



Off-Campus
Student Affairs

GUIDE TO LIVING OFF-CAMPUS

Be Aware. Be Responsible. Be a Good Neighbor.

2020-2021



OCSA@GWU.EDU

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Introduction to Off Campus Student Affairs

The Office of Off-Campus Student Affairs (OCSA) as part of the GW's Division for Student Affairs (DSA) extends community development and student learning beyond the campus of The George Washington University. Our office is committed to educating students on how to become active and responsible members of the surrounding community in which they live while maintaining their involvement and connection to The George Washington University. Whether you are an undergraduate student moving off campus from living in residence halls or a graduate student moving to D.C. for the first time, our hope is that the Office of Off Campus Student Affairs will address your needs and questions about off campus living and support you as you navigate living in the greater Washington, D.C. area.

This Guide to Living Off-Campus will serve as a resource to you, identifying ways to be a good neighbor, detailing your responsibilities as a tenant, and providing tips for monitoring behavior in the surrounding neighborhoods and maintaining your safety while living in an urban environment. We recognize there are some strategies you can use to be successful in your experience living off campus, so we have provided some tangible checklists and forms to use as you create your own unique off campus living experience. For more information about living off campus as a GW student, we encourage you to contact our office.

Find us online at:

<http://offcampus.students.gwu.edu/> AND <http://www.gwoffcampus.com>

Find us in-person at:

Marvin Center, Student Services Hub, 800 2nd Street NW, Washington, D.C. 20052
P: 202.994.6555 | E: ocsa@gwu.edu



Being a Good Tenant and Neighbor

How to Update Your Contact Information with the University

When you enroll for classes each semester, be sure to update your contact information listed with the university through GWeb. "Current local address" should be the address at which you reside during the week while attending classes and should not be an out of state address or your parent/guardian's address. If you do not update your off-campus address, a registration hold may be placed on your student account.

Do so by completing the following instructions:

1. Go online to www.banweb.gwu.edu
2. Click on the Personal Information menu
3. Select Update Address
4. Select current address to update to current D.C. address

Taking the Off Campus Student Affairs Online Orientation

All GW students registered as living off campus will receive an online orientation that must be completed by the published deadline. This orientation is an opportunity for off campus students to confirm with the university that you are in fact informed and aware of the responsibilities of living off campus as a GW student as it pertains to your status as a tenant, a neighbor, and D.C. resident. 📄

General Guidance Regarding Leasing an Off Campus Residence

Leasing an off campus residence is the first important step of many in the off campus living experience. Only rent from a licensed landlord as D.C. law requires that property owners obtain a Basic Business License (BBL) from the D.C. Department of Consumer and Regulatory affairs (D.C.RA) in order to legally rent their property.

The most important way to protect your rights as a tenant is to read your lease and understand what your responsibilities are when you sign it. A written lease protects both you and your landlord by clarifying the rights and obligations of each party. A tenant's lack of awareness of the obligations agreed to in the lease does not release the tenant from those obligations.

Any changes or additions to the lease should be agreed to by both parties. These changes should appear in the lease before it is signed, and should be initialed by both you and the landlord. A rider or addendum may be attached to the lease and should be signed and dated by both parties. If the landlord has agreed to make repairs, for example, this statement should be included in the rider.

Some landlords do require a co-signer for those under the age of 21 or for tenants who have never rented before. So, you should be prepared with the co-signer's information if you think this will apply to your situation.

To avoid surprises, obtain written copies of all your agreements and make sure you understand your obligations. It is a best practice to keep a copy of your lease in a safe place with a copy of signatures of both you and your landlord in the event an issue or concern later arises.

General Guidance Regarding Tenant Responsibilities & Expectations

There are basic expectations for all tenants living in a rented property of which you should be aware.

- Provide accurate information in your application to lease with a landlord. Failure to do so may result in the landlord being able to evict you as the tenant.
- A lease is a contractual agreement between tenants and a landlord. You as the tenant must follow the terms of the lease or your landlord will have cause for eviction.
- As a new tenant, check the property for damages in order to submit these within five days to your landlord to avoid being responsible for damages at the end of your lease.
- Tenants are expected to pay their rent on time without reminder from their landlord.
- Your landlord has the ability to enter the property with reasonable cause. Discuss with your landlord the timeline for notice to enter the property and how best to notify you of the need to do so. Reasonable causes for your landlord to enter the property include, but are not limited to, conducting property inspections, conducting maintenance repairs or property improvements, supplying necessary and agreed to services, and showing the property to prospective purchasers, mortgagees, tenants, or contractors.
- Per your leasing agreement, you as the tenant must provide to your landlord written notification of leaving the property. Generally, this is 30 days prior to rent being due in year- long leases and 10 days if in a short-term lease.
- District regulations prohibit property owners from allowing grass and weeds on their premises to grow more than 10 inches in height. Failing to adhere to the rule could lead to fines of more than \$500.
- Residents are responsible for clearing sidewalks. With your safety in mind, District law requires property owners to clear snow and ice from sidewalks, handicap ramps and steps abutting their property within the first eight daylight hours after the snow, sleet or ice stops falling.
- Consult your lease, rental agreement or apartment manager for information regarding trash disposal. Most buildings have a trash chute or dumpster, which they require, be used. The Department of Public Works (DPW) provides regularly scheduled trash and recycling collection to single family homes and small, multifamily buildings in the District. Never leave trash or trash bags in common areas, including hallways or sidewalks. To help contain trash, garbage should be bagged and put into larger garbage containers.



Liabilities

When several tenants sign a lease, there is a concept known as “several and joint liability,” which, when included in a leasing agreement, requires that all signers of the lease are responsible for anything due or owed to a landlord regardless of whether or not the tenants remain in the house at the expiration of the lease. This means that if your roommates desert you, or damage their rooms beyond repair, your landlord can sue all of you, or perhaps just you and you may be liable for the entire amount.



Security Deposits

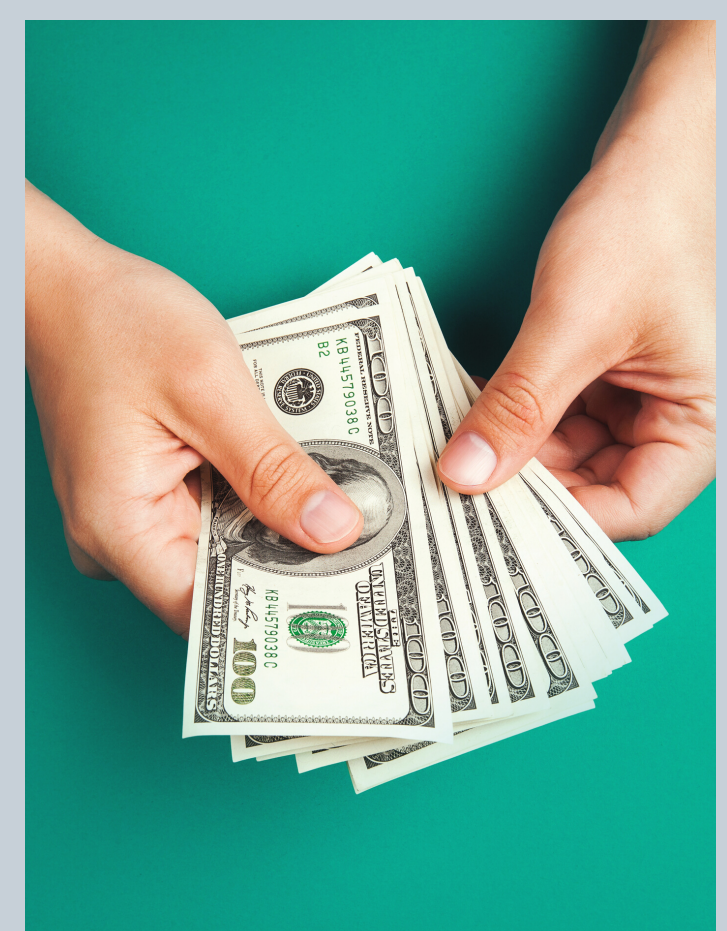
Often a landlord will request a security deposit, typically in the amount of first and/or last month's rent. The security deposit is the first major exchange of money between a new tenant and a landlord. To protect this deposit, you must clearly understand the landlord's terms and conditions regarding the deposit and its return when the time comes. The landlord is required to state these terms and conditions on the lease or on your receipt for the deposit.

When you move out of the apartment, the landlord has 45 days to return your deposit or to notify you in writing if they intend to apply the money toward damages in the apartment. If your landlord does this, they then have 30 days from the day they notified you to return whatever money is left over and provide you with an itemized statement of the repair costs.

The D.C. Housing Regulation Administration also authorizes the landlord to make an inspection of the apartment three days before or after your tenancy ends, but must notify you in writing of the inspection at least 10 days before it occurs. Your security deposit accrues interest and the law dictates that the interest rate on the deposit be equal to the passbook interest rate for the escrow account holding the deposit, or that it shall accrue at a rate not less than 5 percent per year.

Renter's Insurance

While a landlord may often have insurance that covers the actual property being rented, it will not typically apply to personal belongings, furniture or other valuables you own as a tenant. Renter's insurance can be applied through your parents' or spouse's insurance, if applicable. Otherwise the best place to start would be with the insurance company that carries insurance for your car or other members in your family. To ensure the safety of your property while renting, it is suggested that tenants mark their valuables with an email address or other identifying mark to aid in identification if valuables are lost, stolen or damaged.



Off Campus Behavior and Safety



As a GW student you are expected to behave in a responsible manner, be aware of your surroundings, and abide by federal and local laws, as well as the Code of Student Conduct and university policies. The Code of Student Conduct applies to all GW students and students may be charged with violations of laws or University policies regardless of whether the violation occurred on or off campus.

The complete "Code of Student Conduct" can be found on-line at:

<http://studentconduct.gwu.edu/code-student-conduct>;

Conduct action can be taken against students who live off campus for policy violations that occur on campus and on university premises. The University may also take conduct action to address student behavior in addition to the actions of law enforcement or the courts.

To assist you in making constructive decisions and sustaining a positive relationship with the overall off-campus community, the following are areas about which you should be aware and actively responsible for while living off campus.

There are some important reminders about trash disposal, particularly for residents living in residential neighborhoods.

- All trash items should be bagged and placed into a container in order to be picked up. Only bags filled with grass clippings and leaves are allowed outside of the containers.
- Place trash cans out no earlier than 5:00 PM the day before trash pick-up. The Washington DC Department of Public Works (DPW) picks up recyclables on the same day if once-a-week pick-up and on the second day if twice-a-week pick-up. If a collection date is missed or there is excess spillage, be sure to contact DPW at (202) 673-6833 or visit DPW online at: <http://dpw.dc.gov>.
- The Department of Public Works (DPW) is able to pick-up bulk items of trash by appointment only for houses that regularly receive DPW trash collection services - generally not apartments or condominiums. Items that are considered bulk are sofas, mattresses, refrigerators, and other large furniture that cannot be placed in a garbage container. To make an appointment, residents should call the Citywide Call Center at 311 or visit <http://dpw.dcgov>. If not served by the DPW, a private hauler can be contacted to remove bulk items to the Fort Totten Trash Transfer Station (4900 Bates Road, NE) with proof of D.C. residency.
- Between collection dates, trash cans and super cans should be stored on your individual property and not out on the sidewalk or in an alleyway.
- Super cans (large garbage and recycling containers) should come with each once-a-week household collection location. Super cans are important ways to ensure animals, rodents and insects do not get into trash when bags are tied and lids are tightly shut.

Noise and Disorderly Conduct

As an off campus resident it is your responsibility to know your local laws and community standards regarding noise and disorderly conduct. For example, the District of Columbia has the following Noise Control Act that regulates noise:

"... Every person is entitled to ambient noise levels that are not detrimental to life, health, and enjoyment of his or her property... [as such], excessive or unnecessary noises within the District are a menace to the welfare and prosperity of the residents and businesses of the District." 20. D.C. Municipal Regulations §2700

Loud parties, shouting, and amplified sound are all examples of violations of general neighborhood common courtesies and potentially the D.C. Noise Control Act.



While excessive noise is a primary example of negatively impacting your community, the District of Columbia also addresses disturbances of the peace through disorderly conduct with the following DC Code provision:

"Whoever, with intent to provoke a breach of the peace, or under circumstances such that a breach of the peace may be occasioned thereby: (1) acts in such a manner as to annoy, disturb, interfere with, obstruct, or be offensive to others; (2) congregates with others on a public street and refuses to move on when ordered by the police; (3) shouts or makes a noise either outside or inside a building during the nighttime to the annoyance or disturbance of any considerable number of persons; (4) interferes with any person in any place by jostling against such person or unnecessarily crowding such person or by placing a hand in the proximity of such person's pocketbook, or handbag; or (5) causes a disturbance in any streetcar, railroad car, omnibus, or other public conveyance, by running through it, climbing through windows or upon the seats, or otherwise annoying passengers or employees, shall be fined not more than \$250 or imprisoned not more than 90 days, or both." D.C. Code § 22-1321 Disorderly Conduct

Furthermore, the D.C. Code prohibits profane or obscene language in public places.

"... it shall not be lawful for any person or persons to curse, swear, or make use of any profane language or indecent or obscene words, or engage in any disorderly conduct in any street, avenue, alley, road, highway, public park or enclosure, public building, church, or assembly room, or in any other public place, or in any place wherefrom the same may be heard in any street, avenue, alley, road, highway, public park or enclosure, or other building, or in any premises other than those where the offense was committed, under a penalty of not more than \$250 or imprisonment for not more than 90 days, or both for each and every such offense." D.C. Code § 22-1307 Profane and Indecent Language

Alcohol and Hosting Parties

Living off campus will often mean more space than a traditional campus residence, and therefore more opportunity to host parties with greater numbers of guests. College parties often involve consumption of alcohol, so it is important to recognize that providing alcohol to underage persons could result in repercussions with both the university and municipal authorities.

Here are some reminders for when hosting a party or attending an off campus party:

- Know what your lease says about hosting parties or creating public disturbances in the event that your gathering could jeopardize your lease and cause eviction.
- Inform your neighbors if you are hosting a party as least 2 days in advance with the date, time, and how to contact you with concerns should issues arise.
- Invite a manageable number of guests as you are responsible for your guests' behavior whether you know them well or not.
- Be certain of the age of your guests before handing them alcohol. You are responsible for the guests in your home, so be mindful that if you serve alcohol to underage persons you will be responsible.
- Regardless of your age, remember it is illegal to carry your alcoholic drink in public spaces including in building lobbies and hallways, and outside on streets and sidewalks.
- Be considerate of others by keeping your voice at a moderate level going to and from the party as not everyone in the neighborhood is attending.
- Use the sidewalks and refrain from walking through neighbors' yards or in the middle of the street. Your neighbors spend time and money to maintain their yards and walking in the street in an urban area can be dangerous.

Also of note is that D.C. law prohibits drinking alcohol in a public space, regardless of age, which includes hallways and lobbies which are considered public domain. Finally, excessive alcohol consumption often leads to community disturbances that detract from the quality of life that community members expect. Out of courtesy to your neighbors, please act responsibly if you choose to drink alcoholic beverages.

Personal Safety

Living off campus means that you bear a greater, personal responsibility for keeping yourself, your personal property and your home safe. Here are some tips to create better safety awareness both individually and amongst the community in which you live.

- Ensure that there are the appropriate locks on all doors and windows and be diligent about using these locks.
- Consider the use of a security alarm system in order to alert when there is a forced entry or unwanted persons on your property.
- Participate in your neighborhoods' "Crime Watch" by alerting authorities when you witness suspicious activity relating to yours or your neighbors' property.
- Routinely check your fire detectors to ensure they are functioning and operational.
- Make sure that your unit has an operational fire extinguisher in a readily accessible place. For use anywhere in your home, ensure that the fire extinguisher is a multiuse, dry chemical extinguisher.
- Always be aware of your surroundings. Whether you are parking your car, waiting in an isolated spot such as a laundry room, or waiting for public transit, if you see suspicious activity leave the spot and notify the authorities.
- Be prepared for emergencies and bad weather by keeping non-perishable foods, water and flashlights always on hand. As a GW student, Campus Advisories is a resource for you to monitor alerts sent out by the university and Office of Emergency Management. You can review alerts online at <http://www.campusadvisories.gwu.edu/>

The District: Getting to Know Your New Home

Apartment Searching

When looking for a new home in the D.C.-metropolitan area, there are several factors that you should consider in your decision-making process:

- Price: As a general rule, the farther away from the city, the less expensive the cost of housing will be. There are also trade-offs when deciding whether to live closer or further away from a metro stop, because proximity to a metro stop may impact the cost of housing..
- Area: Consider the neighborhood you're evaluating based on your lifestyle and the kind of community in which you want to live. Do you want to live near outdoor spaces, shopping centers, or around city nightlife?
- Safety: Check the area you are looking to rent during the day and night to ensure you are aware of the neighborhoods' levels of safety.
- Commute Time: Consider the cost, time and convenience of whether or not you need to use public transportation to get to work and campus.
- Parking: If you own a car, consider the cost of parking the car in a daily garage or the challenge of finding street parking in a city. Oftentimes you will need to pay extra per month for a parking spot in your apartment building or residential area.

Getting Around the District

Living in an urban setting affords those living in and around the District with several ways to travel across the city and into southern Maryland and Northern Virginia. One of the primary methods of public transportation is the Metrorail, which consists of six different colored lines (Red, Blue, Orange, Green, Silver, and Yellow) serving distinct areas of the D.C.-metropolitan area. In addition to Metrorail, Metrobus is another method of transportation across the District. Bus stops are located throughout the district and routes and schedules can be found online at <http://www.wmata.com/bus/>. Finally, another means of public transportation is the D.C. Circulator which operates routes that provide access to Georgetown, Woodley Park-Adams Morgan, and Navy Yard. More information about the Circulator is available at <http://www.DCcirculator.com/>

In addition to public transportation, many GW students choose to bring their own bicycles or invest in a Capital Bikeshare membership, which allows students to rent bikes and use them at stations located throughout the D.C. area. More information on Capital Bikeshare can be found here:

<http://www.capitalbikeshare.com/>

If you don't own a car, one primary mode of urban car rental exists through membership with Zipcar, which typically offers student discount rates. A member can reserve and rent a car by the hour for travel locally within the D.C. area instead of using public transportation. For more information on this service, please visit www.zipcar.com.

Getting to Know the District & Surrounding Areas

The District consists of many neighborhoods that range in history, culture and modernization across the city. A rule of thumb when traveling the District is to remember that the numbered streets go from north to south, lettered streets go east to west and diagonal streets are states. The District is divided up into four quadrants: Southwest, Southeast, Northwest, and Northeast.

Southwest D.C.

Otherwise known as the Capitol Waterfront, this area of D.C. includes residential areas as well as many federal office buildings. Some better known attractions of this area are the National Mall grounds, Maine Avenue Fish Market, and Hains Point. Metro Blue and Orange lines primarily serve Southwest D.C.

Southeast D.C.

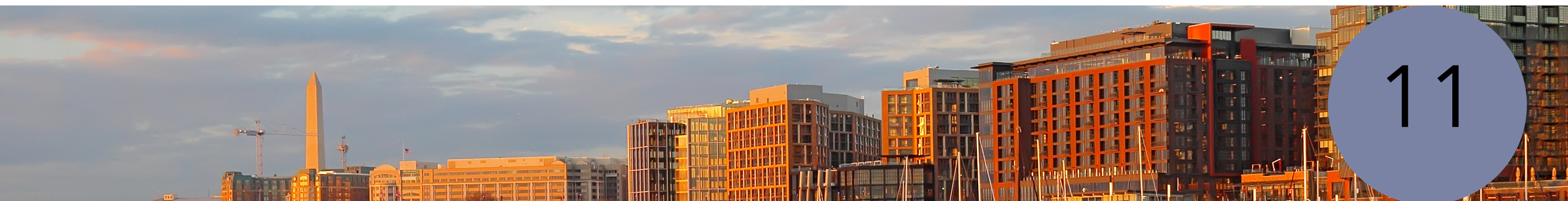
Southeast D.C., which has a mixed population of politicians, professionals, and students, is the area known as "Capitol Hill." Other prominent features of this quadrant are RFK Stadium, Nationals Stadium Ballpark, and Eastern Market. The Metro Green, Orange and Blue lines primarily serve the Southeast area.

Northeast D.C.

This area is home to many students due to the proximity of Catholic University, Howard University, and Gallaudet University all within this quadrant. Generally, housing options are less expensive and the area is very public transit accessible. Better known features of Northeast D.C. include Union Station and the rapidly developing area known as "NoMa" (or North of Massachusetts Avenue), which includes residential, commercial and retail spaces. The Metro Red line primarily serves Northeast D.C.

Northwest D.C.

Where The George Washington University and the Foggy Bottom-area are located is in the Northwest quadrant. Other major features to Northwest include Georgetown, Dupont Circle, the U Street corridor, and the Woodley Park and Adams Morgan neighborhoods. As the largest quadrant, all Metro lines serve various parts of the Northwest quadrant except notably Georgetown, which is primarily accessible via the Circulator or Metrobus.





Virginia

Other areas of note to become familiar with are popular locations to live in Northern Virginia or Southern Maryland due to the less expensive cost of housing outside of the District.

Northern Arlington, Virginia

Accessible via the Metro Orange Line, Northern Arlington has a number of neighborhoods that attract the student and young professional variety including, but not limited to, Court House, Clarendon and Ballston. Housing ranges widely from high-rises to more residential properties. Being in the less urban setting allows for immediate access to grocery, home improvement and other chain retail stores.

Southern Arlington, Virginia

Accessible via the Metro Blue Line, Southern Arlington also has a number of neighborhoods that attract a variety of people living in areas such as Crystal City or Pentagon City. Housing tends to be of the high-rise and apartment variety, although more residential properties do exist. Features of this area include the Pentagon, Pentagon City Shopping Center, and the Crystal City Shops. There is also a great deal of chain retail outlets available in the immediate area as well for grocery, home improvement and other lifestyle needs.

Alexandria, Virginia

Alexandria is home to D.C. transplants as well as established D.C. families. Alexandria's better known area is Old Town, a restored colonial area with shops and restaurants. However, Alexandria does provide a wide range of housing options as well as a wide range of cost of housing depending on the location. Alexandria is metro accessible serving both the Metro Blue and Yellow lines making it easy to commute in and out of the District via public transportation.

Silver Spring, Maryland

Silver Spring serves as the primary urban area in Montgomery County and its revitalization has ushered in a diverse mix of people. It contains many reasonably priced apartments. In recent years the Downtown area has been revitalized with an eclectic mix of entertainment, restaurants, and shopping centers. Silver Spring is located on the Red Line of the Metrorail.

Bethesda, Maryland

Just north of the District, Bethesda is home to the National Institute of Health, National Naval Medical Center, and the headquarters of both Marriot International and the Lockheed Martin Corporation. Bethesda is best known for its large number of restaurants. There are many apartment buildings and condominiums in downtown Bethesda. This lively urban community is located near two metro stops on the Red line (Bethesda and Medical Center).

Get Involved in the District

There are many ways to both remain involved at GW while also getting involved in the District or community in which you live. The following are things to consider when choosing to integrate yourself into your community.


Living in the Nation's Capital

One of the greatest assets of attending George Washington University is the city in which the campus is located. The District of Columbia is one of the most exciting places to live in the world. From political activity to cultural events to historic neighborhoods to monuments and museums to sporting events, Washington DC has it all.

Take advantage of the time that you have in this great city. Visit the fourteen museums of the Smithsonian, take in a baseball game played by the new Washington Nationals, or eat at historic (and delicious) Ben's Chili Bowl on U Street. Whatever your interests, Washington has something for you.

For more information about all that Washington DC has to offer, visit the official tourism website of Washington DC at <http://washington.org/>.

Voter Registration

You can register to  vote online at <https://www.dcboe.org/FAQS/Voter-Registration>

Community Service

Work with the GW Office of Student Life to identify local opportunities you might be interested in. The District of Columbia and the Foggy Bottom Neighborhood are rich with opportunities for students to take part in community service and numerous other community development activities. Events such as "Make a Difference Day" or "Senior Prom" are great ways to not only positively impact the community in which you live, but also provide the opportunity to meet some of your neighbors in the area.



Campus Involvement

Stay involved on campus by connecting to a student organization and getting involved with one of the many events or opportunities the Office of Student Life (OSL) offers. Visit the OSL online at <https://studentlife.gwu.edu> and <https://gwu.campuslabs.com/engage/>.

Off Campus Resources Directory

Emergency Services

<p>Fire & Emergency Medical Services Department Emergency: 911 & Non-Emergency: (202) 673-3320 info.fems@DC.gov http://fems.DC.gov/</p>	<p>Metropolitan Police Department Emergency: 911 & Non-Emergency: 311 or (202) 727-9099 mpd@DC.gov http://mpdc.DC.gov/</p>	<p>GW Police Department Emergency: (202) 994-6111 & Non-Emergency: (202) 994-6110 gwpd@gwu.edu http://safety.gwu.edu/</p>
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District Services

<p>Office of Unified Communications 311 http://311.DC.gov/ Residents can request many services, such as bulk collection, parking enforcement, trash and recycling collection, and street or sidewalk repair.</p>	<p>Department of Public Works (202) 673-6833 dpw@D.C.gov http://dpw.DC.gov/DPW provides municipal services in two distinct program areas: environmental services/solid waste management and parking enforcement.</p>	<p>Department of Consumer & Regulatory Affairs (D.C.RA) (202) 442-4400 DCra@DC.gov http://DCra.DC.gov Provides licensure of District landlords, registration and inspection of housing, and oversees zoning permits within the District.</p>	<p>Department of Motor Vehicles (MD) (410) 768-7000 MVACS@mdot.state.md.us http://www.mva.maryland.gov/ The DMV provides Maryland licenses, vehicle registration, collects ticket fees, and vehicle inspections.</p>
<p>Housing Regulatory Administration (202) 442-7200 dhcd@DC.gov Responsible for administration and enforcement of the D.C. Housing Code which regulates the standards by which residential housing must be maintained.</p>	<p>DC Health - Animal Services (202) 576-6664 doh@DC.gov https://dchealth.dc.gov/service/animal-services All dogs in the District of Columbia must be registered with the Department of Health.</p>	<p>D.C. Water and Sewer Authority (202) 787-2000 info@DCwater.com https://www.dewater.com/</p>	<p>D.C. Circulator (202) 671-2020 www.DC.circulator.com At just \$1 and with buses arriving every 10 minutes, the Circulator provides daily bus service on five convenient routes throughout Washington, D.C..</p>
<p>Department of Motor Vehicles (VA) (804) 497-7100 https://www.dmv.virginia.gov The DMV provides Virginia licenses, vehicle registration, collects ticket fees, and vehicle inspections.</p>	<p>Department of Motor Vehicles (D.C.) (202) 737-4404 dmv@DC.gov http://dmv.DC.gov/ The DMV provides District licenses, vehicle registration, collects ticket fees, and vehicle inspections.</p>	<p>Washington Metropolitan Area Transit Authority (WMATA) (202)-637-7000 http://www.wmata.com WMATA provides public transportation via rail and bus throughout the Washington, D.C. area.</p>	<p>Washington Gas Emergency Emergency: (800) 752-7520 or (703) 750-1400 or 911 & Non-Emergency: 703-750-1000 http://www.washingtongas.com Washington Gas assists with management and control of gas leaks and gas used in District homes and residential properties.</p>

Off Campus Resources Directory

District Services

<p>PEPCO (Electricity in D.C. or MD) Emergency: (877) PEPCO-62 & Non-Emergency: (202) 833-7500 http://www.pepco.com</p> <p>District and Maryland electricity and power operator.</p>	<p>Dominion Energy (VA) (866) 366-4357 https://www.dominionenergy.com</p> <p>Virginia electricity and power operator</p>
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University Services

<p>Off Campus Student Affairs (202) 994-9570 ocsa@gwu.edu http://offcampus.students.gwu.edu</p> <p>This office assists students with providing resources to find off campus housing, works with off campus behavioral issues, and also hosts the annual Off Campus Services Fair.</p>	<p>Student Rights & Responsibilities (202) 994-6757 rights@gwu.edu http://studentconduct.gwu.edu</p> <p>Student conduct follow-up is conducted by the Student Rights and Responsibilities Office regarding policy violations.</p>	<p>Office of Student Life (202) 994-6555 engage@gwu.edu https://studentlife.gwu.edu</p> <p>OSL supports student life at The George Washington University through student involvement, leadership development, and the residential experience both on and off campus.</p>	<p>GW Community Concern Hotline (202) 994-6110</p> <p>A hotline to call regarding concerns or issues that arise in the Foggy Bottom community that can be reported anonymously.</p>
<p>GW Housing (202) 994-2552 living@gwu.eduhttp://living.gwu.edu</p> <p>GW Housing can assist with connecting off campus residents to Columbia Plaza, a off campus apartment complex that hosts several GW students in apartment-style living.</p>	<p>Colonial Health Center (202) 994-5300 counsel@gwu.edu http://healthcenter.gwu.edu</p> <p>Colonial Health Center is the university's medical office that GW students can utilize to make an appointment or visit for medical emergencies during walk-in hours. GW students can also receive individual counseling sessions, group counseling sessions on a variety of topics relating to mental health and referrals for long-term mental health care.</p>	<p>University Parking Services (202) 994-7199 parking@gwu.edu http://www.gwu.edu/~parking/</p> <p>Provides parking permits for university parking garages and lots as well as collects ticket fees for university parking citations.</p>	<p>GW Campus Advisories GW Info Line: (202) 994-5050 & VSTC Info Line: (571) 553-8333 www.campusadvisories.gwu.edu/</p> <p>Supports the University in efforts to prepare and address emergencies that arise impacting the university and its greater community of students, faculty, and staff.</p>

Apartment Search Checklist

This Checklist should provide a basic outline of the most important features of an apartment. Complete one for every property you examine. Use this Checklist to determine if an apartment meets your requirements, and compare notes to find the right apartment for you.

Location

Distance from the apartment to:

Campus: _____

Work: _____

Metro: _____

Shopping: _____

Cost

Monthly Rent: _____

Length of Lease: _____

Included utilities:

Utilities not included (ask about estimated costs)

Is the apartment furnished? If not, how much will it cost to furnish?

Security

Working Fire Alarm and/or security system? _____

24 hour maintenance or service personnel? _____

Other Considerations

Size of Unit/Number of Rooms and Beds: _____

Are pets allowed? _____

Laundry facilities on site? _____

Parking available? _____

General condition of the room and building:

Will you be happy living in this apartment/building/neighborhood for the duration of your lease?:

Notes:



Apartment Search Checklist



Be sure to inspect each property thoroughly. The “Quick Facts: Inspecting Rental Property” checklist can help.

The DC Housing Regulations state that apartments and their furnishings must be "in a clean, safe and sanitary condition."

It's important, therefore, that you ask a prospective landlord permission to inspect an apartment before you sign a lease, pay rent or make a security deposit.

It is smart to walk through the property with the owner or building manager before you move in. Make notes about anything that requires repair. Have the owner or manager sign the list and make sure you both have a copy. This serves two purposes. The landlord is made aware of any necessary repairs and the list also documents damage that existed when you moved in, so you can't be held liable when it comes time to move out.

Some things to keep in mind when you perform this inspection:

- Check all walls and ceilings to make sure that they are free of peeling paint, wide cracks, and holes.
- Check all windows to make sure that they are in good working order and not broken. Windows should be capable of being easily opened and held in open or closed position by window hardware.
- If the housing unit does not have central air conditioning, ensure windows have secure screens.
- Check all doors to make sure that they are in good condition. The exterior door, when closed, shall fit reasonably well within its frame and shall be equipped with a lock.
- Check the floors to make sure that they are structurally sound, reasonably level and free of holes, wide cracks, and loose, splintered, protruding, or rotting floor boards.
- Check the steps in the common areas, within the rental unit, and steps located on the exterior of the property. Stairways, steps, and porches shall be firm, and sufficiently smooth so as to be readily cleaned and provide a safe passageway, free of tripping hazards.
- Check all electrical outlets to make sure that they are covered with plates and work properly.
- Check the plumbing facilities to make sure that they do not leak and are clean and sanitary. Also check the hot and cold water supply in both the kitchen and bathrooms.
- Check the toilet facilities to make sure that they work properly.
- Check all appliances to make sure that they are clean and in good working order.
- Check around baseboards to make sure there are no openings for rodents or vermin.