DONS in the House

Off Campus Living

Resource Guide 2017

“Explore and Discover the Best City Ever”
# Table of Contents

**Welcome**

**Connect with us!**

**The Basics**
- Resources
- Housing Culture
- Avoiding Scams
- Where to Live
- Transportation
- Budgeting

**Finding A Roommate**
- Shared Lease Agreement
- Roommate Tips

**Moving In:**
- Questions for the Property Manager
- The Lease
- Rental Insurance
- Security Deposit

**Off Campus Living**
- Safety Information
- Neighborhood Etiquette
- SF Culture & Being A Good Neighbor
- Community Agreement
- Parking Awareness

**CheckList**
- Moving In & Moving Out
- SF Tenant Resources (as listed from the SF Rent Board)

**On Campus Partners**

**Appendix**
Welcome!!

On behalf of the Office of Off Campus Student Services we welcome you to the City and living off campus. This student guide is intended to aid you through navigating the SF housing market, raise your awareness about various resources, and help you become a part of our greater urban community.

As you know, San Francisco is truly a magical and wonderful city, which makes it quite a popular place to live. This popularity has created a very competitive housing market.

We therefore want to remind you to be diligent, persistent and action-oriented when it comes to securing your new living situation. Yes, it can be a bit challenging to finding housing in SF, but we are here to make this a rewarding positive process.

We look forward to working with you and again, welcome to The City.

University Mission

The core mission of the university is to promote learning in the Jesuit Catholic tradition. The university offers undergraduate, graduate, and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The university will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The university will draw from the cultural, intellectual, and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

Office of Off Campus Student Services

Mission Statement
The department of Off Campus Living will serve to support all students and community neighbors. OCSS commits to fostering students’ personal growth & skillset through education of communal living & safety, emphasis on civic citizenship and university connection.

Our Pledge
We strive to create a positive quality of life through intentional design focusing on independent life skills and the development of responsible community members. We are here as an advocate and centralized resource for those within the USF community and aim to support our neighborhood.
Connect with us!

Andrea Rocha, M.Ed
Off Campus Student Services
5th Floor UC Building
rochaa@usfca.edu -personal;
offcampushousing@usfca.edu-general
415-422-4057

Originally an East Coaster, Andrea, has been calling San Francisco home for a little over 14 years. She fell in love with the ocean, the vibe, yoga & biking. She earned a B.A in Communications from Bowling Green State University and a Masters of Education in Higher Education from The University of South Carolina.

Fave Quote:
“The fact is, that to do anything in the world worth doing, we must not stand back shivering and thinking of the cold and danger, but jump in and scramble through as well as we can” -Robert Cushing

Alternative contact info:
Student Housing & Residential Education phone # 415-422-6824
Off Campus email: offcampushousing@usfca.edu

@OffCampusUSFCA

Website: https://myusf.usfca.edu/student-life/off-campus-housing
The Basics

A. Know the Market

• Due to the attraction of living in the City, physical limitations of the area and limit of affordable housing the rent prices are above the national average
• While the search for housing is competitive it is absolutely possible to obtain
• Research and become aware of housing neighborhoods, average cost and availability
• Typically the search will take a bit of time so resilience and patience are key
• Average 1BR apt. in SF currently list at $3096 as of April 2016
• Average 1BR apt near USF average $2200-$3500

B. Steps to Take

• Determine your rental budget (which will help you determine your options)
• Assess your values, priorities & flexibility
• Research neighborhoods
• Network with everyone you know and even those you don’t
• Remember to breathe and relax in the process
• Get your finances & renters data together!
• Organize your financial information & postings! (If in need of a co signer designate one now)!
• Narrow down housing options
• Create a bio post and send out to prospective people
• Work with off campus housing office for support and resources!

C. Getting Financial Information in Order

• Gather all financial info together
• Create a US bank account
• Collect pay stub, scholarship info, bank statement; the purpose is to show you have the financial resources to pay your rent
• Designate a co signer if needed
• Budget--whether on paper or digital based creating a budget to determine how much you can realistically pay for rent. Your rent range will help to determine your options for housing

NOTE: If arriving to SF before you have signed a lease take time to create a plan B for short term housing: examples (Hostels, Hotel, AirBnB, etc...
Resources

USF Off Campus Student Services now has a **NEW Housing Search Platform**: Here you will be able to do the following on the USF managed site:

- **offcampushousing.edu** - search site
- **https://myusf.usfca.edu/student-life/off-campus-housing** - website

1) **Housing Search**: This search for housing is specifically directed at USF students. The majority of these properties are close to campus with landlords who have been renting to USF student or specifically want USF students. In addition, students who are looking to fill an open vacancy in his/her apartment also are able to post here.

2) **Roommate Finder**: Here you are allowed the ability to post as well as search for a roommate/housemate within the USF Community

3) **Message Board**: Be sure to continually look for important announcements on your neighborhood or city, updates & news from USF, City happenings, Vendor discounts etc...

4) **Educational Resource**: Used in conjunction with the OCSS website. A great place to view example of tenant lease agreement/contract, tips for the housing search, links to neighborhood maps and public transportation, etc...

**Networking**: Social media and SF websites are also good avenues to find housing. We encourage you to explore all options as you work towards finding your new home. Create a bio post to send out to prospective persons or post your bio on line and ask for those to contact you if interested.

**Know your Tenant Rights before you begin your search**

- Tenants Union: https://www.sftu.org
- Rent Board: http://sfrb.org

The Rent Board's primary function is to conduct hearings and mediations of tenant and landlord petitions regarding the adjustment of rents under the Rent Ordinance. In addition, the Rent Board provides counseling and information on subjects that are covered by the Rent Ordinance. The Rent Board also investigates Reports of Alleged Wrongful Eviction, although the Rent Board's authority in such matters is limited since only a Court can decide whether a tenant can be evicted.
Resources (cont’d)

In addition, to our new OCSS Housing Platform and Room8 below are other sites to investigate:

SCHOOL NETWORK GROUPS
- USF Off Campus Housing- go to your myUSF page- type in off campus
- UCSF (housing page)
- SF STATE HOUSING (housing page)

USF FACEBOOK GROUPS: Sub categories
- Housing, Off campus, class of 2017, class of 2018, class of 2019, graduate
- Interest groups that you are interested in or are a member of

CITY WIDE FACEBOOK GROUPS: Sub categories
- Affordable Housing for OK people
- SF Area Rentals and Sublets
- SF Roommate Exchange
- Friends Looking for SF Housing
- Any Interest Groups (you ‘re interested in)

ROOMMATE FINDERS
- Room8.com
- Roommates.com
- Easyroommate.com

WEBSITES
- ApartmentRatings.com
- Apartments.com
- Campuscribz.com
- Craigslist San Francisco
- Lovely.com
- The HomeShare --- luxury apartments split to accomodate student’s budget
- MyApartmentMap.com
- MyCheapApartments.com
- MyNewPlace.com
- Padmapper.com
- RentalGuide.com
- Trinty Management Group
- Zillow
- Zumper
Resources

CAMPUS PARTNERS

OCCC has reached out to our SF Community to identify positive off campus housing partners which will aid our students in their search. Below are companies/organizations/individuals we have worked with and support.

- The HomeShare.com
- Park Merced.com
  David Holt: dholt@maximusrepartners.com
- Climb Real Estate
  climbbsf.com
  Liz Kim @liz@climbbsf.com
- Coldwell Bankers Residential Brokage
  www.isellSanFranciscoHomes.com
  Rubi Kawamura-rubi.kawamura@cbnorcal.com
  rubi.homes@gmail.com
- Advent Properties, Inc (typically East Bay area)
  Darryl Glass: pm@adventpropertiesinc.com
- Sanfranciscostudenthousing.com
- sfstudenthousingservices.com
- homematchsf.org
  Annie Spencer: aspencer@homematch.org
- flip: https://flip.lease (specifically created for subletting)

Furniture Needs:
CORT Off Campus Apartment Furniture:
go.cort.com/student or 855 435 9133
cort.com/locator to find nearest CORT showroom
Housing Culture

As the city of San Francisco is quite unique, so are the housing options.

Typical San Francisco renting options

1. Room-a single room within an apartment or house (can be advertised as private or shared)
2. Apartment- several units on the same floor with a common entrance
3. Efficiency- smaller than a studio, kitchen is very small and part of the living room
4. Flat-an entire floor of an older building with a private entrance
5. Junior 1BR-studio apartment with a sleeping alcove
6. In Law-apartment unit added to but separate from a single family home
7. Studio-an open plan 1 room unit consisting of combined living, bedroom, kitchen & bathroom
8. SRO/Student shared living-Single living units where bathroom is shared typically by floor

Typical leases are 12 months and rents are due the 1st of every month

- Month to Month-a type of housing contract that allows you to leave within 30 day notice
- Yearly- A type of housing contract that will hold you liable to pay rent for an entire year. Breaking a signed legal rent contract will have financial penalties
- It’s rare to sign for month to month from the beginning. If looking for less than 12 months then subletting might be a better option

More Info:
Older apartments are typically smaller w/less amenities but also can have lots of character and slightly less expensive

Apartment availability tends to have a very short window if interested in a property contact immediately and complete an application

Property managers will typically not “hold” an apartment after contract. Once you sign the rent/deposit money will be due immediately to finalize the transaction.

As this is a competitive housing market it is important to demonstrate to the property manager/landlord you are a responsible and respectful person. Having folder of your financial information along with a renters resume is highly recommended.
Avoiding Scams

Unfortunately scams can and do arise when looking to rent.
Below are a few tips to help you with detecting a scam

1. Rental amount is unusually low - for example a 2BR/2bathroom apartment for $1000 in SF is probably either in a tent or non-existent
2. The landlord or Property Manager refuses to show you the rental
3. The landlord or Property Manager says they are out of town, state or country and can not show you the rental and ask for the money first and claims he/she will mail you the keys
4. There is an unusual sense of urgency
5. Request of advance payment through wiring money order
6. Many misspellings in the ad
7. Excessive use of capitalization
8. Rushing the contract signing process
9. All the photos are of a staged house or taken from a magazine and the neighborhood of apartment is not provided

Note:
Be aware of providing sensitive information (bank account number, credit card information, social security number) without first verifying the legitimacy of the renter/property owner
Where to Live?

This is a great question and one we feel really depends on preferences. Do you want to live in an apartment or house? Do you prefer urban or residential? Do you enjoy living near the water, parks or restaurants? In addition, your budget range will also determine options that you have. Below are a list of neighborhoods close to USF which house the majority of our off campus students.

NEIGHBORHOODS
Typically USF students will choose to live in the following areas however due to financial and/or availability this may not be possible. If not possible we have wonderful City & Bay Area Transportation that allows for a smooth commute

USF/Panhandle, Inner Richmond, Outer Richmond, Inner Sunset, Outer Sunset, Cole Valley (below Haight) , Laural Heights (above USF)
Transportation

Public Transportation is very plentiful in and around USF. Therefore living within blocks of the University is not absolutely necessary and living farther out may help to reduce rental prices.
Budgeting

These factors increase rental prices

- Newly remodeled appliances or areas
- Hardwood floors
- Close & easy access to public transportation
- Desirable location (near popular area/beach/tourist attractions/view/natural light
- Space/Garden/rooftop access
- Ability to have furry friends (especially dogs) – pets also limit housing options
- Parking/laundry facility is included with apartment rent

Rental vocabulary

**Landlord**: the person who owns and/or rents you the property

**Master tenant**: person who moved into the premises under a written or oral contract with the landlord or who inherited the apartment after the original master tenant left. S/he collects the rent from the subtenants and pays it to the landlord.

**Subtenant**: person who has no relationship with the landlord, but instead pays rent to another tenant.

**Co Tenant**: person who may have moved in after the lease was signed, but has established a relationship with the landlord usually through payment of rent

**Rent**: what you pay to live in a property typically due 1st/month

**Lease**: your legal writing agreement with the landlord

**Deposit**: the money you pay if you damage the property when you leave. You are legally entitled to receive this amount back providing obligations have been met when you move out.

**Penalty fees**: what you pay if you do abide by the lease or move out procedure

**Rent Control**: rent control acts as a price “ceiling” by preventing rents either from being charged above a certain level or from increasing at a rate higher than a predetermined percentage.

**Renters Resume**: acts to verify you as a respectful and responsible tenant. Document list past living arrangements, provides references for landlord to contact, list current employment, scholarships or revenue intended to verify rent payment stability.
Rental Budgeting

Your rental budget will help to determine your options on where you may live. Although paying rent will be your largest expense it will not be your only expenses thus when creating your budget remember to include utilities, transportation, personal items, food and anything else which may impact your ability to pay your rent.

Whether on paper or electronically create a budget to determine how much you can realistically pay for rent. Check out the many apps available for budget help or on a paper worksheet and include the following categories:

☐ RENT
☐ DEPOSIT
☐ UTILITIES
☐ TRANSPORTATION
☐ FOOD
☐ ENTERTAINMENT

Financial Aid

If you are eligible for financial aid it is strongly encouraged that you contact One Stop to see how your off campus living situation would affect your situation if at all. It is possible your aid can be used to pay your off campus living expense such as rent/utilities.

Typically financial aid is applied to your Student University fees each semester and the remainder to your student fees in the form of an “overage” check. An overage check is issued to the students in the amount of financial aid that is “over” the amount of fees owed to the university.

Note: the financial aid check is distributed within a range of dates. Please do not count on an exact date for check in order to pay your first months rent & deposit.
Finding a Roommate

**Within USF:**
Off Campus Student Services offers a Roommate Finder Resource on our online rental listing service available for USF students to post and search for other roommates. You can also visit the USF facebook groups: OC Student Services, Housing and Graduate Student Housing. Check the back resource pages for links.

**Outside of USF:**
USF is partnering with AAA’s Innovation Team to bring you a new app entitled ROOM8 which serves to also help you with your roommate search. Download the app using this link [http://www.room8app.com](http://www.room8app.com)

In addition, many FB groups also exist in SF to aid with roommate and the roommate and housing search: Friends Looking for Housing, Apartments, Rooms and Sublets, Affordable Housing for OK People, etc…

---

**Room8**

Find your roommate fast & simple

Life is too short to live with the wrong person.
Helping USF students find a perfect match from the San Francisco Room8 community at [http://www.room8app.com](http://www.room8app.com)
Shared Lease Agreement

...this can save you lots of headaches

Once you have found a roommate/flatmate it’s important to talk and make sure you are both compatible. It’s important to remember that having a great friendship does not always translate to being great roommates.

We strongly encourage you to fill out the agreement located in the back of this booklet and discuss these topics before you sign a lease together.

Questions to think about:
• How will we divide household chores?
• What’s your expectation of common areas?
• Who will set up the utilities accounts? Rent payments? Trash?
• What’s your view on smoking? Social time? Pets? Etc...

This document is designed to provide its users the opportunity to establish some guidelines related to the details of their living arrangements. Users are encouraged to spend quality time discussing each section, being as forthright and honest with their opinions as possible.

View a sample agreement at the link below:
http://www.uky.edu/ocss/sites/www.uky.edu.ocss/files/Sample%20Roommate%20Agreement_0.pdf
As mentioned before, once you’ve found your roommate/flatmate we highly encourage you to complete a written living agreement which clearly states expectations regarding the house including who is to be in charge of rent and utility payment.

Note making a room or roommate switch becomes a bit more complicated once you’ve signed a lease. Although it is possible to move typically this will come with a set of financial consequences. Therefore we want you to make your roommate experience work.

One key is open communication and respect for one another. If you’re not doing either you are bound to have issues, which will make your experience difficult. If you are in need of help contact OCSS to discuss our meditation and conflict resolution services.

Being a good roommate is pretty easy just follow the rules for being a good human being: BE: respectful, kind, generous, flexible, honest. Although this is great advice for interacting with others we also want you to follow this advice towards yourself. Know and respect your values and be honest with what bothers you and what does not. Be flexible and generous with yourself in tough situations and know you are doing your best.
Questions for the property manager

**Rent:** How much? When is it due? Move in date?

**Deposit:** How much? How will it be used? How and when is it refunded?

**Damages:** Who pays for breakage or other damages over and above normal wear and tear - individuals, or all occupants?

**Subletting:** Is subletting permitted? What is the procedure?

**Roommates:** Should all roommates sign the lease? Are roommates responsible for only a portion of the rent? If someone moves out must the remaining roommates make up the difference?

**Alterations:** May the unit be altered, such as painted? Can you hang pictures on the wall (and how)?
The Lease: things to know

...seriously know this stuff

Read the lease carefully and make sure you understand all that is written. If you have questions contact Off Campus Student Services for resources on who and where to go for the most up to date information.

Landlords must disclose the name, telephone number and address of any person authorized to manage the premises and/or act on behalf of the landlord for purposes of receiving rent, service of process, notices and demands.

The landlord must also disclose whether rent payments are to be in cash, by personal check, money order, cashier’s check or through an electronic funds transfer procedure.

A landlord is prohibited from requiring cash as the sole form of payment for rent and may only demand cash if the tenant bounced a check in the previous three months.

Non-renewal of a lease does not mean that the tenant has to move. Generally, when the lease term expires, a fixed term lease simply becomes a month-to-month tenancy under the same terms and conditions.

“Non-refundable deposit” - there is no such thing as this (other terms may include key deposit, cleaning fee, move in fee, closing costs.” All money paid in addition to the monthly rent is refundable

Subletting - if you know you will need to sublet check the lease to see if this is allowed. Often times in SF the lease will state subletting is prohibited.

Note: When signing a lease it is important to understand that it is a legally binding document. However not all leases may be legal in the SF Court of Law. If in doubt have the lease checked by a legal professional see our resource list for contact information.

Review our website for an example of a Rental Application and info that will be asked
Moving In Continued

...now what?

The time and effort you took to secure your space is complete so please take a minute to congratulate yourself on developing essential life skills such as research & networking.

Complete a walk through form. See a sample walk through form on our website Resource page.

Take pictures/video tape of each room and time stamp

Complete fire safety checklist: https://www.cpsc.gov/safety-education/safety-guides/home/fire

Contact the utility providers to put your name(s) on the account

Check OCSS for a list of vendors/service, which have been used by our past students and may include a USF student discount. See the OCSS Website for details.

Check that your mail is being forwarded to your new address

Resources we like for splitting up bills are
http://www.simplebills.com
http://www.splitwise.com
Renters insurance

Renters’ insurance, often called tenants’ insurance, is an insurance policy that provides some of the benefits of homeowners’ insurance, but does not include coverage for the dwelling, or structure, with the exception of small alterations that a tenant makes to the structure.

It provides liability insurance and the tenant’s personal property is covered against named perils such as fire, theft, and vandalism. It also pays expenses, when the dwelling becomes uninhabitable. The owner of the building is responsible for insuring the dwelling itself but bears no responsibility for the tenant’s belongings.

We specifically work with AAA for renters insurance needs:
Call 855 999-9228 or Visit AAA.com

Examples of possible situations:

1. someone steals your audio equipment
2. water pipe breaks and ruins your text books
3. your watch is stolen from the café
4. fire ruins your furniture

Update Your USF Account

Providing USF/OCSS with your updated address and contact information is a great help both in terms of safety and keeping you connected.

Once you secure your new home go to your myUSF account and complete the local address and emergency contact update.
**Moving Out**... Do this stuff!

Give your property manager your formal notice (IN WRITING) that you will be leaving and note the date. Typically you are required to provide a minimum of 30 days notice without receiving a penalty.

Be sure to re read your lease to determine the date of termination and to understand any cleaning fees associated with moving out.

---

**Security Deposit.**

**How much can a landlord charge and when is it returned?**

A landlord may generally collect up to the equivalent of two months rent for deposits on unfurnished apartments and up to three months rent for deposits on furnished apartments. State law requires the landlord to refund deposits within 21 days of the tenant vacating the unit.

**How do I recover my full deposit?**

1. Before you move in complete an inspection form verifying the current status of the apartment. The best way is to videotape or photograph and record everything. Also making sure to note the date is accurate. Holding up a daily newspaper in the photo is one way to do this.
2. State law requires landlords to notify tenants that they have the right to an inspection of the unit within two weeks before they vacate, to determine what costs, if any, will be deducted from their security deposit.
3. Request an inspection before you move out. At the time of the inspection, the landlord must leave you the tenant with an itemized statement specifying repairs or cleaning that could result in deductions from the security deposit if not corrected by the time of move-out.
4. Review our website for a General Condition Form and Security Deposit request form.
Off Campus Living

Your Safety

Again, UPDATE YOUR CURRENT ADDRESS
Local Address Information: All off campus students are required to provide the university with their local address and number (line or cell) as well as the name, email address and telephone number or an individual to contact in case of an emergency.

PUBLIC SAFETY DEPARTMENT
Although located on main campus Public Safety is committed to serving all of the USF student population whether students are living on or off campus.

For information on the University’s emergency response and operating status visit; https://www.usfca.edu/public-safety/disaster-preparedness

NUMBERS TO KNOW
EMERGENCY: 911
USF PUBLIC SAFETY: 415 422-2911 or 2911-Emergency Public Safety Line
415 422-4222- Main Public Safety Line/Dispatch

Night Safety Program

The Department of Student Leadership and Engagement and the Department of Public Safety co-sponsor the USF Shuttle and the Night Safety Program. Its primary purpose is to provide reasonable transportation to classes, on campus locations, and off campus residences within the boundaries of the service.

The Department of Public Safety operates a safety escort service with the USF campus shuttle, Monday through Sunday. Uniformed Public Safety Officers also assist in providing safety escorts when the USF Shuttle is not in service. The service is intended to give you a safe means of transportation when no other form is available.

The safety and well being of all students is of our utmost concern to the University and the Off Campus Student Services Office.

Request for the shuttle can be made by calling Dispatch at 415 422 4201
Thoughts about Alcohol

...just some thoughts

We care deeply about you and safety as it relates to the consumption of alcohol. We ask that you be responsible and look out for one another in environments which may induce unsafe behavior.

**TIPS**

- Do not accept drinks from strangers and keep a watch on your drink as well as those of friends.
- If choosing to drink alcohol: do so slowly and hydrate often with water. Judgment is impaired with consumption of alcohol.
- If in an event where action is needed, choose a form of assistance and understand how to effectively and safely take action.
- Do not risk your wellbeing or wellbeing of another by driving any motorized vehicle under the influence of alcohol.
- Carrying open containers is a violation of the law.
- Visit the Health Promotions Services website for more safety and health tips at https://usfca.edu/hps

Neighborhood Etiquette - Street Wise

...if you don’t think it’s a good idea it’s probably not

- **Trust your instincts.** If something makes you uneasy, avoid the person or leave the area.
- **If you are walking** know where you are traveling and move with intention.
- **Always carry** a personal identification card (USF, State Issued ID, etc…)
- **Stay alert** and be aware of your surroundings. Talking/texting on a cellphone or listening to music can cause you to be less alert and an easier target.
- **Avoid taking** shortcuts through dark alleys or unknown streets.
- **Avoid carrying** extremely valuable items (excessive amounts of cash, uninsured laptops, credit cards without back up info in another location).
- **If you are being** harassed, try to leave the situation if the action still persists attract attention to yourself and head towards a well-lit building/location where people are present.
Community Agreement

Living off campus can create its own sense of interesting situations from misplacing your keys to issues such as those listed below. If you don’t have an emergency packet now we hope you will consider either buying or making one to have just in case. If you have questions contact Off Campus Student Services (OCSS).

Utility Failure

- Report the power outage immediately to PG&E.
- Turn off all electrical equipment and appliances (leave lights on).
- If needed find a flashlight or long-term lighting solution. Avoid draining your phone battery in case power is lost for a considerable amount of time.

Gas Leaks

- Stay out of the area and evacuate if necessary. Notify others of the leak.
- Report any suspected leak to your property manager/landlord and PG&E immediately.
- Leave electrical devices alone. Do not switch on or off lights or use elevator.
- Never light a match or use a lighter at this time.

Indoor Plumbing Failure

- If time permits, gather or move essentials and belongings out of harms way
- Do not handle electrical equipment.
- Alert occupants of floors below you about the potential flooding of their area.
- If necessary, evacuate the building.
- Contact property manager/landlord once you are safe.
Earthquakes

... the cali shake

Should an earthquake strike while you are at an indoor location, do the following:

**DUCK:** Duck or drop down to the floor.

**COVER:** Take cover under a sturdy desk, table, or other furniture. If that’s not possible seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

**HOLD:** If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- If you are in a hallway, drop to the floor against an interior wall-protect your head and neck with your arms.
- Do not ever enter or exit the building during the shaking; there is danger from falling debris.
- Be PREPARED to take shelter-in place, evacuate if instructed to do so. If you are in class the decision to evacuate from campus buildings will be based upon the severity of the earthquake and damage to buildings.
- Do not use elevators
- If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Do not return to your home until authorized by SFPD.
- If you are in a car, stop in the safest place away from underpasses/overpasses, bridges, etc...
- Stay in the vehicle until the shaking stops.

**AND BE PREPARED FOR AFTERSHOCKS!!!**
Fire

We live in a very populated and condensed city heightening the risk of fire and damage. We want you to be safe and follow the guidelines listed below:

- Test your smoke detectors once a month to make sure they work.
- Change the batteries once every 6 month if your property manager does not.
- Listen to the alarm so you know are aware of the sound.

Evacuation Plan
- Make an evacuation plan and an alternate evacuation plan in the event of a fire or gas leak.
- Rehearse the escape plan and routes you will take.
- Have an outdoor meeting location where everyone will go, so you can make sure everyone has made it out safely.

Did you know..?

In August 2016, the San Francisco Board of Supervisors passed new legislation aimed at promoting fire and life safety, reducing the risk of fires, and preventing property damage from fires.

These laws establish new requirements for the owners of residential buildings. Requirements vary based on the number of building residential units and fire alarm system requirements of existing buildings. Non-compliance with these new fire safety requirements may lead to violations of the San Francisco Fire Code.

VISIT:
http://sf-fire.org/fire-safety-information-building-residentstenants
Muni Etiquette Tips & Info

Take advantage of your Muni sticker pass and explore the City.

Below is a great link for many of the most common questions. https://www.sfmta.com/getting-around/transit/how-ride

Riding Muni: So I know you have most likely taken 1 to 200 rides already on muni but please read and remember:

You are a representation of USF to the greater San Francisco community, therefore, please review and adhere to these guidelines:

The law and proper etiquette requires you to make seats available to seniors, persons with disabilities, and other passengers when needed.

Don’t be a fool Do not smoke, eat, drink, litter, graffiti or disturb other Muni passengers. (California Penal Code § 374.4, § 64)

Be prepared to show a valid Muni pass, transfer, or fare receipt. (San Francisco Transportation Code section 7.2.101). Don’t jump on without your USF ID sticker or you could face a fine if caught by SFMTA police.

When you are getting off MUNI from the back... STEP DOWN in order for the doors to open. Avoid unnecessary conversation with the driver.

Report any unattended items to the vehicle operator or to Muni Passenger Service.
SF Culture & Being a Good Neighbor

One of OCSS’s pillars is to aid our students in taking responsibility for fostering positive relationships with the other residents in their neighborhood.

While you are most likely here in San Francisco because of USF, we want you to take time to experience, explore and discover the City as this is your new home.

Please take the time to understand the culture, issues as well as challenges that face those that live here. San Francisco is a constantly changing City and is a dynamic, incredible and unique learning environment.

Your positive living experiences start with your own community and being a good neighbor. We strongly encourage you to build positive and productive relationships within your neighborhood and throughout San Francisco communities.

Community Agreement:

I have chosen to live in a residential neighborhood and I understand I have specific rights and obligations to both my fellow students and non-student neighbors.

I understand and agree to these policies and requirements as listed in the Code of Student Conduct and outlined in OC resource manual. I also understand I have the right to live in safe living conditions.
Here’s the deal...

COMMUNITY ETIQUETTE:
USF is a Jesuit Institution bordering on several residential neighborhoods in San Francisco. The university expects students to uphold their responsibilities as members of the community and to comply with the University Code of Student Conduct and the laws and ordinances of San Francisco.

STUDENT CONDUCT EXPECTATIONS:
Students are expected to demonstrate respect for all members of the local community regardless of their place of residence.

The following are guidelines for all USF students:
1. Be respectful to local community residents.
2. Prohibited behavior includes but is not limited to: littering, loitering, destruction/trespassing of private property, public urinating, public nudity, using rude or abusive language.
3. Operate stereos or other electronic equipment at reasonable sound levels, especially late at night or early in the morning and in-line with San Francisco Police Code Article 29 Section 2909.
4. Maintain an orderly residence. Examples of a disorderly residence include, but are not limited to violating drug and alcohol laws, hosting parties where there is public drunkenness, excessive noise, or other behavior in disregard of the rights of others, violating the Sexual and Gender Based Misconduct guidelines as defined in the Fogcutter Student Handbook. In all cases involving student misconduct off-campus, the University reserves the right to invoke the student conduct process.

University Terrace Association (UTA)
Remember that our neighbors live here year around and this is their home. Since most of USF is surrounding residential buildings/housing we ask that you pay special attention. While commuting through these neighborhoods/streets, especially the pathways to Lone Mountain and our Education Building. Those streets consist of: Roselyn, Chabot, Kitterage, Tamalpais and Annapolis.

Please be respectful:
No loitering smoking, drinking, loud noise, littering or skateboarding within this area.
TIPS with NEIGHBORS:

Communication: We suggest you meet your neighbors as soon as you move in and commit to keeping communication open during the year. Listen to their experiences with past neighbors and agree if there is an issue to discuss.

Property: Commit to keeping your property in good shape by taking care of trash, recycle and do not discard items on your curb. Also respect neighbors property and treat with respect.

Be Considerate: Generating noise which, can be heard beyond your apartment/flat, may disturb others and cause unintentional stress & frustration.

• Please be mindful of your volume especially during evening hours.

VIOLATION: OFF CAMPUS NOISE:
If sound can be heard beyond a property line it may be deemed too noisy and disturbing to the community depending on the time and nature of the activity generating sound.

Disciplinary Action For Off-Campus Misconduct

Violation of the Community Relations Policy will result in the initiation of disciplinary action for such violation(s) under the Student Conduct Code. The outcome of the disciplinary action will result in appropriate sanctions. Sanctions will vary depending on the nature of the offense.

A. The following examples of possible sanctions are not exclusive and may also include, but are not limited to: attending educational programs, restitution, commservice, fines, suspension or dismissal from the University.

B. The University’s disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law.

C. All administrative or judicial action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code. The following are possible sanctions which may result from a failure to follow the Community Relations Policy:

1. Community service
2. Educational programming
Parking Awareness

...we suggest you find your personal good luck parking charm now to carry when the time situation arises.

EXAMPLE: this is illegal parking

Tip: Don’t park in front of driveways. Not only is it inconsiderate, but may also result in a parking ticket or tow.

I know you may already have dealt with the world we call SF parking but if not, here is a bit of a rundown: Parking in San Francisco has been known to cause HIGH levels of stress especially when late for class. Therefore, we strongly encourage you to either avoid having a car all together or please give time and thought to where and how you’ll be parking.

When arriving on campus please note ALL parking lots are now first-come, first-served for faculty, staff, students and guests with valid permits. Semester and annual permits can be purchased through iParq, and a limited number of daily permits can be purchased from the Main Gate or Lone Mountain Gate kiosks for $20.

Also we do have a LOTTERY SYSTEM for permits if you live a minimum of 40 miles away. Visit here for more information on the lottery, tips and information
Parking inquiries can be made at parking@usfca.edu.

If not parking on campus please pay special attention to signs, red zones and other curb notations, which guide you on where it is appropriate to park. Car towing and parking citation are a known risk if parking illegally. See below for our “this not that parking series” And personal note tickets and towing are no joke on the wallet, so please pay attention.
Curbs, Signs & Stuff

... if you’re bringing or renting a car in your future read on

When parking on a hill (grade 3% or more) your wheels must be curbed 45-degree angle and touching the curb).

And surprise most blocks in SF are located on hills with grades greater than 3%. Also parking brakes must be set in addition to curbing your wheels.

Again just make sure to READ SIGNS...as tickets are expensive:
street cleaning-$78 & up
   towing-$600 & up
Quick run down on color-coded curbs

**RED**
no stopping or parking at anytime

**GREEN**
limited period of parking

**YELLOW**
limited truck loading zones

**WHITE**
passenger loading & unloading areas
Checklist
Move In Recap:

Remember: Review your finances and create a budget plan

☐ If you have roommates create your shared living agreement and decide who is responsible for what

☐ Review the lease and ask any questions you need answered to the property manager/landlord

☐ Review info about the security deposit and how you will gain this money back

☐ Complete a walk through form. See Sample form on OCSS Website

☐ Take pictures of every room from multiple angles especially if there is damage

☐ Update your address form in the Self Service: My USF Site

☐ Contact utility providers with names on account

☐ Forward mail

☐ Purchase Renters Insurance

☐ Complete Shared Living Agreement (if you have flatmates)

☐ Agree with flatmates on bills and utility payment & collection -a great app we’ve noticed is Splitwise
Checklist

Move Out Recap:

☐ Know when your lease ends and/or the date you must renew

☐ Know how much notice you need to give your landlord/property manager before you move out.

☐ Put your move out notice in writing: include the following

☐ current date
☐ your name
☐ your current address & phone number/email
☐ date you intend to move out
☐ date you will return keys
☐ deposit expected (this is to clarify not to cause hostility)

☐ Get your pictures and past walk-through ready for a comparison and discuss what to expect in terms of the refund of your deposit

☐ Request a walk-through with your landlord/property manager

☐ Decide how you will return keys

☐ Organize cleaning of apartment with landlord

☐ Update your address within your MyUSF account

☐ Contact utility/cable company

☐ We recommend: Splitwise App
Public Safety
The goal of the Department of Public Safety is to provide a safe learning environment by working collaboratively with our campus community.

Lone Mountain Lower Level
Telephone: (415) 422-4201 - Dispatch
Fax: (415) 221-3641
Email: dispatcher@usfca.edu
Hours: 24 hrs/7 days
For emergencies, call (415) 422-2911 or extension 2911 from any on-campus phone

Campus Partners

CASA
Center for Academic Student Achievement
The Center for Academic and Student Achievement (CASA) is your home for compassionate academic and personal support that promotes holistic student development.
casa@usfca.edu
TEL: (415)-422-5050

HPS
Health & Promotions Services
In the Jesuit tradition, the Health Promotion Services offers a full range of services and opportunities dedicated to promoting the health and wellness of the USF student body, and fostering a vibrant and safe campus community for student success.
hps@usfca.edu
TEL: (415) 422-5797
FAX: (888)-471-2290

CAPS
Counseling & Psychological Services
Seeks to assist students in developing greater self-understanding and helping resolve problems that interfere with their optimal personal functioning.
Gilson Hall, Lower Level
(415) 422-6352

SHaRE
Student Housing & Residential Education
USF residence halls offer engaging programs; a safe, clean and secure environment; and dedicated staff who strive to support their students.
share@usfca.edu
TEL: (415) 422-6824
FAX: (415) 422-2480
APPENDIX: RESOURCES FOR SAN FRANCISCO TENANTS

AIDS Legal Referral Panel
1663 Mission Street #500
San Francisco, CA 94103
(415) 701-1100
(415) 701-1400 (FAX)
www.alrp.org

Asian Law Caucus
55 Columbus Avenue
San Francisco, CA 94111
(415) 896-1701
(415) 896-1702 (FAX)
www.advancingjustice-alc.org

Asian Pacific Islander Legal Outreach
1121 Mission Street
San Francisco, CA 94103
(415) 567-6255
(415) 567-6248 (FAX)
www.apilegaloutreach.org

Bay Area Legal Aid
(Section 8 and public housing)
1035 Market Street, 6th Fl.
San Francisco, CA 94103
(415) 982-1300
(415) 982-4243 (FAX)
www.baylegal.org

Bayview/Hunters Pt. Community Legal
(Zip Codes 94107, 94124, 94134 only)
4622 3rd Street
San Francisco, CA 94124
(415) 735-4124
(415) 534-3469 (FAX)
bhcommunitylegal.org

Causa Justa::Just Cause
(Spanish-speakers and SRO tenants)
2301 Mission Street, Suite 201
San Francisco, CA 94110
(415) 487-9203
(415). 487-9022 (FAX)
By Appt. Only: Mon & Wed 1-5:00 p.m.
Tues, Thurs & Fri 9:30-Noon & 1-5:30 p.m.
www.cjjc.org

Chinatown Community Dev. Center
663 Clay Street
San Francisco, CA 94111
(415) 984-2728 (call for appointment)
Drop-In Clinic: Mon 2-4:00 p.m. &
Thurs 10:30 a.m.-12:30 p.m.
www.chinatowncdc.org

Homeless Advocacy Project (H.A.P.)
125 Hyde Street
San Francisco, CA 94102
(415) 575-3130
Intake 1-4:00 p.m. –Tuesday only
www.sfbar.org/jdc/legal-services/hap

Housing Rights Committee of SF
(Free counseling; bring proof of income)
(1) 1663 Mission St. (at Duboce St.), 5th Fl.
San Francisco, CA 94103
(415) 703-8644
(415) 703-8639 (FAX)
Mon-Thurs: 1-5:00 p.m.
www.hrcsf.org

(2) 4301 Geary Blvd. (at 7th Avenue)
San Francisco, CA 94118
(415) 947-9085
(415) 703-8639 (FAX)
Mon, Wed, Th, Fri
9:00 a.m.-12:00 p.m.

Legal Assistance to the Elderly, Inc.
(Age 60+)
701 Sutter Street (at Taylor Street)
San Francisco, CA 94109
(415) 538-3333
www.laesf.org

Mayor’s Office of Housing & Comm. Dev.
Displaced Tenant Housing Preference Program
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
(415) 701-5500
www.sfmohtcd.org

San Francisco Bar Association:
Lawyer Information & Referral Service
(415) 989-1616
Justice and Diversity Center
(Eviction Defense-60 day notices only)
Mon-Tues: 3-5:30 p.m.
(415) 477-2377
www.sfbar.org/jdc

San Francisco Community Legal
1200 Market Street
San Francisco, CA 94102
(415) 362-4600
(415) 362-0077 (FAX)
www.sanfranciscolegal.org

San Francisco Human Services Agency
Benjamin Amyes
Disaster Response Manager
Emergency Response Unit
(415) 557-5370 (by appointment only)
benjamin.amyes@sfgov.org

San Francisco Rent Board
25 Van Ness Avenue, Suite 320
San Francisco, CA 94102
(415) 252-4602
(415) 252-4699 (FAX)
Mon-Fri: 8:00 a.m.-5:00 p.m.
www.sfrb.org

San Francisco Tenants Union
558 Capp Street
(near Mission & 21st Street)
San Francisco, CA 94110
(415) 282-6622
(hours vary – call first)
www.sftu.org

SRO Collaboratives:
(1) Central City SRO Collaborative
48 Turk Street
San Francisco, CA 94102
(415) 775-7110
10:00 a.m.-Noon & 2-4:00 p.m. M-Th
(Closed Friday)
www.ccsro.org

(2) Chinatown SRO Collaborative
C/o Chinatown Community Development Center
1525 Grant Avenue
San Francisco, CA 94133
(415) 984-1489
www.chinatowncdc.org

(3) Mission SRO Collaborative
938 Valencia Street
San Francisco, CA 94110
(415) 282-6209, ext. 119

Tenderloin Housing Clinic
(Tenants in hotels and Tenderloin residents)
126 Hyde Street, 2nd Floor
San Francisco, CA 94102
(415) 771-9850
www.thclinic.org

http://sf-fire.org/list-tenant%E2%80%99s-rights-organizations-residentstenants