STUDENT GUIDE TO FINDING OFF-CAMPUS HOUSING

Everything you need to know about leasing an apartment in the City of Philadelphia
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INTRODUCTION

Perhaps you’re ready to move into a more independent living arrangement off campus or maybe you’re new to Philadelphia, the Office of Off-Campus Living within University Housing and Residential Life is here to help our students find their community.

The Off-Campus Living Office is available for guidance in navigating local real estate and prides itself on taking the fear out of renting your first apartment. In fact, many find off-campus living a priceless experience in which students gain a true sense of independence and self-reliance.

Students can use the department’s website and Off-Campus Living’s one-on-one services to make your off-campus living experience a success. Students are encouraged to visit the Off-Campus and On-Campus Living Fairs scheduled in October for the fall semester and and in April for the spring semester.

For more information, please visit the Updates and Alerts section of the Off-Campus Living website at housing.temple.edu.

OFF CAMPUS STUDENT ADDRESS REQUIREMENT

All students must ensure that their permanent and local off-campus addresses, phone numbers, and emergency contact information are current at all times. Keep everything updated on the TUportal.

OFF-CAMPUS LIVING OFFICE

« HOURS: Monday - Friday, 9:00 a.m.- 5:00 p.m., or by appointment as necessary.
« LOCATION: 1910 Liacouras Walk, Third Floor, Philadelphia, PA 19122

OFF-CAMPUS LIVING STAFF

« JESSICA JOHNSON  Associate Director, Conference Services and Off-Campus Living
« CORRIE MCFARLANE Coordinator, Conference Services and Off-Campus Living
« DORETHA STARLING  Administrative Specialist, Conference Services and Off-Campus Living

PHONE: 215.204.7944  
WEBSITE: housing.temple.edu/resources-and-services/campus-services
FACEBOOK: @templeuniversityoffcampushousing
OFF-CAMPUS STUDENT RESOURCES DIRECTORY

TEMPLE UNIVERSITY RESOURCES

Campus Recreation
Conflict Education Resource Team (CERT)
Dean of Students Office/Good Neighbor Initiative
Greek Life Coordinator
International Student Services
Off-Campus Housing
Office of Institutional Diversity, Equity, Advocacy and Leadership (IDEAL)
Student Activities
Student Conduct and Community Standards
Student Financial Services
Student Health Services
Temple Student Government
Flight
Tuttleman Counseling Services
Wellness Resource Center

215.204.1267
215.204.3286
215.204.7188
215.204.7131
215.204.7708
215.204.3279
215.204.7303
215.204.7131
215.204.3286
215.204.5897
215.204.7500
215.204.8727
215.204.7955
215.204.7276
215.204.8436

ADVOCACY GROUPS

NATIONAL RENTERS RIGHTS RESOURCES
US Department of Housing and Urban Development 451 Seventh Street SW, Room 5204 Washington DC 20410
800.669.9777 | www.hud.gov/complaints

Pennsylvania Office of Consumer Advocate
555 Walnut Street, 5th Floor Forum Place Harrisburg, PA 17101
717.783.5048 | www.oca.state.pa.us | PA Residents Only: 800.684.6560
PA Office of Consumer Advocate is a state agency that represents the interest of PA utility customers.

PhiladelphiA fair housing commission
The Curtis Center 601 Walnut Street Suite 300 South Phila, PA 19106
Fair Housing addresses housing code violations and unfair rental practices

HOUSING RESOURCES

Squeakly - Property Review Report
Svitozar Omelko, CEO
165 Whitney Ave, New Haven, CT
475.239.1034
trust@squeakly.info
www.squeakly.info

Cort furniture rental
Katrina Bleichrodt, Philadelphia Rental Consultant
2001 Market St. Philadelphia PA 19103
215.563.6366
offcampusfurniture@cort.com
www.cort.com/student

ThusEYourlandlدورd
Listing & Landlord Reviews
Felix Addison, COO
3401 Market St., Suite 200, Philadelphia, PA
347.875.7801
Felix@wylandlord.com
wylandlord.com

UHURU Furniture and Collectibles
832 N Broad St Philadelphia, PA 19130
215.546.9616
Ameer Fearrington - Business Relations Developer
uhurufurniturephiladelphia@gmail.com
Ali Hoehne - Store Manager
uhurufurniturephilly@yahoo.com

Tenant union representative network (turn)
Marcella Joe, Tenant's Rights Counselor
21 South 12th Street, Suite 1100
Philadelphia, Pennsylvania 19107
Email address : turn@ourturn.net
Website : www.ourturn.net
### DEPARTMENT OF LICENSES AND INSPECTIONS

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<td>Complaints and Inspection Requests</td>
<td>215.686.2463</td>
</tr>
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<td>Housing Code Information</td>
<td>215.685.3746</td>
</tr>
<tr>
<td>License Information</td>
<td>215.686.2490</td>
</tr>
<tr>
<td>Permit Services</td>
<td>215.686.2567</td>
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<td>Zoning Information</td>
<td>215.686.2448</td>
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### PUBLIC HEALTH DEPARTMENT

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<tr>
<td>Air Pollution and Noise Pollution</td>
<td>215.685.7580</td>
</tr>
<tr>
<td>Air Quality (indoor)</td>
<td>800.438.4318</td>
</tr>
<tr>
<td>Animal Control Complaints (SPCA)</td>
<td>215.685.9702</td>
</tr>
<tr>
<td>Behavioral Health System</td>
<td>215.413.3100</td>
</tr>
<tr>
<td>Insect Control</td>
<td>215.685.7414</td>
</tr>
<tr>
<td>Lead Poisoning and Peeling Pain</td>
<td>215.685.2797</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800.222.1222</td>
</tr>
<tr>
<td>Suicide and Crisis Intervention (24 hours)</td>
<td>215.686.4420</td>
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<td>Unsanitary Food Stores, restaurants</td>
<td>215.685.7495</td>
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### LEGAL RESOURCES

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<tr>
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<tr>
<td>Attorney General's Consumer Hotline</td>
<td>215.560.2414</td>
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<tr>
<td>Better Business Bureau</td>
<td>215.985.9313</td>
</tr>
<tr>
<td>Bureau of Consumer Protection</td>
<td>800.441.2555</td>
</tr>
<tr>
<td>Community Legal Services</td>
<td>215.981.3700</td>
</tr>
<tr>
<td>Commission on Human Relations and Fair Housing</td>
<td>215.686.4670</td>
</tr>
<tr>
<td>Lawyers Referral Service</td>
<td>215.238.6300</td>
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<tr>
<td>Mediation Program</td>
<td>215.683.7200</td>
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<td>Small Claims Court, Philadelphia</td>
<td>215.686.7987</td>
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### UTILITY PROBLEMS

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<th>Service</th>
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<tr>
<td>Heat Complaints</td>
<td>215.686.2590</td>
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<tr>
<td>High Bill Problems</td>
<td>877.868.3969</td>
</tr>
<tr>
<td>PECO Customer Assistance</td>
<td>1.800.494.4000</td>
</tr>
<tr>
<td>Philadelphia Gas Works (general information)</td>
<td>215.235.1000</td>
</tr>
<tr>
<td>Water Revenue Bureau Customer Information</td>
<td>215.686.6880</td>
</tr>
<tr>
<td>Water and Sewer Emergencies</td>
<td>215.685.6300</td>
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### CITY/NEIGHBORHOOD SERVICES

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<tbody>
<tr>
<td>Department of Streets (trash and snow removal)</td>
<td>215.686.5560</td>
</tr>
<tr>
<td>Parking Authority</td>
<td>215.683.9600</td>
</tr>
<tr>
<td>Parking/Impoundment</td>
<td>215.683.9566</td>
</tr>
<tr>
<td>Recycling</td>
<td>215.685.7329</td>
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### EMERGENCY

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<td>22nd Police District</td>
<td>215.686.3220</td>
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**FINDING AN APARTMENT**

1. Many apartment-locating services just give you lists of vacant apartments, which you can find in local newspapers.
2. Check that the person from whom you are renting owns the property or represents the real owner at http://brtweb.phila.gov/
3. Talk to neighbors about the owner before signing a lease and check the safety of the neighborhood at night.
4. Landlords are responsible for their own negligence, not the acts or crimes of others, so it's a good idea to purchase rental insurance.
5. Most properties built before 1978 have layers of lead paint, which can poison children, when peeling, chipped or cracked.
6. When moving in, get any promises to repair in writing with deadlines.
7. When offering to rent or while renting, it is illegal to treat people differently because of their race, religion, mental or physical ability, gender, sexual orientation, marital status, or because they have children or receive government financial aid.
8. A landlord must reasonably accommodate the needs of a person with a disability, even if it requires making an exception to the rules.
9. Sexual harassment is gender discrimination from which you can sue.
10. You can win monetary damages for suffering from any form of discrimination even if you no longer want to rent the unit.

**SIGNING A LEASE**

11. Making monthly rental payments without a written agreement is enough to create a month to month verbal lease.
12. A one year lease that is not ended on time by either party automatically continues for another year, unless the leases states otherwise.
13. You should always get receipts for cash payments.
14. If you have a year to year lease and you move out early, you owe the rest of the years rent, unless the landlord has broken the lease.
15. A month to month lease can be ended in 15 days notice, unless the leases states otherwise.
16. Your rent can be increased to any amount at the end of your lease unless the Fair Housing Commission (215-686-3237) decided there are serious housing code violations.
17. If someone buys your property from your landlord, the new owner must honor your lease unless a sheriff’s sale took place.
18. You cannot keep a landlord from entering to inspect or make repairs, if it is a real emergency you will get a reasonable notice.
19. Confusing leases are illegal. Your lease should be easy to read and understand.
20. Your landlord should have a rental license and you should receive from the landlord a Certificate of Rental Suitability issued by the Department of License & Inspections, without which the landlord cannot legally collect rent.

**GETTING REPAIRS**

21. Your landlord is required to make repairs regardless of what your lease or your landlord says.
22. You should get at least 68°F of heat daily during the cold months and when it is below 60°F in September and May.
23. Requests for repairs should be made in writing and should allow enough time to do the work. You can send requests by certified mail or with your rent. Keep copies. Take pictures.
24. If your landlord fails to provide heat or fails to make serious repairs, you should file a complaint with the City of Philadelphia’s Department of Licenses & Inspections (215-686-2463).
25. The city may close your building if it has dangerous or structural fire hazards that are not promptly repaired.
26. If you are renting a space that is in poor condition you may be entitled to a reduction in your rent.
27. After you warn your landlord in writing, you can make small repairs yourself and deduct the cost from your rent.
28. If your landlord fails to make major repairs, you can withhold some of your rent in a separate bank account. Send a written warning first and be prepared to be taken to court.
29. You can move out before the end of your lease if your landlord fails to make necessary repairs. Give advance notice in writing first.
30. Get organized. Forming a tenant union with your neighbors is the most effective way to improve housing conditions.
STOPPING AN EVICTION
31. Your landlord can be arrested for locking you out, turning off your utilities or putting your property in the street. Call the police immediately to get back in, even if you owe rent.
32. Only a Landlord Tenant Officer (215-563-2133) can evict you and there must be a court hearing.
33. You cannot be evicted if your rent is escrowed or paid up and the Fair Housing Commission (215-686-3237) decide before your court hearing that there are serious housing code violations on the property.
34. You cannot be evicted for participating in a tenant union or asserting your rights.
35. Don’t ever trust your landlord to go before a judge without you even if you have an agreement. If you are late or don’t appear for an eviction hearing you will lose.
36. If you make an agreement with your landlord at a court hearing, you cannot appeal or change your mind later.
37. You have 10 calendar days to appeal a judge’s decision after an eviction hearing but only if you are there.
38. If you file an appeal properly, you can stay in the property for several months until the appeal is heard.
39. You cannot be forced to move until at least 21 days after a court hearing.
40. A utility company cannot turn off your utilities because of your landlord’s overdue bill if you are willing to pay the charges for just the last 30 days.

RECOVERING A SECURITY DEPOSIT
41. The most a landlord can charge for a security deposit is 2 months rent, regardless of your credit.
42. Your landlord can hold only 1 months rent after one year.
43. Your security deposit cannot be increased after 5 years even if your rent goes up.
44. The security deposit limits include the last months rent, if it is paid in advance.
45. Security deposit does not include the first months rent.
46. Your landlord can deduct unpaid rent and the cost of repairs beyond normal wear and tear from your security deposit when you move out.
47. Notify your landlord in writing of any defects when moving out and take lots of pictures when moving out.
48. Before turning in your keys, walk though the unit with your landlord or with someone who might be a good witness about its condition.
49. If you leave a forwarding address but do not get the balance of your security deposit within 30 days after moving out, you can sue for twice your full deposit.
50. You can sue for your deposit in Municipal Court without a lawyer.
LEASES
A lease is a legally binding agreement or contract between a property owner/manager, “lessor” and a tenant, “lessee”. Once you pay rent and have been given keys to access the premises, you have a lease. Written leases are binding for the whole duration specified on the contract. Remember that a lease is a document originating with the landlord/management company/board of realtors and as such it tends to represent lessor’s interests.

To obtain a sample lease please email the Office of Off-Campus Living at dstar3@temple.edu.

UTILITIES
Make sure the responsibilities regarding payment of utilities are clearly outlined in the lease. If the landlord is responsible for payment of utilities, tenants are protected from utility shut off, if the landlord fails to pay for the utility bills. The tenant must pay the monthly bill to the utility company and can deduct that amount from the rent. If you are in such a situation, call our office to find out more about the Utilities Service Tenant’s Rights Act.
RENEWAL CLAUSES
Make sure you understand the renewal clause in the lease. Most leases renew automatically for a period of one more year or one more month. The end of term notice included in the lease specifies the amount of notice required in order to terminate lease on the stated date or to change terms of the lease. In most cases the notification time is 60 days, but some leases require 90 or even 180 days notice. The notice must be given by the 1st day of the month. If you want to terminate your lease you must give proper notice in writing, usually by certified mail, return receipt requested. If you fail to do so you may find yourself legally bound for another lease term. When a lease renews on a month to month basis with a 60 days’ notice then you actually have a two-month to two-month lease. Likewise, if the landlord wants to raise rent or change terms he/she must also give you the required notice. The landlord, however, may not be asked by the lease to notify you with a certified letter. At renewal time, watch out for any correspondence coming from your landlord.

Lack of response to a renewal notice may be construed as acceptance of the new terms. Also note that the landlord does not have to offer you a new lease. He/she can terminate the lease with the required notice and unless you can prove discrimination or retaliation, there is nothing you can do if negotiating a new lease does not work.

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

POSSSESSION OF PREMISES
A fair lease will specify that if unit is not ready for occupancy because of reasons beyond the landlord’s control, the tenant can either wait till it is ready (and not pay rent) or can terminate lease and get the money back. Some leases ask the tenant to wait for a number of days. In either case, do not expect the landlord to pay for storage or hotel accommodation.
A tenant has certain basic rights, whether written into the lease or not. The Landlord Tenant Act of 1951 outlines these basic tenant's rights. Since 1951 there have been certain amendments to the law, such as the “Warranty of Habitability” (1978) and the Philadelphia City Council Ordinance of 1987, making it illegal for a landlord to lock a tenant out, shut off utilities or harass with the intention of evicting without due process. In July 1994 the “Plain Language Contract Act” was enacted. According to this act all residential leases after this date must be written, organized and designed so that they are easy to read and understand by consumers. As a result, widely used leases such as #42, #50, L-1A, L-1 G can no longer be used, unless revised for compliance. However, a lease that is easy to understand is not necessarily a fair lease. Certain leases still contain unfair, illegal clauses or ask tenants to waive important rights. Commercially available Lease 78, part 1 and 2, is a fair lease. Since 1995 all residential leases for properties built prior to 1978 must contain a “Lead Paint Disclosure” clause.

**BASIC TENANT’S RIGHTS (UNWAIVABLE):**

- Right to Fair Housing (freedom from discrimination because of membership in a protected class)
- Right to quiet enjoyment of home
- Right to privacy
- Right to a safe, habitable place (a place conforming to the local housing code standards); the landlord is responsible for all repairs due to normal wear and tear and cannot make the tenant take the unit “as is”
- Tenant’s possessions cannot be seized if tenant breaks promises in the lease
- The tenant cannot be prohibited from representing himself or herself in court or from suing the landlord
- The tenant cannot be asked to relieve landlord from all responsibility for damage or physical injury if it can be proved that the property owner/manager was negligent. Both landlord and tenant are responsible for their own negligence. Older leases contained such illegal clauses as distraint (the landlord has the right to enter apartment, seize tenant’s property and sell it, if tenant fails to pay rent), and disclaimers of liability for negligence. The language used was full of confusing legal jargon so it was difficult to understand that important tenant’s rights were violated by the lease. The disclaimer of liability for landlord’s negligence is still part of many leases currently used. The confession of judgement clause was also formulated in the same “legalese” and by signing a lease containing such a clause tenants were giving power of attorney to their landlord/property manager/realtor, who could represent them in court. After 1994, such clauses, should they appear in leases, will have to be formulated in language easy to understand so a tenant no longer needs a translation of such clauses.
WAIVABLE RIGHTS

Some leases may ask lessees to waive their right to notice or to reduce it to five days. The law requires 10 days of notice for non-payment of rent and 15 days for other violations of lease terms. Make sure you understand that the right to notice in case of non-payment of rent or other violations of the lease term is a waivable right and as such it is regulated by lease not by law.

Another waivable right is the right to continue a lease when the property has been sold. Some leases ask the lessee to agree that in case there is a foreclosure sale, the new owner has the right to terminate lease. Landlord will have to notify tenant, according to requirements of notification in the lease, but the lease may be terminated or changed by the new owner.

Read and understand your lease before signing. Negotiate additional terms and write them into the lease. Always get a copy of any document you sign.

If you have questions about your lease the Office of Off-Campus Living can provide lease review information or answer specific questions you might have. Once you have signed the lease you have committed yourself to all its terms, even if some of them may be unfair to you. Only illegal clauses, if any, will not apply.

Leases can be negotiated. The best time to negotiate is before signing. Clauses can be crossed out if both parties agree. Any deletions must be initialed by both parties in order to be valid. If additions are to be made, some leases provide space for “special clauses”. Additional agreements can also be attached in Riders. Remember: the agreement in the rider supersedes any clause with the same content in the main body of the lease. If the lease you must sign has a rider, read it carefully, and make sure you agree to those terms. Landlord riders sometimes contain clauses that invalidate certain favorable terms outlined in the main lease (e.g. subletting, repairs, penalties for late payment and others). As the rental market is becoming tighter and tighter and occupancy rates are very high, landlords are less and less likely to change terms of the lease and/or add new clauses to it.

It may not be realistic in this market to insist that the landlord change terms of the lease. You will have to base your decision on the desirability of the property and the reputation of the company and, of course, the protection offered you by law and Housing Code regulations.

TERMS OF LEASE TENANTS ARE JOINTLY AND SEVERALLY RESPONSIBLE. A lease will specify who the two parties signing the contract are. If several tenants sign a lease together they are jointly and individually responsible for the fulfillment of all terms. If a roommate leaves earlier or does not pay rent the landlord can pursue the remaining tenant for the entire rent.
SALE OF PROPERTY OR CHANGE IN MANAGEMENT

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

ACCESS TO PREMISES

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

PURCHASING RENTER’S INSURANCE

Many leases recommend or require that tenant purchase renter’s insurance. This is a very good idea. Your belongings are not protected by the insurance policy of the landlord. Unless you can prove negligence on the part of the landlord, and this is not always easy, you have no protection in case of fire, theft or any other loss situation.

COMPANIES THAT OFFER RENTER’S INSURANCE:

Allstate - Renters Insurance
http://www.allstate.com/renters-insurance.aspx

Geico - Renters Insurance
http://www.geico.com/information/aboutinsurance/renters/

Liberty Mutual - Renters Insurance
http://www.youcovered.com/renters-insurance.html

State Farm - Renters Insurance
http://www.statefarm.com/insurance/renters/renters.asp
REPAIRS

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

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

If you have repair problems, request repairs in writing. If the landlord does not respond in a timely manner, write a certified letter, with return receipt requested. Give the landlord a reasonable amount of time to fix the problem. If repairs are not done, write a second letter, also certified. If you get no response to the second letter, then you can consider using legal remedies, such as “Repair and Deduct”, withholding rent or moving out and terminating lease. If you plan to resort to any of the above, we advise you to obtain additional information about the correct procedures from our office or from the Tenant Action Group. Better yet, consult an attorney. For rent withholding or lease termination obtain an inspection from the City of Philadelphia Licenses and Inspections. They will attest to the existing violations, the part of the apartment which is not habitable and the necessity for repairs. Do not withhold rent or move out without a prior L&I inspection and report. The Philadelphia Fair Housing Commission assists tenants not only with cases of alleged discrimination but also with serious repair problems. Contact our office for more information.

For emergency situations, make sure you have an emergency contact number for your landlord and that a procedure for dealing with such situations is in place, preferably written into the lease.

If you have no other way of convincing your landlord to fulfill the promises of the lease and you must withhold rent, put the rent money in an escrow account or set up a separate account with your bank and deposit the rent money on the day the rent is due. Provide the landlord with information regarding the account in writing.
REPAIR REQUEST SAMPLE LETTER

Rev. 1216r.

[REPAIR REQUEST]

Date:

To: (Address)

Dear Landlord:

I live in your property at ____________________________

My unit is in need of repairs. Please make the repairs checked on the attached list. The repairs should be made by a competent professional. I will need 48 hours notice that you are sending your workers to make repairs. Please state in your notice when they will arrive and how long they will need to do the work.

This is a serious matter. Failure to make repairs is a breach and violation of my lease which reduces the value of my rental unit. If the repairs are not made within the reasonable time period indicated on the attached list, I may exercise my right to do any or all of the actions below:

1. Make the repair myself and deduct the cost from the following month’s rent:
2. Refuse to pay all or part of future rents until the repairs are made;
3. Deduct from future rents the reduced value of my rental unit; or
4. Terminate my lease and move out.

I expect to hear from you soon. You can reach me at (___) ___ - ______

Sincerely,

(Your Signature)

(Your Name Typed)
Tenant in Unit ____________________________
Date of Request: __________________________

The repairs checked below must be completed within the time periods indicated:

**EMERGENCY (24 TO 72 HOUR) REPAIRS**
- Heater is broken or there is insufficient heat (below 68°)
- No (or inadequate) hot water
- Electrical outlet sparks or is broken
- Fire alarms or smoke detectors are missing or do not work
- Toilet runs, leaks, or does not flush
- Sewer, toilet, or sinks back up
- Stove does not work
- Refrigerator does not work
- Window glass is missing, cracked or broken « Location: ____________________________
- Wires are exposed « Location: ____________________________
- Fuses blow frequently
- Door or door frames are broken or rotten « Location: ____________________________
- Rats, mice, or insects are present

**URGENT 14 DAY REPAIRS**
- Radiators leak « Location: ____________________________
- Roof leaks
- Floors are not smooth and secure « Location: ____________________________
- Window frames are broken or rotten « Location: ____________________________
- Outside concrete stairs or walks are broken, crumbling, or cracked

**MAJOR 30 DAY REPAIRS**
- Fire escapes are rusted, damaged, or dark
- Emergency backup lights do not work
- Ceilings or walls leak « Location: ____________________________
- Bathroom floor leaks
- Kitchen or bathroom sink is clogged or leaks
- Fire extinguishers have not been inspected within last 12 months
- Lighting fixtures do not work in « Location: ____________________________
- Outlet or switch is uncovered in « Location: ____________________________
- Banister missing on stairs with more than 3 steps
- Ceilings or walls have holes or cracks
- Only one outlet with no ceiling light « Location: ____________________________
- Ceilings or walls need to be painted « Location: ____________________________
- Basement walls are damp or crumbling
- Basement floods
- There are no windows (other than the kitchen or bathroom) « Location: ____________________________
- No dead lock on outside door
- No outlet « Location: ____________________________
- Inadequate ventilation « Location: ____________________________
- Exterior mortar is missing or cracking
- Drain pipes and gutters have holes or are detached
- The yard floods
- No trash storage or pickup
- Inadequate outside lights
WHAT IS A SECURITY DEPOSIT?
A security deposit is an amount of money retained by the landlord and held in escrow for the duration of the lease term. It is used for any damages done to the property during the tenant’s occupancy. A tenant cannot use the security deposit as rent payment. A security deposit differs from a deposit given before lease signing to remove the property off the market. Such a deposit, often as much as a one-month rent, is, in many cases, non-refundable, if the tenant changes his/her mind about renting and the landlord does not rent the apartment at its availability date. Once the lease is signed, the initial deposit is kept as security deposit.

According to the Pennsylvania Security Deposit Law, a landlord can charge an amount up to or equal to two months’ rent as security deposit in the first year of a lease. After the first year, the landlord can only hold a security deposit equal to one month’s rent and must return to the tenant the amount exceeding one-month rent. While the security deposit is regulated by law, the way the rent is paid is not. That is how many landlords get around the requirements of the Security Deposit Law. By designating one month of pre-paid rent as last month rent they can have the tenant continue to pre-pay the last month rent in the second and subsequent years of a lease. While some courts may consider this as a disguised security deposit, others will enforce the terms of the lease regarding the payment of rent.

At the beginning of the third year the deposit must be placed in an interest-bearing escrow account. At the end of the third year and every year thereafter, the landlord must remit the interest to the tenant. He/she can, however, deduct 1% of the total interest for administrative costs. The law does not establish any required amount of interest. It only provides that the security deposit must be placed in an interest-bearing account.

If the rent goes up the landlord can ask the tenant to make up the difference between the current rent and the amount of the deposit. After five years of living on the premises, the landlord may not increase the amount of the deposit.
HOW TO PROTECT THE SECURITY DEPOSIT
Inspect the premises upon move in, make a list documenting the condition of the apartment. You can use our Move In/Move Out Checklist or draw up your own (include holes, or marks on the wall, damage to floors and windows, any marred or broken appliances that came with the property). If possible, have the landlord inspect the property with you. If not, sign the list, mail it certified to the landlord, keeping a copy for yourself. This will ensure that you will not be charged for damage from the previous tenants.

Before you move out, perform a similar inspection of the premises and draw up a similar list. Make sure you clean the apartment even if you did not find it clean when you moved in. The initial list and the final list should differ only in terms of “normal wear and tear”. You are responsible for damages done through misuse, abuse and negligence.

Make sure you have given proper notice of termination and provided the landlord with written notification of your forwarding address. Use certified mail. If the landlord does not have your forwarding address, he/she is not required to return deposit. Proof that you have provided the landlord with your forwarding address is very important if you plan to use legal recourse to recover any wrongfully withheld funds.

HOW TO GET THE SECURITY DEPOSIT BACK
The landlord has 30 days to return the security deposit to you after the termination of the lease. If the security deposit is not returned in full, because of claimed damages to the property, cleaning fees, unpaid rent or other charges, the landlord must supply you with an itemized list of the deductions and the remainder of the deposit, if any. Remember that you are responsible for leaving the apartment clean even if you did not find it so at the beginning of the term. You are responsible for damages done through misuse, abuse and negligence. It is very important to document items you feel the landlord may make you responsible for. Take pictures with your phone or use a video camera if necessary. Do not leave your furniture in the apartment, unless the landlord agreed to that in writing. Do not leave trash bags in the apartment, either. Ask the landlord for clear instructions of how to dispose of trash, if such instructions are not provided in the lease.

If the landlord does not communicate with you in writing within the 30 day period required by law, he/she forfeits the right to withhold any money for damages or cleaning. He/she still can withhold for back rent and/or unpaid utility bills. If the landlord does communicate with you within the indicated timeframe but you do not agree to the list of damages or with the amount of money he/she is withholding, write a letter to your landlord, mail it certified, return receipt requested, contesting the charges and requesting immediate return of the money withheld.

If you get no response, you can take your landlord to the Small Claims Court. In case there was no communication in writing within the 30-day period you can sue for up to two times the amount of the deposit. If you get a date in Court, you must be present, otherwise you lose your case.
Subletting is a way of getting out of a lease or of recovering some of the rental money when you get into a one-year lease but need to leave for a time. A lot of students sublet their apartments in summer. When things go well, subletting is a good way of temporarily transferring the obligations of a lease. However, when things go wrong, subletting can become a problem for the original tenant, for the sub lessee, or for both.

**HERE ARE SOME FACTS ABOUT SUBLETTING, which may prove helpful in avoiding unforeseen and unpleasant circumstance:**

1. **When signing a lease, make sure that subletting is permitted by your lease.** Most leases allow subletting but they require additional written consent by the property owner/manager. Consent cannot be unreasonably denied. Denial can only be based on financial assessment of potential subtenant, not on discriminatory factors. The landlord can charge a subletting fee. Check your lease to see if such a fee exists.

2. **Be aware that the original tenant is still bound to the terms of the lease,** should the sub lessee fail to fulfill any of the obligations of the lease. By the same token, the sub lessee’s obligation is to fulfill all the terms of the original lease. The sub letter and the sub lessee should both read and understand the terms of the original lease. This is the surest way to avoid problems that can arise later.

3. **Use a subletting contract.** Do not rely on a verbal agreement. The Office of Off-Campus Living has such forms. Sometimes the landlord may provide you with the sublet lease agreement. Try to get as much rent up front and, if possible, a security deposit to cover possible damages.

4. **Inspect the premises carefully and document in writing the condition of the apartment,** both when the sub lessee takes over the premises and, if possible, at the end.

5. **Make sure the utility accounts and the telephone account do not remain in your name.** If this is not possible, make some arrangements for advance payment or any other agreement fair to both parties.

6. **In any apartment/house share situation, be aware that you are jointly and severally responsible for the total rental payment.** If one original tenant found a sub letter but the other did not, both original tenants are still responsible for the total amount of rent.
The sublessor agrees to sublet and the subtenant agrees to take the premises described below. Both parties agree to keep, perform, and fulfill the promises, conditions and agreements expressed below:

1. The sublessor is (who is moving out):

2. The subtenant is (who is moving in):

3. The location of the premises is (address): ________________ Unit Number: ________________

4. The term of this sublease is _____ months long, and begins on (m/d/yr) ________________ and ends on ________________ (m/d/yr).

5. The rent is $ _______ per month, payable in advance on the ________________ day of the month, payable to: ________________ at address: ________________

6. The sublease agreement will terminate on (m/d/yr): ________________

   There shall be no holding over under the terms of this sublease agreement under any circumstances.

7. All charges for utilities connected with premises which are to be paid by the sublessor under the master lease shall be paid by the subtenant for the term of this sublease.

8. Subtenant agrees to surrender and deliver to the sublessor the premises in as good of condition as they were at the beginning of the term, reasonable wear and tear excepted. The subtenant will be liable to the sublessor for any damages occurring to the premises or the contents thereof or to the building which are done by the sublessee or his/her guests.

9. Subtenant agrees to pay to sublessor a deposit of $ _______ to cover damages beyond normal wear and tear, unpaid rent, and unpaid utilities. Sublessor agrees that if the premises and contents thereof are returned to him/her in the same condition as when received by the subtenant, reasonable wear and tear thereof excepted, and if there is no unpaid rent or unpaid utility bills owed by subtenant, s/he will refund to the subtenant $ _______ at the end of the term, or within 30 days thereafter. Any reason for retaining a portion of the deposit shall be explained in writing within 30 days to the subtenant.

10. The sublessor will provide the subtenant with a check-in sheet within three (3) days after the time the sublessee takes possession of the unit/premises.

11. The sublease agreement incorporates and is subject to the original lease agreement between the sublessor and his lessor, a copy of which is attached hereto, and which is hereby referred to and incorporated as if it were set out here at length.

12. The subtenant agrees to assume all of the obligations and responsibilities of the sublessor under the original lease for the duration of the sublease agreement.

13. The words “sublessor” and “subtenant” as used herein include the plural as well as the singular; no regard for gender is intended by the language of this sublease.

14. Other terms and conditions:

15. This lease constitutes the sole agreement between the parties and no additions, deletions, or modifications may be accomplished without the written consent of both parties. (Any oral representations made at the time of executing this lease are not legally valid, and therefore, are not binding upon either party.)

16. If the subtenant is under 18 years of age, then his/her legal guardian or parent guarantees and agrees to perform all of the terms, covenants and conditions of this sublease by affixing his/her signature.

17. Each party signing this sublease acknowledges receipt of a copy thereof.

18. This sublease is not binding upon either party unless approved by the landlord as provided below, provided such approval is required by the original lease.

19. The parties hereby bind themselves to this agreement by their signatures affixed below on: ________________ (date: m/d/yr)

Sublessor(s):

__________________________
(signature)

__________________________
(signature)

Subtenant(s):

__________________________
(signature)

__________________________
(signature)

Parent or guardian for subtenant under 18 years of age:

__________________________
(signature)

I hereby give my consent as landlord to subletting of the above described premises as set out in this sublease agreement.

Landlord or Agent: ___________________________ Date: ___________________________
GOOD NEIGHBOR

HOW TO BE A GOOD NEIGHBOR

It is important to consider the needs of all of your neighbors whether they are fellow students, university employees, or long-time residents of the North Philadelphia neighborhood. All students living throughout the neighborhood, as well as for those who live on-campus, but travel through the neighborhood for school or social activities, should recognize the impact that their negative behavior may have on the community. Being respectful of one another is an important first step in being a Good Neighbor.

• INTRODUCE YOURSELF. Once you’ve finished unpacking, be sure to personally introduce yourself to your neighbor. If you feel comfortable, exchange phone numbers with your neighbor so you can contact each other if there are concerns.

• CONSIDER YOUR NEIGHBORS’ LIFESTYLE. Get to know your neighbors—what do they do before they even start; for example, if they work nights, quiet mornings will be important to them. If they have young children, quiet evenings will be very important to them. Similarly, give them information that will help them be more considerate of your lifestyle.

• SHOW RESPECT. Many of the neighbors have owned their homes for several decades and have a great investment in the community.

• OFFER A HELPING HAND. Shovel snow, offer to carry your neighbors’ groceries, or get involved in the block or community association.

• KEEP UP THE APPEARANCE OF YOUR PROPERTY. Keep your property clean and clear of debris. Help keep the neighborhood clean by participating in clean ups.

• ALERT YOUR NEIGHBORS TO PARTIES. If you’re planning a party, be sure to give your neighbors plenty of warning letting them know when it’s going to start and how long you expect it to last. Leave them a telephone number to contact you if they need to ask you to turn the music down.

• BE AWARE OF SHARED WALLS. If you’re in a row home or any structure where you and your neighbors share adjacent living spaces, consider your noise levels. Consider moving TVs and speakers away from the partition walls.

• KNOW YOUR TRASH COLLECTION DAY. Place trash out only on your scheduled collection day. If you are unsure of your collection day, please visit the following site: http://citymaps.phila.gov/portal.

• RECYCLING. Recycling is the law in Philadelphia. Failure to recycle can lead to a fine of up to $300.00.

• SNOW REMOVAL. According to Philadelphia Code (10.720), “The owner, agent, and tenants of any building or premise shall clear a path of not less than 36 inches in width on all sidewalks, including curb cuts, abutting the building or premises within six hours after the snow has ceased to fall. The path shall be thoroughly cleared of snow and ice.” In an effort to be a Good Neighbor please help out elderly and disabled neighbors who might be unable to manage their own snow removal.

• MANAGING GUEST BEHAVIOR. You can be held responsible for any violations that occur around your dwelling. This includes the behavior of guests. You may be held responsible by the university of the City of Philadelphia for the conduct of persons who are not listed on the lease.
Temple University expects that students conduct themselves with honesty, integrity, civility, and citizenship both on and off campus. The university is committed to assisting neighborhood residents and students are expected to prevent and respond to disruptive incidents that may arise from student behavior in the local community.

SERIOUSLY DISRUPTIVE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Excessive and/or unreasonable noise
- Large disruptive activities
- Illegal use, sale, and/or distribution of alcohol or other drugs
- Trash
- Rude and abusive language
- Public urination or related violations of local community standards

Disciplinary investigation and charges will be initiated when the university becomes aware of such behavior in the surrounding community.

As citizens in the neighborhood and leasers of property, students must act in a proactive manner to decrease the likelihood of seriously disruptive behavior in and around their homes by choosing carefully those who share their lease and those who are guests. Students must clearly communicate expectations of roommates and guests and take steps when those expectations are not met.
About the University

Temple University is the 28th largest university in the nation with nearly 40,000 students engaged in full- and part-time studies at nine campuses worldwide, from Pennsylvania to Italy and Japan. A premiere state-related public university, Temple has been recognized for its academic and research excellence in sources like U.S. News & World Report and USA Today. The university’s world class faculty, academic programs and vibrant main campus in Philadelphia, attract students from every state in the United States and more than 130 countries.

Temple offers 380 undergraduate, graduate and professional degree programs giving students unparalleled learning opportunities. Its faculty lead a growing research enterprise with breakthrough advances in health science, urban planning, public education, environmental sustainability and more. Temple appears on The Princeton Review’s list of the 20 “most connected, plugged-in, and high-tech campuses” in America. A $1.2 billion campus development project called Temple 20/20, is creating additional state-of-the-art classrooms, research facilities, new student residential halls and recreational facilities. Temple is governed by a 36-member Board of Trustees. Nell D. Theobald is the university’s 10th president. To learn more, go to www.temple.edu.

To Temple University’s Main Campus

From the Pennsylvania Turnpike:
Take Exit 326 (Philadelphia/Valley Forge). Follow I-76 East (Schuylkill Expwy.) approx. 18 miles to Exit 344 (Central Philadelphia/I-676). Note: Exit is on left. Follow I-676 approximately 1 mile to Central Phila./Broad Street exit. Take Broad Street exit (stay to left). In one block go left onto Broad Street. Follow Broad Street to Cecil B. Moore (approx. 2 miles). Turn right onto Cecil B. Moore and right again onto Park Ave. Visitors Parking Lot 3 entrance is on right. You may also park at the Liacouras Center Parking Garage, located at 15th Street and Montgomery Avenue.

From the Northeast Extension
Pennsylvania Turnpike:
Take Exit 26 to I-476 South to I-76. Exit at I-76 East (approx. 5 miles). Take I-76 East approx. 15 miles to Exit 344 (Central Philadelphia/I-676). Note: Exit is on left. Follow directions from I-676 above.

From I-95 North:
Take Exit 22 (Central Philadelphia/I-676). Follow Central Philadelphia signs to Broad Street exit. At next intersection (Vine Street) turn left. In one block, turn left onto Broad Street. Follow Broad Street to Cecil B. Moore (approx. 2 miles). Turn right onto Cecil B. Moore and right again onto Park Ave. Visitors Parking Lot 3 is on right. You may also park at the Liacouras Center Parking Garage, located at 15th Street and Montgomery Avenue.

Public Transportation to Temple’s Main Campus

SEPTA Regional High Speed Lines:
All lines stop at Temple University Station, 10th and Berks Streets.

Broad Street Subway:
All local trains stop at Cecil B. Moore Station (Broad Street and Cecil B. Moore Avenue).

“C” Bus:
Stops on Broad Street at Cecil B. Moore Avenue, Montgomery Avenue, Berks Mall, and Norris Street.

“3” Bus:
Stops on Cecil B. Moore Avenue from 11th Street to Broad Street.

“23” Bus:
Stops on 12th Street (southbound) and 11th Street (northbound) at Berks Mall, Montgomery Avenue, and Cecil B. Moore Avenue.

Temple University Campuses and Locations, Regional Map

Main Campus
Broad St. & Montgomery Ave., Philadelphia

The Liacouras Center
Broad St. & Montgomery Ave., Philadelphia

Health Sciences Center
Broad St. & Ontario St., Philadelphia

Temple University Ambler
580 Meetinghouse Rd., Ambler

Temple University Fort Washington
401 Commerce Dr., Fort Washington

Temple University Center City
1515 Market St., Philadelphia

Temple University Harrisburg
234 Strawberry Sq., Harrisburg

Temple University
School of Podiatric Medicine
8th & Race Sts., Philadelphia

Please refer to the map for additional locations.
Temple University’s Campus Safety Services is here to keep you safe within the areas indicated on the map above. Temple University’s Campus Safety Services is also responsible for enforcing University regulations and working with city police to enforce the laws within these same boundaries. The Temple University Extended patrol zone goes from Susquehanna Avenue (north) to Jefferson (south) and between 9th Street (east) to 18th Street (west). Within the campus patrol area there are two transit stops for the Broad Street subway transit system and the Regional Rail station located at 915 West Berks Street.

Walking Escort Program
sponsored by Campus Safety Services

To request an escort,
call: 8-WALK (8-9255) from a campus phone,
or call: 215-777-9255 from a cell phone

Escort service is available daily from 4:00pm – 6:00am
Security Bike Officers provide escort services and maintain communication with Temple Police
Flight is an on-demand evening shuttle service for the Temple community.

WHO CAN USE FLIGHT?
Any student, faculty or staff member with a valid TUid.

WHEN CAN I GET A RIDE?
Shuttles operate from 5:30 p.m. to 5:45 a.m. seven nights a week during the academic year.

HOW DO I REQUEST A RIDE?
To request Flight:
1. Download the TapRide app and select Temple University.
2. Log in with your AccessNet username and password.
3. Select where you are and where you want to go.

WHAT HAPPENS WHEN I REQUEST A RIDE?
The app will automatically assign a shuttle to you. Once one has been assigned, the “waiting for driver” message will change to let you know an estimated time of arrival. Your bus number will appear in a white box below the ETA. You can track your shuttle’s progress on the map. Once a driver arrives, he or she can activate a “honk” feature that pushes a notification to your smartphone so you know your ride is ready.

WHERE CAN I GO?
Trips must begin or end at a residential address. Trips go to or from a residence to or from the following Main Campus pickup/drop-off locations:
1. bus shelter between Paley Library and the TECH Center
2. Johnson and Hardwick halls
3. IBC Student Recreation building
4. Morgan Hall
5. SEPTA Regional Rail station
6. Student Center
7. Tyler School of Art

Source: https://campusoperations.temple.edu/parking-transportation/shuttle-services/flight
The neighborhood of Yorktown, Philadelphia is for single family rentals and ownership. Student housing is not permitted in Yorktown. Refer to the map for the boundaries of Yorktown. The city ordinance below explains in detail the tenant restrictions.

**CITY ORDINANCE REGARDING TENANT RESTRICTIONS IN YORKTOWN CHAPTER 14-1600. MISCELLANEOUS**

§14-1629. North Central Philadelphia Community Special District Controls. [429.4]

(1) LEGISLATIVE FINDINGS. THE COUNCIL FINDS THAT:

(a) In recent years, North Central Philadelphia has been the target of speculators seeking to create multi-family student housing by converting single-family dwellings into rooming or boarding houses;

(b) The conversion of single-family dwellings into boarding/rooming houses changes the character of this community and over-burden local blocks with excess vehicles and limited parking spaces;

(c) Major public and private investments have been made and continue to be made in and around the North Central section of the City to enhance visual aesthetics, to sustain single-family residential uses, to prevent declining property values, and to protect and promote the economic vitality of this area of Philadelphia;

(d) Public expenditures have included street and sidewalk improvements and improvements to the Broad Street Subway and stations;

(e) The higher density development and non-residential parking as main use in the area has burdened local streets with additional vehicular traffic and decreased parking spaces previously available to the homeowners, lowering the quality of life for existing homeowners in the North Central Philadelphia community;

(f) Therefore, special land use and zoning controls providing for controls on any proposed conversions are required to protect the existing residential properties, which are within this district and are critical to the vitality and stability of this section of the City as a stable community of single-family dwellings.

(2) PURPOSE OF THE DISTRICT.

This special district is established in order to preserve and protect this area of the City through the enactment of the North Central Philadelphia Community Special District Controls. It is recognized that this section of the City is unique and is a vital, single-family residential district. This pattern contributes to the distinctive atmosphere of this area. Council recognizes the need to establish special land use and zoning controls, to protect this community from the conversions of houses into apartments, tenements, and multi-family dwellings which would destabilize the community by taking on the transient character inherent in apartment and tenement living, to sustain and promote single-family residential uses, to prevent declining property values, to discourage non-residential parking as main use in the community, and foster the preservation and development of this section of the City in accordance with its special character.

(3) DISTRICT BOUNDARIES. [429.5]

For the purposes of this section, the North Central Philadelphia Special District Controls shall apply to all residentially zoned (R9A, R10, R13, R20) properties within the following areas:

(a) The area bounded on the north by Cecil B. Moore Avenue, on the east by Tenth Street, on the south by Oxford Street, and on the west by Eleventh Street.

(b) The area bounded on the north by Oxford Street, on the east by Eleventh Street, and on the south by a line consisting of Stiles Street from Eleventh Street to Twelfth Street.

(c) The area bounded on the north by Cecil B. Moore Avenue, on the east by Twelfth Street, on the south by Flora Street, and on the west by Thirteenth Street.

(d) All properties fronting on the west side of Thirteenth Street between Jefferson Street and Oxford Street.

(e) The area bounded on the west by 13th Street, on the east by 11th Street, on the north by Susquehanna and on the south by Diamond Street.

(f) The area bounded on the south by Master Street, on the North by Jefferson Avenue, on the east by 11th Street, and on the
west by 12th Street.

(g) The area bounded on the north by Cecil B. Moore, on the south by Master Street, on the east by 9th Street, and on the west by 11th Street.

(4) **PROHIBITED USES.**

Within the area subject to the North Central Philadelphia Special District Controls, and notwithstanding any other Chapter of this Title, the following uses shall be prohibited:

- (a) Multiple-family dwellings;
- (b) Apartment houses;
- (c) Tenement houses;
- (d) **Student housing not owner-occupied;**
- (e) Fraternity/Sorority houses.
APARTMENTS, LANDLORDS & PROPERTY MANAGERS

ACADEMIA SUITES & YORK NORTH APTS
Amber Johnson, Asst. Community Manager
ajohnson@comehometolindy.com

ACADEMIA SUITES
1100 West Godfrey Avenue
Philadelphia, PA 19141
www.AcademiaSuites.com

1420 & 1428 W. COLUMBIA AVE, LLC
Sam Stern
1420 & 1428 Cecil B. Moore Ave. Phila., PA. 19121
P: 877.227.5336 | F: 215.782.1845
Sternsvcs@comcast.net
IncredibleLocations.com

BEECH INTERNATIONAL VILLAGE
Tre’ Griffin, Multi-Site Property Manager
1520 Cecil B. Moore Ave
215.765.3134
tre.griffin@risere.com
www.beechinternationalvillage.com

BERGER RENTAL COMMUNITIES
Christine Caine, Community Manager
31 Brewerytown, Phila PA
267.761.5565
ccaine@rentberger.com
www.31Brewerytown.com

BERGER RENTAL COMMUNITIES
Stephen Lane
Leasing & Marketing Manager
1200 Washington, Phila PA
P: .215.964-8921
1200Washington.com
www.RentBerger.com

CECILIA STRAZNIK PROPERTIES
Cecilia Straznik
1540 N. 18th St. Philadelphia, PA 19121
267.968.4977
ceciliastraz@verizon.net

DIAMOND GREEN APARTMENTS
Anjolic Rodriguez-Rios, Manager
1000 Diamond St. Philadelphia PA 19122
215.765.2220
angie@orensbrothers.com
www.diamondgreenapts.com

DRANOFF PROPERTIES INC.,
777 SOUTH BROAD
Michael Purcell, Director of Leasing
777 South Broad St, Philadelphia, PA 19147
215.772.0777
mpurcell@dranoffproperties.com
777southbroad.com

DRANOFF PROPERTIES INC.,
SOUTHSTAR LOFTS
Michael Purcell, Director of Leasing
521 S. Broad St, Philadelphia, PA 19147
215.546.7827
mpurcell@dranoffproperties.com
southstarlofts.com

THE EDGE STUDENT VILLAGE
Helen Watson, Leasing Manager
1601 North 15th St. Philadelphia, PA 19121
P: 267.319.7888 | F: 215.236.3409
Helen.watson@clvusa.com

FALLS VILLAGE
V. Michelle Hopkins, Leasing Consultant
2991 W. School House Ln, Phila. PA 19144
215.844.3818
www.scullycompany.com

GOVBERG REALTY
Jennifer Govberg; Leasing Director
1534 N. Carlisle Street, Phila PA 19121
267.606.6557
leasing@govbergrealty.com
www.govbergrealty.com

GNR PROPERTY MANAGEMENT
Lillian Roberts, Marketing Coordinator
829 N 29th Street, OFC, Phila, PA 19130
P:267-428-0811 | F: 215-948-8198
lillian@gnr-group.com

HAWK REALTY LP
1414 S Penn Square Unit 10B
Philadelphia PA 19102
Jennifer Smith, Contact Person
jennifer.smith222@gmail.com

INNOVATIVE PROPERTY GROUP
Chris Tucker
1515 Market St., Suite 1200, Phila Pa 19102
215.240.7777
leasing@ireip.com
rentipg.com

INTERNATIONAL HOUSE PHILADELPHIA
Andrew Fuller, Director of Admissions
3701 Chestnut St, Philadelphia, PA 19104
housing@ihphilly.org
www.ihousephiladelphia.org

KARDON & ATLANTIC
Kardon Building
Ozana McMillan Property Manager
1801 N 10th St. Phila, PA 19122
ozanam@pmcpropertygroup.com

UNIVERSITY APARTMENTS
Ozana McMillan Property Manager
1500 North 15th St. Philadelphia, PA 19121
ozanam@PMCPROPERTYGROUP.com

NORTH BROAD LIVING MANAGEMENT
Jessica Jackson, Senior Property Manager
1516 N. 15th Street, Philadelphia, PA 19121
jess@northbroadliving.com
www.northbroadliving.com
GRADUATE & FACULTY HOUSING

AKA WASHINGTON SQUARE
AT THE FRANKLIN
834 Chestnut Street, Phila. PA 19107
Carol Sano, Sales Manager
215.629.9695
csano@franklinresidences.com

ALDEN PARK APARTMENTS
Stephanie Burrill, Leasing Manager
5500 Wissahickon Philadelphia, PA 19144
apasalesmgr@villagegreen.com
www.alden-park.com

HANOVER NORTH BROAD APARTMENTS
Desiree Epps, Leasing Consultant
Imani Glenn, Leasing Consultant
339 N. Broad St, Phila. PA 19107
322 N. Broad St, Phila. PA 19102
P: 267.544.1634
info@hanovernorthbroad.com
www.HanoverNorthBroad.com

THE LOFTS AT LOGAN VIEW
Joanne Marziani, Property Manager
1666 Callowhill Street, Phila, PA 19130
loftsleasing@reinholdresidential.com
www.reinholdresidential.com

THE METROPOLITAN
Jennifer Rossi, Property Manager
117 N 15th St. Philadelphia, Pa. 19102
metropolitanleasing@reinholdresidential.com
www.reinholdresidential.com

THE PACKARD MOTOR CAR BUILDING
Joanne Marziani, Property Manager
317 N Broad St. Philadelphia, Pa. 19107
packardleasing@reinholdresidential.com
www.reinholdresidential.com

TOURAINE APARTMENTS
Spruce Street Real Estate Company
Nancy Will, Leasing Manager
1520 Spruce Street, Philadelphia PA
P: 215.735.8618 | F: 215.735.3850
nancyw@touraineapts.com
www.touraineapts.com

OXFORD VILLAGE
Tre’ Griffin, Multi-Site Property Manager
1612 North 15th St. Philadelphia PA
215.765.3134
tre.griffin@risere.com
www.oxfordvillageapts.com

PHILADELPHIA APARTMENT RENTALS, INC.
Sarah Babnew
2432 E. Norris Street 1st Fl. Phila, PA 19125
info@phillyrentals.org

PHILLY PROPERTIES GROUP
Yvonne Kraeher, Leasing Manager
2110 South Eagle Road - PMB # 326
Newtown, PA   18940
267.243.1352
Leasing@PhillyPropertiesGroup.com
www.PhillyPropertiesGroup.com

REINHOLD RESIDENTIAL
Lynn Butts - Marketing Director
117 N 15th St. Philadelphia, Pa. 19102
info@reinholdresidential.com
www.reinholdresidential.com

V CAPITAL MANAGEMENT, LLC
Mandi Foch
Marketing & Leasing Administrator
1508 W. Montgomery Ave. - Lower Level
Philadelphia, PA 19121
P: 215.236.4125 | F: 212.480.2850
Mandi@vcapitalmanagement.com
Info@vcapitalmanagement.com
www.vcapitalmanagement.com

UNIVERSITY CITY HOUSING
Lexa Smith, Marketing Assistant
1630 Locust St, Ste 100, Phila PA, 19103
LSmith@uchweb.com
www.SummitPhilly.com
www.universitycityhousing.com

UNIVERSITY VILLAGE
Alyssa DeMarzo, Leasing Manager
Molly Y. Jimenez, General Manager
1701 N. 10th St. Philadelphia, PA 19122
ademarzo@americancampus.com
MJimenez@americancampus.com
www.vuvtu.com

THE VIEW AT MONTGOMERY
Katie Fisher- Assistant General Manager
1100 W. Montgomery Ave. Phila. PA 19122
215.423.1100
kfisher@achliving.com
www.theviewatmontgomery.com

YORK NORTH APARTMENTS
1320 West Somerville Avenue
Philadelphia, PA 19141
www.YonoApartments.com

These listings are for information only and should not be interpreted as an endorsement by Temple University.
FINDING ROOMATES
1. Create an advertisement to post on campus, clarifying what you are looking for in both a house, and a roommate, and then get it stamped in the Student Center. After it’s stamped, make a copy of it and post in approved areas on campus. Don’t forget to provide contact information!
2. Head on over to the Off-Campus Housing Facebook page, or other Temple University related Facebook pages to post what you are looking for. We also suggest using craigslist.com and roomster.com.

SCREEN YOUR ROOMMATE
Roommates are a good way to cut expenses, but remember, you could potentially be living with this person for a year.

Here are some questions you may want to ask a roommate, whether over the phone or in person:
- Can they afford the rent/utilities?
- Are they willing to put their name on the lease?
- How quiet or noisy are they?
- How much noise can they tolerate?
- What times of day will they be making noise and at what times do you need quiet, and does that work for you?
- How much cleanliness do they need?
- How often do they think an apartment should be cleaned?
- What sort of cleaning schedule do they envision?
- Do they smoke or drink, and how do they feel about a roommate who does or doesn’t?
- What type of lifestyle do they lead?
- Are they a student, or are they employed?
- Do they play the drums, have a dog, or like to have loud parties?

Ask all your questions now to ensure compatibility and limit the any surprises you may find later. After you decide what you are looking for, its time to start searching for the right person!

COME TO AN UNDERSTANDING
Before signing the lease, make sure everyone is on the same page. We suggest putting all agreements into a written roommate agreement to refer to it at a later date.

RENT/BILLS
What is everyone’s share? Whose name will be on the utility bills, and how will they be split?

SPACE
Who will occupy which bedrooms?

FURNITURE/HOUSEHOLD SUPPLIES
Who’s bringing the couch? The TV? How about the plates, utensils, or the ever important vacuum cleaner? Go over the basics, and do not split the cost of large furniture items. After all, you can’t split a TV in half when its time to move out.

HOUSEHOLD CHORES
Who is responsible for cleaning, and on what schedule?

FOOD SHARING
Will food, shopping and cooking responsibilities be shared? How about basics like salt and pepper? How will you split the costs of everything?

NOISE
When should stereos or TVs be turned off or down low? When is it okay to have people over?

OVERNIGHT GUESTS
Is it OK for boyfriends/girlfriends to stay over? How often is too often?

MOVING OUT
If one of you decides to move, how much notice must be given? Must the departing tenant find an acceptable substitute?
Once you move into the premises inspect the unit carefully, preferably with the property owner/manager and document the condition of the property in writing. Use this form or draw up your own, keep a copy for yourself and send one to your landlord. If the inspection is done by the two parties - you and your landlord - they should both sign it. Use the same form for checking out of the apartment at the end of your lease. If you have a camera, take pictures. Find away to date the pictures. The day’s newspaper in the picture is an easy way to do so. Reprinted with permission from University of Pennsylvania OCEUM. Fareas.

### OUTSIDE

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### Bathroom

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### Living Room

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Lessee: ____________________________  Lessor: ____________________________  Date: ____________________________

- **Move-in**
- **Move-out** (If move-out, give the forwarding address for the return of the security deposit.)
**TEMPLE UNIVERSITY OFF CAMPUS LIVING**

**Budget Worksheet**

- **WEEKLY**
- **BI-WEEKLY**
- **MONTHLY**

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**Budget Summary**

- **Total Resources** $___
- **Total Expenses** $___
- **Balance** $___
OFF-CAMPUS LIVING OFFICE

« HOURS: Monday - Friday, 9:00 a.m. - 5:00 p.m., or by appointment as necessary.
« LOCATION: 1910 Liacouras Walk, Third Floor, Philadelphia, PA 19122

OFF-CAMPUS LIVING STAFF

« JESSICA JOHNSON  Associate Director, Conference Services and Off-Campus Living
« CORRIE MCFARLANE  Coordinator, Conference Services and Off-Campus Living
« DORETHA STARLING  Administrative Specialist, Conference Services and Off-Campus Living

PHONE: 215.204.7944
WEBSITE: housing.temple.edu/resources-and-services/campus-services
FACEBOOK: @templeuniversityoffcampushousing