
• Description of vehicle: license plate number, color, number of doors, window stickers, dents, and anything else unusual.

In Case of an Emergency

Visit codemaroon.tamu.edu/notificationmethods.html to learn about the various notification methods. Notification methods include:

• SMS text messages
• Texas A&M email
• KAMU-FM Radio
• Campus Cable Television
• Emergency Alert System radios
• Computer alerts
• Classroom speakers
• Twitter
• RSS feed
Community Forum

Howdy!
Welcome to the Twin Cities: Bryan/College Station (B/CS)!
Texas A&M is the second largest university in the country. Thousands of students, faculty, and staff call B/CS home each year. As the university has grown, so has the city of College Station. Named after a railroad stop at the campus, College Station has much to offer students. Today, the twin cities of B/CS offer numerous activities throughout the year. Visit the Visitor Bureau for more information.

Transportation
Texas A&M University’s Transportation Services provides a variety of options to assist students, faculty, staff, and visitors with navigating through campus efficiently. Options include utilizing the transit system, identification of approved parking areas on campus, bicycle services, and other alternative transportation options. Information regarding all of these options can be found on the transportation website:

Parking: 979.862.7275 (PARK)
Transit: 979.847.7433 (RIDE)
Website: http://m.tamu.edu

Parking
Four simple parking tips will help you get around campus and avoid a citation.
- Read the signs!
- Be familiar with the Parking and Transportation website http://transport.tamu.edu
- If it’s not a space, don’t park there.
- If you don’t have a permit, pay to park in a visitor area.

Each lot on A&M’s campus has a designated number. Park only in the lot designated on your permit between the hours of 6 am and 5 pm (after 5 pm, you can park in any lot with a valid permit, except resident lots 30, 40, 99, and 122 - visit the transportation website for Night & Weekend parking information). Additionally, West Campus Garage becomes available for night parking at 4pm. Parking permits may be requested on-line during the permit registration period by visiting http://transport2.tamu.edu/account/login.aspx. If you miss the registration deadline, you may purchase a permit from those available and add yourself to one or more waitlists for your preferred lot(s) beginning August 1st. See the Transportation Services website for a parking map and more detailed parking regulations.

Parking Tickets
- If you get a parking citation, you can pay for your ticket on-line on the Transportation Services website. https://transport2.tamu.edu/account/paycitation/search.aspx
- You can also check to see if you have any parking citations by entering your license plate number.
- All calls regarding violations of numbered spaces, parking lots, disabled vehicles, and vehicles booted or towed, should be directed to 979.845.0057.
Community Forum

Riding the Aggie Spirit Transit Buses

Transit buses can be the most convenient way to travel to campus, provided you live within a reasonable distance from a bus stop. The service is free to students, faculty, and staff to travel to and from campus. Transit presently operates 10 off-campus routes. The buses run Monday–Friday with service from 7:00am to 12:00am (midnight) during the Fall and Spring semesters. Night service operates on all of the off-campus routes, and routes 01, 04, and 05 operate on campus until midnight. It is recommended that students use the mobile app (http://transport.tamu.edu/busroutes) to see real-time bus route maps and times.

During the Fall and Spring semesters, weekend service is offered between the hours of 9 am and 5 pm. Transit does not operate on weekends when the University is closed. Also, regular transit service is not available on the days of home football games. Between semesters and during the summer months, service hours are Monday - Friday from 7am - 6pm. Visit the Transportation Services website for specific information on bus departure times, route maps, and route information, or call 985.847.RIDE (7433).

Since buses operate less frequently at night and on the weekends, you may want to consider purchasing a night and weekend parking permit. A night and weekend permit allows parking on campus in most areas on weekdays from 5 pm - 6 am and most weekends and University holidays. Of course, all other permits are still valid at night and on the weekends. For more information, visit http://transport.tamu.edu.

Important Bus Routes
Bryan: Route 12 or Route 15
Post Oak Mall: Route 27
HEB: Route 27
Target: Route 27
Bush School: Route 05
Blinn: Route 12

Transportation Around Town

Bryan/College Station is served by the The District Transit System, a public transportation service not affiliated with the University. They have extensive routes throughout Bryan/College Station that can take you just about anywhere for a reasonably low fare. Texas A&M University students may utilize the The District services in Bryan/College Station fare free by displaying their University issued ID.

The District Transit System
Office Hours: M-F, 7am-5pm
Shuttle Hours: M-F, 5am-7pm
(excluding holidays)
Customer Service: 979.778.0607, ext. 7008
Website: http://btd.org

Bicycling

Bicycling is an inexpensive, healthy, and environmentally friendly means of transportation to and around campus. When riding a bicycle, please operate at a safe and reasonable speed. Bicyclists are required to follow the same traffic laws that pertain to motor vehicle operators. You must follow state laws, use appropriate signals, obey stop signs, and yield to those who have the right of way, just like those who operate motor vehicles. The City of College Station has a Bike Map & Info Guide available for download: http://cstx.gov/bikepedgreenways.

When parking your bike on campus, please use the bike racks provided to secure your bicycle. Please refrain from parking/chaining bikes on or near access ramps, accessible entrances, handrails, trees, shrubs, or light fixtures. Bicycles that are improperly parked are subject to impoundment. More specific bicycle regulations and bicycling tips can be found on the Transportation Services website.
Aggie Up | A cooperative campaign among Texas A&M and the cities of Bryan and College Station to bring programs and services together to give students the information they need to become fully integrated residents. The goal of this partnership is to inform students of Bryan and College Station laws, so those living in the area have a more enjoyable residency experience. Remember these common courtesy rules, do your part to “Aggie Up,” and be a good neighbor:

Know Your Neighbors
- You do not have to be best friends with the people that live next door, but it is a good idea to know their names and numbers in case of an emergency.
- Introduce yourself to your neighbors and say, “Howdy!” when you see them.
- Exchange phone numbers for emergency situations.
- Ask neighbors to pick up your mail when you are on vacation and offer to do the same in return.

Noise
Always be mindful of any loud noise coming from your home, including barking dogs and music. It is unlawful for anyone to willfully make or allow continued loud noise, especially during the hours of 10 pm to 7 am. If you can hear the noise at the end of your property line, then it is too loud. Noise complaints can be reported to the following:
- College Station Police Department: 979.764.3600
- Bryan Police Department: 979.209.5300
- University Police Department: 979.845.2345

If you are found in violation, everyone on your lease could receive a citation. Texas A&M students who are College Station residents and have been charged with a noise violation may have the option to take a Noise Abatement Class to clear their record. The class includes city codes, conflict management, being a good neighbor, party planning skills, and seeing issues from another’s perspective. For more details on Noise Abatement Classes, call 979.845.1741.

Noise Violations
If the city of College Station cites you for a noise violation, the following will apply:

Disorderly Conduct: Noise Violation
Class C Misdemeanor
1st Offense: $445.00
2nd Offense: $574.00

Something to consider: Property owners and property managers may be notified of all noise and alcohol violations occurring on their property. Property owners will decide how to handle these violations. If the violations of the Texas Penal Code and Texas Alcoholic Beverage Code continue, the Texas Nuisance Abatement statute may be enforced. This action can result in civil litigation for property owners, which may result in eviction.
Important City Ordinances | Both cities have 24/7 noise ordinances that are stricter than state law.

College Station

Since at least 1972, the City of College Station does not allow for more than four unrelated individuals to occupy a "Single Family" dwelling unit (house, duplex, etc. Even if the residence has more than four bedrooms) within residential zoning districts. As an example, four friends living together in a home are complying with the ordinance. Four siblings living together are also complying with the ordinance, but if an unrelated friend moved in, it would be a code violation.

For more details about city codes, contact College Station Code Enforcement Division at communityenhancement@cstx.gov, 979.467.6363 or http://cstx.gov/codeenforcement.

Take Pride in Your Home

Maybe you’re not Martha Stewart, but everyone can keep a yard or patio looking neat and clean.

- Mow your lawn on a regular basis.
- Keep couches and other furniture inside the house, not on the porch.
- Put away your trash can within 12 hours of garbage collection (violation = a fine anywhere from $50-$1000).
- Bag and tie trash before placing in garbage can.
- Gas grills must be 10 feet away from property and cannot be used on apartment balconies. Check with your apartment manager for more information.

Bryan

The City of Bryan enforces somewhat different rules than those in College Station when it comes to renting houses in neighborhoods. Contrary to rumor, in Bryan there are no areas where students are "not allowed." Bryan rules do however limit the number of people who can occupy a house. Depending on the specific zoning classification of the neighborhood, the maximum number of unrelated individuals that may occupy a house is four (two in a residential neighborhood conservation district).

Before signing a lease or agreeing to live with roommates or long term guests, it would be a good idea to check with the City of Bryan to determine what the specific rules are in the area of your potential home-away-from-home. A quick call to the Planning and Development Services Department at 979.209.5030 could save you from costly penalties.

Recycle

Recycling is a great habit to form as you begin to live on your own. There are several recycling options for off campus residents. Utilize the two sources below to learn more about recycling in town:

- City of College Station Recycling - for more information, call 979.764.3690 or visit http://cstx.gov/recycle.
- City of Bryan Recycling - for more information, visit http://bryantx.gov.
Parking in Bryan/College Station

Don't officers have better things to do than write parking tickets? Definitely. But they also have to ensure residential streets remain safe and accessible for emergency vehicles, residents, bicyclists, and pedestrians. It is illegal to operate a business in a residential neighborhood in College Station, and selling parking spaces (especially during football games) in your yard is considered a business. Those in violation of this ordinance could receive fines up to $2,000 per offense.

State Laws

- Don’t park within 30 feet of a traffic control device (stop sign, yield sign, or flashing light).
- Don’t park facing traffic - your car must always be parked in the direction of traffic flow.
- Don’t park within 15 feet of a fire hydrant.
- Don’t park within 20 feet of a marked or unmarked crosswalk.
- Don’t park in a handicap space without a handicap placard.

Local Ordinances

- It is unlawful for any person to drive, park, stop, or stand any motor vehicle in any bike lanes designated in Traffic Schedule VI—“Bike Lanes and Bike Prohibitions,” unless parking is allowed.
- A person charged with violating a standing, parking, or stopping ordinance under the Code of Ordinances is entitled to an administrative adjudication hearing. The hearing shall take place no later than ten (10) business days following the date a citation or summons is issued.
- When a vehicle is found parked, whether legally or illegally, at any time on a public street or public property within the City, any authorized employee may immobilize the vehicle via immobilization, impoundment, or boot.
- It is unlawful to park a motor vehicle or commercial motor vehicle in a space or multiple spaces without paying the required fee into the meter for the space.
- It is unlawful for the owner, occupant, or person in charge of property used for residential purposes to permit the parking, standing, or storing of trucks, trailers, or truck-tractors for purposes other than actual supervised loading or unloading of goods and passengers.
- It shall be unlawful for the owner, occupant or person in charge of property used for residential purposes to permit the parking, standing or storing of motor vehicles, excluding recreational vehicles on yards or lawns excluding driveways, paved parking areas, or areas screened from public view by fencing.
Alcohol and Drug Education

Alcohol and the Law

**Minor in Possession/Consumption (MIP/MIC):** Consuming or possessing an alcoholic beverage by a minor except in the visible presence of the minor’s adult parent, guardian, or spouse. Class C Misdemeanor.

**Public Intoxication (PI):** Appearing in a public place while intoxicated so much that the person may endanger him/herself or another person. Class C Misdemeanor.

**Driving Under the Influence (DUI):** Operating a motor vehicle in a public place while having any detectable amount of alcohol in your system. Class C Misdemeanor.

**Driving While Intoxicated (DWI):** Operating a motor vehicle, aircraft, or watercraft in a public place while intoxicated. Class B Misdemeanor.

**Making Alcohol Available to a Minor:** This can include selling, providing, purchasing, or making alcohol available to a person under the age of 21. ANYONE can be charged with this, even a minor! Class A Misdemeanor.

---

**Signs of Alcohol Poisoning**

If a person:
- Is unconscious, cannot be woken up, or can only be awakened for a short time
- Has difficulty standing or walking
- Is poorly aware of surroundings
- Exhibits respiratory difficulties
- Has fever or chills
- Has bluish fingernail beds or gums
- Has cold or clammy extremities
- Is vomiting while semiconscious or unconscious
- Has an increased, decreased, or irregular pulse

Call 911 immediately! That person may have alcohol poisoning. Remember, a person does not have to have all the symptoms listed above to have alcohol poisoning. If you or a friend have only one of the above, call 911!

---

**Party Smart**

- Let your neighbors know in advance that you are having a party.
- Give neighbors your number so they can call you (instead of the police) if the party gets loud.
- Clean up any mess from your party as soon as possible.
- Make sure that everyone present is 21 or older if alcohol is present.
- Have alternative transportation arranged.
- Know your guests.
- Know your lease regulations.
- Have non-alcoholic drinks available.
- Have non-salty food available.
- Be familiar with the signs of alcohol poisoning.

---

**CARPOOL**

Carpool is a student-run 501(c)3 non-profit organization serving the Bryan/College Station community with free rides home every Thursday, Friday, and Saturday night from 10pm to 3am during the Fall and Spring semester at Texas A&M University. It does not matter if you are a student or not, Aggie or not, or even intoxicated or not. If you live or are staying in the area and need a free, safe, and fun nonjudgmental ride home, be sure to give them a call.

Carpool’s number can be found on the back of your student ID. 979.693.9905.
Pets | Animal control officers enforce ordinances in both Bryan and College Station. Their purpose is to protect the animals and people of our community. There are several ordinances of which you should be aware:

Key Ordinances

- All dogs, cats, and ferrets over four months of age must be license tagged in Brazos County and rabies vaccinated. This is required by law and helps reunite lost pets. Brazos County License tags are $15 per year and can be purchased through your local vet, the Aggieland Humane Society (http://aggielandhumane.org) or Bryan Animal Center (http://animals.bryantx.gov).

- A county license tag shall cover a period of one year from the date the rabies vaccination is given. With three-year vaccinations, a tag must be renewed each year.

- It is an offense to have cats and dogs at large, meaning that the animal is, at any time, off the premises of its owner or custodian and not under physical restraint. This only applies within the city limits.

- A dog making excessive noise by barking or howling is an offense.

- If a dog enters your property, you may ask to have it removed and impounded by calling:
  1. Bryan Animal Control: 979.361.3888
  2. College Station Animal Control: 979.764.3600
  3. Brazos County Animal Control (outside the city limits): 979.361.3888

- Any animal impounded will be held for a minimum of 72 hours. All fees (impound fee, county registration, and rabies shot fee, if needed) must be paid before an animal can leave the humane society.

- A permit is required to have more than four animals per property. These permits are available through Animal Control.

- Harboring any wild animal within the city limits without a state permit is an offense. Keeping or harboring a fierce or dangerous animal, except lawfully maintained and permitted dangerous dogs, is an offense.

- It is unlawful to leave an animal enclosed in a parked vehicle or enclosed trailer in the manner that subjects the animal to extreme temperatures that could adversely affect the animal's health, safety, or welfare.

- It's unlawful for a person to transport an animal in an open bed pickup or flatbed truck on a public street or highway, unless the animal is secured in a kennel or restrained using a tether that is cross-tied to prevent the animal from falling or jumping from the vehicle or strangling on a single leash.

Texas State Law

Any dog or cat over three months of age is required to have a yearly rabies vaccination administered by a licensed veterinarian. The animal must wear the tag at all times. Rabies vaccination/license tag is available through your veterinarian.
TAMU Resources

**Student Legal Services** | Students have access to an attorney licensed by the State Bar of Texas. The attorney provides advice and counseling regarding landlord/tenant disputes, criminal charges, expunction of criminal records, automobile accidents, traffic tickets, consumer protection, contracts, last will and testament, power of attorney, name change, divorce, paternity issues, insurance disputes, debts, and much more. Notary public services are also available. Representation in court and advice for lawsuits against Texas A&M or a fellow A&M student are not provided. Schedule an appointment by visiting Bizzell Hall West or by calling 979.862.4502.

Students Legal Services also provides mediation services. Frequent roommate conflicts that students face include:
- cleaning
- paying bills
- living with a significant other
- having a roommate move out early
When you feel you can no longer handle your roommate conflict alone, seek mediation assistance from Student Legal Services.

Common Off-Campus Housing Matters include:
- lease agreement review
- condition of rental property
- obtaining repairs by landlords
- security deposit refunds
- roommate or neighbor disputes
- lease termination
- subleasing issues
- breach of contract
- pest control and rodent problems
- eviction of tenants
- towing of vehicles
- dog and cat charges
- mold and air quality

**Justice of the Peace of Court** | If mediation is not effective in resolving your civil or criminal dispute with a roommate or other individual, know your legal right to take your case to the Justice of the Peace Court. In Justice Court, you can represent yourself pro se, meaning without being represented by an attorney. During proceedings, both parties present their case informally to a judge or jury that will render a judgment based upon the testimony of the parties, witnesses and all applicable laws. The Justice Court handles claims up to $10,000. Detailed filing instructions are available at Student Legal Services located in Bizzell Hall West. Total fees for filing in Justice Court are approximately $100. To begin a lawsuit, you may file a petition at one of the Precinct offices listed below, depending upon your subject and the proper venue for it.

**Mediation** | Mediation is a voluntary and cooperative process facilitated by an impartial third party (a mediator) in an effort to resolve a conflict. The desired end result of the process is a mutually acceptable agreement between the parties. The mediator has no authority to make decisions or force a settlement. However, mediation encourages an exchange of information, helps individuals understand one another's perspective, and develops communication skills. Conflict resolution by mediation provides a positive alternative to legal action in court and can often mend strained relationships between peers, roommates, and friends. These services are provided free of charge to Texas A&M students.

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**Precinct 1**
979.695.0136
12845 FM 2154, Suite 180
College Station, TX 77845

**Precinct 2**
979.361.4190
200 S. Texas Ave. Suite 114
Bryan, TX 77802

**Precinct 3**
979.693.2695
1500 George Bush Drive
College Station, TX 77840

**Precinct 4**
979.361.4402
206 N. Washington Ave.
Bryan, TX 77803
TAMU Resources

Student Health Services | Your Texas A&M Health Center provides a multitude of services to keep its students well. From an Emergency Medical Service to physical therapy to education on health topics, Student Health Services offers many resources to help you stay well at school so you can do well in class. To utilize services offered by Student Health Services, visit A.P. Beutel Health Center located on campus. The Health Center is located on Houston Street next to the YMCA building. Limited outpatient parking is available in the small adjacent parking lot north of the facility. Call or visit on-line to make appointments.

Phone: 979.458.8250
Website: http://shs.tamu.edu

CLEAR | Consensual Language, Education, Awareness, & Relationships

The office of CLEAR is committed to promoting a campus culture of respectful communication and consent by connecting students to resources and facilitating authentic dialogs on healthy relationships and preventing power-based personal violence.

Phone: 979.845.6241
Website: http://studentlife.tamu.edu/clear

Texas A&M University’s Title IX Information
Website: http://urc.tamu.edu/title-ix/

Step In. Stand Up. | This University wide campaign has been created to show survivors that we stand with them and asks others to do the same. It brings awareness to our community and encourages others to share our message. It creates opportunities to change the culture, the perception, and the conversation. This campaign is a promise, a statement and a pledge - all in effort to reduce incidents of sexual assault and sexual violence.

To report an incident contact the Title IX Coordinator:

Phone: 979.845.0977
Website: http://stepinstandup.tamu.edu
Email: TitleIX.Coordinator@tamu.edu
This section contains several documents that may help you throughout your journey living off campus. For additional information contact Off-Campus Student Services at 979.845.1741, on-line at http://ocss.tamu.edu, or visit us at Student Services at White Creek.

Types of Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggie Budget</td>
<td>44</td>
</tr>
<tr>
<td>Smart Resident Checklist</td>
<td>45</td>
</tr>
<tr>
<td>Housing Checklist</td>
<td>46</td>
</tr>
<tr>
<td>Move In Condition Inventory Form</td>
<td>47-48</td>
</tr>
<tr>
<td>Roommate Contract</td>
<td>49-50</td>
</tr>
<tr>
<td>Vacate Notice</td>
<td>51</td>
</tr>
</tbody>
</table>

* Feel free to tear the forms out of the Manual so that you can utilize them while searching for housing, as well as to keep for your records.
## Aggie Budget

**Income (All sources of available income)**
- Grants/Scholarships/Loans
- Parental Allowance
- Work Income (After Taxes)
- Other Income

**Fixed Expenses (Flat rate bills)**
- Rent
- Loan Payments
- Car Payments
- Insurance
- Emergency Money/Savings

**Variable Expenses (Bills that fluctuate)**
- Cell Phone
- Gas/Transportation
- Utilities
- Credit Card
- Books/Supplies
- Entertainment
- Clothing
- Dining Out
- Vacation/Trips
- Snacks/ Vending
- Social Activities

**Total (Fixed and Variable)**

**Money Matters**

**ATMs** - USER BEWARE! Those trips to the ATM can add up quickly. When possible, go to the bank and withdraw only enough for what you need (but first, learn the difference between “need” and “want”). Make sure you plan this with your monthly expenses. Beware of ATM fees! You may be charged $1.00 - $4.00 each time you use an ATM that does not belong to your bank.

**Bank Accounts** - Shop around for banks and credit unions. There are those that offer free checking accounts or a low service charge for keeping a certain minimum balance.

**Books** - Textbooks are not cheap, and students seldom adequately budget for them. Buy USED books whenever possible or talk with friends that have taken the same classes. Many people might be willing to loan you their books or sell them to you at a reduced rate.

**Coupons** - In a college town, discount coupons are abundant. Use them to your advantage. Keep coupons in an obvious place (Ex: your car, purse, or wallet) so you won’t forget them when you go to the store or try to make a purchase.

**Credit Cards** - Credit card opportunities will be coming at you left and right. Look for the lowest interest rates available and, if possible, pay off your monthly balance in full to avoid a finance charge. Beware of rate changes, cash withdrawals, fees, etc. Be responsible!

**Financial Emergencies** - Contact the Department of Student Financial Aid at 979.845.3236. You may be able to take out a short-term loan or work out other arrangements to meet your expenses.

**Roommates** - Having roommates is one of the most economical ways to save money and cut your living expenses in half. To find or search for roommates, check out the AggieSearch website at [http://aggiesearch.tamu.edu](http://aggiesearch.tamu.edu).

For more information, contact
Money Wise Aggie.
Phone: 979.845.3236
Website: [http://moneywise.tamu.edu](http://moneywise.tamu.edu)
Smart Resident Checklist | Once you have narrowed your choices, consider the following list of questions as you inspect each potential property. Since your decision is important, use this checklist to compare each property and take your time when doing so. After you have filled this out, consider your options and where you think you will feel most comfortable and happy.

<table>
<thead>
<tr>
<th>Property Name:</th>
<th>Apartment 1</th>
<th>Apartment 2</th>
<th>Apartment 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEASE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late charge for paying rent after due date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can rent be increased?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of lease. Is it negotiable?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is an advance notice needed to end the lease?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirement for full refund of security deposit?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is subleasing allowed? Conditions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who pays for water? Sewage? Garbage? Electricity?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What are the rules and regulations for residents?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonrefundable cleaning fee or other charges?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a limit on the number of occupants?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are pets allowed? Pet deposit? Refundable?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECURITY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the building or unit have a security system?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working smoke alarm? Carbon Monoxide Detector?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate outdoor lighting?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the front door have a dead bolt?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What happens if the key is lost?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIXTURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the refrigerator clean and in working condition?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the heating system in working condition?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet/wood/tile floor? Good condition?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do all the fixtures (faucets, toilets, drains, etc.) work?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many windows? Working locks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a working doorbell?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AMENITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sufficient closet space?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private yard? Maintained by?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air conditioning?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are ceiling fans provided? If not, can you install one?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is apartment furnished? If not, will all your furniture fit?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the complex have private recreational facilities?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How far are grocery and convenience stores?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the complex on a bus route or within walking distance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there assigned parking? Adequate guest parking?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Renting a property can become overwhelming with different procedures and policies a tenant should abide by while renting a property. Use this helpful checklist before move-in, after move-in, and before move-out to ensure you take the necessary precautions during each phase. Additionally, view the important document and protect your property sections to familiarize yourself with helpful tips that will help you transition into the tenant lifestyle.

**Before Move-In**
- Get a copy of the lease
- Get a receipt for any deposits and payments made while signing your lease
- Complete a move-in inventory form before moving anything into the unit
- Make a copy of the Move-In Inventory Form for records
- Turn original document in to manager no later that 48 hours after receiving property keys
- Have manager date stamp and initial your copy of your Move-In Inventory Form
- Take pictures with a camera that date stamps on the front of the film-prior to moving anything in

**After Move-In**
- Verify move-out date and mark on calendar for future reference
- Turn-in maintenance requests in written form and in a timely fashion
- Indicate monthly rent due dates on calendar and pay on time

**Before Move-Out**
- Provide a move-out notice via certified mail/return receipt requested within a specific time frame
- Include forwarding address in the letter
- Get a copy of cleaning requirements from property manager
- Schedule a move-out walk-through with management
- Take pictures with a camera that date stamps (after moving all items out of the property)
- Save receipts for cleaning services from move-out (i.e. carpet cleaning, maid services, etc.)

**Important Documents:**
- Lease
- Move-In Inventory Form
- Community Rules/ Standards
- Copies of all maintenance requests
- Photos of unit prior to moving in belongings
- Photos of unit after moving out belongings
- Move-out Notice
# Move-In Condition Inventory Form

<table>
<thead>
<tr>
<th>Living Room</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Doorway (knob/latches/peephole)</td>
<td></td>
</tr>
<tr>
<td>Walls (paint/holes)</td>
<td></td>
</tr>
<tr>
<td>Floor, Carpet</td>
<td></td>
</tr>
<tr>
<td>Ceilings (lights/fixtures)</td>
<td></td>
</tr>
<tr>
<td>Couch/Chair/Table</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dining Room</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls (paint/holes)</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kitchen</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls (paint/holes)</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
</tr>
<tr>
<td>Cabinets</td>
<td></td>
</tr>
<tr>
<td>Counter Tops</td>
<td></td>
</tr>
<tr>
<td>Stove/Oven/Microwave</td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td></td>
</tr>
<tr>
<td>Dishwasher/Sink/Garbage Disposal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall/Closets</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls (paint/holes)</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
</tr>
<tr>
<td>Door (knob/hinges)</td>
<td></td>
</tr>
</tbody>
</table>
# Move-In Condition Inventory Form

<table>
<thead>
<tr>
<th>Bedrooms</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Door (knob/lock)</td>
<td></td>
</tr>
<tr>
<td>Walls (paint/holes)</td>
<td></td>
</tr>
<tr>
<td>Floor, Carpet</td>
<td></td>
</tr>
<tr>
<td>Ceilings (lights/fixtures)</td>
<td></td>
</tr>
<tr>
<td>Bed (mattress/frame)</td>
<td></td>
</tr>
<tr>
<td>Dresser/Table/Chair</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bathroom</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Door (knob/lock)</td>
<td></td>
</tr>
<tr>
<td>Walls (paint/holes)</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
</tr>
<tr>
<td>Sink/Faucet/Toilet</td>
<td></td>
</tr>
<tr>
<td>Tub/Shower/Faucet</td>
<td></td>
</tr>
<tr>
<td>Towel Rack</td>
<td></td>
</tr>
<tr>
<td>Cabinets</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drapes</td>
<td></td>
</tr>
<tr>
<td>Blinds</td>
<td></td>
</tr>
<tr>
<td>Windows and Locks</td>
<td></td>
</tr>
<tr>
<td>Screens</td>
<td></td>
</tr>
<tr>
<td>Outside Entrances</td>
<td></td>
</tr>
<tr>
<td>Air Conditioner Vents</td>
<td></td>
</tr>
<tr>
<td>Water Heater</td>
<td></td>
</tr>
<tr>
<td>Smoke Detector</td>
<td></td>
</tr>
</tbody>
</table>
Roommate Contract

Off-Campus Student Services recommends that a Roommate Contract be completed any time a new lease is signed or a lease is renewed. This document is designed to provide its users the opportunity to establish some guidelines related to the details of their living arrangements. Users are encouraged to spend quality time discussing each section, being as forthright and honest with their opinions as possible.

This agreement, made on _______________________, is a contract between: ______________________________,
____________________________, _________________________________, _______________________________; co-
tenants at ______________________________ Apt. #_________, ______________________, Texas.

I understand that I am entering into a legally binding agreement with my roommates. I also understand that I, as an individual, and we, as a group, are responsible to the manager, the utility companies, and each other.

TERM OR PERIOD OF AGREEMENT

This agreement is to begin on _____________________ for a term lasting from ___________________________
to _____________________________. I fully understand and accept the rules and responsibilities of this agreement.

SECURITY DEPOSIT

The security deposit for the dwelling is $__________. My share amounts to $_________. I understand that this amount will be returned to me less the amount deducted by the manager for unpaid rent and/or damages. I accept responsibility for damages which I, my pet, or a friend of mine causes, and I will reimburse my roommate(s) for the part of their security deposit withheld for those damages.

RENT

The total rent according to the terms of our lease agreement with our manager for the dwelling is $__________ per month. I agree to pay 1/_____ of the monthly rent. This amounts to $___________. The total amount my roommate(s) and I are liable for over the period of the lease is $__________, of which my share is $_________. I understand that we, as a group, and I, as an individual, am responsible to the manager for the total rent for the term of the agreement.

UTILITIES

I agree to pay 1/____ of the deposits and/or hook-up charges for all utilities.
I agree to pay 1/____ of the monthly utility bills except telephone.
I agree to pay 1/____ of the monthly cable and internet charges.
I agree to pay as follows for any additional utilities:_________________________________________________________

MOVING OUT

If, for whatever reason, I move out of the dwelling, I realize it is primarily my responsibility to find a replacement. I agree to look for a replacement roommate which is acceptable to my present roommates. If one of my roommate(s) moves out, I also will attempt to find a replacement roommate. I understand the need to be reasonable in accepting a replacement roommate.

If I move out of the dwelling and a replacement roommate has not been found, I realize that I am still legally responsible to my roommate(s) for paying my share of the rent and utility bills.

I understand that I, as an individual, can be held responsible to my manager and/or the utility companies for up to the entire rent and/or utility bills, if my roommate(s) fail(s) to fulfill their part of this agreement.
Roommate Contract
I agree to the following arrangements regarding:

FOOD/SHOPPING:

CLEANLINESS/CLEANING RESPONSIBILITIES:

PRIVACY:

SHARING OF PERSONAL ITEMS:

NOISE/STUDY TIMES:

SMOKING/DRINKING/DRUGS:

PARTIES/ENTERTAINING:

OVERNIGHT GUESTS:

PETS:

ADDITIONAL REMARKS (i.e. security, furniture, appliances) attach additional sheets if necessary: ____________________________

As a party of this agreement, I realize that I, as well as each of my roommates, have equal rights to the use of the space and facilities in the dwelling with the exception of the areas we have designated as each one’s private space. This agreement is intended to promote harmony between roommates by clarifying the expectations and responsibilities of roommates to each other.

All obligations under this contract are to be performed in ____________________________, Brazos County, Texas. It is not necessary to witness or notarize this agreement. Each roommate should sign below and receive an original copy.

The parties have executed this agreement on (date) ____________________________, 20_____.

____________________________________________                 ________________________________________
Resident’s Signature and Date

____________________________________________                 ________________________________________
Resident’s Signature and Date

This agreement is provided by Off-Campus Student Services at Texas A&M University, for the mutual benefit of roommates. The University assumes absolutely no responsibility for the use of this form.
Vacate Notice

RESIDENT’S NOTICE OF INTENT TO VACATE

All residents occupying apartment/unit number _____ in _______________________ Apartments or the residential unit located at (address) __________________________________________________________ hereby give notice of intent to vacate the unit in agreement with the lease contract on or before the day of ____________________, 20____. This written notice to vacate is delivered on the _____ day of ____________________, 20____, to the owner’s representative at the place where rent is paid.

All residents acknowledge their security deposit refund shall be governed by the terms and conditions of their lease contract.

Signature of Resident(s)  
____________________________  
____________________________  
____________________________  
____________________________  

Forwarding Address, if known  
________________________________  
________________________________  
________________________________  
________________________________  

OWNER’S ACKNOWLEDGMENT OF NOTICE TO VACATE
(To be returned and retained by resident)

Receipt by owner on the _____ day of ________, 20____, of resident’s written notice of intent to vacate apartment/unit number _____ in the_______________________ Apartments or the residential unit located at (address) __________________________, on or before the _____ day of ________________, 20____. This written notice to vacate is delivered on the _____ day of ________________, 20____, and is hereby acknowledged.

Owner’s representative agrees that the resident’s/residents’ security deposit refund shall be governed by the terms and conditions of their lease contract. If the resident fails to furnish a forwarding address in writing, then all security deposit refunds, notices and/or itemizations may be mailed to the resident at the rental unit which the resident is vacating. This receipt should be retained by resident as verification that a written move-out notice was given.

Owner’s Representative or Manager:

____________________________
Signature
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<thead>
<tr>
<th>Property</th>
<th>Room</th>
<th>Roommate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td></td>
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<tr>
<td>Any Type</td>
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</tbody>
</table>

Bedrooms:
- 0
- 1
- 2
- 3
- 4
- 5
- 6

Bathrooms:
- 0
- 1
- 2
- 3
- 4
- 5
- 6

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