



## Student Off-Campus Housing Checklist

- Research apartment complexes
  - Visit the [Off-Campus Housing](#) website and review the Off-Campus Housing [guidebook](#) to view a variety of apartments and houses.
  - Search by cost, distance to campus, house or apartment, number of bedrooms, etc.
  - Read **Common Housing Terminology** to learn the terminology
- Determine if you want or need roommates
  - Most student apartment complexes are able to match you with a roommate or you can use the Off-Campus Housing [roommate matching](#) service. Click on Roommate in the top bar for more information.
- Narrow down your search to a couple of apartments that you are interested in and schedule tours.
- Take a full tour of the property if possible.
  - For apartments, they typically will show you a model apartment (tip: also ask to see the actual apartment that you would be living in).
  - Be sure to have a full tour so you can see the whole property.
- Bring a checklist of what you want in your apartment. Examples could include a washer or dryer or preference of a specific floor.
- Use the 5 W'S when you tour an apartment and ask as many questions as you can:
  - **Who:** Who are your neighbors? Are they first or second-year students, students, partiers? You want to make sure the community fits your personality and needs. Make sure you're comfortable with who your neighbors are.
  - **What:** What does the rent include? What doesn't it include?
  - **Where:** Where is the apartment located? Where is the grocery store? How long does it take to get to campus?
  - **When:** When can you move in and out? When is rent due and when is it late?
  - **Why:** Why should I move in here? You can determine by his or her response, if the community is honestly a good place to live.
- Be prepared to show ability to pay or good credit history
  - If you do not have a social security number, it's okay. Apartment complexes may ask for the following to prove that you can pay your rent:
    - International bank statement that can show a translated dollar amount
    - Proof of income – either a financial aid letter or parents bank statement
    - A deposit and possibly first month's rent when you sign your lease
- Review and sign lease
  - A lease is a **legally binding contract** between you and the apartment. This contract will spell out the legal requirements and limitations for both you the renter, and the apartment owner.
  - Know what is expected of you as a tenant.
  - Make sure to double check all the information in your lease before you sign it!



- **A lease is a binding document and very hard to cancel once you have signed it.**

## MOVE-IN

- Set up utilities
  - Check with the apartment or landlord for what utilities are included in rent such as gas, cable, internet, electricity, water, etc.
  - For those utilities not included in rent, you will have to set those up yourself.
    - TEP – Tucson Electric Power (company that provides electric service)
    - SW Gas – Southwest Gas (company that provides gas service – if the apartment doesn't include this in your rent).
- Move-in Day
  - Find a detailed checklist in our [guidebook](#)
  - Some basic checklist items:
    - Kitchen
      - Pots and pans
      - Forks, spoons, knives
      - Plates
      - Cups
    - Bedroom
      - Sheets and blankets
      - Storage containers
      - Picture frames
      - Posters
    - Bathroom
      - Shower curtain
      - Towels
      - Rugs
    - Toiletries
      - Towels
      - Soap
      - Toothbrush
      - Toilet Paper
- Optional
  - Complete a Roommate Contract if you have roommates. You can find a sample agreement on the [Resources page](#) of our website. The agreement can include:
    - Who will be responsible for paying what bill
    - What amount are you responsible for
    - How will you pay your percentage (cash/check/transfer)
    - When you will pay



- For sharing utility bills between roommates, check out [Simple Bills](#). Simple Bills will handle sharing your utility costs online so everyone is equally responsible.