

## Rental Procedures

1. Apartment managers usually require current evidence of income three times the price of the rent to qualify applicants. Have an extra copy of the financial guarantee (bank or sponsorship statement or your assistantship offer) used to obtain your visa as evidence of your ability to afford a year's rent. Your visa authorization document, I-20 or DS-2019, is not a financial guarantee. You do not have to show your immigration documents to your landlord for any reason.
2. Some apartment complexes will also require a social security number from the person who the apartment will be rented under. International students are not eligible for a social security number until they have secured employment and new international students are only eligible for on-campus employment.
3. As a guideline to your rental price range, calculate between one third and one fourth of the living expenses required by the International Student Services Office (ISSO) for your first year.
4. Spend time finding (an) apartment mate(s) to help you share the cost of an apartment.
  - Consult the academic department you will be entering, the international student organizations representing your region of the world, and rental advertisements posted in the International Office and elsewhere on-campus.
  - Compare smoking habits, study habits, dietary customs, etc. with the strangers with whom you propose living.
  - Discuss and agree to arrangements for handling bills, ordering telephone service, maintaining the apartment, entertaining guests, buying groceries, cooking, watching TV, and listening to the radio.
5. Look for an apartment that suits your budget and your needs
  - Ask many questions (such as those recommended in the next section)
  - Read the contract carefully
  - Check that the number of apartment mates with whom you plan to live is within the legal occupancy limit for the apartment. (All apartments have a legal occupancy limit.)
6. Make an application for the apartment of your choice. Apply for only one apartment. Ask if your application involves an application fee.
  - Is your application binding? This means that you are making a commitment to sign a lease if your application is approved.
  - You will be asked for a financial guarantee to prove that you can pay for the rent. Use the financial information from your personal, family, or sponsor's support statement or your assistantship offer.
7. When your application is approved you will be asked to pay a security deposit and the first month's rental fee.
  - The security deposit will be held by the landlord during your rental of the apartment. When you terminate your lease, the landlord must send you an itemized bill for any unpaid charges due on the apartment and the remainder of your security deposit.

- Your careful maintenance of the apartment and your timely payment of rent protect your chances of a refund from your security deposit.
8. Sign the lease contract with all your apartment mates.
  9. Inspect the apartment and make a damage checklist within the first few days in the apartment.
    - Detail any damage and/or lack of cleanliness in the apartment.
    - Photographs of the apartment are a reasonable addition.
    - Deliver the damage check list, dated and signed by everyone living in the apartment, to the landlord or apartment manager as soon as possible to provide evidence of the condition in which you receive the apartment and for which your security deposit should not be charged when you terminate your lease.
  10. Apply for electric and telephone service.
  11. Give your new address to the University Registrar's Office, to assure that you will receive official University mailings, and the ISSO to ensure compliance with USCIS rules.
  12. Ask the landlord or apartment manager to help you with any appliances unfamiliar to you.
  13. Request maintenance and repairs in writing to your landlord or apartment manager. Keep a copy of your requests.
  14. Pay your rent before the late penalty period each month. (Payment by registered mail, return receipt requested provides evidence of your timely payment.)
  15. Renew or terminate your lease in writing before the renewal/termination date.