

A photograph of the Philadelphia skyline, featuring Independence Hall with its iconic clock tower and statue on top. The building is surrounded by other tall city buildings. In the foreground, there are streetlights and a traffic light showing a red light. A green street sign for 'Green St' is visible. The sky is a mix of blue and orange, suggesting sunset or sunrise.

**BROAD STREET RUNS
NORTH AND SOUTH.
TEMPLE LEADS EVERYWHERE.**

LIVING OFF-CAMPUS

**Temple is here to support you
wherever you choose to live.**



| An off-campus living guide for
Temple University students.

INTRODUCTION

Temple is here to help you find your community no matter where you choose to live. The goal of Off-Campus Living at Temple is to enhance student belonging and connectedness to Temple, educate students on prioritizing the safety of self and others, and support the development of the lifelong skill of being an engaged and respectful community member.

Off-Campus Living is a part of Temple's Division of Student Affairs and is a part of its Student Support and Advocacy team. There is a team of professional, graduate, and student staff members dedicated to managing all of your off-campus housing questions. You can email us or visit our office for assistance.



OFF-CAMPUS LIVING
AT TEMPLE

Website: <http://offcampus.temple.edu/>

Location: Dean of Students Suite, 305
Student Center, 1755 N. 13th St.

Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m.

Off-Campus Living Email:
offcampus@temple.edu

Follow us on Instagram:
[@temple.offcampus](https://www.instagram.com/temple.offcampus)

supporting every step of your

OFF-CAMPUS LIVING EXPERIENCE



BEFORE YOU MOVE IN: DO YOUR RESEARCH!

PAGES 3-9

- Finding an Off-Campus apartment
- Temple's Off-Campus Website
- Temple's Best Nest Program
- Key Terms & Questions to Ask your Landlord



YOU'RE IN YOUR OFF-CAMPUS APARTMENT: WHAT NOW?

PAGES 10-17

- Tenant Rights
- Positive roommate relationships
- Communicating with your landlord
- How to be a Good Neighbor/Temple's Good Neighbor Initiative



RESOURCES

PAGES 18-20

- Appendix A: Helpful Temple Phone Numbers
- Appendix B: City of Philadelphia Contact Numbers
- Appendix C: FLIGHT Map

Before you move in...

DO YOUR RESEARCH



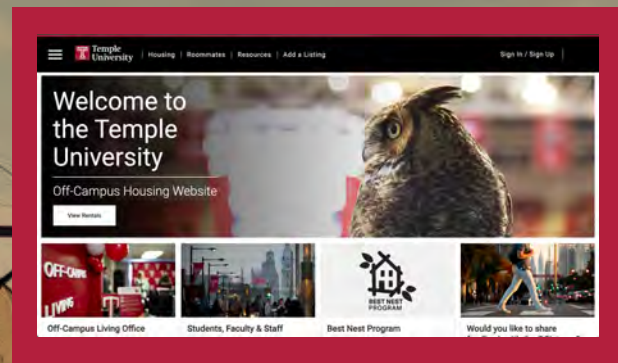
WHAT IS: OFF-CAMPUS HOUSING?

At Temple, off-campus housing is any housing not owned and operated by the university. Temple owns and operates 9 residence halls: Johnson & Hardwick, 1940, 1300, Temple Towers, Morgan North & South, White, and Graduate Housing at Podiatry. Any other building is not affiliated with the university which includes many high-rise apartment complexes, rowhomes, apartments and condos.

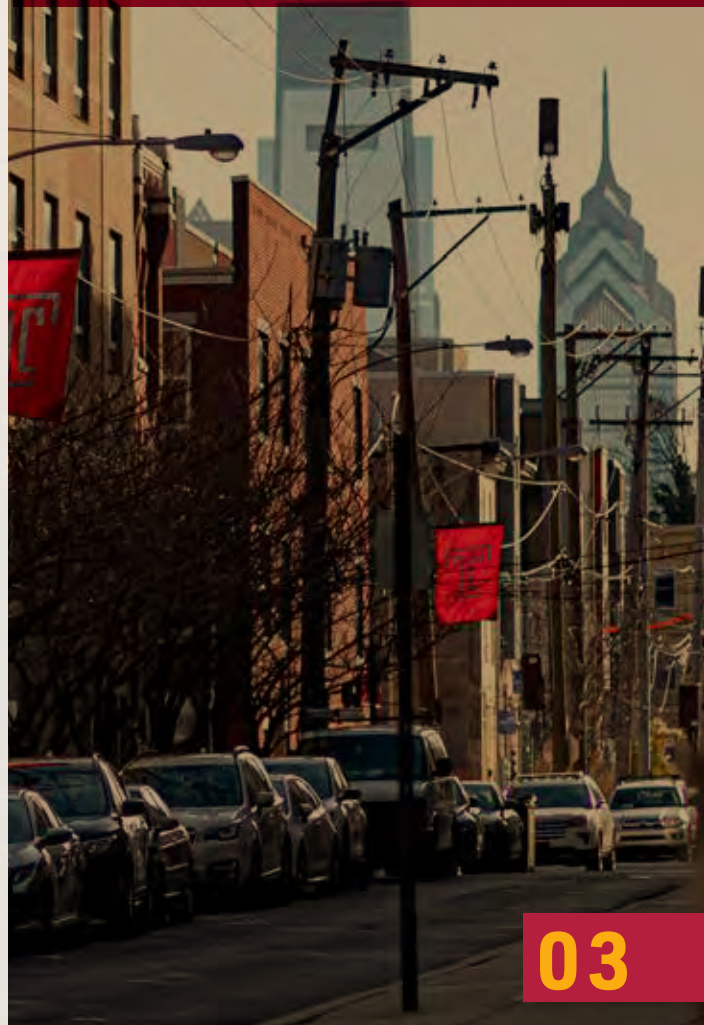
FINDING AN OFF-CAMPUS APARTMENT

We recommend that Temple students looking to live off-campus, in the city of Philadelphia, utilize our Off-Campus Housing website at offcampus.temple.edu.

This site provides students, faculty, and staff with a central hub where they can find housing options, sublets, roommates, and resources about off-campus living. The service is free to students, faculty, and staff, and you create an account using your AccessNet username and password. Temple's Off-Campus Housing website was created in partnership with a third party company - Off-Campus Partners, a subsidiary of Apartments.com - and they help manage the site logistics



visit off-campus.temple.edu for more information



TEMPLE'S OFF-CAMPUS WEBSITE

Temple University's Off-Campus Housing Website includes a variety of helpful resources including the off-campus Housing Search tool that provides information to students looking to live in the off-Campus community. All properties listed on our off-Campus website are required to submit an active rental license to list on the website which means they have met the City of Philadelphia's License & Inspection and various code requirements. The City of Philadelphia's licensing [website](#) has all the information about what it requires of property managers to receive a rental license.

Beyond that, you can also find resources on this site like the Roommate Finder and Resources pages. We encourage you to visit the site to explore this valuable information for students living off-campus.



Housing Search Tool: This searchable database offers hundreds of real estate listings, with options to search by cost, # bedrooms, # bathrooms, lease (mostly 12 month), building type (apartment or house to share), pet policy and whether property is furnished or unfurnished. You can also filter your search to see only properties registered in our Best Nest Program. All listings on the site include:

- Photographs and floor plans
- Maps with proximity to campus
- Links to property email, phone and/or website
- Comprehensive property description including cost, availability, and list of amenities
- Whether a property is registered as a Best Nest property



Roommate Finder: This tool allows Temple students (both undergraduate and graduate) to create a profile to post and search for roommates which includes filter options such as Have a Room/Need a Room, Roommate Gender Preferences, Cleanliness, Pet Friendliness, Graduation Year, and more.



Resource Page: This section offers a wealth of resources split into four buckets: an Introduction to Living Off-Campus, University Resources, Local Resources, and a Landlord Resource Portal. This page also includes a search function if you would like to search our catalog of resources for something specific.

TEMPLE UNIVERSITY'S BEST NEST PROGRAM

Temple University's Best Nest Program is a self-certification program designed for properties in Temple's patrol zone who self-identify as meeting certain criteria that University has defined as important for consideration for recognition into its Best Nest Program. In essence these are properties that meet the standards we set forth in our on-campus residence halls.

The goal of this program is to offer Temple students the ability of searching off-campus housing options that meet certain safety, security, and good neighbor criteria. The Best Nest Program will allow for properties to display recognition as either a Cherry Certified property or a Diamond Certified program on their listing thus providing students with more information about the locations they consider living.

The program is voluntary for landlords and participating properties must re-certify each year and provide Temple with updated documentation that meets the Diamond or Cherry criteria outlined on the next page.



BEST NEST CERTIFICATION CRITERIA

There are two levels of criteria that landlords can use to self-certify that they meet which we call "Diamond" and "Cherry" levels. Landlords submit documentation certifying that they meet each requirement in order to receive a Cherry or Diamond badge on their listing.



CHERRY CERTIFICATION

This set of standards focuses on crime prevention, and these properties meet all the below criteria:

1. Valid and current rental license with the city of Philadelphia
2. Adequate outdoor lighting: defined as is defined as having light that illuminates at least two feet of its immediate surrounding area and illuminates the ground surface beneath it.
3. Outdoor cameras with retrievable video footage



DIAMOND CERTIFICATION

This set of standards focuses on crime prevention (Cherry), residential safety, and being a good neighbor, and these properties meet all the below criteria:

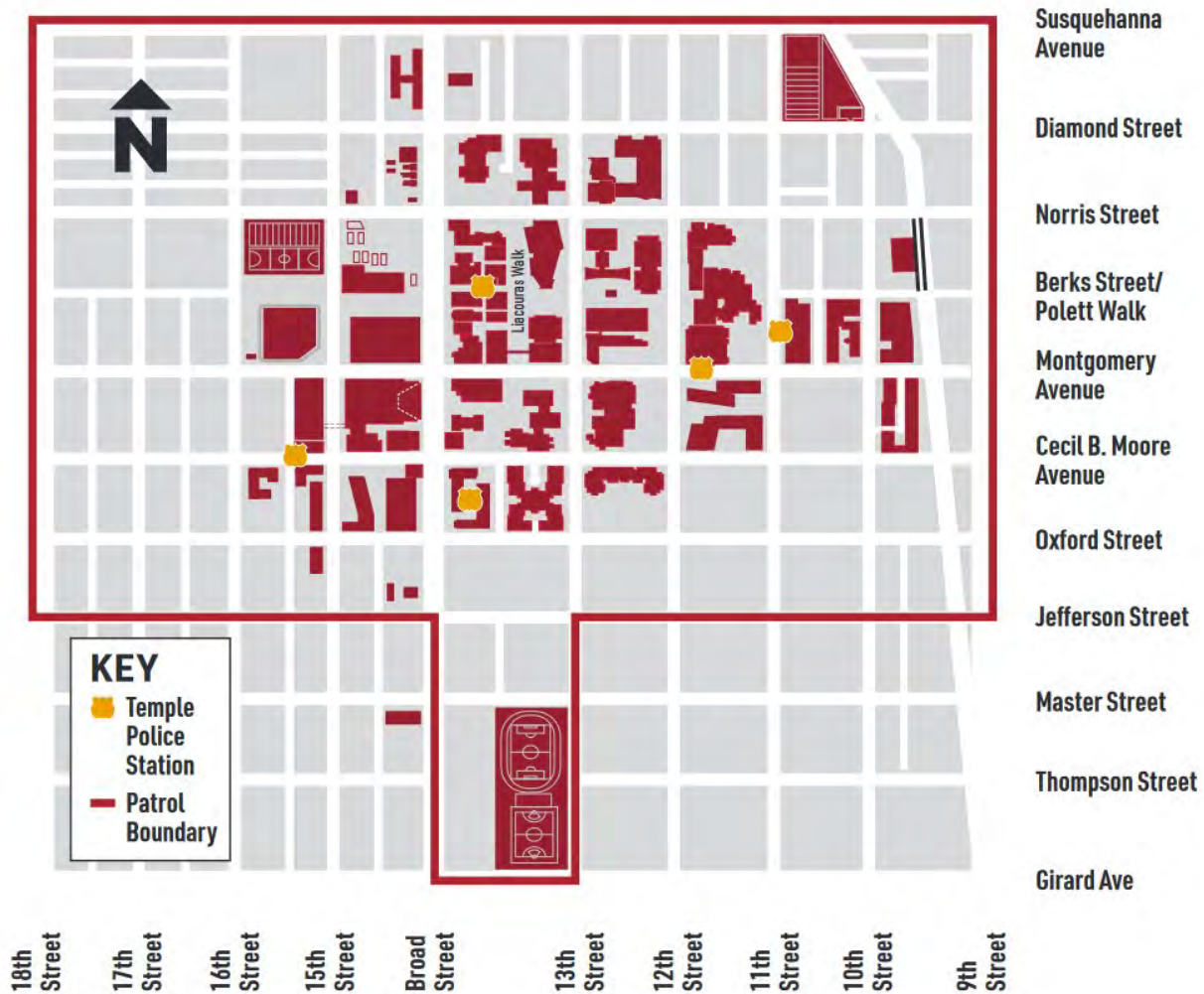
1. Property meets all Cherry certification criteria
2. No current "unsafe" Licenses & Inspection code violations
3. Minimal noise violations in the past year: defined as 2x per leasing year max
4. Minimal trash violations in the past year: defined as 2x per leasing year max
5. Landlords agree to provide enough trash cans and recycling bins for each property. It is recommended that a 32-gallon trash bin is provided for every 3 occupants, and a 32-gallon recycling bin is provided for every 4 occupants

TEMPLE UNIVERSITY

PATROL ZONE

To protect the university community, Temple's Police Force monitors Main Campus. Temple's team of sworn officers have received state-mandated training at an accredited police academy. You can find these officers on bikes, on foot and in vehicles every day. All Best Nest properties fall within the Temple patrol zone where you can expect a Temple police presence. View the university's Main Campus patrol map below to see the police patrol area and the locations of Temple's police stations.

TEMPLE UNIVERSITY MAIN CAMPUS PATROL BOUNDARY





KEY TERMINOLOGY

Lease: A lease is a legally binding agreement or contract between a property owner/landlord, and a tenant. Written leases are binding for the whole duration specified on the contract. Remember that a lease is a document originating with the landlord/management company and as such it tends to represent the landlord/property owner's interests.

Security deposit: A security deposit is an amount of money retained by the landlord and held in escrow for the duration of the lease term. It is used for any damages done to the property during the tenant's occupancy. A tenant cannot use the security deposit as rent payment. According to the Pennsylvania Security Deposit Law, a landlord can charge an amount up to or equal to two months' rent as security deposit in the first year of a lease.

Sublet: Subletting is a way of getting out of a lease or recovering some of the rental money when you get into a one-year lease but need to leave for a time. When things go well, subletting is a good way of temporarily transferring the obligations of a lease. However, if not done properly, subletting can become a problem for the original tenant.

Utilities: Common utilities include water, gas, sewer, electric, trash, and recycling. Make sure the responsibilities regarding payment of utilities are clearly outlined in the lease. If the landlord is responsible for payment of utilities, tenants are protected from utility shut off, if the landlord fails to pay for the utility bills. The tenant must pay the monthly bill to the utility company and can deduct that amount from the rent.

Guarantor: A guarantor is another word for cosigner and is someone who guarantees to be legally responsible for paying the rent as stipulated by the lease, but only if the tenant cannot pay for one reason or another. The guarantor signs the lease with the tenant and stands as reassurance to the property manager or landlord that rent will be paid if you (the tenant) default on payment. A guarantor is not always necessary, but there are circumstances when renters rely on them to be approved for an apartment



TOPICS TO DISCUSS WITH YOUR FUTURE LANDLORD

Utilities: Are they included in rent? If not, what is the estimated monthly cost?

Method of Payment: Do you expect one check from your entire group or do individuals pay their share separately?

Maintenance: Who do I contact in case of a maintenance emergency?
Regular maintenance?

Security: Is there security in the building/area? Are there outdoor cameras?
Sufficient lighting?

Parking: Is parking provided or do I park on the street? Do I need a city permit? *You may also pay for a Temple parking pass to park in one of the university's garages/lots if you choose to.

Renewal: When will we discuss renewal of this lease for the following year?
If I do not renew, what do you need from me when I leave?

While these are a few highlights, you can find a more comprehensive list of suggested questions on the resources page of our Off-Campus website in the "Living Off-Campus" section.

You're in your off-campus apartment...

NOW WHAT?



KNOW YOUR RIGHTS!

A tenant has certain basic rights, whether written into the lease or not. The Landlord Tenant Act of 1951 outlines these basic tenant's rights. Since 1951 there have been certain amendments to the law, such as the "Warranty of Habitability" (1978) and the Philadelphia City Council Ordinance of 1987, making it illegal for a landlord to lock a tenant out, shut off utilities, or harass with the intention of evicting without due process.

In July 1994 the "Plain Language Contract Act" was enacted. According to this act, all residential leases after this date must be written, organized, and designed so that they are easy to read and understand by consumers.

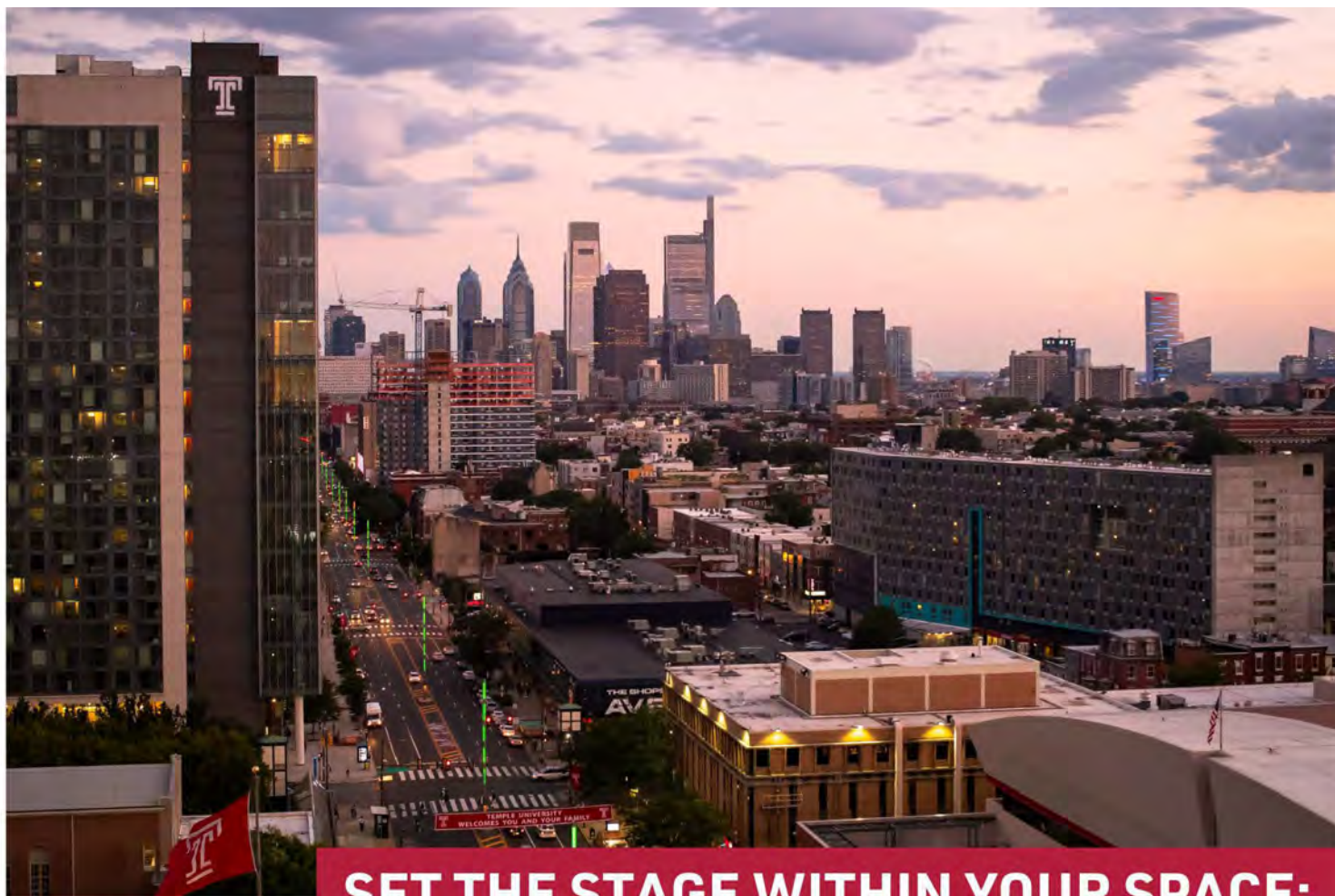
TENANTS HAVE THE RIGHT TO:

- Fair Housing or freedom from discrimination because of membership in a protected class (in the state of Pennsylvania the protected classes are: race, color, national origin, gender, familial status, disability, creed, ancestry, or age over 40)
- Repairs to be made promptly and properly by property owner/manager
- Enforce the right to habitable premises by using legal remedies such as repair and deduct, rent deduction, rent withholding, or move out of uninhabitable premises with the right to recover all prepaid rent and deposits
- A clean, safe place to live, in compliance with the warranty of habitability, which includes:
 - Structurally sound building
 - Waterproof roofs, ceilings, and walls
 - Walls and woodwork properly painted (no peeling paint)



MOVE-IN CHECKLIST

- **Take photos/video of the status of the unit when you moved in:** We recommend saving these in a folder and taking pictures when you move out as well so you are not charged for any damages that were in the unit before you moved in. Check out this walk through **checklist** for an idea of what to look for/document!
- **Set up any utilities not already provided by your landlord:** Some properties set up things like water, gas, and electricity for you, but you are usually on your own for Wifi and could be for some of these. See Appendix B for these phone numbers!
- **Update your Address:** Update your "Local Address" in TUPortal, which the university uses in case of emergency so we know where students are living. Be sure to update your address on any sites you frequently order from (and USPS if it is a new permanent address) to make sure you receive mail & packages!
- **Look up your Trash/Recycling Days:** Enter your address on **this site** to find out when your trash/recycling will be picked up. If you live in a high-rise building, your trash/recycling days may look different as you likely have trash rooms regularly taken out by building staff.
- **Consider Getting Renter's Insurance:** Some landlords require tenants to have rental insurance, and you can always opt in if it is not required. There are many renter's insurance options, but Temple's on-campus housing department partners with **GradGuard** who has a Temple-specific website.



SET THE STAGE WITHIN YOUR SPACE: TALK TO YOUR ROOMMATES!

We hope all Temple students develop positive relationships with their peers: and that includes with your roommates. Before you sign a lease together, we recommend you have important conversations with your potential roommates to ensure you are on the same page.

COMMUNICATION IS KEY: Be clear on your expectations from day one.

DISCUSS THE LEASE TERM: Though many students leave for the summer, most leases are 12-month contracts. Are all roommates responsible for utilities and other expenses during the summer months when they may not be in residence? Will you try to find a replacement roommate? Discuss your plan ahead of time.

DISCUSS UTILITIES: How will they be split? What additional amenities do you want?

SHARING VS. OFF LIMITS: Will you share food, clothes, electronics, etc.? Who will clean & on what schedule?

MAKE A CLEANING AGREEMENT: Consider creating a schedule for household chores so there is a clear understanding of who is responsible for what and when.

ADDRESS CONCERNS WHEN THEY ARE LITTLE: Are your clothes being borrowed faster than you can wash them? Do you feel like you have another roommate because your housemate's partner is always there? Addressing things that bother you while they are still little can help your housemate be aware of something he or she may not otherwise know. Addressing little things is much easier than addressing them after they have become big problems.

COMMUNICATING WITH YOUR LANDLORD

We have outlined a few scenarios you could encounter in your off-campus apartment. Each situation is unique, but these can serve as a starting point to handling these types of situations.

YOU NEED REPAIRS: The landlord is required by law to keep the property up to the standards of the Housing Code at all times. If your lease states that the landlord is not obligated to perform repairs, such a clause is illegal. Maintenance and normal wear and tear are the responsibility of the landlord. You are, however, responsible for repairing all damage due to your misuse, abuse or negligence. Painting and decorating the apartment and preparing it for the next occupant are not your responsibility, unless you have damaged the place beyond wear and tear. When you sign the lease find out what kind of hanging devices you are allowed to use and any requirements the landlord may have regarding decoration of the apartment.

If renting an apartment is conditioned upon the landlord's performing certain repairs/improvements which are not required by the Housing Code, such as changing carpet, replacing mirror, etc., make sure you write these repairs into the lease. Always put a time frame to your requests and get everything in writing.

IF REPAIRS ARE NOT MADE: If you have repair problems, request repairs in writing. If the landlord does not respond in a timely manner, write a certified letter, with return receipt requested. Give the landlord a reasonable amount of time to fix the problem. If repairs are not done, write a second letter, also certified.

If you get no response to the second letter, then you can consider using legal remedies, such as "Repair and Deduct", withholding rent, or moving out and terminating your lease. If you plan to resort to any of the above, we advise you to obtain additional information about the correct procedures from Community Legal Services or the Tenant Union Representative Network (TURN) who's information you can find in the appendix.

For rent withholding or lease termination, request an inspection from the City of Philadelphia Licenses and Inspections. They will attest to any existing violations, the part of the apartment which is not habitable and the necessity for repairs. Do not withhold rent or move out without a prior L&I inspection and report without consulting legal professionals (again, some of these resources are included in the appendix). The Philadelphia Fair Housing Commission assists tenants not only with cases of alleged discrimination but also with serious repair problems.

For emergency situations, make sure you have an emergency contact number for your landlord and that a procedure for dealing with such situations is in place, preferably written into the lease. If you have no other way of convincing your landlord to fulfill the promises of the lease and you must withhold rent, put the rent money in an escrow account or set up a separate account with your bank and deposit the rent money on the day the rent is due. Provide the landlord with information regarding the account in writing.



RENT INCREASES: There is no rent control in Philadelphia. A landlord can increase rent by any amount provided proper notification is given and no violations of the housing code exist on the premises. The landlord cannot raise the rent in retaliation for the tenant exercising their rights.

ACCESS TO THE PREMISES: A landlord must always have access to the premises. In emergency situations the landlord can enter without giving notice. For routine inspections/repairs or showing apartment after tenant has given notice of lease termination, a fair lease will require the landlord to give 24 hours' notice. Many leases, however, ask the tenant to allow access to the premises during reasonable hours on business days. If you sign such a lease, this is what you will have to do. If you, however, feel your right to privacy is violated, you should address this problem in writing and ask for notification. Your rights to privacy and quiet enjoyment supersede any terms of the lease.

CHANGE IN MANAGEMENT/SALE OF PROPERTY: In case of sale of the premises or change in management, your rights to continue the lease are protected by law and by a fair lease. Do not let yourself be pressured into signing new terms with the new owner/manager. Your lease should remain valid until it comes up for renewal. You must be notified in writing about the change in ownership and instructed as to who and how to pay your rent. Your previous landlord must transfer your security deposit to the new owner. The right to continue a lease in case of sale of premises is a waivable right and some leases contain a subordination clause, according to which the new owner can terminate lease or change terms. No such termination is allowed without the notice indicated in the lease.



welcome to the **NEIGHBORHOOD**



Temple University has a rich history of providing educational opportunities for everyone, and for giving back to the Philadelphia community that it calls home. Temple's founder and first president, Russell Conwell, chartered Temple College on May 14, 1888 with the intention of providing access to education to all individuals.

Russell Conwell valued the local community that surrounded Temple College, a sentiment that was evident in one of his most famous speeches, "Acres of Diamonds." The pathway to personal success, he stressed, was largely education. Educated persons, in turn, were obligated to serve others and to help them realize their full potential. Further, it was the duty of all to meet the needs of the community. Conwell said, "We must know what the world needs first and then invest ourselves to supply that need, and success is almost certain." Russell Conwell believed in meeting all needs including spiritual, social, economic, basic life skills, and education.

The Good Neighbor Initiative seeks to continue the mission of Temple University's founding principles by encouraging Temple University students to intentionally engage in efforts to build connections and relationships with the community, not only enhancing the local community, but also enabling student growth and development. Students are encouraged to engage in out-of-classroom learning through community engagement.

This initiative also encourages responsible decision-making in our community, paying particular attention to developing relationships with neighbors, as well as recognizing the disruptive nature of excessive noise, alcohol consumption, trash, and student conduct issues within the neighborhood. It is the University's hope that students integrate into the rich fabric of this diverse community and make a positive contribution to the North Philadelphia neighborhood.

The ongoing relationship between the neighborhood and University enriches the lives of all members of our Philadelphia Community. Off-campus students play an important role in the development of a positive relationship between the university and the community. The residents of the neighborhood have a simple request of our students: Be Good Neighbors.



10 WAYS TO BE A GOOD NEIGHBOR

1. Respect your block: this is your neighborhood!
2. Learn about the history of the neighborhood.
3. Be friendly and courteous. Say hello/introduce yourself when passing in the street.
4. Participate in university events and clean-ups with the neighborhood.
5. Be aware of your block's trash and recycling days.
6. Be mindful of your noise.
7. Be an active participant in your community.
8. Advocate for your neighbors/hold your peers accountable.
9. Be a responsible pet owner.
10. Walk, bike, or utilize public transportation methods including SEPTA.

Visit <https://goodneighbor.temple.edu> for more information about being a good neighbor in the North Philadelphia community.

HOW TO BE A GOOD NEIGHBOR:

OFF-CAMPUS BEHAVIOR

Temple University expects that students conduct themselves with honesty, integrity, civility, and citizenship both on and off campus. The university is committed to assisting neighborhood residents, and students are expected to prevent and respond to disruptive incidents that may arise from student behavior in the local community.

As citizens in the neighborhood students must act in a proactive manner to decrease the likelihood of seriously disruptive behavior in and around their homes by choosing carefully those who they live with and allow in their space. All Temple students are expected to abide by the university's Code of Conduct which you can find **here**.

Students must clearly communicate expectations of roommates and guests and take steps when those expectations are not met to ensure the safety of our shared community.

To contact the Good Neighbor Initiative Committee, email: neighbor@temple.edu

Visit goodneighbor.temple.edu for more information!

WANT MORE? VISIT OUR WEBSITE!

This guide provides an overview of what to expect when looking for and living in off-campus housing. For even more in-depth resources detailing every step of the housing search process, subletting, finding a landlord, and to find sample forms for budgeting, subletting, delegating roommate responsibilities, and more, visit the Resources page on our website.

TEMPLE UNIVERSITY OFF-CAMPUS LIVING:

Website: <http://offcampus.temple.edu/>

Location: Dean of Students Suite, 305 Student Center, 1755 N. 13th St.

Hours: Monday - Friday, 9:00 a.m.-5:00 p.m.

Off-Campus Living Email:
offcampus@temple.edu

Follow us on Instagram:
[@temple.offcampus](https://www.instagram.com/temple.offcampus)



RESOURCES



APPENDIX A

Helpful Temple Phone Numbers

For Wellness, Alcohol, & Sexual Assault Information:

WELLNESS RESOURCE CENTER

tuheart@temple.edu
(215) 204-8436

CAREER CENTER

careercenter@temple.edu
(215) 204-7981

COMMUNITY RELATIONS

(215) 204-7913

TUTTLEMAN COUNSELING SERVICES

(215) 204-7276

STUDENT FINANCIAL SERVICES

sfs@temple.edu
(215) 204-2244

For Campus Programs:

STUDENT ACTIVITIES

(215) 204-7131

STUDENT HEALTH SERVICES

studenthealth@temple.edu
(215) 204-7500

For Student Safety Issues:

TUPD/PUBLIC SAFETY

(215) 204-1234

DEAN OF STUDENTS

dos@temple.edu
(215) 204-7188

UNIVERSITY HOUSING AND RESIDENTIAL LIFE

housing@temple.edu
(215) 204-7184

INTERNATIONAL STUDENT AFFAIRS

international@temple.edu
(215) 204-9570

TEMPLE STUDENT GOVERNMENT

tsg@temple.edu
(215) 204-8727

APPENDIX B

City of Philadelphia Contact Numbers

Department of Licenses and Inspections:

COMPLAINTS AND INSPECTION REQUESTS

(215) 686-2496

HOUSING CODE INFORMATION

(215) 685-3746

LICENSE INFORMATION

(215) 686-2490

PERMIT SERVICES

(215) 686-2567

ZONING INFORMATION

(215) 686-2448

Public Health Department:

AIR POLLUTION AND NOISE POLLUTION

(215) 685-7580

AIR QUALITY (INDOOR)

(800) 438-4318

ANIMAL CONTROL COMPLAINTS (SPCA)

(215) 685-9702

BEHAVIORAL HEALTH SYSTEM

(215) 413-3100

INSECT CONTROL

(215) 685-7414

LEAD POISONING AND PEELING PAINT

(215) 685-2797

POISON CONTROL CENTER

(800) 222-1222

SUICIDE AND CRISIS INTERVENTION (24 HRS)

(215) 686-4420

Legal Resources:**ATTORNEY GENERAL'S CONSUMER HOTLINE**

(215) 560-2414

BETTER BUSINESS BUREAU

(215) 985-9313

BUREAU OF CONSUMER PROTECTION

(800) 441-2555

COMMUNITY LEGAL SERVICES

(215) 981-3700

**COMMISSION ON HUMAN RELATIONS AND
FAIR HOUSING**

(215) 686-4670

LAWYERS REFERRAL SERVICE

(5215) 238-6300

MEDIATION PROGRAM

(215) 683-7200

SMALL CLAIMS COURT, PHILADELPHIA

(215) 686-7987

**TENANT UNION REPRESENTATIVE NETWORK
(TURN)**

(215) 940-3900

Utility Problems:**HEAT COMPLAINTS**

(215) 686-2590

HIGH BILL PROBLEMS

(877) 868-3969

PECO CUSTOMER ASSISTANCE

1 (800) 494-4000

PHILADELPHIA GAS WORKS (GENERAL INFO)

(215) 235-1000

WATER REVENUE BUREAU CUSTOMER INFO

(215) 686-6880

WATER AND SEWER EMERGENCIES

(215) 685-6300

City/Neighborhood Services:**DEPARTMENT OF STREETS (TRASH AND SNOW
REMOVAL)**

(215) 686-5560

PARKING AUTHORITY

(215) 683-9600

PARKING/IMPOUNDMENT

(215) 683-9566

RECYCLING

(215) 685-7329

Emergency:**35TH POLICE DISTRICT**

(215) 686-3350

14TH POLICE DISTRICT

(215) 686-3140

APPENDIX C

Flight Map

Flight is Temple University's nighttime fixed-route shuttle loop service. Flight-branded shuttles circulate throughout the areas within and surrounding the main campus patrol zone, and pick up and drop off students at each of its over 50 stops. The shuttles arrive approximately every 15 minutes at each stop, and you can track the locations of each shuttle in real time using the TransLoc app.

[Click here to view the Flight Website](#)

FLIGHT ROUTE MAP

