Good House Renting
CU’s Guide to Off-Campus Housing
RALPHIE’S LIST
CU’s Rental Database

Your 1-Stop Shop:

- Search Off-Campus Housing Listings
- Build a favorites list for easy comparison
- Create & view roommate profiles
- Post and search sublets, furniture, carpools, & more!

Off-Campus Housing & Neighborhood Relations
UNIVERSITY OF COLORADO BOULDER
ralphieslist.colorado.edu
Off-Campus Housing & Neighborhood Relations is a function of CUSG and provides support to over 22,000 students living off-campus.

Finding off-campus housing can be an overwhelming experience. The purpose of this guide is to alleviate the stress of finding housing and to educate students on their new responsibilities as tenants and Boulder community members.

http://offcampushousing.colorado.edu
University Memorial Center, room 313
Phone: 303-492-7053 I Email: och@colorado.edu

Off-Campus Housing & Neighborhood Relations
UNIVERSITY OF COLORADO BOULDER
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OFF-CAMPUS HOUSING:
The Facts

There are approximately 22,000 CU students living off-campus. After freshman year, most students rent units managed by local landlords and property management companies. CU’s Off-Campus Housing & Neighborhood Relations office maintains a rental database and contact information for Boulder property management companies. The office can also answer questions regarding off-campus living, tenant rights, and the Boulder area. The office is funded by CU Student Government.

52% of the housing market in Boulder is comprised of rentals, so don’t ever panic that you won’t have housing come the start of the semester. You can choose from apartments, houses, condos, townhouses, and spare rooms.

It is important to do your research before moving off-campus. This guide will walk you through the process of picking a location, finding housing, choosing roommates, setting a budget, and signing a lease.

Moving off-campus comes with new responsibilities. Just because there are no RA’s watching, doesn’t mean there is “more freedom”. Remember, there is no “students only” neighborhood in Boulder. When you move off-campus, be sure to get to know your neighbors. Introduce yourself, provide your phone number, and let your new neighbors know that you are excited to be a part of the community.

Whether you reside on the Hill or in Broomfield, transportation to campus couldn’t be easier. All students receive an RTD pass that allows them to use public transportation free of charge. For information on bus routes in the area, visit www.rtd-denver.com. Boulder Zimride is also a great resource for students looking to carpool. For more information on Zimride, visit www.zimride.com/boulder.
Boulder Neighborhoods
There are several Boulder neighborhoods that offer a variety of convenient, student friendly, housing options. Popular neighborhoods include University Hill, Goss Grove, East Aurora, and Martin Acres. Students may also consider living outside Boulder in one of the surrounding cities such as Broomfield, Louisville, Lafayette, or Superior.

- **University Hill** is the most popular student location, but also the most expensive. The Hill is just a short walk west of campus and is home to a wide range of student friendly shops and restaurants.

- **Goss Grove** is located north of campus and offers a variety of living accommodations. Upper classmen tend to enjoy this neighborhood because it is within walking distance to campus and the downtown Pearl Street area.

- **East Aurora** is close to East Campus and the 29th Street Mall. This area offers reasonable prices and a variety of apartment complexes. Business and Engineering students can’t go wrong here.

- **Martin Acres** is one of the most affordable neighborhoods. If you are concerned for cost, and OK with taking the bus to campus, this is the neighborhood for you.
UNIVERSITY HOUSING: Consider Your Options

While the majority of students live off-campus, students who choose to live in university run housing enjoy several unique benefits and conveniences, including individual lease liability, short-term leases, meal plans, and of course location.

CU provides several living options on-campus for upper classmen. If you are concerned about cost, compare your options. Living on-campus may be the more affordable choice because of its lease flexibility and inclusive packages.

University housing is furnished, alleviating the stress of finding furniture and storage over the summer. The on-campus meal plan is also a convenient way to eat well and save money. If you live off-campus and hate cooking, you will find that dining out can get expensive.

Students who are considering living off-campus will likely sign a 12 month lease. If you intend to study abroad or go home for the summer, living in university housing is a great way to avoid paying extra rent.

The Residence Halls

Residence Halls are open to incoming freshmen, transfer students, upper-division, and graduate students, including currently enrolled CU students. They offer a supportive atmosphere and convenient location for all enrolled students.

Students interested in living in the residence halls have a variety of floor and room plans to choose from. The Residence Halls offer a community living environment designed to combine energy and excitement with academic support. More information, including the online application, can be found at housing.colorado.edu or by calling 303-492-6673.
Bear Creek Apartments

Bear Creek Apartments is a unique community that was created to support students’ academic success. Offering services and amenities tailored to CU’s upper-class student population, Bear Creek is a perfect choice for off-campus living. Bear Creek has attractive lease options including 9 and 12 month leases and short-term leases for students participating in a study abroad program. It also offers individual leases, fully furnished apartments, and all utilities are included in the rent! For more information call 303-735-2275 or visit them online at bearcreek.colorado.edu. Come in for a tour today!

Graduate & Family Housing

Graduate & Family Housing maintains furnished apartments a short walk from campus for families, married couples, and single parents. A limited number of efficiency or studio apartments are also available to single graduate students who are 21 or older. Eligible applicants must be registered as full time students and only students and members of their immediate families may reside here. For more information, call Family Housing at 303-492-6384 or visit housing.colorado.edu.

Live Off – Eat On

You can purchase a meal plan even if you are living outside the residence halls. Purchases of a flexible 50, 65, 80, or 120 Block plan (per meal into the residence hall dining facilities) are available.

Prices and plans are per semester and once purchased, are accessed via your BuffOne Card. For more information on meal plans, visit ocmp.colorado.edu, or call (303) 492-3317.
STARTING THE SEARCH:
Helpful Resources

Ralphie’s List
Off-Campus Housing & Neighborhood Relations maintains an online rental database with current rental listings. Students can also find roommates and post sublets. Ralphie’s List receives new inventory every day and has over 600 property listings available for CU students. Visit offcampushousing.colorado.edu and start your search.

Apartment Complex Guide
Off-Campus Housing & Neighborhood Relations maintains an extensive list of student apartment complexes in the Boulder area. Our list provides general information on number of rooms, lease options, amenities, and cost of rent (the guide is updated once a semester). The office also has contact information for several Boulder property management companies. To pick up a list visit UMC 313, or go online to Ralphie’s List and download a copy from Resources.
Off-Campus Housing Fairs
Off-Campus Housing & Neighborhood Relations hosts two housing fairs where students can speak with landlords, property managers, and realtors without ever leaving campus. Students can enjoy free pizza while collecting information on 100s of available student rentals. The 2013 dates are Wednesday, January 30th and Wednesday, March 6th. Our fairs are held in the UMC ballroom from 10:00am to 4:00pm.

SAVE THE DATE: WEDNESDAY, MARCH 6TH

Other Resources
Walking around your desired neighborhood is also a great way to start. Landlords will often post for rent signs outside their available units. Feel free to talk to current tenants and ask them about their experience in the unit and with the landlord or property manager.

Students who are looking for pet friendly units should consider looking at the Boulder Humane Society website, www.boulderhumane.org, for their list of pet friendly apartments.

If you choose to use Craigslist, be aware of scams. Never pay any money to an out of town landlord, and never agree to anything unless you have seen the unit first. If the rent seems too good to be true, it probably is. Ralphie’s List is a secure site for students, and a safer bet.
## PLAN YOUR EXPENSES:

### Set a Budget

You’re on your own now, so make sure you are setting a reasonable budget for yourself. There are harsh consequences for late payments, and we know you certainly wouldn’t want to pass on any burden to your housemates. Figure out your monthly payments ahead of time, and budget rent around the bills you are currently paying. Here are some expenses to consider:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent &amp; Security Deposit</td>
<td>Decide how you will split rent each month with your roommates (a roommate agreement would be very helpful here). Also prepare to pay your security deposit upon the signing of your lease.</td>
</tr>
<tr>
<td>Utilities &amp; Cable</td>
<td>Find out from your landlord what utilities are included in the price of rent. Do you have to pay for heat, water, electricity? Call Xcel at 1-800-895-4999 and see what the average utility bill for that address is.</td>
</tr>
<tr>
<td>Dining &amp; Groceries</td>
<td>Eating out can get expensive, so make sure you are spending your money wisely. Consider an on-campus meal plan.</td>
</tr>
<tr>
<td>Transportation</td>
<td>If you have a car, remember that you will have to pay for gas, car insurance, and even repairs. Parking on campus can also be expensive.</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>It’s unlikely that you will have a landline, so be sure you’re keeping up with all your cell phone payments.</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>Make sure you are at least paying the minimum balance each month to help you stay on top.</td>
</tr>
<tr>
<td>Student Loans</td>
<td>Find out when you will have to start paying your student loans. It’s a good idea to pay off interest while you are in school.</td>
</tr>
</tbody>
</table>
Save on Energy

Utilities are usually not included in your cost of rent. Before signing your lease, ask the landlord what improvements have been made to the unit and how old the appliances are. The less energy efficient the unit is, the more you will be paying in utilities. Consider calling Xcel Energy, 1-800-895-4999, and asking them what the average utility cost was for that unit.

You might also consider SCORE, Student and Community Outreach on Renter Efficiency. SCORE is a program coordinated through the CU Environmental Center that helps student renters save money on their energy bills by providing free energy assessments.

Each assessment will be performed by two trained CU student technicians. Technicians will install energy saving devices such as CFL light bulbs, weather-stripping, sink aerators, window film, pipe insulation and low-flow showerheads. All of that is installed completely free of charge. While one technician is busy doing quick installs, the other will sit down and discuss targeted ways you and your roommate(s) can save money on your energy bills.

If over half of your roommates are present, your house will be ordered a free Cosmo’s Pizza! For more information visit ecenter.colorado.edu.

Average Apartment Rates

Averages are based on the OCH Apartment Complex Guide and do not calculate the cost of utilities or reflect location and amenities.

<table>
<thead>
<tr>
<th>Apartment Size</th>
<th>April 2010</th>
<th>April 2011</th>
<th>April 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency</td>
<td>$708</td>
<td>$728</td>
<td>$751</td>
</tr>
<tr>
<td>One Bed</td>
<td>$838</td>
<td>$873</td>
<td>$922</td>
</tr>
<tr>
<td>Two Bed</td>
<td>$1,169</td>
<td>$1,259</td>
<td>$1,287</td>
</tr>
<tr>
<td>Three Bed</td>
<td>$1,701</td>
<td>$1,914</td>
<td>$1,986</td>
</tr>
<tr>
<td>Four Bed</td>
<td>$2,249</td>
<td>$2,900</td>
<td>$3,485</td>
</tr>
</tbody>
</table>

Averages are based on the OCH Apartment Complex Guide and do not calculate the cost of utilities or reflect location and amenities.
The more you know about your future roommates, the better off you’ll be. Are they neat-freaks or slobs, academics or party animals, are they willing to compromise or are they controlling?

Your best friend won’t necessarily make the best roommate. If your lifestyles are not compatible, tensions may rise. Before agreeing to live together, get to know each other’s lifestyles and make sure they are attuned.

Do you trust your future roommates? Are they responsible adults who will pay rent on time? You won’t want to get stuck paying their portion of the rent, so ask your future roommates if there is any chance that they will be leaving mid-semester or if they are concerned about affording an off-campus rental. Finances can be a difficult discussion, but it is important to make sure everyone is on same page.

You never really get to know someone until you live with them. Download a copy of our Roommate Agreement online. It is a legally binding document that outlines everyone’s expectations within the household.

Seriously consider how comfortable you would be with your future roommates sharing your bathroom in the morning, or borrowing clothes. Make time to discuss how you will accommodate each other’s differences and handle conflicts when they arise.

Can you deal with their friends and boyfriend/girlfriend? Remember, unless you want to go through the legal hassles and the costs of breaking your lease, you will remain committed to your roommates and their guests. It’s important to outline and set boundaries that make everyone in the house comfortable.
Over-Occupancy
In Boulder, no more than three (in some cases four) unrelated persons can live in a single dwelling unit. Basically, a six bedroom house may only be legally zoned for three (or four) unrelated individuals. It’s incredibly important that you find a unit that will legally accommodate you and all your potential roommates.

The over-occupancy law is enforced only if someone files a complaint, which usually happens when neighbors see too many vehicles or guests, as well as too much noise and trash.

If there ever becomes an issue, whoever is over-occupying (usually the person(s) not on the lease) must move out and the household faces a possible $2,000 a day fine. Consider this: If you are caught over-occupying, you will still be responsible for paying the full amount of rent even though your roommates have moved out. You also don’t want to be stuck finding housing mid-semester.

If you’re hoping to room with five other people, and the lease only requires three signatures, that’s a sure sign that you will be over occupying. To find out how many people can reside in the unit you wish to rent, call the City Zoning Office at 303-441-3270.

Joint and Several Liability
Almost all residential leases have joint and several liability, which means you are responsible not only for your own rent, but also for your roommates’ rent and any damage they or their guests cause.

If you pay your rent, but your roommate doesn’t, you can still be evicted. If your roommate moves out or skips town, it may be very difficult for the landlord to sue him/her for rent and you may become the easiest person to collect from. It is important to make sure your roommates are committed and willing to pay rent for the next 9 to 12 months.

You may not avoid a joint and several liability lease off-campus, but screening your roommates and having a roommate agreement can go a long way toward preventing future problems. Roommate agreements are legally binding contracts and are available for download at offcampushousing.colorado.edu.
SIGNING THE LEASE: Read Everything

The purpose of a lease application is to get as much information about you as possible, including a credit check, criminal background check, and employment and character references. There is usually a relatively nominal fee ($25-$50), but beware that some lease applications will try to make you responsible for paying monetary damages if you fail to sign the lease after your application is approved by the landlord.

Before submitting your application, go and see the property. In an apartment building or multiple unit buildings, make sure you see the actual unit you’ll be living in and not just a “show unit”. If you can, talk with the current tenants and find out how much utilities are and whether they have had any problems with either the landlord or any of their neighbors.

Off-Campus Housing has an attorney who provides FREE legal advice to CU students. Call and set up an appointment for a lease review or to ask questions about your tenant rights.
Once your application is approved, get a copy of the proposed lease and READ IT, ALL OF IT. There is no such thing as a “standard lease”. Never sign a lease if you don’t understand a clause or have questions about your responsibilities under the lease.

Once you sign a lease, it’s almost always too late to ask questions and change any of the provisions.

If you have any questions or just want to play it safe, stop by Off-Campus Housing for a FREE lease review. Attorney Bruce Sarbaugh is available on Tuesdays and Fridays for appointments. Call 303-492-7053 to schedule your lease review.

If any problems should arise in the future including unattended maintenance requests and roommate conflicts, you can meet with our attorney to discuss your legal rights and what actions to pursue. It is important that you always understand your legal rights as a tenant.

Bruce’s Suggestions
Attorney Bruce Sarbaugh has outlined a few key areas to think about before signing. Here are some things to consider:

• **Rent/Utilities** - Make sure the lease says what your rent will be and how much utilities are. Check for late fees (should be no more than 5% of monthly rent) and other “hidden” costs, like administrative fees for managing the property or accepting more than one rent check, etc.

• **Repair/Maintenance** - Your lease should contain a provision that says the landlord is responsible for paying for any repairs unless the repairs are for damage caused by you or your guests. The repair provision should also require that the landlord make any necessary repairs within a specific time period (7-10 days).

• **Security Deposit** – Make sure your lease says how much the security deposit is and how long the landlord has to return your deposit
at the end of the lease. A security deposit is anything you pay which the landlord holds over the term of the lease. A “pet deposit” or any other “deposit” is a security deposit and the landlord must account for it at the end of the lease.

- **Privacy** – Most leases will allow a landlord to come into your place for purposes of inspection or making repairs. Make sure your lease requires your landlord to give you 24 hour notice before coming into your home and that the landlord can only enter your home when you or one of your roommates are present.

At the very least, your lease should require that the landlord can only enter your place “at reasonable times upon reasonable notice”. However, regardless of the lease provision, your landlord can come into your place without any prior notice if there is an emergency (fire, broken water pipe, etc.)

- Some lease provisions may impose an unlawful penalty against the tenant for specific conduct or require the tenant to give up certain rights. These provisions are unenforceable and the courts will generally strike them from the lease. One way to spot an unenforceable provision is to look for words such as: **fine, waiver, forfeiture, and penalty**.

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**Know Your Landlord**

Just as the landlord will want to check you out, you can check out your landlord. Talk to the current tenants and see what they think. Does the landlord enforce late fees? How often does the landlord come to inspect the place? Does the landlord make repairs quickly?

Also, you can check with the Boulder courts and see if your prospective landlord has ever sued previous tenants or been sued by tenants. Check with the **Boulder Chamber of Commerce, 303-442-1044**, and the Better Business Bureau about any complaints filed against your prospective landlord.
MAKING THE MOVE:
Take Pictures

The second you receive your keys, and before you move your furniture into your new rental, search the unit for damage. In clear legible handwriting, document all damages visible in your new unit. Be as detailed as possible and most importantly **TAKE LOTS OF PICTURES**. This is your evidence in case of a dispute with your landlord. You do not want to be charged for damage caused by previous tenants when you move out.

Your landlord will likely provide you with a check-in / check-out form. The form will walk you through each area of the house and will ask you to document any noticeable damage. Provide your landlord with this information as soon as possible and don’t postpone or forget about it. Your landlord will probably give you a deadline to complete your walk through. (You can always download a check-in / check-out form from offcampushousing.colorado.edu if your landlord does not provide one.)

Completing your forms and taking pictures is the one sure way that you can avoid being charged for damages you did not cause. If something needs to be fixed right away, be sure to notify your landlord.

**TAKE PICTURES BEFORE YOU MOVE ANYTHING.**
Safety Measures

Your personal safety and the safety of your belongings is incredibly important and should not be overlooked. Here are some important safety tips to consider when living off-campus:

• Contact your landlord regarding replacing or rekeying locks when you move or if you have lost your keys.

• Keep doors and windows locked at all times, even if you are just out for a few minutes. For sliding doors or windows, place a broomstick handle or a dowel in the track. This will help to assure that doors and windows cannot be slid open.

• All entrances to your home should be well lit; if they are not, check the light bulbs and notify your landlord.

• If you suspect your rental has been damaged by an intruder, call the police and file a report. You do not want to be held responsible by your landlord for any damages.

• Valuables visible from the outside of your home might tempt a burglar. Be careful not place computers, iPads, etc., where they can easily be seen through a window.

• Get to know your new neighbors. Let them know when you will be out of town and ask them to keep an eye on your unit. You will also want someone to collect your mail and watch over your pets while you are away.

Renters Insurance

Be sure to purchase renters insurance. Renters insurance will cover your property should there ever be a flood, fire, or burglary in your unit. Some rental companies will have a recommended insurance company. You can also check with your parents’ insurance company to see if you can be added to their home owner’s policy.
KNOW YOUR CITY:
Stay Connected

When you move off-campus, you become part of a larger community. It is important to learn about your new neighborhood and educate yourself on city laws and ordinances. Below is a list of common city ordinances that often affect students:

• **Disruption of Quiet Enjoyment**: Engaging in loud behavior that disrupts a neighbor in his/her house.

• **Unreasonable Noise**: Making or allowing amplified music in a residential zone after 11:00pm.

• **Excessive Noise Levels**: Making any noise greater than 50 decibels in a residential zone after 11:00pm. NOTE: Just the normal, ambient noise levels late at night in most neighborhoods is 35 decibels.

  **Possible Outcomes**: Violating any of these laws carries a potential penalty of $1,000 or 90 days in jail, plus court costs, community service, and mandatory court appearances. In addition, you may also have to work with CU Student Conduct and reimburse your landlord for any costs.

• **Nuisance Party**: If you host or refuse to leave a party that is a nuisance to the neighborhood, you and your roommates can be subject to a nuisance party ticket. A nuisance party is a gathering of two or more people where there is a violation of one or more municipal ordinance, including any noise or alcohol/keg violations.

  **Possible Outcomes**: The Municipal Court treats Nuisance Parties as a more serious offense then noise violations. You will have to pay court fees, do community service, reimburse your landlord for any costs, and have to work with Student Conduct.
• **Snow:** Snow must be removed within 24 hours following a snow fall. Ask your landlord whose responsibility it is to shovel.

  **Penalty:** Failure to remove snow before the deadline may result in a summons and/or an abatement process. Each property may only received one warning.

• **Fireworks:** The possession and use of fireworks is illegal in Boulder. You can even be held responsible for fireworks used by your roommates and/or guests at your house or on your lawn.

  **Possible Outcomes:** In addition to criminal prosecution, a fine of up to $1,000, and/or 90 days in jail, you could also face possible arson charges. Additionally, you may be held responsible for paying for any property or personal injury damages.

• **Trash:** You are responsible for picking up loose litter and spilled trash around your yard and placing it in the dumpster. It doesn’t matter how it got there, it’s still your responsibility.

  **Penalty:** $1,000 fine and/or 90 days in jail, plus charges from your landlord.

• **Weeds:** It is a violation to allow weeds to grow to a height greater than 12 inches. Check in your lease to see who is responsible for lawn care.

  **Penalty:** The maximum penalty is $1,000 fine, 90 days in jail or both.

• **Parking:** No vehicle may be stopped or parked on a sidewalk or within a sidewalk area. This also includes parking in a driveway in a manner that blocks a sidewalk.

  **Penalty:** $25.00 fine and possible towing charges.

• **Sofa Ordinance:** If you live within the University Hill neighborhood, use or storage of upholstered furniture not manufactured for outdoor use in outside areas or on a covered or uncovered porch is illegal.

  **Penalty:** The maximum penalty is $1,000 + 90 days in jail.
PARTY REGISTRATION:
The Benefits

Register your Friday or Saturday night parties with Off-Campus Housing to receive a warning call from Boulder Dispatch if a noise complaint is made on your property. Police will not be dispatched after the first warning. However, if a second complaint is made after the 20 minutes, police are required to respond to the situation. Party Registration is for noise complaints only and does not protect you against any other violation. During the 2011-2012 academic year, we had 385 registered parties. No one received a ticket.

Smart Party Tips

- Let your neighbors know you intend to have a party and give them your phone number.
- Ask a roommate or friend to stay sober and keep tabs on noise, limit access at the door, and keep the party from getting out of control.
- Kegs attract police attention. It is illegal in Boulder to have a keg on your front porch or in your yard.
- Always provide food and non-alcoholic drinks. You can be ticketed and sanctioned by CU Student Conduct if underage people are drinking at your party. Have alternative beverages.
- Know your guests. You are legally responsible for the actions of everyone at the party.
- Keep the party to a reasonable size. “Reasonable” means everybody fits in the space you have – not in the driveway, or in the neighbor’s yard.
- Never let a guest leave the party with a drink in his/her hand. Open containers in any public space are illegal in Boulder.
- Work with law enforcement. If you should happen to get a knock on the door from the police, just cooperate. You may get just a warning.
- Clean up. If there are red cups, cigarette butts, or other litter in your yard following the party, you may receive a trash ticket. Keep a trash can out during the party for empty bottles.
Party Registration

During the 2011-2012 academic year, 385 parties were registered. None of those registered houses received nuisance party tickets. *(It’s worth registering.)*

**Register your Friday or Saturday night party with Off-Campus Housing & Neighborhood Relations.**

(UMC, room 313)

Provide us with a party host, phone number and address.

Our office will let Police Dispatch know that you’ve registered.

If a NOISE complaint is made on your house THAT NIGHT, Dispatch will give you a 20 minute warning to shut the party down and avoid the cops.

Rent: $850  Nuisance Ticket: $1,000

Don’t **Chance** It