

# 2016-2017

## South Campus Commons Resident Handbook



4250 Lehigh Road, Suite 1101

College Park, MD 20740

Phone: 301-314-2499

Email: [southcampuscommons@cocm.com](mailto:southcampuscommons@cocm.com)

Website: [www.southcampuscommons.com](http://www.southcampuscommons.com)

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## **WELCOME TO SOUTH CAMPUS COMMONS**

Welcome to your new home! We are delighted that you have chosen to reside with us as you begin another year at the University of Maryland. We have excellent facilities to offer and many activities planned to make your experience a positive one. We have prepared this handbook as a quick reference guide to the unique community that has been created for you.

Please take a few minutes to become familiar with our services and procedures. This handbook has been designed to answer your questions about living at South Campus Commons. However, if you have additional questions, please feel free to stop by our offices Monday through Friday, 9:00 AM to 5:00 PM.

We hope moving in will be pleasant and stress-free. Your neighbors, Residence Hall Association, Department of Resident Life, and Capstone On-Campus Management staffs are all looking forward to meeting you and working with you. We hope that the coming months will be rich with wonderful discoveries and experiences, good grades, and new friends.

## **SOUTH CAMPUS COMMONS SERVICES**

### ***Management Office***

The Management Office is located in the left side lobby of Building 1 (suite 1101) and is the center of our management operations. Stop by the office or call x42499 (301-314-2499) to get information about your rental account, speak to us about facilities issues, or any other questions you may have about management operations.

## ***Leasing Office***

The Leasing Office is adjacent to the front door of Building 6 and is the center of our leasing activities. Stop by the office or call x68001(301-226-8001) to get information about re-leasing, renewing your lease, pulling in a roommate, transferring to a new room, or any other questions you may have about leasing activities.

## ***Service Desks***

The Service Desks are located in the lobbies of Buildings 1, 3, and 6.

- Building 1's Service Desk serves residents who live in Buildings 1 and 2.
- Building 3's Service Desk serves residents who live in Buildings 3 and 4.
- Building 6's Service Desk serves residents who live in Buildings 5, 6, and 7.

Stop by your Service Desk or call Desk 1 at x60001 (301-226-0001), Desk 3 at x60003 (301-226-0003), or Desk 6 at x60006 (301-226-0006) for any assistance you may need. Your Service Desk is open 24-hours a day and is a great resource for questions about the campus, contacting our staff, and other general information. During holidays, portions of the summer, and school break periods, all residents are served by Desk 1 only.

The Service Desks also provide the following services:

### **Spare Key & Spare Swipe Checkout**

If you have locked your keys or UMD ID Card in your room, you may borrow a spare key from your Service Desk. When you receive your keys upon move-in, you will sign for them on your key registration card, which lists the following key policies:

- If a resident loses the front door or bedroom key, a core change is mandatory, and the resident will be charged \$150 for each core change.
- If a resident loses a mailbox key, a core change may not be mandatory, but the resident will be charged \$35 for a replacement key.
- To check out a spare key and or swipe card, the resident must verify identity with Photo ID and sign the key or card out on the key registration card.

## Returning Spare Keys & Spare Swipes Late

Loaned Item	When is it due?	What is the late fee?	When is it billed for replacement?	What is the replacement fee?
Spare Key Front /Bedroom Door Keys	1 hour	\$10.00	24 hours from the loan date/time	\$150.00 per key
Spare Swipe Cards	5:00 PM, the next University business day	\$10.00	5:00 PM, the following calendar day	\$10.00
Moving Carts	1 hour	\$10.00	Individualized Follow- up	\$250.00

- Please remember that the first five (5) spare key loans during the lease year are at no charge. On the sixth (6<sup>th</sup>) spare loan and each loan thereafter, a \$50.00 Frequent User Fee is charged to the resident's account (regardless of how long the key is out).
- All charges listed above (except for the replacement ID issued by the University at Mitchell Building) will be charged to the resident's account, and are due without any additional notice five (5) days after the loan or request.

### Check-in and Check-out

Express check-in and check-out services are available at your Service Desk. Please remember, that while you may check-out of your room at any time, check-out alone does not release you from the financial obligations of your lease. For more information, please see the handbook's section on the re-leasing process. In order to properly check out the resident MUST check out-in-person at the Service Desk.

### Package Acceptance/Pickup

Upon the start of your lease, August 22<sup>nd</sup>, the Service Desks will accept packages on your behalf. Once a delivered package is processed, you will receive an automated e-mail as notification. Be sure to set up your email account through Testudo so that you can receive these notifications. When you retrieve a package from the Service Desk, be sure to bring your photo ID so that your package can be released to you. Please make sure that packages have your name and apartment number & letter on them.

### Rent Dropbox

For your convenience, a Rent Dropbox is located near each Service Desk. You may drop rent checks or money orders in the Rent Dropbox. Envelope and postage is not required. Please make sure that your check or money order is addressed to South Campus Commons, is signed, and contains the resident's name and apartment

number.

### Outgoing Mail Dropbox

USPS, not UMD Campus Mail Services, serves SCC. Thus, mail sent to or from a campus will require postage to be applied in order to be delivered. For your convenience, an Outgoing Mail Dropbox is located near each Service Desk. Please remember to apply the correct postage before dropping your mail into the box.

### Resident Assistant on Duty

Your Service Desk will contact the RA On Duty for you if you need them to address an issue. RAs are on duty Monday – Thursday 7:00 PM – 8:30 AM; 24-hours from Friday at 7:00 PM until Monday morning at 8:30 AM; and 24-hours whenever University offices are closed. During the day on weekdays, the Service Desk can connect you with UMD Department of Resident Life staff who work in the South Campus Commons Resident Life Office for assistance. You may also call the office directly during business hours at 301-314-6621.

### Work Orders/Maintenance Tickets

Welcome Commons Resident Name - Unit 1117A South Campus Choose Account Contact Us Logout

Contract Charges Contacts Documents Work Orders RCR

Work Orders

Enter a New Work Order All Dates [31] Thru [31] Go

Display	Number	Unit	Schedule Date	Description	Status
<input type="radio"/> All	W0093585	1117A	03/18/2016	Kitchen - Plumbing (PB)	Complete
<input type="radio"/> Open	W0092884	1117A	02/22/2016	Common Area - General Repair (AR)	Complete
<input type="radio"/> Completed	W0092883	1117A	02/22/2016	Bathroom - Plumbing (PB)	Complete
	W0092761	1117A	02/19/2016	Other (OH)	Complete
	W0090265	1117B	12/02/2015	Other (OH)	Complete
	W0088225	1117A	10/05/2015	Other (OH)	Complete
	W0087322	1117A	09/17/2015	Bathroom - General Repair (AR)	Complete
	W0087212	1117A	09/14/2015	Other (OH)	Complete
	W0085785	1117A	08/27/2015	Bathroom - General Repair (AR)	Complete
	W0085153	1117A	08/20/2015	Bathroom - General Repair (AR)	Complete
	W0084140	1117B	07/31/2015	Other (OH)	Complete
	W0083174	1117A	07/08/2015	Common Area - General Repair (AR)	Complete
	W0082778	1117A	06/29/2015	Other (OH)	Complete
	W0082305	1117A	06/19/2015	Common Area - General Repair (AR)	Complete
	W0078922	1117A	04/04/2015	Extermination/Pest Control (EX)	Complete
	W0073535	1117A	09/21/2014	Other (OH)	Complete
	W0070561	1117A	07/14/2014	Other (OH)	Complete

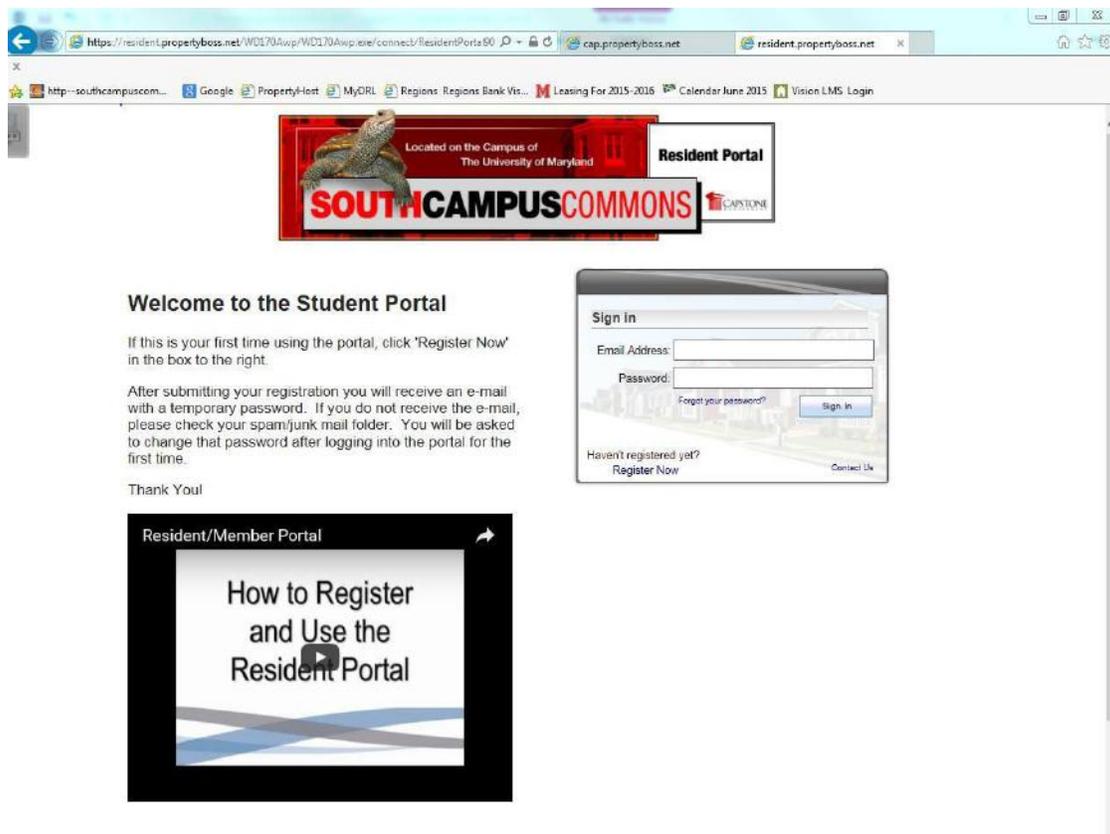
View / Update

Work orders allow you to request that a maintenance technician repair a problem in your apartment. All residents can access the online work order system through their resident portal available at [www.southcampuscommons.com](http://www.southcampuscommons.com). When filling out a work order, please be as detailed as possible. For example, “Dryer is not heating” is much more informative than “Dryer broken”. This kind of specific information will allow the maintenance technician to diagnose the problem and complete your repair much more quickly. If you have questions or concerns about your work order, please feel free to contact the South Campus Commons Office and ask to speak with the Facilities Coordinator.

## Preventive Maintenance

Occasionally, a preventive maintenance technician will post a notice to enter your apartment in order to perform preventive maintenance on the apartment systems. Their preventive maintenance checklist includes tasks such as: changing the air filter in the HVAC system, checking the water temperatures of the bathtubs, checking airflow temperatures from the vents, checking the plumbing for leaks, and cleaning the HVAC coil. When you receive this notice, please make sure that all of these areas are accessible for the technician.

South Campus Commons also provides a preventive maintenance pest control program. Each apartment will receive preventive pest control services twice a year. It is very important that the apartment be clean at the time of this service, so plan to clean the apartment when you receive the notice of entry. The treatment consists of fast-drying gel bait; no sprays will be used for the preventive treatment.



The screenshot shows a web browser window displaying the South Campus Commons Resident Portal. The browser's address bar shows the URL: <https://resident.propertyboss.net/WD170Awp/WD170Awp/site/connect/ResidentPortal60>. The page features a red banner with the South Campus Commons logo and the text "Located on the Campus of The University of Maryland". Below the banner, there is a "Resident Portal" button. The main content area includes a "Welcome to the Student Portal" section with instructions for new users and a "Sign in" form with fields for "Email Address" and "Password". A "How to Register and Use the Resident Portal" video thumbnail is also visible.

## Resident Portal

The Resident Portal is an online service built to assist you in managing your account with South Campus Commons. The online service is free to use. In order to make an online payment, you'll need to register through our Resident Portal if you have not already done so. Once you register, you will have access to your account statement, payment history, roommate information, and maintenance request system.

To register, visit [www.southcampuscommons.com](http://www.southcampuscommons.com), then click on Resident Portal in the upper right corner.

If you are registering for the first time, it may take up to one business day to have your registration approved. If you've already registered, just enter your email address and password to login. You and your Guarantor listed on your account can create separate accounts for your Resident Portal. Your Guarantor registers the same way you do and you receive an email to approve or deny their access to your account. Please note a portal account cannot be activated until your lease start date.

Welcome Resident Name - Unit 1117A South Campus Choose Account Contact Us Logout

Commons

Contract Charges Contacts Documents Work Orders RCR

**Contract**

Contract ID: 23525  
Billing Starts: 11/01/2013  
Billing Ends: 07/31/2016

**Balance**

View My Statement Current Balance: \$0.00

**Payments**

Make a One-Time Payment Last Payment Date:  
Manage Scheduled Payments Last Payment Amount:

**Deposits Held**

Consider using the Resident Portal to pay your rental installments online each month. Once you are logged in, all you have to do is click on "Make a Payment" and follow the instructions! Please note that your payment will not appear on your account until our staff members have posted it, which could be the next business day. Payment can be made by ACH (automated clearing house or direct debit) from your checking account or by credit/debit card. If you use a credit/debit card, a 2.5% processing fee will apply, but ACH payments do not incur a processing fee of any kind.

We hope you'll find these online features to be a helpful convenience. If you have any questions or technical problems, please call (301-314-2499) or email (southcampuscommons@cocm.com) for assistance.

### Bicycle Registration

Our bicycle racks are reserved for our residents only. Bike registration is free, and you may register at any time during the year at the Maintenance Office in Building 1. Once you receive your permit, just attach the permit to your bike as pictured below, and park it at an SCC bike rack. Bicycles may not be parked at trees, railings, signs, or any area other than the bicycle racks provided. Per your lease, bicycles are not permitted in the buildings. All illegally parked or unregistered bicycles will be removed from the community on a regular basis.



**Place your SCC bicycle permit here!**

## Mail & Packages

Your mailbox is located next to the Service Desk that serves the building where you live. Each apartment shares one mailbox, although each resident receives a key. When addressing mail to you, please include your apartment number & letter, as well as the full building address. Please make sure that your friends, family, and associates know your correct building address; improperly addressed mail is considered misdirected and may not be able to be delivered. Packages and overflow mail are received at the Service Desk. However, packages that are not picked up within a fourteen calendar days will be returned-to-sender. It is important to have your UMD e-mail account set up in order to be notified that a package has been received.

Most packages are received at the Service Desk. While SCC staff processes packages from the United States Postal Services (USPS), UPS, FedEx, DHL, LaserShip, and Amazon, any package delivered by USPS that is small enough to fit in your apartment mailbox will be delivered there. We recommend that check your mailbox often and discuss any unknown mail received with your roommates before returning the mail to the Service Desk or discarding the item. **Packages that are not picked up within fourteen (14) calendar days will be returned-to-sender.** It is important to have your UMD e-mail account set up in order to be notified that a package has been received.

**\*Attention\*** The zip code for SCC is **20740**. This differs than the University's zip code. Using any zip code other than **20740** will misdirect your mail, causing a delay in delivery or preventing delivery altogether. **Please make sure family and friends are aware of this information, they may have grown accustomed to previous zip codes.**

### Your mailing address should be written:

Your Name  
Building Address, Apartment Number & Letter  
College Park, MD 20740

### Example of ALL Building addresses:

*Building 1:*  
*Your Name*  
*4250 Lehigh Rd., Apartment Number & Letter*  
*College Park, MD 20740*

*Building 2:*  
*Your Name*  
*7524 Calvert Service Ln., Apartment Number & Letter*  
*College Park, MD 20740*

*Building 3:*  
*Your Name*  
*4318 Knox Rd., Apartment Number & Letter*  
*College Park, MD 20740*

Building 4:  
*Your Name*  
4310 Knox Rd., Apartment Number & Letter  
College Park, MD 20740

Building 5:  
*Your Name*  
6903 Preinkert Dr., Apartment Number & Letter  
College Park, MD 20740

Building 6:  
*Your Name*  
6901 Preinkert Dr., Apartment Number & Letter  
College Park, MD 20740

Building 7:  
*Your Name*  
6801 Preinkert Dr., Apartment Number & Letter  
College Park, MD 20740

We recommend that you file a change of address with the USPS when you move-in and move-out of your apartment so that you minimize interruptions to your mail service.

## **UNIVERSITY SERVICES FOR SCC RESIDENTS**

### ***Telecommunications***

South Campus Commons provides UMD telecommunication packages for all residents. Each bedroom is equipped with a phone line, a cable connection, and an Ethernet connection; an additional cable connection is provided in the living room. Local telephone service is available in each room. Note: Building 7 has one phone line per apartment.

### ***Parking***

South Campus Commons residents are considered on-campus residents for the purpose of obtaining on-campus parking. Please contact UMD's Department of Transportation Services at (301) 314-PARK or visit <http://www.transportation.umd.edu/student.html> for parking information.

### ***Shuttle-UM***

The 125 Circulator shuttle route, serves South Campus Commons. Visit <http://www.transportation.umd.edu/shuttle.html> to find the current schedule for this route and to learn more about other Shuttle-UM services.

## **UMPD**

The University of Maryland Police Department (UMPD) provides patrol and response services to the South Campus Commons community. The UMPD also provides an escort service for anyone who feels unsafe when walking on campus. Escorts are conducted by the Student Police Auxiliary foot patrol program. If you would like an escort, please call the police department at x53555 to request one. You may also use a blue light emergency PERT phone to call for an escort.

## ***Department of Resident Life***

The South Campus Commons community is also served by the UMD Department of Resident Life (DRL). The DRL *Community Living Handbook* is a useful resource for SCC residents and can be found at <http://reslife.umd.edu/communityhandbook/>. Please read the Rights and Responsibilities section carefully – it contains the rules and regulations that your lease requires you to follow, and describes the documentation and adjudication process that occurs in the case of a violation of these rules and regulations.

The Resident Life staff for South Campus Commons includes Resident Assistants, Resident Directors, and a Community Director. The RAs provide social and educational programs for residents, serve as a campus resource, and can assist with roommate conflicts or other areas where you may need help from a staff member. Their efforts are guided by several commitments to students:

- Students should be given opportunities for active involvement in the campus community
- Certain rights and responsibilities should be afforded to each community member
- Community development should be nurtured and responsible citizenship taught
- The academic mission of the institution should be supported and enhanced
- An appreciation for and promotion of diversity should be apparent in the residence hall environment

## ***Beyond the Classroom Program***

*Beyond the Classroom* offers undergraduate students the opportunity to explore exciting civic opportunities in government and the non-profit sectors in the Washington, DC metropolitan area. During the first semester, students will participate in an interdisciplinary seminar on civic engagement and social change in a global context that prepares students for public service on civic issues that matter most to them. During the next semester, students will serve an internship with a government, non-profit or nongovernmental organization working on important civic issues (e.g., civil liberties, democracy, environment, human rights, and social issues) at either the local, national, or global levels, while participating in a seminar that supports their practical experience.

## ***Hinman CEOs Program***

As the nation's first living-learning entrepreneurship program, Hinman CEOs is a groundbreaking program placing entrepreneurially-minded students from all academic disciplines in a unique community to explore new ventures. The mission of Hinman CEOs is to foster an entrepreneurial spirit, create a sense of community and cooperation, and positively

impact the way that students see their career opportunities. Based on a competitive application, students are selected to live together, learn about entrepreneurship, and develop the skill sets to successfully launch and manage new ventures as an undergraduate or later in their career.

## **SAFETY TIPS**

Living on campus does not exempt South Campus Commons residents from possible threats to their personal safety. Thus, please use the following precautionary measures to minimize existing dangers and hazards in the environment.

### ***Personal Safety Precautions***

- Do not walk or bike alone after dark; walk with friends or in a group, call for an escort or ride Shuttle-UM buses. After 3:00am call x4NITE for curb-to-curb service by Shuttle-UM
- Walk in well-lit and well-traveled areas
- Constantly be aware of your surroundings
- Know the locations of the nearest blue light emergency phones
- Be wary of persons you don't know
- Register for UMD Alerts at [alert.umd.edu](http://alert.umd.edu)
- Download the M-Urgency App to your smartphone at [M-Urgency.umd.edu](http://M-Urgency.umd.edu)
- Report suspicious persons or activity to the police
- Stay away from relatively isolated areas
- Plan what you will do if confronted by a potential assailant (run, scream, fight, try to gain his/her confidence while waiting for safe escape opportunity)
- Have a cell phone available
- Have a friend or family member know your whereabouts

### ***Apartment Safety Precautions***

- Keep your apartment and bedroom door locked at all times, even if you or one of your roommates is home
- Carry your keys with you at all times
- Make sure doors close and latch behind you
- Confront persons you don't know; if you can't confront, report suspicious persons to the police and to your Service Desk
- Report damaged or malfunctioning doors, locks, etc. to the Service Desk
- Report "salespeople" or solicitors to your Service Desk; they don't belong in the building
- Escort your guests at all times
- Don't prop doors open
- Don't allow people to enter the building behind you, even if you think they may be a South Campus Commons resident. This kind of "tailgating" is how criminals may gain entry to buildings. Your neighbors will understand and appreciate your caution
- Use your peephole to determine who is knocking on your door
- Get to know your neighbors and watch out for one another. If you see or hear anything suspicious, or witness any illegal activity, notify the police immediately

### ***Fire Prevention***

- Only use power strips with a UL seal and that are not frayed or worn

- Limit the number of appliances that are plugged in or in use at one time
- Do not use or possess fireworks, lighted candles, flammable fuels, or space heaters
- Do not use or possess torchiere halogen lamps or halogen bulbs
- Do not smoke or allow others to smoke in your room or anywhere in the building
- Do not tamper with smoke detectors, sprinklers, or other life safety equipment
- Do not allow anything or anyone to touch sprinklers

## CONSERVATION

As members of the global, campus, and the South Campus Commons community, we all have an obligation to conserve resources such as energy and water. Conservation will help minimize increases in rent costs due to utility usage, so keep the following tips in mind throughout your experience here. Additionally, don't forget that recycling drop-off areas are available on the first floor of every building.

### *Conservation Measures*

- Turn off all lights when you leave a room
- Do not run water longer than necessary
- Turn off all appliances when not in use
- Turn off the television and stereo when you are not at home
- Report leaks, toilet issues, and nonfunctioning windows immediately
- In the winter, leave the thermostat at 72 degrees or less. Lower the thermostat to 70 degrees at night. Close the blinds in the evening and open them in the morning to admit sunlight and warmth through the windows
- In the summer, leave the thermostat at 74 degrees or higher. Close the blinds in the morning to reduce heat from the sunlight and open the blinds in the evening
- If you leave your apartment for more than three days, set the thermostat to 85 degrees in the summer and 68 degrees in the winter
- Close all windows and doors when the heat or air conditioning systems are in use
- Schedule your loads of laundry and dishes to allow you to run the washing machine and dishwasher with full loads every time
- Do not block air vents with furniture or other items

## RENT PAYMENT FAQ

### *What does my lease say about the payment plan?*

It is expressly understood that the full lease rate is due and payable in twelve equal rental installments, as follows:

Payment 1: August 1	Payment 5: December 1	Payment 9: April 1
Payment 2: September 1	Payment 6: January 1	Payment 10: May 1
Payment 3: October 1	Payment 7: February 1	Payment 11: June 1
Payment 4: November 1	Payment 8: March 1	Payment 12: July 1

### *What does that mean?*

Your lease is for a period of 344 days, the total cost of which is listed in your lease as the “**Base Rent**” and payments are made in twelve equal installments. The first payment for each lease is

due on August 1<sup>st</sup>, and the last is due on July 1<sup>st</sup> of the following year. Thus, you make your first payment by August 1<sup>st</sup> (before move-in) and your last payment will be made on July 1<sup>st</sup>, even though your lease will not end until July 31<sup>st</sup>. As the lease period is 344 days, you are not charged for the first 21 days of August, when you are not living here.

***How should my rental payments be made?***

- All rental payments are due and payable as set forth by the lease on or before the first (1<sup>st</sup>) day of each month by credit card, certified check, personal check or money order
- Rental payments can be mailed to South Campus Commons, 4250 Lehigh Road., Suite 1101, College Park, MD 20740 or paid at the Management Office of the same address Monday through Friday, 9:00AM to 5:00PM. You may also place your payment in one of the rent drop boxes located near each 24-hour Service Desk (Buildings 1, 3 and 6) or the Management Office in Building 1, Suite 1101
- Rent must be paid in full. No partial or postdated checks may be submitted. Please write your full name and apartment number in the memo section of the check

***What happens if my rent is not paid on time?***

- A five percent (5%) late fee will be applied to your account if rent is paid after 5:00 PM on the tenth (10<sup>th</sup>) day of the month. Late charges are considered and charged as additional rent. Regardless of the day of week – weekday or weekend- late fees are applicable at 5:00pm on the 10<sup>th</sup> of the month if your installment is unpaid.
- An Eviction Pending Notice will be sent to you after the thirteenth (13<sup>th</sup>) day of the month if rent has not been paid in full. This notice informs you that South Campus Commons may exercise their right to file legal action against you for non-payment of rent and to regain possession of the rental unit
- If rent still has not been paid in full by the fifteenth (15<sup>th</sup>) day of the month, legal action will be filed as stated in the Eviction Pending Notice. The cost for all such actions will be charged to your account. Personal checks will not be accepted for payment once legal action has been filed; the balance must be paid by certified check or money order only.
- Any rent not paid when due will be reasonable grounds for non-renewal of your lease.

***What happens if one of my checks bounces?***

- If we receive a returned check for non-sufficient funds (NSF) from your bank, you are required to repay the amount of the check and all additional charges within forty-eight hours of notification.
- All returned checks are charged a twenty-five dollar (\$25.00) returned check fee in addition to the five percent (5%) late charge, if rental payment is also late.
- After two (2) NSF checks, we will no longer accept personal checks from you; only certified funds (cashier's checks or money orders) will be accepted.

## THE RE-LEASING PROCESS

The following information is designed to help you navigate the process you must follow if you wish to move out of your South Campus Commons apartment before the end of your lease. Please review this information with any prospective re-lessors (individuals taking over your lease) so that both parties fully understand the requirements of the process. You are responsible for finding a qualified student to take over your lease, and you must complete all the steps in this process before you can be released from the financial obligations of your lease. Please follow the steps listed below very carefully. This process can take several weeks to complete due to the many steps involved. The Leasing Office is unable to rush any part of the process, so you must give yourself at least three weeks between the submission of a releasing request and the preferred move-in date. It is important that you read the process in its entirety before beginning the process.

### Step 1: Find a re-lessor

Though it is your exclusive responsibility to find an eligible re-lessor, there are many resources available to help you do so. We also offer a re-leasing bulletin board at [www.southcampuscommons.com](http://www.southcampuscommons.com) where residents and re-lessors can list their apartment/interest. The Leasing Office also maintains a prospective re-lessor list for residents to communicate with potential re-lessors (offered during SUMMER re-leasing only).

### Step 2: Submit a re-leasing application

The next step in the re-leasing process is to submit a re-leasing request form. To do this, the current resident will have to visit [www.southcampuscommons.com](http://www.southcampuscommons.com), select Residents, and then scroll down to select "The Re-Leasing Process." After carefully reading through the instructions, log-on to your online MyDRL ([mydrl.umd.edu](http://mydrl.umd.edu)) account to submit a request with your re-lessor's name, e-mail address, and preferred move-in date, and your move-out date. Your re-lessor's preferred move-in date and your move-out date must be two (2) business days apart. Upon completing the request, the potential re-lessor will receive an automated e-mail stating the information you submitted. They must accept this offer following the instructions in the email *before* we are able to send their information to the University for approval.

### Step 3: Determine your re-lessor's eligibility

The University of Maryland's Department of Resident Life must approve all re-lessors for SCC residency. Throughout the academic year, the Department of Resident Life uses the following criteria to determine student eligibility for SCC residency:

- The student must be a full-time, registered Undergraduate student at the University of Maryland, College Park.
- The student must be in good financial, judicial, academic, and registration standing.
- Resident Life also examines the re-lessor's housing commitment group, whether or not the student lives in the Residence Halls, and/or their position on the waiting list for South Campus Commons. Depending on the time of year and demand for re-lessors, the eligibility criteria relating to commitment group, housing status, and waitlist group is different.

For the summer only, any student at the University of Maryland, College Park with good financial, judicial, academic, and registration standing is eligible to lease at SCC.

While it is helpful to ask the above qualifying questions of your re-lessor yourself to determine if they are likely to be approved, remember that some of these qualifying criteria are very sensitive subjects, and your re-lessor may not wish to discuss these matters with another student. Eligibility status will ultimately be determined by completing step 3 of the Re-Leasing Process.

Once a decision has been made by the University, both the current resident and the re-lessor will be notified by email. If rejected, follow-up may be required. If approved, you are now able to pick a re-leasing appointment through the on-line scheduling system.

The Department of Resident Life determines the eligibility of all residents looking to sign leases in South Campus Commons. In order to facilitate this eligibility request, please ensure that the email address submitted in your re-leasing request online form is correct. If you have any questions about whether or not your potential re-lessor is eligible, please contact the Public/Private Partnership Office by emailing [pppleasing@umd.edu](mailto:pppleasing@umd.edu)

### **Step 3: Sign your re-leasing paperwork:**

You should begin this process at least ten (10) business days in advance of your transfer date.

You and your re-lessor will need to schedule an appointment online. Once the appointment is set, you will receive a confirmation email with information to read. This appointment will be with the South Campus Commons leasing staff in Building 6 where you will sign your re-leasing paperwork and make payments. This appointment must occur at least two (2) business days prior to your re-lessor's check-in date to avoid any delays. You must bring the following items to your appointment:

#### **If...**

A. ...the current resident's appointment and lease end date are within the same month, the current resident will only pay a \$100 lease transfer fee in certified funds (money order or certified check only) at the time of the appointment. If Resident does not have all monies at the time of the appointment, the Re-leasing Appointment will be rescheduled.

- Example: Re-leasing Appointment is scheduled for May 10th and lease end date is May 31st.

B. ...the current resident's appointment and lease end date occur in different months, the current resident will pay a \$100 lease transfer fee and future rental installment(s) in certified funds (money order or certified check only) at the time of the appointment. If Resident does not have all monies at the time of the appointment, the Re-leasing Appointment will be rescheduled.

- Example #1: Re-leasing Appointment is scheduled for April 25th and the lease end date is May 31st, Resident pays lease transfer fee and May rental installment at the time of the Re-leasing Appointment.

- Example #2: Re-leasing Appointment is scheduled for April 25th and the lease end date is June 30th, Resident pays lease transfer fee, and May and June rental installments at the time of the Re-leasing Appointment.

Your re-lessor must bring the following items to your appointment. We do not accept cash, credit card, or debit card for these payments:

- The re-lessors \$30 check/money order for the Application Fee. The re-lessors \$300 check/money order for the Lease Reservation Fee.
- When applicable, a \$65 money order for cleaning. Payment should be made out to Educated Cleaners.
- Application Fees, Lease Reservation Fees, and Lease Transfer Fees should be made payable to South Campus Commons and should contain the appropriate student's name (current or new resident), apartment number, and bedroom letter.

The following items will be provided by our leasing staff at your appointment:

- Re-lease Agreement to be signed by both parties
- Your re-lessor's Lease Agreement

Important: Monthly rent installments are due on the first of each month. The person in possession of the lease on the 1st of the month is responsible for the rental installment. Rent is not prorated and South Campus Commons will not issue refunds for installments owed prior to the lease transfer. Any exchange of money relating to partial rent payments or personal refunds is solely between the lease holder and the re-lessor.

**Use this worksheet to track your progress!**

**Prospective re-lessors:**

Name	Campus Phone	Cell Phone	E-mail Address	Approved?

**Re-leasing application checklist:**

My information for the re-leasing application	My re-lessor's information for the re-leasing application
Name:	Name:
Campus Phone:	Campus Phone:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Student ID:	Student ID:
Move Out Date*:	Move In Date*:

\*The move-out and move-in dates must be at least two business days apart!

I must provide the following item at the re-leasing appointment:

- \$100 lease transfer fee (certified funds only)
- Remaining rental installments if applicable (certified funds only)

My re-lessor must provide the following at the re-leasing appointment:

- \$30 Application Fee check/money order made payable to South Campus Commons
- \$300 Lease Reservation Fee check/money order made payable to South Campus Commons

### **Step 5: Check-out of your apartment**

You must vacate your apartment by midnight on the date that you have set with the Leasing Office. You must take all of your belongings with you. You are not permitted to leave anything in the apartment for the resident coming into the space or for other roommates. Your space will be inspected after you return your keys so any items left in your space will be removed from the apartment at your expense. You are personally responsible for returning all keys signed out to you at the time of check-in to the Service Desk on the check-out date. The Service Desk will not accept your keys from anyone other than yourself as a means of checking out; including a roommate, a relative, a friend, or your re-lessor. Leaving them in the apartment is also not acceptable and will result in billing. If your keys are not returned at the time of check-out you will be charged for the core changes of each key not returned.

### **Consequences of Illegal Re-leasing**

Illegally re-leasing a South Campus Commons apartment to an unapproved individual is strictly prohibited. If you are found illegally subleasing your apartment, the leaseholder and the illegal re-lessor may be referred to the University of Maryland judicial process according to the Rights and Responsibilities handbook, Section B, 26. As the illegal re-lessor, you will be required to move out of the apartment immediately or go to the Leasing office to make your stay here official.

Failure to check in through the Landlord is subject to a \$200 administrative charge. Failure to check in or out at a designated Service Desk is also subject to a \$100 improper check in/out fee. Furthermore, current residents who do not properly check their keys into a Commons staff member at the Service Desk are subject to a \$150 core replacement fee in addition to a \$35 per key replacement fee. Only legal lease holders will be permitted to sign out the replacement keys in such circumstances.

To avoid incurring these charges and judicial sanctions, and to preserve the security of our community, it is imperative that all residents use the outlined re-leasing process to re-assign their leases to new applicants.

### **Summer Housing Guidelines**

Residents who are staying in their same bed or who are approved by the Management Office to directly transfer into their new room for the following lease year must follow the living arrangement guidelines below so that the apartment can be prepped for the upcoming lease year.

### **Guidelines for Residents during Summer Transition**

During the following period of time at South Campus Commons from August 1, 2016- August 21, 2016, you must abide by the following rules:

- All kitchen items must be in cabinets or the refrigerator. The sink, stove, and counter tops must be free of personal items. All items must be stored on the top shelf of the refrigerator only.
- All personal items in the bathroom must be off the countertops, bathtub, sink and floors. Items cannot be stored in bathroom medicine cabinets or under the sink. You may leave your shower curtain. All bathroom items should be stored in the individual bedroom.
- In the common area all non-furniture items must be stored in your bedroom.

If the above guidelines are not followed and we are unable to clean your apartment on our regular cleaning schedule for the incoming resident(s), then you will be billed.

If you plan to be away during this period, please ensure you complete the above procedures before departing.

## TRANSFER INFORMATION

### **Are you currently living in SCC and transferring bedrooms or apartments for 2016-2017?**

**What is a transfer?** If a resident is currently living in SCC and will be moving to a new apartment or bedroom in SCC for the 2016-2017 lease year, they are considered to be “transferring”. They will need to completely move all belongings out of their current bedroom and apartment at the end of the lease period and find a place to store them that is not on SCC property. Their new unit will then be cleaned and prepared for them and they can move in at the start of the new lease.

**What is a direct transfer?** If a resident absolutely cannot move out of the building for that period of time, they can **apply** to directly transfer into their 2016-2017 space. With this option, residents take the new space as the outgoing resident leaves it. In other words, the resident will be taking the unit “as is” (i.e. there will be no cleaning, painting, carpet cleaning, repairing of damages or other maintenance concerns addressed by SCC staff). Residents will have to be able to move during an assigned date and time, no exceptions.

#### **Requirements of Direct Transfers (must be able to meet all requirements):**

1. Be able to move into your new space during any assigned window of time. You will be given a six-hour window of time to move all belongings from one space to another.
2. Be willing to take the new apartment/space **“AS-IS”**. This means that our staff will not do ANY cleaning, painting or preparing of the new space. You will get the apartment EXACTLY as the departing resident left it. Allowing direct transfers does not give us any time to prepare the space for a new resident. Be sure you are willing to take the space exactly how the person before you left it, which may not be to your standards.
3. Once moved into your new space, you will need to keep items stored in your bedroom or in cabinets so that staff will be able to work within your apartment if there is an additional new resident moving in.

**Application:** You will need to submit an application if you are interested in directly transferring into your new apartment. Applications are available online at [www.southcampuscommons.com](http://www.southcampuscommons.com) under the “Current Events” section. All Direct Transfer applications are due no later than 5:00pm on the deadline. You will then be notified about whether or not you will be able to directly transfer into your new space. **Not all applications will be approved.** Staff will examine individual needs and circumstances including classes, internships, permanent address and other extenuating circumstances.

If for any reason, you are unable to agree to these requirements, you should consider the same-bed option on your online renewal intention form and begin making arrangements at this time. If you know you must stay at SCC during this period, you need to seriously consider the same bed option. That is the only way to guarantee the ability to stay.

If you have questions, please feel free to contact the Leasing Office at 301-226-8001.

### **CONTINUING ELIGIBILITY**

In addition to being eligible to live in SCC when you apply, it is your responsibility to maintain eligibility throughout your stay. If you do not maintain full-time status as an undergraduate student of the University of Maryland College Park, your lease may be terminated and all unpaid monthly installments become immediately due (see #4 of your South Campus Commons Lease). The following are examples of situations which may fit this category:

- Academic dismissal
- Housing termination
- Reduced credit hours (part-time student)
- Leaving the University for medical reasons
- Transferring to another university

If you feel there are extenuating circumstances around your situation such that you should be allowed to remain in SCC despite no longer being eligible, please submit a written appeal to the Leasing Office at [southcampuscommonsleasing@cocm.com](mailto:southcampuscommonsleasing@cocm.com). Please note that submitting your keys to the Service Desk does not end your lease. You will continue to be financially responsible for your lease.

### **CHECK-OUT**

If you decide to check-out of your room for any reason, please follow the proper procedure. When you have all of your belongings out of your apartment, it is clean, and you have checked your mailbox for a final time, you will be ready to check-out. Just stop by your 24-hour Service Desk, complete a check-out form and submit your keys. The Community Assistant at the desk will give you a copy of your check-out form agreement as confirmation that you submitted your keys. If you have lost your keys, you will be charged \$150 for each bedroom/front door lock change and \$35 for the replacement of your mail box keys. If you check-out early and follow this procedure, you will still be responsible for paying your rent. However, you will not be held responsible for damages and/or cleaning fees that may occur after your check-out date.

At a minimum, your apartment should be returned to the condition it was in when you moved into the apartment. The Management Office can provide additional guidelines on what you should do before moving out. Do not forget to remove all unwanted items from your room and take any large items to the dumpster areas. Also, if you leave items in your unit, they will be considered abandoned property and thrown away at cost to you.

You may wish to have your damage inspection done when you are present. Limited appointments, during normal business hours, are available for inspections. Stop by the Management Office in Building 1 or call (301)314-2499 to make your appointment. You must schedule your appointment at least two business days before you want to check-out and when your appointment time arrives you must be ready to permanently leave your room. If your belongings remain or your cleaning is not complete, you will forfeit your appointment. Please note, additional information will be provided near the end of the lease period.

### **FACILITIES FAQ**

We have collected the most frequently asked facilities questions for your reference. This information will help you set up your apartment and maintain it throughout the year.

### ***How should I hang pictures on the wall?***

However you hang pictures, the goal is to minimize the damage to the walls. The best things that we have found for this purpose are tacks and picture hanger hooks. Do not use screws, nails (except finish nails), tape, adhesive pads, or putty of any kind!

### ***Why can't I hang anything from or near the sprinklers?***

The sprinklers are extremely sensitive and may go off if jostled, or tampered with. If this happens, your apartment will flood within seconds! So be respectful of this equipment.

### ***What should I do if my phone doesn't work?***

If you think there might be a problem with your phone, first make sure your phone is plugged into the correct jack. The phone line jack is white and the Ethernet jack is orange. If that doesn't solve the problem, you can use your Service Desk's courtesy phone to call x51500 or 4DATA for assistance.

### ***What should I do if my cable doesn't work?***

First check that your cable cord is securely attached to your TV and the wall jack. Also check to see if the TV is properly programmed through your remote control. When programming TV, use the digital cable option. If that does not correct the problem, call x4-CATV (301-314-2288) to request service. You'll need to share with the customer service representative that you live in South Campus Commons. If they do not recognize your service address, please contact the Management Office for additional assistance.

### ***What should I do if my apartment has a pest control problem?***

The first thing you should do is clean your apartment, as pests usually result from unsanitary conditions, such as improperly stored food, or organic residue in your garbage can. If the problem persists, submit a work order so that our Facilities staff may evaluate the problem. The Facilities staff will have our pest control company treat your apartment on their next visit. Pest control comes to SCC on Mondays and Thursdays. Please place a work order for pest control before 8:00 am on those days so that we may assess the situation as quickly as possible. If possible, capture a sample of the pest, so that our entomologist may accurately identify the species and treat accordingly.

### ***What should I do if an outlet in the bathroom or kitchen does not work?***

There are two GFI buttons on several outlets in these areas: a test button and a reset button. If an outlet doesn't work, simply push the reset button on the closest outlet.

### ***What should I do if I lose power in an area of my apartment?***

If there's a power outage in a specific area in the apartment, you should find the breaker box, which is a metal insert in your wall in the kitchen or hallway. There are two columns of switches in the breaker box. Each switch in a column should be facing the same direction – towards the middle. If one switch is out of alignment, flip it away from the middle and then back to the middle, so that they are lined up again. If all of the switches are aligned correctly, locate the switch which matches the specific area where the power outage exists (e.g. the bathroom or kitchen) and flip it off and then on. In Building 7, the light switches will need to be turned off before resetting the breakers.

### ***What should I do if my dishwasher has bubbles coming out of it?***

If this happens, you have either used regular hand dishwashing soap in the dishwasher, or used too much dishwasher detergent. In the future, change to dishwasher detergent, or be more careful in

measuring it. Pour a cup of cooking oil into the tub and run the rinse cycle. You may have to repeat this two or three times until the foam disappears.

***Will the maintenance staff change light bulbs for me?***

Yes, the maintenance staff will be happy to change light bulbs for you on all apartment fixtures.

***What should I do if my toilet is clogged?***

If you do not have a plunger, you can get one from the Service Desk. Continuously pump the plunger to create opposing suction and force to clear the obstruction. If your toilet is overflowing, turn the valve on the lower left-hand side of the wall behind the toilet clockwise until it stops. Use something to soak up the water before it flows to the apartment below and submit a work order.

***What's the difference in the heating and air conditioning systems at SCC?***

The heating, ventilation, and air conditioning (HVAC) systems in Buildings 1 and 2 is a steam and chiller system providing heat, air conditioning, and hot water to these two buildings. The steam system can only be set for either hot or cold air, but not both simultaneously. Each apartment has a dial regulator that controls how much of the heated or cooled air is pumped into the apartment. It takes approximately five days to transition between heating and cooling modes, and these transitions happen in the fall and spring of each year. Buildings 3, 4, 5, 6 and 7 have individual "split" HVAC systems with digital thermostats for each apartment, similar to what is found in most single-family homes. To avoid HVAC complications in Buildings 3, 4, 5, 6 and 7, only use heat during the winter and AC during the summer. Using heat during the summer or AC during the winter can cause significant damage to the equipment.

***What should I do if my air conditioning stops working in Buildings 1 or 2?***

If your A/C stops working, please check to be sure that the HVAC closet louvered door is not blocked. The air handler in your unit needs an air source in order to circulate the conditioned air within your apartment. If this does not resolve the issue, call the Service Desk to determine whether there is a building-wide outage. If not, please submit a work order.

***Why does my water need time to warm up in Buildings 1 or 2?***

The hot water circulation system for these buildings is very large. So, if there is not a lot of usage to keep the hot water circulating, it can take some time to pull the hot water to your apartment. If you find that this is an issue, just let the shower run for a few minutes. If this does not resolve the issue, call the Service Desk to determine whether there is a building-wide outage. If not, please submit a work order.

***What should I do if my air conditioning is leaking in Buildings 3, 4, 5, 6, or 7?***

If your air conditioning (A/C) is leaking or "iced up" then you should turn it off and turn the unit's fan to "On". Place towels just outside your A/C closet to soak up the water and put in a work order to have the unit checked. To prevent this from happening again, be sure that the thermostat is always set above 70 degrees.

***What should I do if my air conditioning is not working in Buildings 3, 4, 5, 6, or 7?***

If your A/C stops working, check the thermostat to make sure it's set higher than 70 degrees and is on

auto. If the thermostat was set lower than 70 degrees, your unit has probably frozen up. In this case, follow the steps outlined above. If this does not resolve the issue, submit a work order.

***What would happen if someone damages the carpet in the apartment?***

If damage to the common area carpet is brought to our attention or noted during an inspection, it would result in an evenly split fee among the roommates in the apartment, unless someone admits full responsibility. Please take care of your carpet by not allowing roommates to smoke, bring in bikes, or use hookahs in the apartment. Vacuum your apartment regularly.

***What is a maintenance emergency?***

A maintenance emergency is one which jeopardizes the safety of a resident or when basic life needs are not provided for. In case of a maintenance emergency, the Community Assistant at the Service Desk will activate the 24-hour on-call system and a staff member will come in to solve the problem. Work orders are prioritized by Life Safety, Building Safety, other water issues, other electricity issues, and general repairs.

Situations that would be considered emergencies are (Please put in a work order):

- Both toilets in unit are clogged
- Heating doesn't work and temperature outside is under 45 degrees
- Air conditioning doesn't work and temperature outside is over 95 degrees
- Unit door will not lock
- No electricity in unit
- Flooding
- Broken window (both panes)
- Inoperable smoke detector

Situations that are not maintenance emergencies, but would be handled as soon as possible the next day include (Please put in a work order):

- Clogged toilet in a unit where another toilet works
- No hot water
- Clogged garbage disposal
- Refrigerator/freezer is not cooling food to safe temperatures (Try to keep the refrigerator door closed until Maintenance can get there.)
- Stove doesn't work
- Heating doesn't work and temperature outside is over 45 degrees
- Air conditioning doesn't work and temperature outside is under 95 degrees
- Bedroom door won't lock
- Clogged shower (Boil a pot of hot water and pour it down the drain. This will begin to alleviate the problem)
- Electricity out for one or two items
- Washer/Dryer doesn't work
- Smoke detector low battery indicator is sounding

Situations that are not emergencies and would be dealt with in priority order include:

- Closet door is off track
- Dryer doesn't heat
- Blinds don't go up/down
- Water drains slowly

- Broken towel rack
- Light bulb needs to be changed

**What can I do to ensure that I don't receive damage/cleaning charges?**

There are several steps that you can take to ensure your apartment in good condition at the end of your lease:

- Clean your apartment at least once a week. Pay special attention to vacuuming the carpets, cleaning the toilets, bathtubs, sinks, tile floors, oven, stovetop, drip pans, microwave, refrigerator, and countertops. It is wise to set up a cleaning rotation between all tenants to ensure a clean apartment at check-out
- Keep your walls in good condition: hang only one or two pictures per wall using the methods recommended above, do not place furniture directly against the walls.
- Put a mattress pad or mattress cover on your mattress to protect it from stains
- Do not install additional items such as shelves, hooks, or over-the-door hooks
- Follow the instructions in your move-out letter to prepare your apartment for move-out. Be sure to coordinate your move-out preparation with your roommates, since common area issues are billed to all residents of the apartment

**What is the typical procedure for repairing a hot water heater?**

When repairing hot water heaters, we follow these procedures:

- First response, we reset the breaker on the thermostat
- Second Response, we replace the thermostat
- Third response, we rebuild the heater (both thermostats and both elements)
- Fourth response, we replace the water heater

With this policy in mind, residents should be aware that water heater issues may require multiple work orders before the issue is resolved.

**APPLIANCE QUICK REFERENCE GUIDE**

This guide provides you with helpful tips for using your apartment's appliances safely and efficiently. If you have any other questions about your appliances, you may wish to download the user's manuals from the internet – they are very helpful to have handy!

Appliance	Do	Don't
Stove	<p>Clean the hood filter, stovetop, and oven regularly.</p> <p>Use the stove's hood fan to prevent a small amount of smoke from setting off the fire alarm.</p>	<p>Heat oil at a high temperature – it may catch fire.</p> <p>Use water to attempt to extinguish a kitchen fire.</p> <p>Leave the stove unattended while in use.</p>

Microwave	<p>Clean the microwave regularly.</p> <p>Use microwave-safe dishes.</p>	Put items containing metal or aluminum foil in the microwave.
Garbage Disposal	<p>Run cold water down the drain the entire time the disposal is in use.</p> <p>Have the disposal on before putting anything in the disposal.</p> <p>Mix some disinfectant cleaner with water and run it through the disposal monthly to control odors. You can also use Afresh for garbage disposals.</p>	Place hard objects such as bones or eggshells, fibrous foods such as asparagus, large quantities of food, or inorganic objects into the disposal.
Dishwasher	<p>Make sure that the water jets have sufficient clearance to clean each load of dishes.</p> <p>Rinse dishes off before putting in the dishwasher.</p>	<p>Use hand soap or other detergents not designed for the dishwasher. Overload the dishwasher.</p> <p>Place non-dishwasher safe items into the dishwasher.</p>
Refrigerator/Freezer	<p>Clean the refrigerator regularly.</p> <p>Have 1/2" clearance around the freezer walls.</p>	<p>Overload shelves or door storage.</p> <p>Block bottom vent in freezer.</p>
Washer/Dryer	<p>Clean the lint filter after each use.</p> <p>Rinse, with water, lint filter regularly</p> <p>Wait a few minutes before you unload the washer for it to unlatch after the end of the cycle.</p> <p>Check pockets for objects before loading washer.</p>	<p>Overload the washer such that the agitator cannot move freely – this may result in flooding and damage to the motor.</p> <p>Wash plastic items, items with exposed cotton backing, or oversized items.</p>



## **EMERGENCY PREPAREDNESS**

Although we hope emergencies won't happen, it is best to be prepared. South Campus Commons staff will do their best to help you, but you need to do your part as well. Follow the three steps below and you'll be ready!

### ***Make a Kit***

You should have a few emergency supplies stashed away in case of an emergency. Ideally, you should have two kits, one in your apartment and the other in your automobile. These kits should include: water & food (non-perishable), can-opener, first aid supplies, flashlight/batteries, battery-powered AM/FM radio, corded telephone, and medication or any other special item you can't do without.

If you are evacuated to a campus emergency location, you'll only be able to bring one piece of baggage, so be sure that you have the following supplies accessible to be quickly packed at all times: clothing, pillow/blanket, towel & soap, toothbrush/toothpaste, shower shoes, medicine, flashlight, padlock, phone card, snacks, something to do (books, games, etc.).

### ***Make a Plan***

If an emergency occurs, you want to know what your resources are, and have a plan ready. Keep the following issues in mind when drafting your personal emergency plan:

- If you had to evacuate campus for a few days, where would you go in the local area?
- Do you have an out-of-state contact to help you communicate with your family members? It may be easier to make a long-distance phone call than to call across town if local circuits are busy.
- Will SCC staff be able to contact you with updates about the situation? Make sure you keep your emergency contact information up-to-date with the SCC Management Office.

**Be Informed...**



**... About fire alarm procedures**

If the fire alarms sound, you must evacuate the building. Exit your apartment and go to the nearest emergency exit via the stairwell – don't use the elevator if the alarms are sounding! Go down to the first floor, exit the building, and proceed to the assembly point listed in the chart below. Find the Resident Life Staff member assigned to your assembly point and remain at the assembly point until the Resident Life Staff member authorizes you to re-enter the building or directs you to another location.

	Interior Assembly Area	Exterior Assembly Area
Building #1	Annapolis Hall Lobby	Parking Lot behind South Campus Dining Hall
Building #2	Annapolis Hall Lobby	Parking Lot behind South Campus Dining Hall
Building #3	Annapolis Hall Lobby	Annapolis Hall Out-Door Courtyard- Patio
Building #4	Annapolis Hall Lobby	Annapolis Hall Out-Door Courtyard- Patio
Building #5	Annapolis Hall Lobby	Parking Lot behind South Campus Dining Hall
Building #6	Annapolis Hall Lobby	Parking Lot behind South Campus Dining Hall
Building #7	Annapolis Hall Lobby	Parking Lot behind South Campus Dining Hall



### ... About the early warning system sirens

The University has an Early Warning System, consisting of a series of sirens, to alert the campus community to potentially life threatening emergencies. The Early Warning System is designed to provide instant notification to students, faculty and staff who may be outside of imminent dangerous conditions. The sirens are loud enough to alert the entire University outside areas, and areas contiguous to the University where many in our community live and study.

#### Siren Tones:

Emergencies - A steady tone will sound for at least three minutes. All

Clear - One short blast that will sound for less than 30 seconds

If you hear an Early Warning System siren, you should proceed as follows:

1. If inside a building, remain inside and seek information from the sources listed below.  
The information sources listed below will provide advice on the next action to take
  2. If not inside a building, seek shelter inside the closest accessible building and seek information from the sources below
  3. Seek information about the emergency from these sources:
    - WMUC 88.1 FM
    - 1640 AM (campus information radio station)
    - Campus Cable Channel 76 (Terp TV)
    - [www.umd.edu](http://www.umd.edu)
    - (301) 405-7669 (x5-SNOW)
  4. Alert friends and neighbors about what you learned from the above resources
  5. Save work on your computer, shut it down & disconnect it from the wall jack
- Do not pull the fire alarm (which tells people to go outside) during an Early Warning System siren emergency unless directed to do so by the above information sources.



### ... About renter's insurance

South Campus Commons cannot be held responsible for damage to your personal belongings due to fire, theft, water damage, etc., nor does South Campus Commons carry fire or loss insurance for your personal property. It is the exclusive responsibility of each resident to obtain and maintain renter's insurance to cover any losses that may occur. All residents are required to carry renter's insurance to not only cover their belongings, but also their liability in case of damage to the property/apartment or to another resident's property.

Renter's insurance is easily available at a low cost. Most insurance providers offer policies with the following options:

- Replacement of your belongings **or** compensation for their actual value.
- Additional living expenses
- Emergency housing compensation
- Personal liability coverage
- Medical payments to others

If your parents or guardians have a homeowner's insurance policy, they may be able to cover **your belongings** under their policy, but you should carefully weigh the advantages of an individual policy. Many policies do not cover a resident's liability when causing damage to the property/unit.

Please visit [www.southcampuscommons.com/prospective-residents/leasing-for-2015-2016/](http://www.southcampuscommons.com/prospective-residents/leasing-for-2015-2016/) and scroll to the bottom of the page for more information about renters insurance.



### ... About emergency readiness

You can find more information about emergency readiness at [www.prepare.umd.edu/](http://www.prepare.umd.edu/) [www.ready.gov](http://www.ready.gov) or [www.fema.gov](http://www.fema.gov). Help your RA plan a program to prepare residents for what to do in case of emergency. You'll learn a lot in the planning and will help your fellow residents learn too!



### ...About pandemic flu

In an emergency that results in a closing of the campus (such as approaching hurricane or pandemic flu), you will be expected to vacate your room within 24-48 hours. Individuals who are unable to leave by the time the campus is closed may petition Resident Life for permission to temporarily occupy a designated temporary emergency shelter, either a Courtyards apartment (if “social distancing” is advisable to contain the spread of illness or disease) or a community center or recreation center if there is no indication of communicable illness or disease.



Recycling Guidelines for  
South Campus Commons Residents

### What can be recycled?

#### Paper and Cardboard

- White and colored paper, post it notes, etc.
- Magazines, newspaper, spiral notebooks, junk mail
- Cereal boxes (please flatten before recycling)
- Cardboard boxes (please flatten before recycling)
- Pizza boxes (just remove any leftover pizza!)
- No need to remove staples, paperclips, etc.

#### Cans and bottles:

- Aluminum and metal cans and lids (soda, beer, vegetable, soup cans, etc.)
- Plastic bottles with numbers 1-7 on the bottom (soda, water, milk jugs, cooking oil, laundry detergent, shampoo and conditioner bottles, etc.)
- Glass jars
- Lightly rinse the containers, no need to remove the labels.

**What can't be recycled?**

- Electronics
- Light bulbs, china plates, etc.
- Plastic cups, Styrofoam plates and containers
- Batteries
- Plastic bags

Where can I recycle in South Campus Commons?

- Recycling rooms are located next to the main trash rooms on the first floor in each building, with the exception of Building 3 – the main trash room in is the basement.

Please do not place your recyclables in the trash rooms on each floor.

Thank you for making UM a green campus!

**\*\*Every SCC apartment comes with a recycle container. This container must stay in your room! If it is not in your room upon checkout at the end of your lease, you will be charged \$15 to replace it\*\***

## South Campus Commons Rules and Regulations

These Rules and Regulations are incorporated by reference and made a part of the Lease between Landlord and Tenant. The Rules and Regulations have been adopted for the purpose of preserving the welfare, safety and convenience of all tenants in South Campus Commons, for the purpose of making a fair distribution of services and facilities for all tenants, and for the purpose of preserving Landlord's property from abusive treatment.

### **THESE RULES AND REGULATIONS SUPERSEDE ANY AND ALL PREVIOUS RULES AND REGULATIONS.**

The Rules and Regulations specified herein are subject to modification by the Landlord during the term of the Lease. Tenant shall be bound by all such modifications upon notice of same from Landlord.

1. **Adjudication Process.** Violation of the Lease for South Campus Commons, the Rules and Regulations for South Campus Commons, the UM *Code of Student Conduct*, the Department of Resident Life's *Community Living* handbook and the South Campus Commons *Resident Handbook* are subject to the adjudication process described in *Community Living*.
2. **Appliances.** Tenant agrees not to install, operate or place in the Premises or Apartment Unit any freezer, stove, cooking device, air conditioning unit, clothes dryer, washing machine, nor any other major appliance not otherwise provided or authorized in writing by Landlord. Mini-fridges not exceeding four cubic feet are acceptable if the carpet in the apartment is protected, Mini-fridge cannot be placed directly on carpet. Any damages resulting from the Mini-fridge will be billed to the Tenant. Tenants are limited to one Mini-fridge per occupant in apartment. **Tenant agrees not to install or operate any extension cord in the Premises or Apartment Unit. Tenant is required to utilize only Underwriters Laboratory (UL) certified power strips.**
3. **Assignment Policy.** In making Apartment Unit assignments, the Landlord will not honor any request that discriminates on the basis of race, color, creed, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. The Landlord shall have the sole right to determine all Apartment Unit assignments and reserves the right to change Apartment Unit assignments and/or reassign Premises in Landlord's sole and absolute discretion. The Landlord reserves the right to consolidate Apartment Unit Assignments and to assign a new Tenant into any Apartment Unit that falls below permissible occupancy. The Landlord shall not be liable for failure to give any Tenant possession or occupancy of a specific, assigned Premises on the Lease Commencement Date. Alternative housing will be provided by the Landlord on the basis of availability.
4. **Automobiles.** Tenant agrees not to hose wash automobiles anywhere on the Property.
5. **Bicycles, Mopeds, Scooters, & Golf Carts.** Tenant is prohibited from bringing and/or storing bicycles, scooters, or mopeds anywhere in the Building, Premises, on breezeways, or in designated

car parking. Tenant is prohibited from parking golf carts anywhere on the property or in areas adjacent to the property. Tenant is permitted to place bicycles in designated bicycle racks and mopeds in designated moped parking at South Campus Commons. Bicycles stored in non-approved designated areas will be removed by Landlord and a removal fee and storage charge will be assessed for the return of same. Tenant must register bicycles, scooters, and mopeds with the University of Maryland Department of Transportation Services and South Campus Commons.

6. **Canvassing**. Tenant is prohibited from posting or distributing handbills, circulars, advertisements, papers, or other items in the common areas of the building, on the grounds of the Property, or on or under the doors of Apartment Units. Tenant is further prohibited from canvassing or soliciting within the buildings.
  
7. **Ceiling Tile and Sprinkler Heads**. Tenants are strictly prohibited from affixing any object, allowing any objects, water or any other liquids to come in contact with, or painting any ceiling areas. Hanging any objects from sprinkler heads or tampering with sprinkler heads in any way is also strictly prohibited. Any damage to the sprinkler heads or ceiling tiles or water damage to any property which is the result of a Tenant and/or his/her guest(s) tampering with or damaging the sprinkler system shall be the responsibility of said Tenant.
  
8. **Charcoal and Propane Grills**. Tenant agrees not to use or store any charcoal or gas/propane grills or other open flame cooking devices within the Building or Premises, Tenant understands that community grills are available outside of South Campus Commons Buildings 2, 4, 5, and 6. Tenant agrees not to leave any community grill unattended while cooking and further agrees to extinguish all fires when done cooking.
  
9. **Check-in Procedures**. All Tenants must check in through the Landlord to obtain key(s). Failure to check in through the Landlord shall result in the assessment of a One-Hundred-Dollar (\$100.00) administrative charge. A Room Condition Report will be available online to Tenant. The Room Condition Report should be completed by Tenant and submitted to the Management Office within seven (7) days of check in. Failure to submit a Room Condition Report within seven (7) days from move-in date shall be construed to mean that Tenant acknowledges that the Apartment Unit and Premises contain all furnishings and that the furnishings and the Apartment Unit and Premises are in good condition. It is the Tenant's responsibility to settle account obligations before check-in date. Failure to check-in properly could result in a \$100 improper check-in fee per person.
  
10. **Check-out Procedures**. Checking-out is defined as the surrender of all apartment, bedroom, and mailbox keys issued to Tenant by Landlord at the time of check-in. Tenant agrees to check-out in person through Tenant's assigned service desk. At check out, Tenant may request to attend Landlord's inspection of the Apartment Unit and Premises by making an appointment at the Management Office. Appointments must be made at least two business days in advance, and shall occur during normal business hours. Tenant must submit keys and have cleared the Apartment Unit and Premises of all belongings at time of Inspection Appointment. Tenant understands that any of Tenant's items left anywhere in the Apartment Unit or Premises at the time of check-out are considered abandoned property and will be removed and discarded immediately at Tenant's expense. Tenant further agrees that when Tenant vacates the Apartment Unit and Premises, all of the furnishings; fixtures; as well as the Premises itself, same shall be left in the same condition as

when leased, reasonable wear and tear excepted. If Tenant re-leases his/her Apartment Unit, check-out and check-in at designated service desk is required unless other arrangements are made in advance with Management. Failure to check-out properly could result in a \$100 Lease Hold Over Fee per day and/or a \$100 Improper Check-Out Fee.

11. **Cleaning of Rugs, Mops, etc.** Tenant agrees not to shake, hang, or clean any tablecloths, rugs, mops or other articles in any of the common halls or from any of the windows, doors, hallways, stairwells or landings of any of Landlord's buildings.

12. **Conduct.**

**Sports Equipment** – Use of any sports/recreational equipment anywhere in the building is prohibited. The use of equipment prohibited within the building includes, but is not limited to: roller blades, scooters, mopeds, bicycles, skateboards, footballs, soccer balls, basketballs, baseballs, volley balls, lacrosse equipment, field hockey equipment, nerf sports equipment, weights greater than 25 pounds and Frisbees. **Bicycles are prohibited from the building and must be registered with the Landlord, stored in the external bicycle racks, and display the assigned registration permit at all times. Bicycles attached to areas other than approved racks will be removed immediately.**

**Endangering Behavior.** The Landlord may terminate this Lease prior to the expiration of the Lease and immediately remove Tenant and his or her guests from the Premises in the event the Tenant's behavior or the behavior of any of Tenant's guests is or has a serious potential for becoming dangerous to the Tenant or others. In this case, the balance of the lease Base Rent will be immediately due and payable.

**Guests.** Tenants will be held responsible for the conduct of their guests, including payment for any damages caused by their behavior. If the behavior of a Tenant's guest becomes a nuisance to the community or neighbors in the sole judgment of the Landlord, it may terminate the Tenant's Lease. In this case, the balance of the lease Base Rent will be immediately due and payable.

13. **Damage.** Any damage to an Apartment Unit, the Premises, the building or the common areas, other than normal wear and tear, will be charged to the responsible party or parties to the extent that they are identifiable. To the extent not identifiable, all co-tenants will be jointly and severally liable and will be assessed a charge regardless of future lease status. Damages include but are not limited to repair and/or replacement costs of furnishings, fixtures, and the Premises, trash removal, additional cleaning charges. Landlord losses resulting from Tenant negligence will be evaluated and assessed to the appropriate individual(s). All invoices for damage, or for the restitution of the damages that has occurred, must be paid within thirty (30) days. Appeals for damages must be made within thirty (30) days after the Tenant's lease end date. If Tenant chooses to appeal damages, Tenant is still responsible for paying damage fees until decision is made regarding appeal for damages. The Tenant agrees to immediately reimburse the Landlord for any charges that are assessed as set forth in the Lease. Should charges be assessed and totaled after the expiration of the Lease, they shall constitute a debt payable by Tenant immediately upon demand by the Landlord. Tenant is responsible for guest(s) behavior and any charges or damages that result from misbehavior. Intentionally or recklessly destroying, damaging or defacing Landlord or University property is prohibited.

14. **Drug and Alcohol Policy.** Tenants shall abide by University policies, procedures and regulations and local, state and federal laws regarding alcohol and drug use, including the following:

The possession, use, sale, or distribution of any controlled substance, illegal drug, or related paraphernalia is prohibited.

Students alleged to be involved with drugs in or around the residence halls will be referred to the UM Department of Resident Life's Office of Rights and Responsibilities. The case will be resolved in accordance with the Office's adjudication process set forth in the *Community Living* handbook and in the UMD *Code of Student Conduct*. Where applicable, sanctions will address both the Tenant's lease status and the student status of the respondent.

Violations of the drug policy may result in **Immediate Housing Termination and Suspension or Expulsion from the University**. In cases where the respondent is not deemed to be an immediate threat to the campus community, an alternate sanction, in conjunction with a substance abuse intervention that may include classes and random drug testing (at the individual's expense) may be granted.

The possession/use of alcohol by minors is prohibited. Kegs and common sources of alcohol are prohibited. Parties involving alcohol are prohibited. The sale of alcohol is prohibited. Possession of alcohol in common areas such as, but not limited to, hallways, lobbies, and lounges, is prohibited for all.

#### State of Maryland Law

It is unlawful for any person under the age of 21 to possess or consume alcoholic beverages. It is unlawful for any person under the age of 21 to knowingly and willfully make any misrepresentation or false statement as to his or her age in order to obtain alcoholic beverages. It is unlawful for any person to obtain alcoholic beverages for consumption by an individual who is known to be a person under the age of 21.

Space Reservation approval will not be granted for group activities that involve the consumption of alcoholic beverages.

Landlord and Resident Life acknowledge, however, that Tenants of legal drinking age may choose to consume alcohol in the bedroom and/or other areas within the apartment unit. If found in possession of any open container of alcohol anywhere else in or around the UM campus, ALL individuals will be instructed to pour it out in the nearest appropriate receptacle. Violations could result in administrative and/or disciplinary sanctions. Serious or repeated violations could result in the responsible Tenants having their Lease Agreement terminated. In this case, the balance of the lease Total Base Rent will be immediately due and payable.

#### **Medical Attention due to Drugs or Alcohol**

In the event that a student requires transport to a hospital emergency room due to drug and/or alcohol consumption, Landlord and/or University staff may take the following actions:

- Notify the student's parents if the situation is a medical emergency
- Require a substance use intervention treatment assessment by Substance Abuse Counselors at the University Health Center
- Require a psychological assessment with a mental health professional at the University Health Center

### **Promoting Responsible Action in Medical Emergencies**

The health and safety of University students is of paramount concern. With that priority in mind students are encouraged to take responsible action in any situation where there is doubt about a person's physical welfare. Students who summon help for themselves or others in a medical emergency will normally be relieved of disciplinary and administrative housing action for possession or use of alcohol, and/or drugs and this will apply to both the student who summons help and the recipient of assistance. In lieu of disciplinary or administrative charges students will usually be required to complete an evaluation and alcohol and/or drugs intervention program through the University Health Center. For the full text of the "Promoting Responsible Action in Medical Emergencies" policy please visit [www.president.umd.edu/policies/v100j.html](http://www.president.umd.edu/policies/v100j.html)

15. **Sexual Misconduct Policy.** Tenants will abide by all University policies related to sexual misconduct. The University of Maryland is committed to a working and learning environment free from sexual misconduct, including sexual harassment, sexual assault, non-consensual sexual contact, intimate partner violence/abuse, sexual exploitation and sexual intimidation (including, but not limited to stalking and cyber-stalking). Sexual misconduct will not be tolerated. For information regarding confidential resources and/or reporting Sexual Misconduct to the University please visit [www.umd.edu/Sexual\\_Misconduct/](http://www.umd.edu/Sexual_Misconduct/). Please consult the University of Maryland's policy on Sexual Misconduct by visiting <http://www.president.umd.edu/policies/docs/2015-VI-160A.pdf>
16. **Entrance.** Tenant is prohibited from entering another Tenant's Apartment Unit or Premises without prior permission.
17. **Equipment.** Tampering with, altering or changing any safety equipment, locks, fire alarms, smoke detectors, telephone equipment, TV cable, plumbing, electrical systems, etc., is prohibited.
18. **Evacuation.** Tenant agrees to evacuate in the case of emergency at the sole discretion of the Landlord and/or the University of Maryland. Tenant understands that no reduction in rent will be given in the case of emergency evacuations.
19. **Fire Hazards.** The use of wood or charcoal stoves and/or flammable liquid, gas or electric space heaters within the building is prohibited. The use of candles or other open flame devices, the use of hot plates, burning of incense and the use of halogen lamps are all prohibited anywhere in the building or about the Property. All torchier-style lamps, including but not limited to those that use

halogen, incandescent or fluorescent bulbs, are prohibited. Any style lamp that uses a halogen bulb, 101 watts or more is likewise prohibited. Connecting three or more sets of stringed lights, including but not limited to Christmas lights is likewise prohibited. Use of the stove, microwave and/or oven while Apartment Unit is unoccupied is also prohibited. Furthermore, oven and/or stove units should not be left on for longer than needed to cook or warm food items. Live cut trees (Evergreen Christmas trees, Chanukah bushes, etc.) are prohibited in residence. **Tenant agrees not to install or operate any extension cord in the Premises or Apartment Unit. Tenant is required to utilize only Underwriters Laboratory (UL) certified power strips.**

20. **Fire or Other Emergency.** Setting or fueling a fire of any size is prohibited. The Tenant shall give immediate notice to the Landlord of fire, accident, damage, and dangerous or defective conditions. All Tenants must evacuate the building during a fire alarm. Falsely reporting a fire or any other emergency, including bomb threat, falsely reporting a serious injury, or pulling a fire alarm station when no fire is evident is prohibited. Fire warning devices and safety equipment are to be used only in the case of an emergency. If smoke or fire is observed, Tenant should pull the nearest fire alarm pull-station, immediately exit the building, and call University Police at (301) 405-3333. Upon the sounding of a fire alarm at any time, the Tenant should proceed according to the instructions posted in and about the Property and provided in the *Resident Handbook*. Intentional sounding of an alarm outside of an emergency situation or tampering with emergency equipment will be considered a criminal offense and the person or persons responsible will be treated accordingly. Tampering with smoke detectors is prohibited. The Landlord reserves the right to impose additional charges, penalties or sanctions for tampering with fire or life safety equipment in addition to criminal and judicial action. Common area safety equipment such as exit signs found in a unit will be considered evidence of tampering with fire or life safety equipment. Refusal to leave a building during a fire alarm, refusal to produce proper identification upon request of the Landlord, its Agent, or University officials, refusal to cooperate with any reasonable request by the Landlord, its Agent, or University officials acting in performance of their duties is prohibited. Tenant shall be responsible for avoidable fire alarms initiated by Tenant and/or Tenant's guests. Fire extinguishers are not provided by the Landlord.
21. **Furniture.** Tenant shall take good care of the furniture and agrees to maintain the furniture and return it to the Landlord at the termination of this Lease in as good a condition as when taken, reasonable wear and tear excepted. Tenants shall not disassemble any existing furniture or fixture, and existing furniture shall not be removed from Tenant's assigned apartment. No oversized and/or heavy furniture is permitted in any apartment unit, including, but not limited to, all types of lofts, wood structures, bars, waterbeds and/or other liquid-containing furniture, all of which are strictly prohibited. No furniture may be removed from common areas. The use of temporary and/or permanent hot tubs is prohibited. Cinder blocks and all other unapproved "lofting" systems are prohibited.
22. **Hazardous Substances and Weapons.** Fire and safety regulations strictly prohibit the use, manufacture, or storage of any fireworks, explosives, flammable liquids, gas, cans or compressed gasses, poisons, highly combustible substances, chemicals, or any substances which may injure others or damage property, in any Apartment Unit, hallway, or about the Premises. The storage or use of gasoline or electrical powered vehicles or engines regardless of their state or dismantlement in the building is likewise prohibited. Setting materials on fire, possession or use of flammable or highly combustible materials is prohibited. State Law strictly prohibits the possession or use of any

weapons, fireworks, or explosive devices in the Building or about the Property. No weapon of any kind is permitted in the building. In the event the Landlord discovers that Tenant is in possession of a weapon, the Landlord shall have the right to immediately notify University Police.

23. **Keys/Swipe Cards.** Keys are the property of the Landlord and must be returned at the end of Tenant's occupancy in person, by the lease holder only. Charges of One Hundred and Fifty Dollars (\$150.00) per lock will be assessed for lock replacement of the Apartment Unit entrance or bedroom door if Tenant loses key to Apartment Unit entrance or bedroom unit entrance during the term of Tenant's occupancy. A charge of Thirty-Five Dollars (\$35.00) per key will be assessed for mailbox key replacement if Tenant loses key to mailbox. Tenant agrees not to duplicate keys and understands that it is illegal to duplicate any key provided to them by the Landlord. Tenant agrees not to distribute or loan key(s)/swipe card(s) to others. Tenant agrees not to alter any locks or install additional locks. Tenant may request a receipt for all keys returned to the Landlord. Tenant is expected to follow key policies as developed by management. Tenants who misplace their key or swipe card may check out a loan key/swipe card at their designated service desk. Procedures for checking out a spare key/swipe card at your South Campus Commons Service Desk is provided in the *Resident Handbook*. Tenant understands that when checking out a spare key/swipe card, they must provide a form of photo identification. If the loaned key is not returned within one (1) hour and/or the temporary swipe card is not returned by 5:00 p.m. the next business day, the Tenant agrees to pay a \$10 fee for the first five loaned key(s)/swipe card(s). After the fifth loan during the current lease year, Tenant will be assessed a \$50 frequent user fee for each time the Tenant checks out loaned front door and bedroom key(s). Failure to follow procedures may result in applicable fees. The Tenant further understands that spare key(s) and swipe cards(s) are not to be used to substitute lost or stolen key(s) or University issued student identification card. The Tenant should follow any and all University procedures to replace a University issued student identification card. If the Apartment key(s) have been lost or stolen, Tenant should report loss to the Service Desk or submit a work order immediately.
24. **Litter and Garbage.** Tenant shall deposit all refuse into receptacles as outlined in the Resident Handbook. Under no circumstances are Tenants to leave refuse in any areas other than designated trash areas. Tenant agrees not to litter or obstruct the common halls or grounds. In addition, no garbage can or refuse container of any kind, other than those provided by the Landlord may be placed anywhere outside on the Property. No trash and/or recycling of any kind shall be placed on balconies. Tenant is responsible for properly disposing of any garbage or debris generated on the grounds of the Premises by themselves or their guests.
25. **Maintenance and Care.** Tenant shall not erect any exterior wires, aerials, signs, satellite dishes, etc., about the building, Apartment Unit, Premises or anywhere on the Property. Tenant shall not install or modify any fixtures without the written consent of the Landlord. Tenant shall not lay contact paper on any shelves or walls and agrees to use a minimum of small tacks and/or brads to hang personal effects on walls. Tenant shall not paint or wallpaper the apartment or any fixtures. Tenant shall not contact or hire any outside personnel or contracted company to complete maintenance, repairs, additions, removals or updates within Landlord's building. Tenant acknowledges acceptance of the Apartment Unit and the Premises in its present condition, and

agrees to maintain and return same to the Landlord at the termination of this Lease in as good condition as when taken, reasonable wear and tear excepted.

Tenant, at his/her own expense, shall keep the Apartment Unit and Premises clean and fit for habitation and shall be responsible for all damage to the Apartment Unit and Premises, including but not limited to furnishings, walls, floor, carpet, ceiling, screens, sprinkler system, appliances, plumbing, heating, air conditioning, and ventilation systems, including damages resulting from Tenant's neglect, including that of Tenant's guest(s) or invitees, regardless of whether the neglect was an affirmative act which caused the damage or failure to act in order to prevent damage. Damage to the common areas will be assessed to a specific tenant if the tenant or the tenant's guest has been identified in a manner approved by Landlord as the responsible party. Failing such identification, damages to the common areas will be split evenly amongst all tenants with access to the common area. Damage charges will be assessed when damages are found including to tenants who continue to reside in the Premises, Apartment Unit or building. Additional charges may be assessed for the inappropriate disposal of objects in toilets, sinks and/or garbage disposals, or failure to remove personal items from common areas and vacated Apartment Units.

26. **Missing Persons Policy.** Under federal law, the Tenant has the right to register with the Department of Resident Life at the University of Maryland the name and contact information of an individual that Tenant would like to be contacted if it is determined that Tenant is missing from the campus and/or Tenant's whereabouts are unknown for a period of twenty-four (24) hours or more. The Tenant can register the name and contact information by email to [reslife@umd.edu](mailto:reslife@umd.edu) or by fax to 301-314-9750. For Tenants under the age of 18 (who are not emancipated individuals), federal law requires the University of Maryland to notify Tenant's custodial parent or guardian if it is determined that the Tenant is missing from the UM campus and/or South Campus Commons and the Tenant's whereabouts are unknown for a period of twenty-four (24) hours or more.
27. **Noise.** Noisy, disorderly, or disruptive behaviors which interfere with another person's or group's free exercise of academic or personal pursuits or their ability to sleep or study, or use and enjoy one's own Premises or Apartment Unit are prohibited. Examples include but are not limited to: stereo at high volume, drums, excessive yelling or other types of noise, violations of established floor/hall quiet hours and large gatherings/parties. Amplified musical instruments, group music rehearsal and other activities which can be heard outside the Apartment Unit are prohibited. **Courtesy Hours are in effect 24 hours a day/7 days a week. Quiet Hours are in effect from 10:00pm to 8:00am Sunday through Thursday evenings, and midnight to 10:00am on Friday and Saturday evenings. 24-hour Quiet Hours will occur during time periods during the final exam period and any other time deemed appropriate by Landlord and/or Resident Life staff. Notification of these hours will be posted around the Common Areas of the Property 24 hours prior to the start of the Quiet Hour Period.** During designated Quiet Hours, it is expected that all residents will contain noise so it cannot be heard outside of their room with the door closed.
28. **Obstructions.** Tenant agrees not to obstruct or use for any purpose other than ingress and egress the sidewalks, entrances, passages, courts, vestibules, stairways and halls.

29. **Parking.** Tenant and all Tenant's guests shall comply with the Landlord and University's parking and traffic regulations at all times. Driving or parking on lawns or other landscaped areas and walkways is strictly prohibited. All vehicles owned by Tenant shall be properly licensed and registered according to University's and/or Landlord's parking policy. Any unlicensed vehicle will be towed, ticketed, and/or stored at its Owner's risk and expense. In South Campus Commons, all parking enforcement is controlled by the University of Maryland.
30. **Parties.** Tenant parties with or without alcohol are strictly prohibited. Each resident can have no more than four (4) guests at one time (e.g. four residents present in their assigned 4-bedroom unit may have a maximum of twenty (20) people. Whether in Apartment Units, bedrooms, or other gathering spots, events must not
- a. result in excessive noise, damage or destruction, fighting or other disruptive behavior
  - b. exceed the normal boundaries, with persons gathering in breezeways, stairwells, and entrances
  - c. have been advertised or promoted through flyers, posters, social media, or other means.
- Landlord and University Police, if necessary, will intervene and instruct the host(s) to end the event when gatherings meet any of the above criteria. If Tenant is deemed responsible for any violation, they may be subject to fine(s) and/or community service to the discretion of the Landlord. Additionally, floor lounges, seminar rooms and other common areas need to be reserved in advance through a Space Reservation form available in South Campus Commons Resident Life Community Office. Capstone On-Campus Management staff, Resident Life staff, and University Police, if necessary, reserve the right to intervene and instruct the host(s) to end the event when gatherings result in excessive noise, damage, destruction, fighting, or other disruptive behavior; exceed the normal boundaries, with persons gathering in hallways, stairwells, lounges, entrances, and other common areas or, have been advertised or promoted through flyers, posters, or other means.
31. **Personal Belongings.** Tenant agrees not to leave any personal belongings (including lawn furniture) in the parking areas, common halls, sidewalks, lawn areas or other common areas of the apartment community.
32. **Quiet and Academic Living Environment.** Conduct that infringes upon the rights of others to a quiet, academic living environment is not acceptable under any circumstances and is cause for disciplinary action and removal from Landlord housing. This includes intentionally or recklessly causing physical harm, or imminent danger of physical harm, to any person, including assault/battery, intentionally or recklessly provoking and/or engaging in physical fights or harassing any person in such a way as to seriously or repeatedly interfere with that person's academic pursuits, sleep and/or other personal pursuits. This includes malicious pranks and issuing threats.
33. **Renovation and Repair.** The Landlord reserves the right to reassign Tenant to another Premises and/or Apartment Unit in the event there is a need to provide for renovation or repair of the Premises, Apartment Unit or the building if another space is available. If Landlord initiated renovations or repairs become necessary, every effort will be made to minimize the inconvenience to the Tenant and, whenever possible, advance notice will be given to the Tenant as to the nature

and time of the work which will be done. Tenant shall not withhold rent payment due to renovations or repairs.

34. **Restitution.** Any Tenant found responsible for any violation aforementioned will be held solely liable for all fines deemed appropriate by Landlord.
35. **Signage.** No sign, signal, advertisement, illumination, painting, poster or flyer of any kind shall be placed in any window or other part of the building without the written approval of the Landlord.
36. **Smoking.** Consistent with University residence hall policies, South Campus Commons is a smoke-free community. Smoking in Apartment Units or the Premises, lobbies, and laundry rooms, hallways, offices and all other common and/or private areas within the buildings is prohibited. As of July 1, 2013 the University of Maryland is a smoke-free campus. Smoking is not permitted on any property owned, leased, or otherwise controlled by the institution, including buildings, other structures and grounds (including walkways and parking lots) and vehicles owned or leased by the institution; except in limited and specifically designated smoking areas (see [uhr.umd.edu/wp-content/uploads/sf-map.pdf](http://uhr.umd.edu/wp-content/uploads/sf-map.pdf)). Smoking means carrying or smoking a lighted tobacco products or the burning of any material to be inhaled including but not limited to, cigarettes, cigars, hookahs and pipes. Tenants are advised to consult the applicable University System of Maryland and University of Maryland, College Park policies regarding smoking. USM and UMD policies are available online at <http://www.president.umd.edu/policies/>
37. **Solicitation.** Solicitation and/or canvassing of any kind, without the prior consent of the Landlord, will not be permitted anywhere in the building or about the Property.
38. **Transferring Units at end of Lease Term.** If Tenant chooses to transfer to a different Apartment Unit and/or bedroom at the end of the Lease term, Tenant shall complete a Transfer Agreement and abide by all stipulations of the agreement. Additional information regarding the transfer process is available in the *Resident Handbook*.
39. **Transferring Units during Lease Term.** The Landlord shall not be liable for any personal conflict or behavior of Tenant with co-tenant and/or co-tenant's guests or invitees, or with any other students that reside on Campus. Therefore, a conflict between tenants does not constitute grounds for termination of the Lease or any other concession. The Landlord acknowledges that there may be valid reasons why a request for transfer would be considered and approved. Due to the additional administrative work involved in these matters, a One Hundred Dollar (\$100) transfer fee must be paid by any tenant completing such a transfer. In addition, tenant must have a zero balance prior to, throughout process and at time of moving into the new premises. Any Tenant desiring a transfer should make a formal request to the Landlord. The request must include the reason for the requested transfer. Space permitting, if the request is valid and practical, the \$100 lease transfer fee is paid, and an inspection of the Tenant's current Premises is satisfactory; Tenant will be notified of a new assignment. In order to make the transfer process from one Apartment Unit to another run smoothly, the following policy has been established. Tenants requesting an apartment transfer must comply with the following procedures:
  - a. Submit a written request to the Agent.

- b. Agree to a specific move out date for outgoing Tenant.
- c. Agree to a specific move in date for incoming Tenant.
- d. Agree to pay all monthly rates, damage costs and utility charges outstanding and any hidden damages found by the Landlord attributable to Tenant.
- e. Enter into a new lease for the balance of the Lease Term that reflects the bedroom and apartment unit into which the Tenant has moved.

40. **Window Screens and Windows.** Window screens must remain permanently in place to fulfill the intended purpose and to avoid damage or loss. Participating in throwing, dropping, placing or causing objects to fall from a complex window is prohibited. Tenants may not place any objects outside windows or on exterior window ledges. No Tenant may hang laundry or shake rugs from a unit window. No window may be used as an entrance or exit except in an emergency. Access to ledges, roofs, and other exterior areas is strictly prohibited. All windows, blinds, and draperies must be maintained such that they present a white exterior coloration.