There are over 60,000 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, University Police Department, 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 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. To learn more, visit sga.tamu.edu.

The 2018-2019 Off-Campus Survival Manual was edited by Ruoran Shi & Jess Yanker in Off Campus Student Services. This manual is provided as a student service by the Offices of the Dean of Student Life. This material has been verified to be correct at the time of publication. However, be aware that some information is subject to changes not necessarily reflected herein.
2018 - 2019 OCSM TABLE OF CONTENTS

01 FINDING OFF-CAMPUS HOUSING
1 Deciding On Housing
2 Where To Live?
3 Search Resources
4 Locator Services
5 Types Of Housing
6 Specific Populations
7 Amenities Listing
11 Viewing A Property Checklist
12 Smart Resident Checklist
13 Housing Checklist

02 LIFE OFF CAMPUS
15 Tenant Terms
16 Tenant Responsibilities
17 Tenant Rights
18 Tenant Tips

03 MOVING OFF CAMPUS
19 Roommate 101
21 Roommate Issues
21 Roommate Contract
25 Move Prep
26 Utilities
27 Move In
30 Move-In Condition Inventory
33 Making Your Place A Home
35 Pets
37 Safety: Personal, Vehicle & Bike
39 Home Safety
41 Walking Alone

04 SETTLING IN
38 Tenants' Rights

05 MOVING OUT
43 Moving Out
44 Security Deposit
45 Ending Your Lease Early
46 Vacate Notice Form
47 Aggie Search

06 BE A GOOD NEIGHBOR
49 Aggie Up
50 Party Smart
51 City Ordinances
52 Transportation & Parking
55 Community Safety
56 Health Promotion Programs

07 EXTRAS
58 Student Resources
59 Save Money
60 Create A Spending Plan
62 Community Resources
63 TAMU Resources

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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 the 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.

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.

The Bryan/College Station area offers many housing options. Each type of housing has benefits and drawbacks, so it is important to gain as much knowledge as possible to best fit your needs. 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**

**PRO**
- Apartment rent and utilities can be cheaper off campus
- Rent may be bundled, including: gas, water, cable, internet
- Off-campus housing can provide more personal space such as bathrooms, full-size closets, and kitchens
- Off-campus housing provides you with renter’s experience
- More control when selecting roommates and spaces.
- Some housing may offer a washer and dryer in unit

**CON**
- Traveling to campus can be more difficult
- Some apartments are unfurnished or semi-unfurnished
- There may be less peace and quiet to work
- You are responsible for paying your bills on time, cleaning, and maintaining appropriate noise levels
- Connecting to campus activities can be more challenging
- Meal plan not included; have to add groceries to monthly budget
- 12 month lease

**WHEN WOULD YOU LIKE TO MOVE IN?**

**SUMMER**
If you are living in the Bryan/College Station area during the summer months, you will have ample housing options. If you just need a place to stay during summer school, subleasing may benefit both parties. Consider asking your friends if they need to sublease their apartment for the summer. 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 the 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.

**UTILITIES**
You will need to pay for utility deposits and other items not included in your rent such as moving expenses and apartment furnishing costs.

**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’s experience accompany you. Apartment hunting can be tiresome, so take notes/pictures and consider the following when making a decision:
- Do not sign a lease on an apartment that is still under construction, unless you understand and accept the risks involved.
- Ask to see the actual apartment you are considering. Model apartments can look much different than the unit you will be renting.
- Do not move into your residence if it is not in an acceptable condition.

**LANDLORD REPUTATION**
Another piece of the search process to consider is the landlord’s reputation. It is beneficial to hear about experiences from students who currently reside at the property you are considering.

Ask questions such as:
- Is the landlord easy to work with?
- Are repairs made in a timely fashion?
- Would you renew your lease again with this landlord/property?
- Does the landlord provide a 24-hour notice prior to entering your apartment?

**FOUR MAJOR INFLUENCERS**
Take time to discuss the specifics of their services as well as the specifics of what you are searching for in terms of housing. This is typically a free service with no obligation of renting. Do not settle if they do not meet your requirements. Locator Services can be found through aggie-search.tamu.edu.

Off-Campus Student Services hosts the annual Off-Campus Housing Fair. 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 studentlife.tamu.edu/agoss.housingfair for more information.

AggieSearch is an online database provided by Off-Campus Student Services. AggieSearch allows students to:
- Easily browse for housing availability
- Search for roommates
- Post available spaces for rent
aggiesearch.tamu.edu

You may find property listings advertised on notice boards on and off campus. These may be from landlords or students looking for roommates or sublets.

AggieSearch

AggieSearch

Manager and Locator Services

AggieLand Apartment Finders
123 Walton Drive
College Station, Texas 77840
979.693.4900
aggielandapartmentfinders.com

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

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

On-Line Real Estate Services
3706 East 29th
Bryan, Texas 77802
979.268.5620
bcsonlinerealestate.com

Housing Fair

Off-Campus Student Services hosts the annual Off-Campus Housing Fair. 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 studentlife.tamu.edu/agoss.housingfair for more information.

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Notice Boards

You may find property listings advertised on notice boards on and off campus. These may be from landlords or students looking for roommates or sublets.
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, including transition services, military admissions support, academic resources, peer advising, health care information, career readiness, and much more. For more resources, information, and how to connect with other Veteran students to build your community off campus, visit the VRSC in Koldus room 112 or at aggieveterans.tamu.edu.

If you are looking for privacy, you might want to consider looking for a duplex, condo, or townhome. Many graduate students prefer to live in 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. To help minimize undergraduate activity, check out places that are further away from campus. However, keep in mind that some residences may not be on the bus routes to and from campus.

International Student Services (ISS) assists international students at Texas A&M University. These services include immigration compliance, document issuance, and advising on various topics. ISS acts as a liaison with university departments and the community. More information can be found at iss.tamu.edu.

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.

Privatized Residence Halls 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.).
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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.

### Property Name:

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#### LEASE

- Rent?
- Late charge for paying rent after due date?
- Can rent be increased?
- Length of lease. Is it negotiable?
- Is an advance notice needed to end the lease?
- Requirement for full refund of security deposit?
- Is subleasing allowed? Conditions?
- Who pays for water? Sewage? Garbage? Electricity?
- What are the rules and regulations for residents?
- Nonrefundable cleaning fee or other charges?
- Is there a limit on the number of occupants?
- Are pets allowed? Pet deposit? Refundable?

**BE SURE TO OBTAIN A COPY OF THE LEASE**

#### SECURITY

- Does the building or unit have a security system?
- Working smoke alarm? Carbon Monoxide Detector?
- Adequate outdoor lighting?
- Does the front door have a dead bolt?
- What happens if the key is lost?

#### FIXTURES

- If furnished, do all rooms have a personal lock, bed, desk, chair, and closet?
- Is the furniture in good condition?
- Are there cable connections in all the rooms?
- Do all rooms have a ceiling fan?

#### BATHROOM

- Is the bathroom in good condition?
- Do all appliances (shower, toilet, sink) work, and are they in good condition?
- Are there any drips or leaks? (Look up and check the ceiling)
- Are there any signs of pests (mouse droppings, fleas, cockroaches, etc.)?

#### ELECTRICITY AND GAS

- Are all external doors solid, secure, and lockable?
- Do all ground floor windows have locks?
- Are there any fire extinguishers in the unit?
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#### BEDROOMS

- If furnished, do all rooms have a personal lock, bed, desk, chair, and closet?
- Is the furniture in good condition?
- Are there cable connections in all the rooms?
- Do all rooms have a ceiling fan?

#### KITCHEN

- Is there sufficient space to store and prepare food?
- Are the counter tops in good condition?
- Is there enough storage (pantry) space for all roommates?
- Are all of the appliances in working condition?
- Do the ventilation fans in the kitchen and bathroom work?

#### SOCIAL SPACE

- If furnished, is there enough furniture for all roommates?
- If furnished, is the furniture in good condition? Does it need replacing?
- Does the floor or carpet need to be replaced?

#### OUTSIDE THE PROPERTY

- Are windows in good condition?
- Is the roof in good condition?
- Is any of the woodwork rotting or unsafe?
- Are there adequate facilities for disposal and recycling?
- Are there any fire extinguishers in the unit?
- Are there means of escape in the event of a fire?

#### BATHROOM

- Is the bathroom in good condition?
- Do all appliances (shower, toilet, sink) work, and are they in good condition?
- Are there any drips or leaks? (Look up and check the ceiling)
- Do all the taps work? Does the sink drain?
- Does the water get hot enough?

#### AMENITIES

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#### SECURITY AND SAFETY

- Are all external doors solid, secure, and lockable?
- Do all ground floor windows have locks?
- Do all ground floor units have a closed off patio not accessible from the sidewalk?
- Do all rooms have suitable blinds?
- Are smoke detectors or fire alarms working and present in units?
- Are there any fire extinguishers in the unit?
- Are there means of escape in the event of a fire?

#### FIXTURES

- If furnished, do all rooms have a personal lock, bed, desk, chair, and closet?
- Is the furniture in good condition?
- Are there cable connections in all the rooms?
- Do all rooms have a ceiling fan?

#### ELECTRICITY AND GAS

- Do all of the rooms have adequate electrical sockets? Do they work?
- Do the heat and AC work?
- Do the heat and AC cover all areas of the house?

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**Get all promises made by the landlords/agents put into the lease or contract or they won’t be enforceable later.**
Renting a property can become overwhelming with different procedures and policies a tenant should follow 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 documents at the end of each section. Be sure to familiarize yourself with these tips to help you transition into the tenant lifestyle and protect your property.

**BEFORE MOVE-IN**
- Get a fully executed 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 than 48 hours after receiving property keys (verify how much time you have to return the form in your specific lease)
- Have manager date stamp and initial your copy of your Move-In Inventory Form
- Take pictures with date stamps on them prior to moving anything in

**DON’T FORGET!**
- Cleaning Supplies
- Pots & Pans
- Dishes & Silverware
- Home Decor
- Clothing
- Important Documents

**AFTER MOVE-IN**
- Verify your move-out date and mark your 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

**THE LAW**
The City of College Station has passed a maximum occupancy law prohibiting more than 4 unrelated people from living together, even in a 5-bedroom apartment! So make sure there aren’t more than 4 people living together or one could be evicted. For more information, see [www.cstx.gov](http://www.cstx.gov)

**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

**BEFORE MOVE-OUT**
- Provide a move-out notice via writing within the specified time frame
- Include your 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.)
Life Off Campus

**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.

**LEASE**
A legally binding 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.

**APPLICATION 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. See page 51 for more information about getting your security deposit back.

**RENT AND CHARGES**
Rental amount, charges, payment method, payment due dates, and penalties for late payment are outlined in the lease.

**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.

**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.

**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 violations.

**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 Student Legal Services at 979.862.4502 or at studentlegalservices@studentlife.tamu.edu.

**THE LEASE**
Once you have decided where to live, the next step is to sign a lease with the property. In the state of Texas, a lease is a legally binding contract between the resident(s) and the property owner(s), which is upheld even beyond death. This means not even death will end your lease immediately. Therefore, make sure you understand your rights and responsibilities outlined in the lease because, if obligations are not fulfilled, legal action may be taken.

**TENANT RESPONSIBILITIES**
A guarantor is someone who can support the claim that 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.

**TENANT TERMS**
A legally binding 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.

**RENTAL AND CHARGES**
An apartment or house where a renter has already signed a lease and is now trying to rent to another individual (usually during the summer months). Be certain your landlord permits subleasing and be aware of any additional fees to do so. Keep in mind however, you may still be held responsible for the rent and/or the property damage when subleasing your unit to someone else.

**SECURITY DEPOSIT**
Money paid when the lease is signed to offset the cost of lease violation charges or damages to the property. Pending charges from damages, this deposit should be refunded within 30 days after the end of the lease term.

**GUARANTOR**
A guarantor is someone who can support the claim that 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.
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 security 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.

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 taa.org.

RIGHTS

TO PEACE AND QUIET

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. You may also call law enforcement and file a noise complaint.

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.

TO SECURITY

Although there are exceptions, under Texas law a dwelling must be equipped with security devices such as window latches, keyed deadbolts 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.

WHAT TO LOOK FOR IN YOUR LEASE

- When is the rent due, who do you pay, 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 landlord’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?

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 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 via certified mail with return receipt.

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.
ROOMMATE MATCHING

Many apartment complexes offer roommate matching, although there is no guarantee. Matching is usually done using a personality and interest questionnaire. Check with each property of your interest for more details. Be sure to ask about resolutions or what options are in place for unsuccessful roommate matches.

COMMUNICATION

If you are moving into an apartment that is unfurnished, discuss who will be responsible for bringing furniture and appliances that are not provided by the property.

Open and honest communication is key in establishing and maintaining a successful roommate relationship. Talk often and work together to resolve potential conflicts. Avoid making assumptions about how your roommate acts or feels. Ask questions and initiate dialogue on a regular basis.

GETTING TO KNOW THEM

INTERESTS

- What are some of your interests?
- What kinds of things do you feel like you're pretty good at?
- What excites you? What is your passion?
- What kind of movies do you like? Music? Sports teams? TV shows?

BACKGROUND

- Where are you from? What was it like growing up there?
- Do you feel comfortable telling me about your family and friends?
- Do you have pets?

COLLEGE PERSPECTIVE

- What are you looking forward to this year? What are you nervous about?
- What's your major? What do you hope to do with it?
- What types of things are you hoping to get involved in this year?

PERSONAL CHARACTERISTICS

- What makes you happy?
- What annoys you?
- How can people tell when you are you’re stressed or angry?
- Are there any subjects you’d rather not discuss?

Groceries and food can be a source of tension between roommates. Here are a few ideas to help alleviate potential conflict:

- Designate cabinets and refrigerator space for each roommate.
- Talk about which groceries you do not mind sharing.
- If you are unsure which items your roommate doesn't mind sharing, ask before you eat.
- Do not give out your roommate(s) groceries to your personal guest without permission.
- Establish a routine schedule for purchasing shared items.
- Some food items such as condiments can be shared. Designate who will purchase which products for house use.

When it comes to being a roommate, be proactive in making your experience healthy and respectful.
ROOMMATE ISSUES

Relationships with roommates are just like any other relationship, and dealing with disagreements is a normal part of living in a shared house. Understand that when you sign a lease for an off-campus apartment, you are entering into a binding agreement with the management of that particular complex, and because of this liability, you should be careful in selecting a roommate.

If problems arise, compromise and communication are key. Revisit your roommate contract, and look to what standards were agreed upon when you moved in.

ROOMMATE CONTRACT

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.

The roommate contract can be used as a legal document that defines in writing each roommate’s obligations. Filling out this form is a great way to set expectations for you and your roommate(s). 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.

Expectations of one another should be discussed before you move in, or at the very latest, immediately after.

Areas for potential conflicts:
- **Cleanliness**: Discuss with your roommate(s) cleaning habits, expectations, tidiness of common living areas, and kitchen responsibilities.
- **Splitting living costs**: Discuss who will take responsibility of utility bills, cleaning supplies, joint groceries, furnishings, etc.
- **Study and sleeping habits**: Discuss whether you’re a morning person or a night owl.
- **Guest policy**: Discuss common ground regarding guests. Each roommate should always be considerate when having guests at your residence.

ROOMMATE CONTRACT I

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 who is acceptable to my present roommate(s). 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.
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

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.
MOVING COST

The following is an estimated break down of expenses an undergraduate student can expect during one year of college. This information is estimated for the cost of attendance for the 2018-2019 academic year for an undergraduate student enrolled in 15 credit hours each semester.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost (Fall and Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (In-state) &amp; Fees</td>
<td>$10,252</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$64</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$10,436</td>
</tr>
<tr>
<td>Parking Permit (optional)</td>
<td>$310</td>
</tr>
<tr>
<td>12th Man Pass (optional)</td>
<td>$290</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,222</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,395</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,041</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$28,010</td>
</tr>
</tbody>
</table>

*Note: Cost of attendance for graduate, professional and international students can be found by visiting financialaid.tamu.edu/Cost.aspx*
The Bryan/College Station area has a variety of service options for telephone, internet, and television companies or networks. 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. Contact each company for rates regarding deposits, connection fees, installation of jacks, etc.

### TELEPHONE, INTERNET, AND TELEVISION

**PAYING BILLS**

Some properties or third party companies provide an easy method for students living off-campus to split utility costs without all of the hassle of paying each other back or solely covering costs. Some of the benefits can include:

- Students are assisted in the utility set-up process
- No deposit with the utility company
- 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

**Check with your property to see if they offer such services or recommend a third-party provider.**

- Try to get as many names on the bill as possible. It is neither fair nor sensible for one person to have all the bills in their name.
- Set aside the money for bills each month, so you won't have to find a large lump sum later. Remember, some bills fluctuate, so budgeting more is always helpful.

### TELEPHONE, INTERNET, AND TELEVISION

**INVENTORY**

A Move-In Inventory Form needs to be completed within 48 hours from the time you claim occupancy, or in other words, from the time you receive your keys. It is important to be as specific as possible in describing the condition of the apartment. After you have filled out the inventory form, get a manager's signature and keep an original copy for your files.

The inventory form will be the basis for any deductions from your deposit for breakages, loss, and damage.

- How many ice trays are in the freezer?
- Number and location of nail holes
- Are there marks on the walls?
- Check the condition of the floors, ceilings, fixtures, furniture, appliances, etc.
- Are all the listed items present?
- Are any repairs needed?
- Are there any leaks?
- Take photos of every room including photos of any items what are damaged or marked

Completing the inventory can be time consuming and meticulous but is worth it in the long run. The inventory form is in place to make sure you are not charged for something you did not do, or for a missing item that was never there.

### 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).

Locate parking lots available for guests to avoid being towed.

### MOVE IN

Now that you have found a place to live and signed a lease agreement, you are prepared to move in. Make sure you have a copy of your lease with you, contact information for your landlord, and contact information for your roommates if you don't already have them.

- 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.
- Check for any signs of insects or pests.
- Locate the fuse box.
- Complete Move-in Inventory Form.
# MOVE-IN CONDITION INVENTORY FORM

## LIVING ROOM COMMENTS
- Entry Doorway (knob/ latches/peephole)
- Walls (paint/holes)
- Floor, Carpet
- Ceilings (lights/fixtures)
- Couch/Chair/Table

## DINING ROOM COMMENTS
- Walls (paint/holes)
- Floor
- Ceiling

## KITCHEN COMMENTS
- Walls (paint/holes)
- Floor
- Cabinets
- Counter Tops
- Stove/Oven/Microwave
- Refrigerator
- Dishwasher/Sink/ Garbage Disposal

## HALL/CLOSETS COMMENTS
- Walls (paint/holes)
- Floor
- Ceiling
- Door (knob/hinges)

## BEDROOMS COMMENTS
- Entry Door (knob/lock)
- Walls (paint/holes)
- Floor, Carpet
- Ceilings (lights/fixtures)
- Bed (mattress/frame)
- Dresser/Table/Chair

## BATHROOM COMMENTS
- Entry Door (knob/lock)
- Walls (paint/holes)
- Floor
- Ceiling
- Sink/Faucet/Toilet
- Tub/Shower/Faucet
- Towel Rack
- Cabinets

## OTHER COMMENTS
- Drapes
- Blinds
- Windows and Locks
- Screens
- Outside Entrances
- Air Conditioner Vents
- Water Heater
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 and storing food and kitchen responsibilities. There are several methods to consider. Will you and your roommates partake in separate shopping and cooking, or will you think about sharing items? Are the more basic items like milk, eggs, flour, etc. considered community items? There are many ways to manage how you will cook at home. Be sure to communicate with your roommates so you are all aware of what is shared versus not.

DINING OUT is always a great way to acclimate yourself with the culture of the 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. Also note, many of the local restaurants have daily specials throughout the week. This is another opportunity to save some money.

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 www.dineoncampus.com/tamu/

HOUSEHOLD CLEANING
- Clean up your own mess when you create it.
- Share the chores equally (like washing dishes, taking out the trash) and create a cleaning schedule.
- Old socks can be used for dust cloths, newspapers are lint free and great for wiping windows, and club soda or windex works great for spills on carpet.
- Throw out bad food and produce. Preventing mold is key.

HOUSEHOLD TIPS
- Utilize garage sales, newspaper classifieds, thrift stores, family members, and online markets to search for gently used items. If you are patient and do not insist on getting everything in one weekend, you can outfit your place on a shoestring budget.

LAUNDRY
- Check labels, as they will tell you the best approach to washing that particular garment.
- Separate clothing into white, light-colored, and dark piles.
- 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.
- 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.

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

SUMMER ENERGY TIPS
- Replace your air filters or have your landlord replace them. Dirty filters restrict airflow and can cause the system to run longer.
- 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. The pools and pavilions in B/CS will cool you off from the summer activities.
Check your lease to be sure if your residence allows for pets. There will be additional charges for pets, and prices vary by complex.

Having a pet without the consent of the landlord is the number one reason for eviction. Residents must have a pet addendum and deposit for EACH pet.

Puppy sitting is not covered and residents must have a pet addendum.

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.

- 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 (aggielandhumane.org) or Bryan Animal Center (www.bryantx.gov/animal-center/).
- 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.
- 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.
- A dog making excessive noise by barking or howling 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.
- 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.

WHO TO CALL...

Bryan Animal Control: 979.361.3888
College Station Animal Control: 979.764.3600
Brazos County Animal Control (outside the city limits): 979.361.3888
As an off-campus student, it is important to remember 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 here are tips to stay safe and help you avoid becoming the victim of a crime. Also, remember there are phone numbers for Corps Escorts, UPD, and CARPOOL (among others) on the back of your student ID.

Your best weapons are your common sense, intellect, and good judgment. For emergencies, call 911 from campus or 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 rules for your personal safety:

- Stay alert, and always be aware of your surroundings.
- Look to see who’s in front of you and behind you.
- Communicate the message that you are calm, confident, and know where you are going.
- Stand tall, walk with 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:
  - College Station Police Department: 979.764.3600
  - Bryan Police Department: 979.361.3888
  - 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.

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.
- Remember: Lock it, Hide it, Keep it!

Although there are many resources and services available to help support your safety, it is up to you to take necessary precautions.
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 6 a.m.

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

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.

Do not remove batteries from smoke alarms or fail to replace them when they run out.

Do not overload electrical outlets.

Carbon Monoxide (CO) has no color, taste or smell, is not visible, and is extremely poisonous. CO can kill quickly without warning.

Gas fires will produce CO if it is not properly installed and maintained. Some symptoms of CO poisoning include:
- Drowsiness
- Headaches/migraines
- Sickness
- Chest pains/cough

For the safety of your roommates and yourself, be sure a CO detector is installed in your residence. A CO detector functions much like a smoke detector and will alert you to the presence of CO.

Batteries in detectors need to be checked often and replaced every 6 months. Set a reminder on your calendar to replace the battery when you change your clock in the spring and fall for Daylight Saving Time. The battery will emit a chirp when it starts to die. Just replace the battery and it will work again.

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.

Furniture:
All furniture supplied by your landlord must meet Fire Safety Regulations. All furniture coverings and fillings should be made from fire-resistant materials.

Furniture:
- Sofas and armchairs
- Beds, headboards, mattresses, and futons
- Loose and stretch covers for furniture
- Cushions and seat pads

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

Safety starts with prevention.

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

www.usfa.fema.gov/prevention/outreach/college.html

Electrical:
It is management’s responsibility to ensure that the electrical installation and all electrical appliances are safe and pose no risk to you or your roommates.

Electrical safety concerns:
- Frayed, cut or damaged leads
- Cracked or damaged cases on plugs or appliances
- Burn marks on plugs or appliances
- Blowing fuses

If you have concerns about the safety of any electrical appliance, contact your landlord.

Safety checks are part of your legal rights. They ensure that your appliances are working safely.

Do not compromise on your safety. If you have any concerns about the residence you are renting, contact Student Legal Services at 979.862.4502.

Electrical:
- Frayed, cut or damaged leads
- Cracked or damaged cases on plugs or appliances
- Burn marks on plugs or appliances
- Blowing fuses

If you have concerns about the safety of any electrical appliance, contact your landlord.
WHEN WALKING ALONE

- 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.
- Wear light-colored clothing at night.
- Avoid alleys.
- Don’t leave headphones or earbuds in while walking.
- Let someone know where you are going and your expected arrival time.
- 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 most on-campus locations. 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 codemaroon.tamu.edu

MOVING OUT

MOVING OUT

05

43 Moving Out
44 Security Deposit
45 Ending Your Lease Early
46 Vacate Notice Form
47 Aggie Search
GIVE YOUR NOTICE

• Check your lease for the defined move-out notice period (average times include 30, 60, or 90 day notices).
• Notify your manager in writing of your intentions to move out, even if it is when your lease expires.
• You can request a notice form from the complex management team or draft one on your own (a vacate notice is on page 51).
• Be sure to include your forwarding address on the document as you complete it.

MOVE OUT REMINDERS

• Make sure to pay your last month's rent.
• Cancel all of your utility accounts. Contact the utilities company directly to schedule a disconnect date. All bills have to be paid in full before you can close your account.
• Provide your landlord with a permanent forwarding address.

REQUEST A MOVE OUT APPOINTMENT

• Make an appointment with your manager/landlord to jointly inspect the apartment.
• Use this time to compare the condition of the unit with the Move In Condition Inventory Form that you completed at the beginning of your lease term.
• Complete a move-out checklist and take pictures/video to show the condition you left the property.

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. Try to have something in the photo that indicates the date the photographs were taken.

CLEAN THE PROPERTY THOROUGHLY

• Remove all tacks, tape, and nails from walls.
• Make sure all drawers and cabinets are emptied.
• Make sure to clean out the freezer and refrigerator. Wipe up any spills in both and don’t forget the stove/oven.
• Sweep, mop, and vacuum your residence.
• Clean dust from desks, countertops, and ceiling fans.
• Be sure to empty/take out all trash before leaving.
• Clean the bathroom in its entirety, including the bathtub, toilet, sink, mirrors, and countertops.
• Get rid of all unwanted items (i.e. sell or give them away).

TYPICAL REQUIREMENTS FOR A SECURITY DEPOSIT RETURN

• Move-In Condition Inventory Form completed within 48 hours of moving in the apartment (make sure to keep a copy for yourself).
• Completing a walk-through in the empty, cleaned apartment with your manager.
• 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.
• Turn in all keys to the apartment, including mailbox, gate keys, and pool wristbands.
• 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.

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 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 them. If the discrepancy remains unresolved, you may contact Off-Campus Student Services for further options.

SECURITY DEPOSIT

Remember, your deposit is used if needed to cover any damage you may have caused, unpaid rent, or any excessive cleaning the landlord may have to do after you leave.

WHAT CAN THE LANDLORD MAKE DEDUCTIONS FOR?

The landlord must return your security deposit, unless they can show they have suffered a financial loss during your stay.

Deductions can be made for:
• Damage to the property
• Missing items
• Excessive cleaning

Your landlord cannot keep your deposit based on general wear and tear to the condition of the property (i.e. the carpet gets a little worn is considered wear and tear vs. a burn hole in the carpet is considered damage).

A great place to collect boxes to pack your belongings for FREE are grocery stores. Most grocery stores allow customers to take empty boxes as they are restocking shelves.
**ENDING YOUR LEASE EARLY**

If you leave before the end of your lease term without your landlord’s consent, you are still liable for the full lease term, even if you aren’t living there.

If you have a fixed term agreement and you want to leave before it ends, you can only do so if:

- There is a break clause, which allows you to end the agreement early.
- Your landlord agrees to you ending the agreement early. This is called a surrender.
- For a surrender to be valid, both you and the landlord must agree and confirm in writing via a deed, just in case there is a dispute later.
- Some landlords may negotiate, but they are under no obligation to do so. Should you leave the property and not pay the rent for the remaining time outlined in the lease, the property owner can seek legal action, 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.

Don’t sign unless you agree with 100% of everything included within your lease.

If you are unable to get out of your lease, you may consider these options:

- **Negotiating:** The property manager may be willing to negotiate with you, and 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.
- **Relenting:** 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 relenting 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 relenting 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: Student Services @ White Creek  
Phone: 979.862.4502  
Website: http://studentlife.tamu.edu/sls

If you have any questions, disputes, or need advice on how to proceed, contact  
Student Legal Services at 979.862.4502 or studentlegalservices@studentlife.tamu.edu

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**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) hereby acknowledged.

Owner’s representative agrees that the resident’s 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
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.

BE A GOOD NEIGHBOR

06

49 Aggie Up
50 Party Smart
51 City Ordinances
52 Transportation & Parking
55 Community Safety
56 Health Promotion Programs
Have alternative transportation arranged.

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.

Be familiar with the signs of alcohol poisoning.

Have non-alcoholic drinks available.

Know your guests.

Have non-salty food available.

Aggie Up is 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 who 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.

Chances are, if you are considerate, your neighbors will be less likely to complain and more likely to look after your house.

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

If you are found in violation, everyone on your lease could receive a citation.

噪声

总是要留意家中的大噪音，比如持续的犬吠和音乐。故意制造或允许持续的噪音是违法的，尤其是在晚上10点到早上7点的时候。

如果你能听到声音在你的财产线的另一边，那么它就太响了。噪音投诉可以报告给以下部门：

科罗拉多州州立警察局：979.764.3600
布莱恩警察局：979.209.5300
大学警察局：979.845.2345

如果你发现违反了规定，你的房东或房东管理人可能也会被告知。房东或房东管理人将决定如何处理这些违规行为。如果违反了德克萨斯州刑法和德克萨斯州酒精饮料法，可能会被起诉，这可能最终导致被赶出。
Collegiate Station

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. If you added one unrelated person to the house of four friends, that would result in a violation. 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 at codeenforcement@cstx.gov. 979.467.6363 or cstx.gov/codeenforcement.

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.

For more information, contact City of Bryan Code Enforcement at violation.

City Ordinances

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 of $50-$1000).
• Bag and tie trash before placing it in a 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.

Recycling

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 cstx.gov/recycle.

City of Bryan Recycling: for more information, visit bryantx.gov.

Acceptable Items for Recycling:
• Aluminum cans/lids
• Flattened cardboard and pizza boxes (without food residue or grease)
• Plastic bottles and jugs
• Glass bottles and jars
• Cartons and juice boxes
• Cereal and other dry food boxes
• Newspapers, magazines, catalogs, phone books
• Junk mail
• Computer paper

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 the transit system, parking permits for areas on campus, bicycle services, and other alternative modes of transportation. Information regarding all of these options can be found on the transportation website:

Parking: 979.862.7275 (PARK)
Transit: 979.847.7433 (RIDE)
Website: transport.tamu.edu

The Aggie Spirit Transit Buses

Transport 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 on and from campus. When boarding, remember to show your TAMU/Blinn or Brazos Transit ID.

Transit presently operates 10 off-campus routes and 8 on-campus routes. The buses run Monday-Friday with service from 7 a.m. to 12 a.m. (midnight) during the Fall and Spring semesters.

It is recommended that students use the mobile app (m.tamu.edu) to see real-time bus route maps and times.

Transportation and Parking

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

During the Fall and Spring semesters, weekend service is offered between the hours of 9 a.m. and 5 p.m. Transit does not operate on weekends or holidays 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 7 a.m. - 6 p.m. Visit the Transportation Services website (transport.tamu.edu) for specific information on bus departure times, route maps, and route information, or call 985.847.RIDE (7433).
TRANSPORTATION AND 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 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 a.m. and 5 p.m. (after 5 p.m., valid permit holders can park in unrestricted/unnumbered spaces in most lots except lots 30, 40, 72, 99, and 122; visit the transportation website for Night & Weekend parking information). Additionally, West Campus Garage becomes available for night parking at 4 p.m.

TRANSPORTATION

Parking permits may be requested online during the permit registration period by visiting transport2.tamu.edu. 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 1. See the Transportation Services website for a parking map and more detailed parking regulations.

TAMU PARKING TICKETS

• If you get a parking citation, you can pay for your ticket online on the Transportation Services website: 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.

TOW - AWAY ZONE

PARKING IN B/CS

Officers certainly have better things to do than write parking tickets. However, 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. For state and local parking ordinances visit www.cstx.gov/codeenforcement.

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: cstx.gov/bikepedgreenways.

ZIMRIDE

Zimride is an online ride-matching service exclusive to Texas A&M students connecting drivers and passengers heading to the same area. It allows passengers and drivers to share travel costs. For more information and to sign up with your NetID visit zimride.com/tamu

DISTRICT TRANSIT SYSTEM

College Station Police Department is not the only entity who can issue citations. City Parking Enforcement Officers, Code Enforcement Officers, College Station Peace Officers, and some Community Services Department staff members can issue citations as well.

Bryan/College Station is served by 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.

Shuttle Hours: M-F, 5 a.m.-7 p.m. (excluding holidays)
Customer Service: 979.778.0607, ext. 7008
Website: btd.org
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 10 p.m. to 3 a.m. during the Fall and Spring semesters at Texas A&M University. 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 nonjudgmental ride home, be sure to give them a call. CARPOOL’s number is 979.693.9905 and can be found on the back of your student ID.

Your Texas A&M Student Health Center provides a multitude of services to keep its students well. From an Emergency Medical Service to physical therapy to over 20 clinicians (doctors, nurse practitioners, and physician assistants), Student Health Services offers many resources to help you stay well mentally, physically, and emotionally, so you can do well academically.

To utilize services offered at Student Health Services, visit the A.P. Beutel Health Center located on campus. The Health Center is located on Houston Street next to the YMCA building.

Phone: 979.458.8250
Website: shs.tamu.edu
Limited patient parking is available in the small adjacent parking lot north of the facility. Call or go online to make an appointment.

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

HEALTH PROMOTION PROGRAMS
CARPOOL
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STUDENT HEALTH SERVICES
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Limited patient parking is available in the small adjacent parking lot north of the facility. Call or go online to make an appointment.

COMMUNITY SAFETY
TAMU EMERGENCY SERVICES
It is also important to be alert and aware of your surroundings while in the community. Add these tips to the personal safety advice given on page 4.

On Campus: Dial 911 from a University phone
Brazos County: Dial or TEXT 911

Text 911 Service:
- An alternative method for requesting help.
- In your text be sure to include your location and emergency.
- Use plain language. No abbreviations or short codes that dispatchers may not be able to understand.
- Text system only works with cellphones with an active data plan and with Verizon, AT&T, Sprint, and T-Mobile wireless networks.

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.

There are plenty of campus resources at your disposal to assist and educate students on drug and alcohol use.
Are you in recovery? There’s a community more than willing to help!
Aggie Recovery Community is a student organization here to promote a safe and supportive environment for Aggies and assist them in the recovery process. Request a presentation or resources! Health Promotion offers a variety of presentations as well as sexual health resources. Requests can be made on our website, studentlife.tamu.edu/hp
For more information on Alcohol and Drug Education programs, services, and resources contact our office.

Health Promotion
Offices of the Dean of Student Life
Student Services @ White Creek
Texas A&M University
College Station, TX 77843
Phone: 979.845.0280
E-mail: healthpromotion@tamu.edu

SIGNS OF ALCOHOL POISONING
If a person has one of the following:
- 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

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
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- Has an increased, decreased, or irregular pulse
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.

JUSTICE OF THE PEACE

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. 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 at Student Services at White Creek. Total fees for filing in Justice Court are approximately $140.

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 Student Services @ White Creek or by calling 979.862.4502.

Student 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 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

STUDENT RESOURCES

58 Student Resources
59 Save Money
60 Create A Spending Plan
62 Community Resources
63 TAMU Resources
SAVE MONEY

REDUCE YOUR FOOD EXPENDITURES.
• Buy house brand items.
• Shop once a week.
• Buy only what is on your list.
• Compare prices.
• In a college town, discount coupons are abundant. Make sure to keep them in an obvious place where you won’t forget them.

GET A ROOMMATE.

REDUCE UTILITY COSTS.
• Disconnect your cable TV service.
• Turn off the lights when not in use.

FIND INEXPENSIVE WAYS TO ENTERTAIN YOURSELF.
• Participate in sports.
• Check out local museums and parks.
• See matinee movies and/or seek discount movie tickets.
• Read a book.

TAKE CARE OF YOURSELF, BUT LOOK FOR DEALS.
• Avoid memberships at trendy health clubs; take advantage of the Rec Center.
• Use coupons or specials for hairdressers and barbers.
• Don’t spend money on expensive cosmetics.
• Give yourself a manicure/pedicure rather than paying someone else to do it.

IF YOU MUST HAVE A CAR, TRY TO SAVE MONEY.
• Wash your car yourself.
• Purchase regular unleaded gasoline.
• Use coupons for oil changes.
• To avoid high-dollar expenses, keep your car in good condition.

SHOP FOR CLOTHES WISELY.
• Shop at discount outlet stores, consignment stores and thrift shops.
• Avoid buying and wearing clothes that must be dry-cleaned.

PUT LOOSE CHANGE IN A JAR; KEEP IT FOR LAUNDRY OR UNEXPECTED EXPENSES.

CHECK OUT THE COSTS OF BANKING.
• Avoid ATM fees, checking fees, designer checks, etc.
• Shop around for banks and credit unions. There are those that offer free checking accounts or low service charges for keeping a certain minimum balance.
• When looking at credit cards, look for the lowest interest rates available.
• Always try to pay off your balance in full to avoid a finance charge.

SHOP FOR SPECIAL LONG-DISTANCE AND/OR CELL PHONE RATES THAT MEET YOUR NEEDS.

EAT OUT LESS FREQUENTLY AND LESS EXPENSIVELY.
• Treat dining out as a luxury.
• Use restaurant coupons.
• Order entrees only, not expensive desserts or appetizers.
• Split or share meals with a friend.
• Learn to cook for yourself.

TEXTBOOKS ARE NOT CHEAP. BUY USED BOOKS WHENEVER POSSIBLE OR TALK TO FRIENDS WHO HAVE TAKEN THE SAME CLASSES.

FIND AN ALTERNATIVE TO DRIVING A CAR.
• Ride the bus, carpool with friends, ride your bicycle, or walk.

CREATE A SPENDING PLAN!

First, estimate your income and expenses for this month. Then, track your actual income and expenses. Use your actual figures for this month to budget your income and expenses for next month. Determine which of your expenses are needs and which are wants so that you can realistically determine which expenses must be paid and which expenses you can cut back on.

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The Money Education Center offers walk-in advising, scheduled appointments, presentations, and more on a wide range of personal finance topics.

MONEY EDUCATION (ME) CENTER
Pavilion, 1st Floor
979.845.SAVE(7283)
money.tamu.edu
money@tamu.edu
COMMUNITY RESOURCES

Emergency Numbers

Ambulance, Police, and Fire Department..................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
CYPOL...................................................979.693.9905
College Station Police Department..................979.764.3600
Corps Escort (on-campus only)......................979.845.6789
Department of Public Safety.........................979.779.3110
Student Counseling Helpline.......................979.845.2700
University Police...................................979.845.2345

Community Numbers

Brazos County Tax Office.............................979.775.9930
B/CS Apartment Association.........................979.260.9842
B/CS Chamber of Commerce.........................979.260.5200
College Station Visitors Bureau.....................979.260.9898
Local Directory Services............................411

United Way...........................................211
Local Directory Services.............................411

Medical Services

Baylor 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
2801 Francisca Drive (29th Street), Bryan
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
College Station.................................979.690.4940
Bryan...........................................979.778.1077
Bryan...........................................979.779.8905

Kroger
Bryan.............................................977.74.8366

Wal-Mart
Bryan.............................................979.693.3095
Bryan.............................................979.776.6441
Bryan.............................................979.599.5322

Postal Services

Bryan.............................................979.774.2300
College Station.................................979.693.4152
Northgate Station...............................979.846.5716
Universal Postal.................................800.273.8777

Taxi Services

Aggieland Cab......................................979.693.5332 or 979.846.2285
Ground Shuttle..................................979.739.2836
Maroon Cab........................................979.695.9999
University Taxi....................................979.846.2233

COMMUNITY RESOURCES

TAMU RESOURCES

Admissions and Records.............................979.845.1060
(admissions.tamu.edu)
Aggieland Visitor Center.........................979.845.5851
(visist.tamu.edu)
Athletic Ticket Office..............................979.845.2311
(aggieathletics.com)
Career Center......................................979.845.5139
(careercenter.tamu.edu)
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