FIRST TIME RENTERS
TIPS FOR LIVING
IN T-TOWN

HOUSING AND RESIDENTIAL COMMUNITIES
OFF-CAMPUS RESOURCES

HTTP://HOUSING.UA.EDU/OFFCAMPUS
205.348.6676
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Knowing what you want and where you want to live will help make searching for a place to live a little easier. One resource you will want to check out is the searchable database located at http://housing.ua.edu/offcampus

Before you start your search, having the answer to the following questions will be helpful!

- How close to campus do you want to live?
- Do you have a source of transportation? If not, several apartment complexes provide a campus shuttle service, Monday-Friday. Go to http://housing.ua.edu/offcampus, and select Transportation.
- Learn about the area in which you want to live. There are city/county ordinances you need to be aware of such as the restriction on the number of unrelated people that can live together.
- Do you want a house or apartment?
- Do you want a roommate? Keep in mind that your best friend from high school may not be the best roommate! Ask yourself if that person is responsible with finances and will be mindful of safety issues, such as locking doors and windows, not propping doors open, and not giving out access codes.
- Do you want a one bedroom apartment, two bedrooms, three bedrooms, etc?
- How many bathrooms do you need?
- Do you have furniture or do you need a furnished place? Several properties provide a furnished option for students needing furniture, but not all of them.
- Determine a monthly budget you can live with and do not plan on using credit cards to cover your monthly living expenses. You’ll find a monthly budget worksheet on the following pages that will be helpful in determining your budget.
- Do you feel safe in the area you are looking in? Ask someone who currently lives in the area you are considering if he/she feels safe there.
- What security features are important to you? Remember that you are responsible for your safety, and your home is only as safe as you make it.
- Is it important to you to have controlled access or video cameras at entrances and exits?
- Are the property and parking areas well lit at night? Ride by the property at night to check.
- Is the property well maintained?
- What amenities are important to you? (a pool, a laundry room, wireless internet, an exercise room, etc.)
- Is having a maintenance person available 24 hours a day important?
- Is having an on-site Resident Manager important?
The University of Alabama is committed to the security and well-being of its students, as are a select group of rental property owners who are members of the Crimson Choice program. Through this voluntary program, property owners allow their properties to be evaluated by Crimson Choice property inspectors, who use over 50 criteria to score the physical security of the property. Things they look for include the quality of the doors, locks, windows and even if the grounds are well maintained. Properties meeting the standards are approved and listed on the web site, http://crimsonchoice.ua.edu.

**LET YOUR CHOICE FOR OFF CAMPUS LIVING BE A CRIMSON CHOICE!**

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**SETTING A BUDGET**

When setting a budget, consider the expenses you will have on a monthly basis: the expenses you know you will have to pay, as well as any one time expenses you may have. Before you can set a budget, you will need to have an idea of the following costs:

- Rent – is it paid monthly? Will you have a roommate(s) to split the cost?
- Utilities – are any included in the rent? Ask for an average monthly estimate of the utility costs.
- Groceries – will you eat at home and/or be eating out?
- Laundry costs – will you use a laundry service or do it yourself?
- Transportation costs if you choose to drive to campus
- Household products, cleaning supplies
- Pet care, but make sure you are allowed to have one first
- Clothing allowance
- Entertainment expenses
- Renter’s Insurance, Health Insurance
- Organization dues

**One-time expenses to consider include:**

- First and last months’ rent
- Security deposit and application fees
- Utility deposits, if not using the Off Campus Association [www.offcampusassociation.com](http://www.offcampusassociation.com)
- Parking decal to park on campus or at your house or apartment
- Moving-Truck Rental and gasoline
- Boxes and packing materials
- Shipping costs
- Decorating expenses
- Furniture and appliances
- Linens, dishes, pots and pans, eating utensils
The following budget sheet may be helpful in determining what you can afford!

### Monthly Budget Worksheet

#### Monthly Income
- Monthly Income: $
- Scholarships/Loans: $
- Salary: $
- Misc.: $

**TOTAL MONTHLY INCOME**: $

#### Personal Expenses
- Clothing: $
- Laundry/Dry Cleaning: $
- Haircut/Manicure, etc: $
- Organization Dues: $

**TOTAL PERSONAL EXPENSES**: $

#### Monthly Living Expenses
- Tuition/Fees: $
- Books/Supplies: $
- Rent: $
- Electricity: $
- Natural Gas: $
- Water Service: $
- Waste Management: $
- Telephone: $
- Cable/Internet: $
- Groceries: $
- Eating Out: $

**TOTAL LIVING EXPENSE**: $

#### Transportation Expenses
- Car Payment: $
- Gas: $
- Car Maintenance: $

**TOTAL TRANSPORTATION**: $

#### Entertainment Expenses
- Vacations: $
- Pet/Pet Care: $
- Books, Magazines: $
- CD’s, DVD’s: $
- Games, Movies, etc: $
- Other: $

**TOTAL ENTERTAINMENT**: $

#### Debt
- Credit Card Payments: $
- Loans: $
- Money toward Savings Acct.: $
- Other: $

**TOTAL MONTHLY DEBT**: $

#### Insurance
- Car: $
- Renter’s: $
- Health/Life: $

**TOTAL INSURANCE COSTS**: $

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**Total Monthly Income**: $
**Total Monthly Expenses**: $
**Total +/-**: $

---

5
Always shop around before signing a lease. It is very important that you are comfortable with the location, the landlord/management company, and the physical property itself. Make sure you read and understand everything in the lease before you sign it - *even the fine print*! Ask questions if you are unsure about something in the lease. The lease will contain information on policies, deposits, pets, and guests, as well as other important information. It is a *legally binding contract* and once you sign it, you are held responsible for the term of the lease. It is also important that you are comfortable with the location, the landlord/management company and the physical property itself.

**KNOW WHAT YOU ARE SIGNING!**

There are two main types of leases - Individual leases and Joint leases.

With an **Individual Lease**, each person is responsible for his or her actions. If someone breaks the lease, that person is still responsible for his/her rent. Individual leases are better for college students because if a roommate decides not to return to campus or decides to move out mid-semester, the other roommates are not held responsible for paying that portion of the rent.

With a **Joint Lease**, everyone on the lease is held responsible. If one roommate breaks the lease, the others on the lease are responsible for paying all of the rent, including the portion that the absent roommate was responsible for.

If you would rather have someone else look over the lease and help you understand the wording before you sign, the Civil Law Clinic, located at the University of Alabama’s Law School, provides that service free of charge to University of Alabama students. You can reach them at 205-348-4960.

**Tips to remember:**

- When going to sign a lease, most places will require you to have a guarantor, typically a parent or guardian, who will have to co-sign on the lease and will guarantee that the rent will be paid. You will need some form of ID, your social security card, permanent address information, some may also ask for references, etc. Always ask the landlord/property manager what is needed before you go to sign the lease.

- Read the lease fully, get a signed copy of the lease, and know what is expected of you as a tenant.

- If the landlord/property manager makes any verbal agreement not listed in the lease, get it in writing and have it signed and dated by the landlord/property manager.

- If there are maintenance issues, contact the landlord/management company immediately and always put it in writing, even if you have to follow up in writing on your verbal request.

- Always pay your rent on time.

- If you or your guests cause any type of damage to the property, notify the landlord/property manager immediately. Remember, you are responsible for the behavior of your guests.

- Maintain the rental unit and any exterior grounds according to your lease. You may be responsible for upkeep of the lawn depending on where you live.

- Remember to dispose of your garbage properly.
Do your own inspection and ask questions!

When inspecting a property, it is a good idea to try to see the exact house or apartment you will be renting and do the following:

- Run the water and flush the toilet(s) to make sure the water drains properly.
- Check inside and outside to see if there are any loose wires and make sure that all outlets are covered.
- Check for holes in the floor, walls, doors, windows, ceilings, and roof.
- Look for water stains as these may be a sign of possible leaks.
- Check that the air conditioner, heater, water heater, and appliances all work properly.
- Check to see if common areas and the laundry room are kept clean.
- Check with your Landlord regarding limitations to the number of unrelated tenants that can live together. There are restrictions! Typically, it is 3 unrelated, with 2 unrelated in the Historic Districts.
- Find out if there is a limitation to the number of guests you can have at one time in your house or apartment, and if there is a limitation to how long they can stay.

Utilities -

- Are any utilities included in the rent? If so, what is included?
- The Off Campus Association can assist with utility deposits - [www.offcampusassociation.com](http://www.offcampusassociation.com). If you don’t use the OCA, you will need to know if you will be living in Tuscaloosa or Northport in order to know which utility companies to contact.
- If there are multiple renters, how will utility payments be handled?
- Is pest control provided inside and/or outside the house/apartment?

Parking -

- Is the parking lot well lit? Are there assigned parking places and/or are there decals to guarantee that you always have a parking spot?
- What is the policy for visitor parking and is there a limit to the number of guests with cars?

Location -

- Visit the area at various times of the day and night to see if you feel safe.
- Is the house or apartment close to a grocery store, pharmacy, gas station, laundry facility, or a railroad track and if so, will that bother you? What is most important to you?
- Know the ordinances and policies for living in the city and neighborhood where you will be renting.

Furniture & Appliances -

- If the house or apartment is furnished, can you have any of the furniture removed so you can use your own furniture? What condition is the furniture in if it is furnished?
- If you need to provide your own furniture, consider what you have and how much you can afford to spend if you need to purchase items.
- Consider going to garage sales, estate sales and thrift stores if looking for furniture.
- What appliances are provided, what condition are they in, and what will need to be purchased?
- Is there a washer and dryer provided or can you rent them from the management company?

Stay informed about what’s happening on campus -

- Sign up for the cell phone text alert option provided through Student Media.
- Check email regularly and pick up a copy of the Crimson White each day that it is published.
While several rental properties offer utility packages, many do not. That means you will need to have utility services turned on. The Off Campus Association (OCA) provides utility assistance to University of Alabama students for a small annual fee. The OCA will cover the deposits required for service with Alabama Power, Alagasco, and the Tuscaloosa and Northport water departments. The OCA will also coordinate with the utility companies to have your service turned on and then turned off when you move out. [www.offcampusassociation.com](http://www.offcampusassociation.com)

If you prefer to go through the utility companies yourself, you will need to apply for service. Most companies will require the following information:

- property address and apartment number if applicable
- your social security number
- your driver’s license number and the state it was issued in
- the date you want the service to begin
- your bank account information

A recent survey of UA students indicates that off-campus students have the following average housing and utility expenses:

<table>
<thead>
<tr>
<th>Monthly Bill</th>
<th>Individual</th>
<th>One Roommate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$450 - $550</td>
<td>$450 - $550</td>
</tr>
<tr>
<td>Water</td>
<td>$21.00 - $40.00</td>
<td>$21.00 - $40.00</td>
</tr>
<tr>
<td>Gas</td>
<td>$21.00 - $40.00</td>
<td>$21.00 - $40.00</td>
</tr>
<tr>
<td>Electric</td>
<td>$61.00 - $80.00</td>
<td>$81.00 - $100.00</td>
</tr>
<tr>
<td>Cable</td>
<td>$41.00 - $50.00</td>
<td>$41.00 - $50.00</td>
</tr>
<tr>
<td>Internet</td>
<td>$21.00 - $30.00</td>
<td>$31.00 - $40.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$615.00 - $790.00</strong></td>
<td><strong>$645.00 - $820.00</strong></td>
</tr>
</tbody>
</table>

Many utility companies will require a credit check before turning on your service. Once you start up your utility services, be sure to maintain the monthly payments. If you don’t pay your bill, you will not have service!

**REMINDER:** Certain months can be more expensive than others when it comes to utility services. The summer months and early fall can be particularly expensive, due to the cost of running an air conditioning unit.

**Tips to conserve energy and reduce your electric bill:**

- During the warmer months, set the AC on 78 degrees or higher.
- During the colder months, set the heat on 68 degrees or lower.
- Make sure the air filters are kept clean, either by you or the property manager/landlord and let them know if the unit is not heating or cooling properly.
- Use ceiling or floor fans which use less electricity than the AC.
- Make sure windows and doors are caulked and weather-stripped to prevent air leaks.
- Wash clothes in cold water when possible and only wash when you have a full load.
• Keeping curtains or blinds closed will help keep the heat from the sun out and help to keep your home cooler. Keeping them open when it's cooler outside will help to warm your home.
• Opening your windows will let fresh air in, but don't leave windows open if you are not at home and never leave them open at night - for safety reasons.
• Always turn off lights, the TV, etc. when you leave the room or when you are not home.
• Consider unplugging appliances you only use occasionally - toaster, coffee maker, etc.

Alabama Power  1-800-245-2244
The start-up deposit for Alabama Power is based on your credit score. If you have never had service with Alabama Power/Southern Company, then your maximum deposit will be $150. If there has already been service at the address, and the average monthly bill is less than $150, then the deposit will be two times the average monthly bill. If you already have an established account and wish to simply transfer service to a new address, then your deposit is transferred to the new address. Deposits for students can be waived if the student has a guarantor that is a current Southern Company customer.

Telephone Service
Most students use their cell phone for all calls, but if you decide to have a landline, you can get service several ways - AT&T and Comcast are two options.

Comcast            www.comcast.com     205-345-0424

Cable and Internet Service
There are several options for cable service, which may also include internet and phone service bundles. Here are a few of the available options.

Comcast            www.comcast.com      205-345-0424
AT&T U-Verse       www.att.com         1-877-490-4952
Direct TV          www.directtv.com     1-866-505-9387
Dish Network       www.dishnetwork.com  1-855-366-5118

LEGAL ADVICE
If you believe you need legal assistance or advice, contact the University of Alabama Civil Law Clinic, located at the Law School, (205) 348-4960. Through a partnership with the School of Law and the SGA, free legal advice and services are available to UA students. The Clinic handles a full range of civil matters as well as certain in municipal infractions or violations, including landlord/tenant disputes, employment matters, contracts, injuries/car accidents, consumer complaints, financial/debt management, immigration, drivers' license problems, alcohol violations, domestic relations, civil rights and other legal matters, all on a case-by-case basis. The Clinic provides legal representation through law students under supervision of licensed attorneys acting as clinic staff and law faculty.
Open communication between you and your landlord or property manager is important! You should report damages or maintenance issues immediately and always do so in writing. Be sure to keep a copy of the dated correspondence for your records.

**Tips for Tenants:**

- Before you sign the lease, always read the lease - even the fine print - and ask questions if you don’t understand something.
- Get a copy of the signed lease and keep it in a safe place.
- Make sure you know what is expected of you as a tenant and remember that you are responsible for the actions of your guests. Be sure your guests abide by the policies for the property.
- If you and the landlord/property manager agree to something verbally, make sure it is put in writing, dated, and signed by both parties. Verbal agreements may not help you if you have to go to court.
- Always pay your rent by the due date, and get a receipt for the payment.
- Become familiar with the policies for your apartment complex and city ordinances that may affect you as a tenant.
- It is your responsibility to keep the inside and outside of your home neat and picked up. If you rent a house, make sure it is clearly stated who is responsible for lawn care. If the tenant is responsible, ask what is expected.
- Determine where and how to properly dispose of your garbage, including lawn clippings and trash if you are responsible for lawn care.
- If you are not sure about something, always ask the landlord or property manager.
- If you plan on having a party, be responsible and respectful of your neighbors. Talk to your neighbors and let them know the date and time of the party. Provide them with the name and cell number of someone at the party they can contact if things get too loud or out of control. Do not serve alcohol to minors, no open containers or single source of alcohol, don’t allow music to be played too loud; and do not allow guests to get rowdy and disturb neighbors.

**What if I pay my rent but my roommate doesn’t...**

Many leases state that the tenants are jointly and severally liable for the entire rent which means you have to pay the full amount if your roommate doesn’t pay. When/if the rent is not paid in full each month, the landlord/property manager can start the eviction process. You may be able to take your roommate to small claims court to collect the rent and any other costs associated with the rental property such as utilities. It would be helpful to have a roommate agreement stating who is responsible for what portion of the rent and utilities and the date that payment is due should you go to court.
**Tenant Rights in the State of Alabama**

It is important that you know and understand your rights as a tenant in the State of Alabama. A copy of Alabama Tenant’s Handbook can be found at www.arisecitizens.org

**Expectations of you as a Tenant**

- Pay your rent and utilities on time.
- Follow all rules set out by your Landlord or property manager and the lease.
- Keep your house or apartment clean and well maintained and abide by health codes.
- Abide by any zoning restrictions, including the limit on the number of unrelated people who can live together. The limit in many of the areas around campus is 3 unrelated people living together and 2 unrelated people in the Historic Districts.
- Dispose of garbage properly and keep common areas clean.
- Use heating, cooling, plumbing systems responsibly.
- Inform the Landlord of any problems right away including appliance problems and insect/bug infestation.
- Notify Landlord if you will be gone for fourteen days or more; or they could assume you’ve abandoned the property.
- Communicate responsibly with your Landlord or property manager.
- Get communication regarding repairs in writing.
- Make sure visitors abide by all rules.

**If the Landlord refuses to make repairs...**

Always put requests for repairs in writing to the landlord or property manager and keep a copy of the correspondence for your records. Request that repairs be made within fourteen days and state your intent to terminate the lease if repairs are not made within fourteen days. Contact the landlord or property manager to determine the status of your request. If you feel you need legal advice, The University’s Civil Law Clinic, part of The University of Alabama Law School, provides free legal service for University of Alabama students. They can be reached at 205-348-4960. It is advised that you do not make repairs yourself. The law does not guarantee that you will be reimbursed for the costs you incur. You cannot withhold rent to force the landlord to make repairs.

**Security Deposit**

The security deposit is for the use of the landlord to make any repairs due to damages once you move out. You cannot just move out and forfeit your deposit if you are unhappy. You could be taken to court and risk paying court costs and the total rent amount for the remaining term of the lease. Your security deposit cannot be used to cover the cost of rent for the last month of your lease term. Even if your security deposit is equal to the last month’s rent amount, you can be evicted for not paying your rent. The security deposit is typically held in a non-interest bearing account. The landlord or property manager must inform you of how and where your deposit is being held.
**Landlord Responsibilities**

Landlords and property managers have certain responsibilities to their tenants. Some of those responsibilities include:

- The rental property should meet all building codes for health & safety.
- The landlord or property manager MUST inform the tenant of all rules in advance.
- The landlord or property manager MUST provide hot and cold running water.
- The landlord or property manager MUST provide a source of heat in the winter.
- The landlord or property manager MUST provide garbage containers where required.
- The security deposit is limited to the amount of one month’s rent.
- The landlord or property manager MUST give at least a two day notice prior to entering tenants’ house or apartment, unless there is an emergency or such entry was specified in the lease for a specific time period (i.e. pest control service the first Monday of each month).
- The landlord or property manager MUST make timely repairs to ensure a safe place to live and ensure that air conditioning, electrical, plumbing, sanitary, heating and ventilating systems are in good working condition.

**The Landlord CAN’T:**

- Increase the rent during the term of the lease.
- Change the locks or have utilities cut off to make you leave.
- Put your things on the street before eviction.
- Raise the rent or evict you if you complain to him or others about a health or safety issue.

The Landlord CAN issue an eviction notice if you break the terms of the lease. Failure to pay your rent by the due date is considered “breaking the terms of your lease”, so pay your rent!

**What is an Eviction?**

An eviction ends your right to stay in the rented property; however, it does not end your liability for paying rent for the term of the lease. The landlord or property manager can seek to evict you for failure to pay your rent, causing damage to the property, continuing to break the policies set out in the lease, etc. The eviction process begins with written notification to you from the landlord or property manager stating the reason for the eviction. You or your lawyer must file a written response to the eviction notice to the court within seven days.

There is a time limit to correct the problem. You will have seven days to pay the rent if you are behind and fourteen days for most other reasons. If you don’t pay the rent or correct the problem within the timeframe, the landlord can file for eviction with the court and you will receive written notice, typically from the sheriff’s office. If the court rules against you, you have the right to appeal.

While waiting for a trial, you can stay in your rented property by paying your rent to the court. Only the court can make you vacate the property. The landlord or property manager cannot change the locks or put your personal property on the street. Not paying your rent is the quickest way to get evicted but remember that eviction does not relieve you of the liability to pay rent. Violating any material terms of the lease could also be grounds for eviction. If you receive an eviction notice, you should work with the landlord or property manager to negotiate a settlement. If you are unable to work things out, contact a lawyer or the Civil Law Clinic immediately.
Renter's insurance is VERY important, is usually inexpensive, and can be purchased through most
insurance companies. Your personal property is not covered by the management company or the
landlord unless you can prove negligence on their part, which may be difficult to do. When looking for
renter's insurance, be sure to get quotes from several companies, as prices and coverage can vary
from company to company. You may be able to receive coverage under your parents' Homeowner's
policy with no additional cost so be sure to check on that before you start your search. Many agencies
will offer discounts if you are a student, have smoke detectors, a sprinkler system, a fire extinguisher,
and/or alarm system.

Renter's insurance should provide full coverage for you and your belongings in the event of theft or
some type of damage. Be sure to ask an insurance agent if the policy will cover temporary living
expenses if the rental property is damaged. Renter's insurance may also protect you from personal
liability. Always read the policy carefully and ensure you have full coverage.

Policies typically contain four sections:

- **Personal Property**: This includes furniture, clothing, computer, TV, etc. You will set the coverage
  limit when you purchase your policy.
- **Loss of use**: This will cover expenses you may incur if your apartment/house is uninhabitable due
to an insured loss.
- **Personal liability claims for bodily injury or property damage**: You will set the coverage limit
  when you purchase your policy.
- **Medical Payments to Others**: This provides payments of medical costs for others that may be
  injured on your property. Limits are typically set at $1000 per person.

You will need to ask if the policy provides for replacement or actual cash value for your personal
property. Replacement coverage means the insurance company will pay to replace your property.
Actual cash value coverage will pay for what the property was worth at the time it was damaged
which may not be enough to replace that item at the time of loss. You can purchase separate “riders”
for items that are valuable or expensive such as jewelry or a computer.

Examples of what the policy may include are listed below, but you will need to consult an insurance
agent to determine what coverage is best for you.

<table>
<thead>
<tr>
<th>Damage by fire or lightning</th>
<th>Hail or windstorm damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage from an explosion</td>
<td>Riot or civil commotion</td>
</tr>
<tr>
<td>Damage from aircraft</td>
<td>Damage from vehicles</td>
</tr>
<tr>
<td>Smoke damage</td>
<td>Damage from vandalism or malicious mischief</td>
</tr>
<tr>
<td>Theft</td>
<td>Damage by glass/material that is part of a building</td>
</tr>
<tr>
<td>Falling objects</td>
<td>Water-related damage from home utilities</td>
</tr>
<tr>
<td>Electrical surge damage</td>
<td></td>
</tr>
</tbody>
</table>
So you've found a place to live, signed the lease and now you're ready to move in!

- Be sure to keep a copy of your lease with you and get/keep a copy of all written correspondence.
- Be sure you get a receipt and keep a record of all payments with a notation of what they are for.
- Contact the property owner/manager or landlord to set a date and time to pick up your keys. You want to be sure that your apartment/house has been cleaned and the locks changed between tenants.
- Walk through the house or apartment with the Landlord before you move in.
- If the rental property does not provide one, you should use the following Rental Inspection Sheet to document any concerns you may have or any damages that may be preexisting when you move in. Use it again when you move out. Ask the Landlord to sign it so that you are not held responsible for pre-existing damages and the repairs later on.
- Take pictures of every room, including the inside of closets and appliances, floors, walls, ceiling, windows and doors, and plumbing fixtures for documentation of the condition of the property.
- Be careful when moving and unpacking your items. If you damage something, you will be responsible for those damages!
- You may want to clean before you unpack, so bring along cleaning supplies.
- Be sure to park in designated areas to avoid getting a parking ticket!
- Go next door and meet your neighbors, they may be willing to help you unpack!
- Take time before classes start to learn the area and find out where grocery stores are, the laundromat, the pharmacy, the post office, etc.
- If you will be using the Crimson Ride buses, become familiar with the routes. If the property provides a campus shuttle, get a copy of the schedule, including pickup and drop off locations.
- If you will have a roommate(s), coordinate your move-in with them so you can help each other. Talk about what items each of you will be bringing, including furniture, appliances, kitchen and bath items. What will need to be purchased?
Below is a guideline of areas to consider when doing your own inspection.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MOVE-IN CONDITION</th>
<th>MOVE-OUT CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bedroom:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceilings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/Doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors/Tiles/Carpet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light/Fan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress/Frame</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dresser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamps</td>
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</tr>
<tr>
<td>Table/Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bathroom:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor/Tile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light/Fan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room/Equipment</td>
<td>Column 1</td>
<td>Column 2</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>----------</td>
</tr>
<tr>
<td>Sink/Faucet</td>
<td></td>
<td></td>
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<tr>
<td>Toilet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tub/Shower Head</td>
<td></td>
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</tr>
<tr>
<td>Towel Racks</td>
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<td></td>
</tr>
<tr>
<td>Medicine Cabinet</td>
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<td></td>
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<tr>
<td><strong>Kitchen:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceilings</td>
<td></td>
<td></td>
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<tr>
<td>Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light/Fan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/Doors</td>
<td></td>
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</tr>
<tr>
<td>Floors/Tiles</td>
<td></td>
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<tr>
<td>Counter</td>
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<tr>
<td>Cabinets</td>
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<tr>
<td>Stove/Oven</td>
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<tr>
<td>Microwave</td>
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<tr>
<td>Refrigerator</td>
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<tr>
<td>Dishwasher</td>
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<tr>
<td>Garbage Disposal</td>
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<tr>
<td><strong>Dining Room:</strong></td>
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<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Walls</td>
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<tr>
<td>Floor/Carpet</td>
<td></td>
<td></td>
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<tr>
<td>Ceiling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light/Fan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table/Chairs</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Living Room:</strong></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light/Fan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/Doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors/Tile/Carpet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Couch/Chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables/Lamps</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other:</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric/Heat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Pressure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drapes/Curtain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Tenant</td>
<td>Date</td>
<td>Tenant</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>Blinds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/Locks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors/Locks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Screens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screened Door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Entrance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Detector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alarm System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Cart/Trash Bin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage Door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patio/Balcony</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Area/Item: ____________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TO BE COMPLETED AT MOVE-IN**

Tenant: ______________________  Date: ______________
Tenant: ______________________  Date: ______________
Tenant: ______________________  Date: ______________
Landlord: ____________________  Date: ______________

**TO BE COMPLETED AT MOVE-OUT**

Tenant: ______________________  Date: ______________
Tenant: ______________________  Date: ______________
Landlord: ____________________  Date: ______________
Having a roommate to share the cost of living off campus can be helpful, but having a roommate may not be right for everyone. It is important that you find someone you are compatible with, versus just having someone to share the bills. Having a roommate may not be the best option for everyone. You need to consider the following:

- Do you prefer to be alone or do you like being around people?
- How do you feel about sharing your personal items?
- Do you NEED to share expenses with someone?
- Do you have a friend or friends you would like to live with or are you comfortable living with someone you don’t know?
- Are you comfortable addressing issues/concerns that may arise with a roommate(s)?

Several of the apartment complexes in the area offer separate bedrooms and bathrooms for their tenants. While you may share a common area in the apartment, you would have your own bedroom and bathroom. If you don’t know someone you can live with, several of the apartment complexes offer roommate matching. They will provide you with the contact information of another student who is looking for a roommate and let you decide if you want to live together. A list of properties that provide roommate matching can be found at [http://housing.ua.edu/offcampus](http://housing.ua.edu/offcampus).

**When roommates can’t resolve their issues**

Remember that open communication is important. Use the following Roommate Agreement to get started. The sooner you talk about what you like/dislike and what each other’s expectations are, the better! There may be a time when there is an issue that you can’t resolve on your own. That is when it may be best to talk to the landlord/property manager. He/she may be able to serve as a mediator between you and your roommate(s). If the issue can’t be resolved, you might consider asking the landlord/property manager if it is possible to move you to another apartment. This may not be an option. You may have to stick it out until the end of your lease. Subleasing may be an option to consider, but always check with your lease and talk to your landlord/property manager first.
The Roommate Agreement and worksheets are designed to help you and your roommate(s) talk about your values and needs in your living space.

How to Use the Roommate Agreement

1. Review the questions and set your own expectations.
2. Talk about your expectations with your roommate(s) and establish guidelines for each of the areas listed.

Below are items you and your roommate(s) should discuss when developing your Roommate Agreement:

<table>
<thead>
<tr>
<th>Housekeeping</th>
<th>Visitation/Guests</th>
<th>Quiet Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Who will vacuum, dust, clean and take out the trash? How often will these tasks be done?</td>
<td>• At what times do you prefer that friends of the same or opposite sex not be invited over?</td>
<td>• When do you usually go to bed?</td>
</tr>
<tr>
<td>• Do you like the way the house or apartment is arranged? If not, what would you like to change?</td>
<td>• If your visitors are bothering your roommate(s), how would you like your roommate(s) to tell you?</td>
<td>• Can you sleep with the TV, or music playing?</td>
</tr>
<tr>
<td></td>
<td>• How do you feel about your roommates’ friends using your belongings?</td>
<td>• What time do you go to sleep at night and wake up in the morning?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If you are making too much noise how do you want your roommate(s) to confront you?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Personal Property</th>
<th>Academic Pursuits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• What are your pet peeves?</td>
<td>• What items can be shared and which items may not be shared?</td>
<td>• Talk about your class schedule.</td>
</tr>
<tr>
<td>• What are some habits you think your roommate(s) should know about?</td>
<td>• Do you want to be asked before things are borrowed?</td>
<td>• When and where do you study?</td>
</tr>
<tr>
<td>• What do you like to do for fun?</td>
<td>• How will refrigerator space be shared?</td>
<td>• Under what conditions do you like to study?</td>
</tr>
<tr>
<td>• Do you want to be included in your roommate’s social activities?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Discuss each topic listed and record your agreement for each. Use the information you shared earlier during your discussion to reach an agreement or compromise on each issue.

**Academic:** (List specific times studying will take precedence and expected conditions for studying in the house, apartment, or bedroom)

**Housekeeping:** (Who will clean what in the house or apartment? Set up a schedule if necessary. Each person is responsible for their sleeping area.)

**Visitation:** (List specific hours and days for same sex and opposite sex guests)

**Personal Property:** (List specific rules regarding the use of personal property)

**Behavior:** (List specific behaviors which are desired/not desired)

**Bathroom Use:** (For bathrooms shared by roommates, list standards of cleanliness)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Original Date</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
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</tr>
</tbody>
</table>
This worksheet was developed to help roommates define which belongings they are comfortable with sharing. For each item listed choose Yes, No or Ask First. Share your answers with each other and discuss your reasoning.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Ask</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stereo/ Radio</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV/DVD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hairdryer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detergent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooking Utensils</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Games</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toiletries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:___________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:___________</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Living in an apartment or house means you will probably have neighbors beside you, above you, and below you. If you live in a house, you will probably have neighbors in front of you as well.

Remember that not all of your neighbors may be students; therefore, they may have different life styles and different schedules. Get to know your neighbors and discuss your expectations so that you can all be a part of a safe and respectful living environment.

Some tips for being a good neighbor:

- Get to know your neighbors. Take the first step and walk over and introduce yourself.
- Learn the names, and get the phone numbers, of those who live around you in case you need their assistance later on.
- Your neighbors may not all be students, so be respectful of their different lifestyles, especially if they have children.
- Obey traffic laws in your neighborhood. There may be small children or pets in the area.
- Don’t park on your lawn or on your neighbors’ lawn. And don’t park on the sidewalk.
- Don’t block your driveway or mailbox and don’t block your neighbors’ drive or mailbox.
- Don’t take up too much street parking space. Be considerate of others who need street parking.
- Don’t use furniture or appliances that are not manufactured for outdoor use on the outside of your house or apartment. Doing so is a violation of a city ordinance.
- Be sure to dispose of garbage and trash in the appropriate manner. Green garbage containers should be provided if you live in a house and dumpsters should be provided on site if you live in an apartment.
- Be sure to keep the inside and outside of your house or apartment clean. This includes no inappropriate signs on the exterior of the house, do not leave outdoor Christmas lights up all year, no broken down vehicles or bicycles left in the front yard, no grills left out front, don’t leave empty cups, bottles or cans laying around outside, etc. Maintain a clean property. You never know who may be living next door or who may stop by unexpectedly!
- Take care of any pets you may have inside or outside. Be courteous of your neighbors and quiet a barking dog, especially at night.
- Let your neighbors know if you are planning on having a party and give them a phone number to call if they feel things are getting too loud or there are concerns. This is better than having the police show up!
- It is your responsibility to make sure your guests abide by any laws or ordinances for your neighborhood or complex.
- Become familiar with city ordinances that may affect you such as leaving your garbage cart on the street for more than 24 hours after pick up, maintaining your yard, keeping noise levels within an acceptable level, only 2 unrelated people living together in a dwelling in the Historic Districts, only 3 unrelated people living together in other areas except in specified (U) overlay zoned structures. Ask your Landlord if you have questions or call the City of Tuscaloosa’s 311 number.
Remember that whether you live on campus or off campus, you are always a University of Alabama student. We should all strive to be a positive role model to others in the community. Both you and the landlord can be charged and fined for rowdy parties, illegal drugs, assault, obstructing an officer, vandalism, furnishing alcohol to minors, etc. If you are going to have a party, do so RESPONSIBLY!

- Invite only people you know and have a guest list of who should be attending. Keep the number reasonable for the size of the location.
- It is a violation of Alabama law to provide alcohol to minors. If caught, you could be arrested.
- Ask someone who will not be drinking to check the ID of everyone attending. If someone is under the age of 21, do not allow them to drink and do not provide an open source for alcohol, such as a keg of beer. If you do get caught, you could be arrested.
- Consider locking the door to bedrooms and putting your valuable items away.
- Let your neighbors know when you plan on having a party. Discuss an acceptable start and end time for the party so that you don’t disturb them.
- Give your neighbor the name and a phone number to call should the party get out of hand. This way, you have an opportunity to quiet things down before the police are called. If the police do arrive, be compliant and respectful.
- If the party is at night, plan on being inside. Do not let the party spill over into the street, the neighbor’s yard, the parking lot, etc.
- Always provide food if alcohol is present and non-alcoholic drinks for those who do not consume alcoholic beverages.
- It is best to serve beverages in plastic or Styrofoam cups or aluminum cans. Glass bottles can break and pose a danger to your guests.
- Never offer alcohol for sale or charge a cover charge.
- Always clean up afterwards, inside and outside, and check your neighbors’ lawns as well!

**Open House Party**

If you plan on having a party at your home, it can be considered an Open House Party (a social gathering at a residence). Anyone who allows another person, under the age of 21, to consume alcohol or use a controlled substance in their residence, or on property controlled by that person, or fail to take reasonable action to prevent the possession/consumption of alcoholic beverages/controlled substances, could be charged with a Class B misdemeanor according to Alabama State code.
There are city codes that residents are expected to follow. There are codes related to noise, parking, occupancy, garbage disposal, lawn maintenance and more. More information on city codes can be found at [http://www.ci.tuscaloosa.al.us/](http://www.ci.tuscaloosa.al.us/) select municipal codes.

**Offenses for which students are most frequently cited and typical settlements (costs may vary):**

<table>
<thead>
<tr>
<th>Charge</th>
<th>Fine and Costs First Offense</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Intoxication</td>
<td>$336.00</td>
<td>$125.00-$300.00 Alcohol Program</td>
</tr>
<tr>
<td>Open beverage</td>
<td>$236.00</td>
<td>(Includes Cups)</td>
</tr>
<tr>
<td>Improper ID</td>
<td>$336.00</td>
<td></td>
</tr>
<tr>
<td>Sale of Alcohol to Minors</td>
<td>$686.00</td>
<td></td>
</tr>
<tr>
<td>Littering</td>
<td>$686.00</td>
<td>(Includes cigarettes &amp; bottles)</td>
</tr>
<tr>
<td>Trespassing at Lake</td>
<td>$286.00</td>
<td></td>
</tr>
<tr>
<td>Violation of Residential Occupancy Restrictions</td>
<td>Mandatory Court Appearance</td>
<td></td>
</tr>
<tr>
<td>Adult allowing minors to consume or possess alcohol at open house party</td>
<td>Mandatory Court Appearance</td>
<td></td>
</tr>
<tr>
<td>Noise Ordinance Violation</td>
<td>$286.00</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>$25.00-$100.00</td>
<td></td>
</tr>
<tr>
<td>Not Cutting Grass</td>
<td>$286.00</td>
<td></td>
</tr>
<tr>
<td>Dog at Large</td>
<td>$211.00</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence III</td>
<td>Mandatory Court Appearance</td>
<td>(Includes members of same household or a dating relationship)</td>
</tr>
<tr>
<td>Indoor Furniture Prohibited Outside</td>
<td>$386.00</td>
<td></td>
</tr>
<tr>
<td>Minor in Possession of Alcohol</td>
<td>$336.00</td>
<td></td>
</tr>
</tbody>
</table>

- For the offenses listed above, a 2nd offense will result in higher fines with the possibility of a suspended jail sentence and probation and/or jail time to serve.

**DUI**

<table>
<thead>
<tr>
<th>FINE</th>
<th>JAIL TIME</th>
<th>LICENSE SUSPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST $600 - $2,100</td>
<td>0 - 1 YEAR</td>
<td>90 DAYS</td>
</tr>
<tr>
<td>2ND $1,100 - $5,100</td>
<td>5 DAYS - 1 YEAR</td>
<td>1 YEAR</td>
</tr>
<tr>
<td>3RD $2,100 - $10,000</td>
<td>60 DAYS - 1 YEAR</td>
<td>3 YEARS</td>
</tr>
</tbody>
</table>
**Additional expenses for (all) DUI’S:**

- Court Costs: $156.00
- DUI School: $125 - $300
- Driver’s License reinstatement fee: $350 + Up

**Statutes and ordinances routinely enforced in neighborhoods bordering The University of Alabama:**

<table>
<thead>
<tr>
<th>Statute</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noise Ordinance</td>
<td>Section 10.8-13 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Open Beverage</td>
<td>Section 3-12 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Minor in Possession</td>
<td>Section 3-44 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Violation of Residential Occupancy Restrictions</td>
<td>Section 24-43 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Parking</td>
<td>Chapter 22 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Litter</td>
<td>Section 13-60 to Section 13-79.4 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Weeds and Grass</td>
<td>Section 13-67 Code of Tuscaloosa</td>
</tr>
<tr>
<td>Traffic</td>
<td>Chapter 22 Code of Tuscaloosa Title 32 Alabama Code, 1975</td>
</tr>
<tr>
<td>Adult allowing minors to consume or possess alcohol at open house party</td>
<td>Section 13A-11-10.1 Alabama Code, 1975</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Section 13A-11-7 Alabama Code, 1975</td>
</tr>
<tr>
<td>Harassment</td>
<td>Section 13A-11-8 Alabama Code, 1975</td>
</tr>
<tr>
<td>False Name or Information</td>
<td>Acts of Alabama, 93-204</td>
</tr>
<tr>
<td>Public Intoxication</td>
<td>Section 13A-11-10 Alabama Code, 1975</td>
</tr>
<tr>
<td>Theft III</td>
<td>Section 13A-8-5 Alabama Code, 1975</td>
</tr>
<tr>
<td>Public Lewdness</td>
<td>Section 13A-12-130 Alabama Code, 1975</td>
</tr>
<tr>
<td>Assault III</td>
<td>Section 13A-6-22 Alabama Code, 1975</td>
</tr>
<tr>
<td>Indoor Furniture Prohibited Outside</td>
<td>Section 13-67.2 Code of Tuscaloosa</td>
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Contact Numbers

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<thead>
<tr>
<th>Litter and Junk</th>
<th>Call 311</th>
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<tr>
<td></td>
<td>Police Department 349-2121</td>
</tr>
<tr>
<td></td>
<td>Environmental Services 248-4900</td>
</tr>
<tr>
<td>Over Grown Weeds and Grass</td>
<td>Call 311</td>
</tr>
<tr>
<td></td>
<td>Police Department 349-2121</td>
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<td></td>
<td>Environmental Services 248-4900</td>
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<tr>
<td>Zoning</td>
<td>Planning &amp; Development Services</td>
</tr>
<tr>
<td>Number of Unrelated Occupants</td>
<td>248-5110</td>
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</tbody>
</table>

Noise is a common complaint
A noise disturbance is any sound that disturbs the peace and quiet of a residential area, any public street, or right of way bordering a residential district. It is unlawful for anyone to make, cause, or continue any noise that disturbs the peace and quiet of a residential area. Many noise complaints are the result of an out of control party. It is your responsibility to maintain control of any party or gathering you are hosting.

Alcohol
The consumption of alcohol has been shown to be directly related to an increase in student violence, including sexual or physical assault. It is your responsibility to become familiar with the laws and ordinances regarding the use of alcohol as well as the affects of alcohol consumption and make responsible choices regarding your health and safety.

Disorderly Conduct
Disorderly conduct is defined as someone who engages in a fight or threatening behavior, makes unreasonable noise, uses obscene or abusive language, makes an obscene gestures, disturbs the lawful assembly or meeting of persons, obstructs vehicular or pedestrian traffic, or gathers in a public space and refuses to comply with a request to disperse as issued by a police officer or other law enforcement representative. Disorderly conduct is considered a Class C misdemeanor.

Student Judicial Affairs
Located in Mary Burke Hall, West, the mission of Student Judicial Affairs is to develop students in a manner that provides a foundation for success, a commitment to responsible citizenship and a desire to make positive lifestyle choices based on the Capstone Creed values of fairness, honesty, accountability, integrity, and respect. The website features a "Know the Code" quiz (with prizes) for students to better understand the Code of Student Conduct so check it out! http://ja.ua.edu or give them a call at 205-348-8234.
There is a difference between garbage and trash and what the Cities of Tuscaloosa and Northport will and will not pick up. Some of our common household items are considered hazardous waste and can cause environmental problems if placed in the garbage and end up in a landfill.

If you live in Tuscaloosa, both garbage and trash routes will be collected on the same day of the week. When Curbside Recycling routes resume in Fall 2011, recycling will be collected on the same day as your Garbage and Trash. Call the City of Tuscaloosa at 311 to find out what day your garbage/trash will be picked up.

- All carts, trash and recycling (when available) must be at the curb before 7am from Labor Day through Memorial Day (Fall, Winter and Spring) and by 6am from Memorial Day through Labor Day (Summer)
- Carts need to be removed from the city right-of-way by 8 am the day after your collection day (and placed behind the front of your house if you are in the Historic District)
- If you need an additional residential cart, contact your landlord/property manager first. You may request one through Tuscaloosa’s 311 number. There is no charge for the cart or delivery, but city code states that a garbage fee will be charged for each cart at the premises, regardless of how often it is used.
- Residential monthly garbage rate per cart starting October 1, 2011 - $14.35
- If your cart is in need of repair, the property owner can call Tuscaloosa 311 and an ESD Cart Repair crew will repair or replace the cart as needed.
- Carts delivered by the City of Tuscaloosa remain the property of the City of Tuscaloosa and are loaned to individual property owners.
- City-owned carts must remain at the property to which they were delivered and assigned. Carts that are missing or stolen must be replaced by the property owner to which the cart was assigned.
- Holidays: Routes will not be collected on City holidays. Instead, routes will be pushed back a day. For instance, a Monday holiday would push everybody’s collection back one, day. A Wednesday holiday would only affect Wednesday and Thursday Routes.

In Tuscaloosa, household GARBAGE should be put in your GREEN GARBAGE CART. If you live in a house, your Landlord should provide a cart unless otherwise stated in your lease. Residents can be fined for not removing the garbage cart by 8am the day after pick up. Garbage bags and other garbage containers placed on the curb will not be picked up by Environmental Services.
If you live in Northport, contact the City of Northport at 205-333-3003 for garbage/trash pickup information. GARBAGE pick-up is provided two days a week. TRASH pick-up is provided one day a week.

Tree limbs, bushes, yard clippings, and debris are considered TRASH. Leaves and debris should be placed in trash bags for pick up. Household furniture, couches, and rugs are considered TRASH. Ask your Landlord or call Tuscaloosa’s 311 number to find out what days are scheduled for your area.

**What items can go into your garbage cart?**
Items that cannot be recycled and non-hazardous household items should be placed in garbage bags and put in your cart.

**Items that should NOT be placed in your garbage or down the drain:**
- Oven Cleaner
- Ammonia
- Paint, Varnish, Solvent
- Pesticides, Insecticides, Herbicides
- Motor Oil
- Gasoline
- Antifreeze
- Fluorescent bulbs
- Thermometers
- Rechargeable batteries
- Nail Polish and Remover
- Glue
- Furniture Polish
- Electronic Items

These items are considered hazardous waste. Call the City of Tuscaloosa’s 311 number, or the City of Northport at 205-333-3003 for information on disposing of these items.

**Disposal of Electronic Items**
Electronic items cannot be picked up by curbside service. These items include, but are not limited to televisions, computers, stereo equipment, VCR’s, DVD players, telephones, cell phones, video game consoles, printers and ink cartridges, digital cameras, CD’s and DVD’s. Materials such as glass, steel, and plastic can be recovered from electronic items and reused. Reusable electronics can be donated to local schools, shelters, and non-profit organizations. The University’s Women’s Resource Center accepts unwanted cell phones. For more information, contact them at 205-348-5040.

**Recycling**
Recycling unwanted items saves natural resources, reduces the amount of waste in landfills, and reduces the need for more landfills. Recycling also prevents unwanted materials such as lead and mercury from being released into landfills. Contact the City of Tuscaloosa’s Environmental Services Department at 205-248-4900 for information about recycling electronic items. The University has a Recycling Center located at 1115 14th Street that accepts plastic, paper, and cardboard items.

**Appliance Disposal**
Large kitchen appliances, washers and dryers, lawnmowers, air conditioners, propane tanks, and scrap metal should be set out on the curb the day of your scheduled TRASH pickup. Call the City of Tuscaloosa’s 311 # for questions about recycling and to schedule a pick up for larger items. There are several scrap metal recycling centers around town that will pay by the pound for metal, aluminum, steel, etc. Contact a recycling center for more information.
Several of the rental properties in the area are located within walking or biking distance to campus and some provide shuttle service to and from campus during the week for students who don’t want to drive or don’t have alternate transportation. A list of properties that provide shuttle service can be found at http://housing.ua.edu/offcampus, under Transportation.

**CrimsonRide**

CrimsonRide, The University of Alabama’s transit system, operates around campus between the hours of 7am – 7pm on week days and 7pm-10pm on week nights (perimeter routes). On the weekends, the service is available 9am – 9pm (perimeter routes). You can track the buses in real time using the website, TransLoc. By using the buses’ GPS system and your smart phone, you can track the location of the buses at any given time. Visit http://crimsonride.ua.edu for more information.

**348-RIDE**

You can now request a 348-Ride pickup online by going to http://348ride.ua.edu using your laptop or internet connected phone. When you follow this link it will take you to a MyBama sign in page, once you sign in, you will be directed to the ride request page. 348-RIDE (7433) is a free service that will transport you between locations on campus or between nearby residences and campus. Service is available when CrimsonRide Buses are not operating. The service area includes campus and neighborhoods between Greensboro Avenue to the west, 15th Street to the south, Helen Keller Boulevard to the east, and Jack Warner Parkway to the north.

**Tuscaloosa Trolley**

The City of Tuscaloosa provides a transit system, the Tuscaloosa Trolleys, which operate Monday – Friday from 5am – 6pm. There are five fixed routes. Visit the Tuscaloosa Transit Authority site for more information at www.tuscaloosatransit.com

**ZimRide**

Now it’s fun and easy to share the seats in your car or catch a ride. ZimRide is a private ridesharing network for University of Alabama students, faculty and staff. For more information, visit http://zimride.ua.edu/.

**Birmingham Airport Shuttle**

Housing and Residential Communities coordinates a shuttle to and from the Birmingham airport during break periods. The schedule can be found at http://housing.ua.edu and reservations can be made in person in the Housing and Residential Communities office located in Mary Burke Hall. The cost to use the service is $40 one-way and $60 round trip if the round trip is booked at the time of the original reservation. Reservations can be paid for using a check, Visa, MasterCard, Debit, and American Express. Luggage is limited to one carry-on bag and one medium suitcase. The shuttle will depart campus from the Crimson Ride Hub at the intersection of Campus Drive and Hackberry Lane, and picks up outside the baggage claim area at the Birmingham airport. For more information, call 205-348-6676. A list of taxi services can be found at http://housing.ua.edu/offcampus, under Transportation.
**Walking**

Walking is a great way to get to and from campus and class. If you are walking, you are expected to obey all traffic signs, signals, lights, and regulations and must use sidewalks where provided. Pedestrians do have the right of way at crosswalks, but do not when crossing the road at other points. When crossing at an unmarked location, pedestrians are expected to yield to vehicle and bike traffic. At intersections where traffic lights are used, pedestrians are expected to cross at crosswalks only. You will want to be prepared for spring and summer showers by carrying an umbrella! If you do walk, try to find someone to walk with and don’t walk alone at night. Call 348-RIDE (7433) to request transportation after hours if you live in areas around campus.

**Biking**

Anyone with a bicycle on campus must register with Transportation Services. Once registered, the owner will be given a permit with an identification number. This will assist UAPD and Transportation Services to identify the owner. Transportation Services is located in suite 103 of the Student Services building at 801 Campus Drive. Cyclists are required to use bike paths where available, and when on campus, use bike lanes or traffic lanes. Bicycles are to be secured to bike racks on campus, not to rails, fences, trees, sign posts, etc. For more information, visit [http://bamaparking.ua.edu](http://bamaparking.ua.edu)

**Mopeds**

A moped (motorized pedicycle) is a two-wheeled cycle with functioning pedals and a 55-cc or smaller engine. Mopeds, like bicycles, are considered vehicles. All traffic laws and guidelines apply to mopeds. Mopeds that are parked in bicycle racks must be walked from the roadway to the rack.

**Motorcycles and Motorized Scooters**

Motorcycle and motorized scooter permits will be valid for one year from August 16th through August 15th of the following year. Individuals that have a current University of Alabama vehicle permit will not be charged to register their motorcycle or motorized scooter. All motorcycles and motorized scooters are required to park in the designated areas corresponding to the individual’s University permit. Motorcycle and motorized scooter spaces will be designated by signage and or ground markings. Motorcycles and motorized scooters are not to park in vehicle spaces or pedestrian areas. Violators are subject to fines and impoundment.

The above information was taken from the Safer Living Guide, published by The University of Alabama Police Department.
Parking on Campus
Students who plan on driving to, and parking on campus, will be required to register their vehicle and obtain a parking permit. Commuter students, those living off campus, will be issued Red Permits. This permit will allow you to park in one of the following zones:

- Northeast Commuter (Includes Northeast Commuter Zone surface lots, Upper Student Rec Lot, Perimeter and Time Limits)
- Southeast Commuter (Includes Southeast Commuter Zone surface lots, Upper Student Rec Lot, Perimeter and Time Limits)
- West Commuter (Includes west Commuter zone surface lots, North ten Hoor Parking Deck, Level One of the Ridgecrest South Parking Deck, Upper Student Rec Lot, Perimeter and Time Limits).

All vehicles operated on campus by students, faculty, and staff between 7:00 a.m. and 6:00 p.m. Monday-Friday must display a current University of Alabama parking permit from the rearview mirror so that the permit is visible from the outside of the vehicle. Registration does not guarantee you a parking space, or that you will be able to find a space near where your classes are located. It is your responsibility to allow time to locate a legal parking space.

Permits can be purchased on-line for the fall at [www.bamaparking.ua.edu](http://www.bamaparking.ua.edu). Permits may also be purchased at the Transportation Services counter located in the Student Services building. It is your responsibility to become familiar with the policies regarding use of parking permits.

Parking Regulation in Historic neighborhoods and downtown areas
Passenger vehicles are permitted to be parked on approved driveways only. Parking in the front yard of any residence, other than on an approved surface, is prohibited by the Tuscaloosa Code of Ordinances. Other regulations include: no parking backwards against traffic (your right hand tires have to be against the curb), you should park so that your right hand tires are no more than 18” from the curb, parking is prohibited on sidewalks and you should never park so that you are blocking the sidewalk, parking is not allowed between the sidewalk and the curb (on that grassy area... even if it may be wide enough) and parking is not allowed in the front yard at any time.

If you have questions regarding parking regulations in the City of Tuscaloosa, you may contact the City of Tuscaloosa’s 311 number.
Nothing can ensure your safety, but these actions may help. Once you've decided on a place to live and sign the lease, consider these safety tips to protect yourself and your personal property.

**Personal Safety**

Remember that you and where you live are only as safe as you make them. Safety and security are everyone’s responsibility. Post these emergency phone numbers by the phone and/or program them into your cell phone. Know what number(s) to call in case of an emergency.

*University Police 348-5454  Tuscaloosa Police 349-2121  Northport Police 339-6600*

- Consider programming an emergency contact person and their number into your cell phone with the contact name as “Emergency”.
- It is wise to keep doors and windows closed and locked when you’re at home (especially if you are alone), sleeping, and even if you are just going to be gone for a few minutes.
- Make sure doors and windows are securely locked and never prop doors or windows open.
- Use the peephole in the door to identify who is at the door. If you don’t have a peephole, look out a window close to the door and ask the Landlord to install a peephole in the front and/or back door.
- Always ask service/repair personnel to show their ID before letting them inside. Ask for the phone number of the company he/she is representing and call to verify their identity.
- If someone approaches you at home and asks to use your phone, do not let them in. Offer to make the call for them.
- If you receive a call from someone who has the wrong number, don’t give them any identifying information such as your name, address, or phone number they called.
- Contact the police if you receive harassing or obscene phone calls.
- Report persons loitering outside your house or apartment to the police.
- Do not loan anyone your house/apartment key. Others may not have the same level of concern for your safety as you do.
- Do not leave a key outside in an obvious place and do not include identifiable information on your key ring such as your name, address, or phone number.
- If your keys are lost, report it to the police and ask the Landlord to change the locks.
- If you arrive home and there is a strange vehicle or person around your home, do not pull into the driveway. Leave and call the police.
- Do not walk alone at night. Ask a friend to walk with you to the car or go with you to the store, laundry room, gym, etc.
- Become familiar with and be conscious of your surroundings at all times.
- Consider purchasing a small, lockable, fire proof safe to store documents and fine jewelry in.
- Never let the gas tank in your car get below half a tank.
- Always park in well lit locations and always keep your car doors locked.
INSIDE YOUR HOME

- Smoke detectors should be checked every month. Make sure they are clear of dust and debris; don’t just push the test button. Ask the Landlord to install smoke detectors if there aren’t any or ask if you can install them yourself.
- Consider purchasing renter’s insurance. It can be purchased through most insurance agencies and is fairly inexpensive (typically $100-200 annually).
- When you’re not at home, keep the blinds or drapes closed.
- If you or your roommate(s) lose your keys, ask the landlord to replace your locks or have them re-keyed immediately.
- Encourage your roommate(s) to follow these safety tips as well. Your home is only as safe as you and your roommate(s) make it.

OUTSIDE YOUR HOME

- If you will be out of town, ask a trusted neighbor to check on your home and get your mail, newspaper, and any deliveries that may come.
- Have the post office hold your mail for delivery until you return. Ask the newspaper office to hold your newspaper as well.
- Always be aware of your surroundings.
- Get to know your neighbors and identify someone you can call in case of an emergency.
- Don’t hide a key outside in an obvious location if you MUST leave a key.
- Don’t leave a message on your answering machine or cell phone stating that you are not going to be home and NEVER post anything on Facebook.
- Make sure shrubs and trees are trimmed so that no one can hide behind them; also be sure that entrances are free from overgrown vegetation. Report overgrown vegetation to the landlord or call 311.
- When moving in or out, or packing your car to leave for the weekend or for a holiday break, lock your car doors between trips to and from your car and your home. These are times when a thief could easily steal from you.
- Contact the landlord or property manager immediately if exterior lights around the complex and/or parking lot are not working properly.
- If you are in a Greek organization, DO NOT display your Greek organization letters in any way on your home. If you do, you are letting “would be” thieves know that students live in that home and they know students typically leave over the break periods.
- If you want to install a satellite dish on your house, first, get permission from the landlord. If you get approval, make sure the dish is not mounted on the roof, but on the house.
- Never put furniture on the roof.
These tips are intended as a guide. For more information, contact the Tuscaloosa Fire Department at 205-349-0164 or the Northport Fire Department at 205-333-3020.

- Call 911 for fire emergencies. Post emergency response numbers by all phones.
- Make sure you have a fire escape plan and keep exit routes clear.
- You should have two escape routes from each room, usually a window and a door.
- Does the complex or do your roommates and you have a designated meeting place away from the building in case there is a fire?
- Windows and doors should open easily and should never be painted shut. Ask the Landlord to immediately fix them if they don’t. This is a safety hazard!
- You should leave the building immediately if you suspect a fire.
- If caught in a fire, stay low to the ground to avoid asphyxiation and use a damp cloth to cover your nose and mouth.
- If you are inside a room, feel the door, if it is hot, do not open it and look for another exit from the room. If the door is not hot, open it slowly.
- Get yourself out first, then use a cell phone or neighbor’s phone to call for help.
- Never go back inside a burning building.
- Don’t try to put the fire out yourself. Call for help.
- Remember – STOP, DROP and ROLL if you catch on fire.

Smoke Detectors
- Test smoke detectors once a month and make sure they are clear of debris.
- Change the batteries in your smoke detector twice a year. You can remember to do this by changing them when the time changes in the fall and spring.
- Smoke detectors should be located in or near each bedroom and in the living area.
- NEVER disconnect or remove the batteries from a smoke detector! You will be putting yourself and others at risk.

Smoking
- It is a good idea to never smoke inside and NEVER smoke in bed.
- Run cigarettes and cigar butts under water before putting them in the TRASH. Throwing cigarette butts on the ground is littering.
- Keep matches and lighters out of the reach of children.

Cooking
- Don’t leave the kitchen with food cooking in the oven or on the stove.
- Make sure loose clothing that could touch a burner and catch fire is tucked away.
- Keep things that could bum such as potholders, plastic containers, paper products and dish towels away from the cook top and oven elements.
- Remember to always turn the oven and/or stove off when you finish cooking.
- Turn off and unplug small appliances after using them (toasters, coffee makers).
• Check with the landlord or property manager to determine if, and where, grills are allowed.
• Don’t leave a grill unattended while grilling and never use a grill in an unventilated area. Make sure the grill is located at least three feet away from combustible items.
• Only use lighter fluid designated for use with charcoal grills.
• Make sure coals are completely out before discarding them.
• If using a gas grill, make sure the lines are securely attached and remember to turn off the gas when you finish grilling.

Candles
• Never leave burning candles or lit incense unattended.
• Use candle holders that are stable and made of glass or metal.
• Make sure candles are out completely before you leave the room.
• Place candles where they will not get knocked over.

Heating
• If you use a space heater, keep it at least three feet from anything combustible.
• Turn the space heater off when you leave the room, go to bed, leave the house, etc.
• NEVER leave a space heater unattended.
• Have central heating systems inspected and cleaned annually before using. Ask the Landlord to present documentation that the system has been cleaned recently.
• Have chimneys inspected annually and cleaned if needed before using. Ask the Landlord for documentation that the chimney has been cleaned recently.
• Keep anything that could catch on fire away from the fireplace.
• Use a metal or glass screen in front of the fireplace.

Electrical
• Make sure extension cords are in good working condition and use the proper size cord.
• Never run extension cords under rugs or over a doorway.
• Never let furniture sit on top of an electrical cord and never hook an extension cord to a nail or tie a knot in a cord.
• Never overload outlets with too many appliances; all outlets should have faceplates.
• If a breaker is tripped, find out why and remove appliances that are causing the breaker to trip.
• Make sure the correct size fuse is used in each socket in the fuse box.
• Make sure the computer, TV, stereo, refrigerator, etc. are well ventilated and plugged into a surge protector.
• Use the correct wattage light bulbs in lamps and light fixtures.
• If a fuse keeps blowing, notify the landlord or property manager and do not use the outlet until the problem is fixed.

Miscellaneous
• Store flammable materials in safety cans, outside, away from heat sources.
• Never fill a hot lawn mower with gasoline. Allow the motor to cool first.
• Carbon monoxide detectors should be installed near bedrooms. Ask the Landlord to install them or ask if you can install them yourself.
• Keep the garage, attic, closets, and yard free of clutter (papers, empty boxes, etc.)
There are four law enforcement agencies in the Tuscaloosa/Northport areas:

The University of Alabama Police Department (UAPD), the Tuscaloosa Police Department (TPD), the Tuscaloosa County Sheriff’s Department, and the Northport Police Department

**University of Alabama Police Department**

UAPD is located at Russell Hall, 205-348-5454, [http://police.ua.edu](http://police.ua.edu)

UAPD coordinates the **Guardian** program which allows students to use their cell phone to notify UAPD at the touch of a button on the phone if they are in need of emergency assistance or the student can set a timer with the expected arrival time at their destination either on or off campus. If an emergency call is placed or if the timer is not deactivated, GUARDIAN will notify UAPD with the students' information and often, GPS information, to help contact or locate the student. To sign up for the free GUARDIAN program, go to [http://mybama.ua.edu](http://mybama.ua.edu) and select the GUARDIAN link.

Through **Operation Identification**, UAPD loans engravers to students so they can engrave their driver's license number on valuable items to help in the recovery of those items in the event of a theft.

**Tuscaloosa Police Department**

TPD is located at 3801 Mill Creek Avenue, 205-349-2121, [http://al-tuscaloosa.civicplus.com](http://al-tuscaloosa.civicplus.com)

One service provided by TPD is **E-Engraving**, which allows citizens to electronically register their valuables using the make, model and serial number. The information can be used to recover items in the event of a theft.

**Northport Police Department**

NPD is located at 3721 26th Avenue, Northport, 205-339-6600, [www.cityofnorthport.org](http://www.cityofnorthport.org)

**Tuscaloosa County Sheriff's Office**

The Sheriff's office can be reached at 205-752-0616, [www.tcsoal.org](http://www.tcsoal.org)
One of the most important things you can do when you move off campus is to stay involved and connected to UA. The University of Alabama offers many options for students to stay connected to campus. From health care, counseling, fitness, and community service, to leadership, jobs, and more. Check out the list below to take full advantage of what the campus has to offer:

**The SOURCE** serves as the place for students to learn how to get involved with registered student organizations at UA. The SOURCE stands for Student Organization Resource Center for Extracurriculars. It is designed to provide resources and support for registered student organizations on the campus of the University of Alabama. Currently there are more than 300 registered student organizations at the Capstone. Check out the student organization directory at The Source to see where you can get involved. [http://thesource.ua.edu/](http://thesource.ua.edu/)

**The Student Government Association (SGA)** is the University’s student government and official student representative organization. [http://sga.ua.edu/](http://sga.ua.edu/)

**Community Service Center** - The mission of the Community Service Center is to educate students for service advocacy and leadership, civic responsibility, and lifelong volunteerism by increasing awareness of community needs, resources and opportunities for social problem solving. From after-school tutoring, to swinging a hammer to build a home, there’s something for everyone. To see the many ways that you can get involved and give back to the Tuscaloosa community and beyond, visit [http://www.volunteer.ua.edu/](http://www.volunteer.ua.edu/).

**The University Recreation Center** provides optimal recreational health and fitness opportunities for the University of Alabama community. Whether you like group exercise classes, intramural sports, having your very own personal trainer, or group camping and skiing trips, the Student Recreation Center has something for you! For more information, visit [http://urec.sa.ua.edu/](http://urec.sa.ua.edu/).

**The Counseling Center** helps University of Alabama students achieve academic success and personal growth through quality brief counseling and psychological services, outreach and consultative services, and training of mental health professionals. For more information on the services provided by the Counseling Center, visit [http://counseling.ua.edu/](http://counseling.ua.edu/).

**The Women’s Resource Center** maximizes the learning experience of every UA student and the greater UA community through outreach, services and advocacy to empower women and encourage their active and equal participation. The Women’s Resource Center provides a number of programs and opportunities for students to become actively involved. From mentoring to acting to volunteering, the WRC offers something for everyone! Visit [http://wrc.ua.edu/](http://wrc.ua.edu/) to learn more about their many opportunities.

**The Student Health Center** is ready to serve all of your primary health care needs. Under one roof, services include acute care, chronic care, immunizations, allergies, ADHD/ADD, women’s health, vaccinations, and foreign travel consultation. For more information on hours of operation, student insurance, clinic services, and more, visit [http://cchs.ua.edu/shc/](http://cchs.ua.edu/shc/).

**Student Jobs** - you can apply at [http://jobsua.edu/](http://jobsua.edu/) for student jobs around campus.
The Center for Teaching and Learning (CTL) provides programs and services to help UA students improve study techniques, succeed in particular UA courses, enhance and extend their classroom experiences, upgrade reading proficiencies, and prepare for standardized entrance exams. In addition to regularly scheduled study skills and reading proficiency workshops, supplemental instruction sessions for many quantitative UA courses, and an appointment-based individual tutorial service, the CTL fosters collaborative relationships among faculty, academic departments and other service units on campus.

Undergraduate and Graduate Parent Support (UPS and GPS) provides a much needed point of connection for undergraduate students and graduate students with children to locate resources and establish relationships with other students who have children. UPS and GPS act as advocates for student parents, helping them to be successful in their diverse roles. For more information regarding services and resources provided by UPS and GPS visit http://www.gps.ua.edu/.

Bama Dining, UA’s food service provider, offers a variety of meal plan options for students who don’t like to cook or don’t have much time to cook. Students who live off campus are able to get meal memberships on campus that will allow you to eat in any and all of the on campus dining facilities. For more details on eating options on campus visit the Bama Dining Services website at http://bamadining.ua.edu/.

Bama Cash is a convenient option to preload funds to an online account you can access with a swipe of your Action Card. Activating your Bama Cash account with a deposit gives you buying power at dining locations on and off-campus, grocery stores, gas stations, bookstores, vending machines, pizza delivery, laundry, movie rentals, print and mail services, pharmacies, beauty and tanning salons, coffee shops and more! For a full list of locations accepting Bama Cash, visit http://www.actcard.ua.edu/pages/bama_cash.shtml. Depositing Bama Cash to your Action Card is very easy. Simply log on to MyBama, and enter the user name and password of the cardholder. Click on the “Student” Tab and scroll over to the left side of the screen. Find the Action Card box almost at the bottom of the screen. Click on “Bama Cash Deposit,” and follow the prompts to deposit money. You can also deposit funds by calling toll free at 800.474.2288 or direct at 205.348.2288. You can also visit the Action Card office, located at 104 Student Services Center, during regular business hours of Monday - Friday, 8 a.m. - 5 p.m.

Taste of Tuscaloosa - There is a wide variety of dining options in Tuscaloosa. Whether you want a quick bite on your way to class or a nice dining experience along the Black Warrior River or in the downtown areas, Tuscaloosa has got a little something to suit everyone www.tuscaloosarestaurant.com
MOVING OUT

Most leases will end between the last week of July to the first week of August so make sure you know the date you must move out and be sure to thoroughly clean your house or apartment. This includes appliances such as the stove, refrigerator and microwave, as well as outdoor areas such as the porch and garage.

- Know what the lease says about moving out or terminating your lease early.
- How far in advance should you notify the Landlord that you will be moving out and does it have to be in writing? Many leases will automatically renew if a written notice-to-vacate is not provided within a certain timeframe prior to the end of your current lease term. Once a lease automatically renews, you are then financially and legally responsible for the house/apartment and rent for the duration of the next lease term (typically a lease term is twelve months).
- Ask about your security deposit and leave a forwarding address so the Landlord can refund your deposit. The security deposit should be refunded within 35 days after you move out if you are eligible for a refund.
- Clean up before you leave. The Landlord will inspect for damages and cleanliness.
- Take pictures again once you have moved everything out.
- Ask your Landlord to walk through the house or apartment with you to document any damages. Refer to the Rental Inspection Sheet you used when you moved in.
- Ask the Landlord to sign the Inspection Sheet stating whether there were or were not damages when you moved out.
- Be sure to leave a forwarding address in writing with the Landlord so that your security deposit can be returned to you if you are eligible for a refund. The Landlord has 35 days after the end of the Lease to refund the security deposit.
- If something is damaged, the Landlord can have it repaired and deduct the cost from your security deposit.
- The Landlord must give you a written list of damages, the cost of the repairs, and the amount that will be deducted from the security deposit.
- If you are due a refund from the security deposit and it is not refunded within 35 days, the Landlord may then owe you double the amount of the original security deposit.
- Contact UA’s Civil Law Clinic at 205-348-4960 for assistance if needed.