This guide was created to help with the transition to living off-campus as a student at the University of Arkansas and to help you better understand your rights and responsibilities as a tenant and member of the Northwest Arkansas community. Do your research on local ordinances that pertain to where you live. Students may live within the city of Fayetteville, in neighboring towns of Springdale, Rogers, West Fork, Farmington or other areas. Each city has different ordinances pertaining to occupancy, trash pick-up, pets and more. You are responsible for learning these ordinances and following them.

Off-Campus Student Services is here to help keep you connected to the University and ultimately have your name on Senior Walk. Get involved by reading the weekly email newsletter from our department. You will feel more engaged with the campus community and it will aid in your success both in and out of the classroom.

**Location**
Arkansas Union 632
Located on the sixth-floor west of the Arkansas Union

**Staff**
Sylvia Scott  
Director  
Susan Stiers  
Associate Director  
Samantha Higgins  
Associate Director  
Laura Tilley  
Administrative Specialist  
Margaret Hindman  
Graduate Assistant  
Erin Conrad  
Graduate Assistant

**Contact Us**
offcampus.uark.edu  
479-575-7351  
iliveoff@uark.edu  
Off-Campus Student Services  
- University of Arkansas  
@uarkoffcampus  
@uarkoffcampus  
uarkoffcampus

**Commuter Lounge in Arkansas Union 632**
Open 8 a.m. - 11 p.m. weekdays
Study tables, charging stations, couches, refrigerator, microwave, hot water kettle  
Free coffee and doughnuts every Wednesday morning during fall and spring semesters!
This is the official off-campus housing website for the University of Arkansas!

**How to Search:**
- Log in with your UARK credentials. This gives you access to a roommate search function and allows free sublease postings.
- Click “Housing” in the top bar.
- Start searching by utilizing the top navigation boxes based on price, location, bedrooms and more. Clicking “More Filters” will open a more advanced search.
- Looking for a roommate? Click “Roommate Profile” at the top to fill out your information to see who else is looking!

**Off-Campus Living Fairs**

Each fall and spring semester, Off-Campus Student Services hosts an Off-Campus Living Fair where properties and organizations with helpful information tables all in one location. Students can easily see multiple housing options at once. These events are a great way to meet property managers and learn about different complexes without driving all over town.

In 2018-19, Off-Campus Living Fairs will be held in the Arkansas Union on:
- Wednesday, October 10, 2018
- Wednesday, March 6, 2019

**Off-Campus Housing Listings**
- Easy search and comparison
- Photos and floorplans
- Maps and location in relation to campus
- Links to email, website, and applications
- Send listings to friends and family

**Roommate Listings**

**Furniture to buy/sell**

**Sublet section to search/post**
Fayetteville and the Northwest Arkansas area has a variety of housing options:

### Types of Housing
- **Apartment Complex**
  A community of apartment units managed by a private company. Many have individual leases. May come furnished with utilities included in rent (up to cap).

- **Duplex/Townhouse**
  Usually leased by rental companies or individuals, these range from one unit to a whole community. Many operate on shared leases.

- **House**
  Individual landlords and companies rent homes. Landlords do not have to register with the city.

### Types of Leases

- **Individual Leases**
  Individual leases are usually seen at the large, student-housing complexes. When signing this type of lease, you are only responsible for your own bedroom and your own rent. If a roommate fails to pay rent, you won’t be affected. Many complexes with individual leases come furnished, include utilities (up to a cap) in the rent amount, and assist with roommate matching. Lease terms are usually inflexible and typically run from the middle of August until the end of July.

- **Shared Leases**
  Shared leases require that all roommates sign one lease agreement. Everyone is jointly responsible for rent and damages, even if only one person is at fault. With a shared lease, all residents can be evicted if one roommate fails to pay rent or violates the lease. Lease terms can be more flexible, ranging from three to 12 months.

City of Fayetteville ordinance states that no more than three unrelated people can reside in a single-family zone. This ordinance applies regardless of the number of bedrooms in the home.
When you move off campus, budgeting your money and financial aid becomes crucial because you will have multiple bills to pay. Making sure you set enough money aside to pay rent, utilities, cable and internet each month is vital for a successful off-campus living experience.

Here are some things you should take into consideration before determining where you will live:

- Will you be able to afford rent for the duration of your lease, including summer when you may not receive financial aid?
- What is included in your rent? Are cable and internet included, or do you have to pay extra?
- Does your rent include a utilities cap? If so, can you afford to pay for utilities if you exceed your cap?
- How long is your commute to campus from your desired place of residency? Have you factored in paying for gas?
- Does your off-campus community provide a shuttle to and from campus? Are they on the bus route?
- What will food, school supplies and books cost? How do those factor in with your other living costs?
- Will your residence be furnished, or will you have to purchase furniture? If the apartment/house is furnished, is there an additional fee?

Financial Aid Rent Deferment

Many property management companies realize that students pay rent with their financial aid, which usually does not disperse until the second week of classes. Knowing this, some properties will allow students to defer paying rent until their financial aid is paid out. Every property is different, so ask about this program before you sign a lease - don’t wait until rent is due!

Deposit: Up to two month’s rent can be charged as deposit. Deposits, minus damages, will be returned at the end of the lease.

Guarantor/Co-signer: If you do not qualify for a place on your own, the property may require a guarantor who will share the financial obligation with you. If you do not pay rent, they can collect from the guarantor.

Utility Cap: Properties that pay your electric and water bills usually do so up to a certain amount. If your bills exceed that cap, you will be responsible for paying the excess.

Terms to Know

INCOME

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
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<td>Financial Aid</td>
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<td>Parents/Family</td>
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FIXED EXPENSES

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<td>Internet/Cable</td>
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<td>Insurance</td>
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<td>Tuition</td>
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VARIABLE EXPENSES

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<td>Cell Phone</td>
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TOTALS

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<tbody>
<tr>
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<td>$_____</td>
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<td>Total Expenses</td>
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Roommates

A roommate can be great - they can help share expenses, act as a support system, and be a familiar face at home. However, not all roommate relationships are perfect so setting expectations from the beginning can help reduce issues in the future.

Finding Roommates
When selecting a roommate, it is important to find someone you can see yourself getting along with and with whom you feel comfortable sharing a living space. You should ask your prospective roommate questions about his/her cleanliness, preferences for overnight guests, price range and personal and social habits prior to agreeing to live together. Ideally, your future roommate will be someone who has similar preferences and interests as you do.

Offcampushousing.uark.edu has a Roommate Profile section students can use to find roommates.

Roommate Matching
Many student properties offer roommate matching where they will find roommates for you based on the floorplan you are renting. Matching is usually done using a personality and interest questionnaire but ask each property for more details.

Roommate Contract
This roommate contract is great if you are signing a shared lease with roommates. Even if you and your roommates are in individual leases, the Guidelines section contains topics to discuss before moving in together.

Date: ____________

Names of all roommates: ____________________________

Period of Agreement
This roommate contract will begin on __________ and end on __________

Security Deposit
The total security deposit amount is __________. Each roommate will pay __________. Each roommate will receive their share of the deposit back, minus any amount deducted by the landlord for unpaid rent or damages. Each roommate accepts responsibility for any damages they, a friend, or a pet may cause.

Rent
The total rent amount is __________. Each roommate will pay __________. Roommates as a group, as well as each individual, are responsible to the landlord for rent for length of the lease.

Utilities
The roommate responsible for the electric bill is __________
The roommate responsible for the water/trash/sewer bill is __________
The roommate responsible for the cable/internet bill is __________

Each roommate agrees to pay an equal share of the utility bills each month, regardless of usage. Roommates will pay each other for utilities by the __________ day of the month. As long as all roommates have paid by the previously stated day, all late charges will be the responsibility of the one paying the bill.

Guidelines
All roommates agree to the following arrangements regarding:

Food/Shopping: ____________________________

Noise/Study Times: ____________________________

Overnight or Other Guests: ____________________________

Parties/Entertaining: ____________________________

Sharing of Personal Items: ____________________________

Moving Out
If, for whatever reason, a roommate moves out before the end of the lease, they are responsible for finding an acceptable replacement roommate. Each individual will still be responsible for their share of rent and utilities until a replacement moves in. I agree to consult with the landlord before moving out and pay any fees associated with breaking the lease.

Signature ____________________________
Signature ____________________________
Signature ____________________________
Applications and Leases

**Rental Applications**
Submitting an application is when the manager decides if you meet the qualifications to live at the property. Normally a credit check and a background check are run and there is usually an application fee that is nonrefundable, even if you are not approved or decide to lease elsewhere. Read the application carefully; some applications bind you to signing a lease if your application is approved. Only complete a rental application if you plan to live at that specific property.

**Leases**
A lease, whether on paper or completed online, is a legally-binding document. The only way to get out of a lease without paying a large termination fee is active military duty, so be absolutely certain before you sign a lease.

**What to Look for in a Lease**
- Starting and ending dates of the lease
- How maintenance is divided between the landlord and the tenant
- Fees associated with subleasing and early lease termination
- Utility cap amount (if applicable)
- When notice must be given for renewal or non-renewal
- Guarantee of floorplan, unit location, bedroom, etc.
- Options if construction delays the move-in date

**Online Leases**
Many properties utilize leases that can be signed online, without having to go into a leasing office. While this is convenient, it can be easy to skip over important sections and clauses. Electronic signatures legally binding - contracts that are completed and signed online will be upheld.

**Terminating a Lease**
Terminating a lease before the end of the rental period will result in a large financial penalty (usually the sum of the remaining rental installments), so it’s imperative to only sign a lease that can be fulfilled for the entire contracted period. The only reason to terminate a lease without penalty is being called to active military duty; leaving the University, illness, roommate conflict, or loss of scholarship are not viable reasons to break a lease.

Waiting to hear if you’ve gotten a spot in a Greek house? Don’t sign a lease until you know for sure - you don’t want to be held to two leases.
Decide if you want to live alone or with one or more roommates. Have serious conversations with potential roommates and make sure you have the same wants/needs for off-campus housing. Understand you will have to live with this roommate(s) for a year. Discuss with family over winter break.

Create a sample monthly budget to figure out your apartment price range. Begin to save money for moving costs, deposits, furniture, etc. Search for housing in your price range using offcampushousing.uark.edu.

Once you have narrowed down potential properties based on your needs, visit the properties personally. Ask for copies of the lease, ask current residents their opinions, and drive by the property at night to observe safety and noise levels.

Have a lawyer or someone with contract knowledge review the lease. Fill out an application for the property if required, but do not sign the lease portion until you are ready to commit. Many companies utilize online applications that lead directly into the lease. Pay the deposit once you make your decision. Keep a copy of the lease and get a receipt for the deposit. Determine how rent and bills will be paid by roommates and sign roommate agreements.

Contact utility companies about turning utilities on (if applicable). Be prepared to pay deposits for these services. Schedule an installation date for cable and/or internet (if applicable). Research options for renter’s insurance. Renter’s insurance can usually be added to a parent’s homeowner’s insurance, to your auto insurance, or it can be purchased separately. Some properties require renter’s insurance.

Do a walk-through with your landlord and complete a condition form, documenting all existing damage. Take photos of everything that was previously damaged and email them to yourself and your landlord.

Timeline for a Fall Move In

December
- Decide if you want to live alone or with one or more roommates. Have serious conversations with potential roommates and make sure you have the same wants/needs for off-campus housing. Understand you will have to live with this roommate(s) for a year. Discuss with family over winter break.

January
- Create a sample monthly budget to figure out your apartment price range. Begin to save money for moving costs, deposits, furniture, etc. Search for housing in your price range using offcampushousing.uark.edu.

February/March
- Once you have narrowed down potential properties based on your needs, visit the properties personally. Ask for copies of the lease, ask current residents their opinions, and drive by the property at night to observe safety and noise levels.

March (or as soon as ready)
- Have a lawyer or someone with contract knowledge review the lease. Fill out an application for the property if required, but do not sign the lease portion until you are ready to commit. Many companies utilize online applications that lead directly into the lease. Pay the deposit once you make your decision. Keep a copy of the lease and get a receipt for the deposit. Determine how rent and bills will be paid by roommates and sign roommate agreements.

Two Weeks Before Move In
- Contact utility companies about turning utilities on (if applicable). Be prepared to pay deposits for these services. Schedule an installation date for cable and/or internet (if applicable). Research options for renter’s insurance. Renter’s insurance can usually be added to a parent’s homeowner’s insurance, to your auto insurance, or it can be purchased separately. Some properties require renter’s insurance.

At Move In
- Do a walk-through with your landlord and complete a condition form, documenting all existing damage. Take photos of everything that was previously damaged and email them to yourself and your landlord.
Many students commute to campus by car, but be aware that parking is limited. Many lots are enforced from 7 a.m. - 8 p.m., with some later or 24/7. Parking permits may be purchased online at parking.uark.edu. Student parking permits start at around $100 per year, with garage permits costing $900 per year.

Free to ride, Razorback Transit offers fixed routes on and off campus. Visit parking.uark.edu for route information. Buses can be tracked in real time at campusmaps.uark.edu or on the UARK mobile app. Para-transit shuttles are available for disabled patrons who cannot access fixed routes.

Don’t feel comfortable walking to your car or another on-campus location in the evening? Razorback Patrol will provide an escort anywhere on campus Sunday - Thursday evenings. Call 479-575-7233 (SAFE) to schedule a pick up.

Scooter and Motorcycle Safety

- Fayetteville ordinance states that any scooter, even those under 50cc, must have property damage insurance.
- State law requires riders under age 21 to wear a helmet. All riders must wear protective eyewear.
- The University has parking permits and zones for scooters and motorcycles. Please park in the appropriate zone.
- Scooters are subject to the same traffic laws as cars and can only be driven on streets.

College isn’t the time to think small.

College is the time to live BIG in our spacious, pet friendly two and four bedroom apartments. Enjoy amenities such as our private resident shuttle, high speed WiFi, free tanning and 24-hour clubhouse & gym. Come tour The Vue and see how you can live big!

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Fayetteville, AR 72701
livethevue.com
888.706.6891

TRANSPORTATION

VEHICLE

RAZORBACK TRANSIT

SAFE RIDE

RAZORBACK PATROL
Get to know your neighbors.
Introduce yourself to your neighbors through a note or visit to their home. If you are uncomfortable approaching your neighbors, then simply saying hello or greeting them with a wave can be a good way to begin building neighborly connections.

Communication is key.
Talking to your neighbors can go a long way in building neighborhood relationships. If you’re planning to have guests, ask about parking or noise that may be intrusive. Opening the line of communication can prevent minor concerns or issues from turning into major conflicts.

Follow city ordinances and neighborhood covenants.
Making sure you adhere to city ordinances is crucial to good neighborhood relations. If you live in a neighborhood with property owner covenants, make sure you follow these also.

City of Fayetteville Code Compliance
The City of Fayetteville’s Code Compliance program is committed to preserving and protecting the safety and welfare of the residents and neighborhoods in Fayetteville. The Code Compliance program is responsible for addressing the following:

Over Occupancy
Three unrelated people maximum in a single-family home, four max in a multi-family zone

Vehicles Parked in Yards
Parking on grass and sidewalks is prohibited

Unsightly and Unsanitary Conditions
Trash, junk and debris, overgrown grass/weeds, stagnant pools of water are prohibited

Other Ordinances to Know:
- **Noise Levels** - levels cannot exceed 60 dBA at the boundary of a property before 11 p.m. and cannot exceed 55 dBA after 11 p.m.
- **Pets** - all cats and dogs in the city of Fayetteville must be microchipped and registered with Animal Services within 30 days of moving to the city.
- **Blocking a Mailbox** - parking on a city street in front of a mailbox is prohibited Monday - Saturday from 8:00 a.m. - 5:00 p.m.
The Code of Student Life applies to students no matter where they are, as students are expected to conduct themselves in a responsible manner at all times, whether on or off campus. Off-campus behavior that may have an impact on the mission of the University, or that may have an impact on the health, safety or welfare of any individuals involved, may be subject to University disciplinary action. The Code can be viewed at handbook.uark.edu.

General Safety
Being aware of safety issues around you and your home is important. The University of Arkansas does not guarantee your safety when living in an apartment complex or house. Students are advised to check Fayetteville crime statistics at crimereports.com, where local police report their incidents.

In an emergency........911
Fayetteville Police Department non-emergency.......479-587-3555

Academic Breaks and Vacation
While students are away on university breaks and vacations, criminals are more likely to search for vacant properties and vehicles, knowing that students may be absent.

☑️ Checklist
- Make sure doors and windows are locked and secured.
- Set your thermostat to a neutral temperature.
- Unplug televisions and small kitchen appliances.
- Lock up all of your belongings.
- Don’t leave valuables within view of windows or in your car.
- If you have an extra key outside, remove it before leaving for an extended period of time.
- Try to make your house look occupied while you are away by setting timers to turn lamps on and off in different rooms at different times.
- Do not post when you will be gone on social media.

Renter’s insurance can protect your belongings from damage due to fire, extreme weather, theft, and more. Policies can usually be added to your auto insurance or a parent’s homeowners policy.
Save your parking spot and lighten your load by purchasing a meal plan! There are three plans just for off-campus students that can be used in the three dining halls and include dining dollars and meal trades that can be redeemed at Chartwells retail locations.

**Meal Plan Options**

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<th>Dining Dollars</th>
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<tr>
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</tr>
<tr>
<td>Off Campus III</td>
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<td>$500</td>
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Meals and Dining Dollars expire at the end of each semester. You can purchase additional meal plans throughout the semester, so starting with a smaller plan is recommended.

An in-depth Off-Campus Meal Plan FAQ can be found at offcampus.uark.edu under "Off-Campus Meal Plans"

Ready to sign up? Start your contract at offcampus.uark.edu/mealplans

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**Resources**

**UofA Cares**

UofA Cares was created to provide collaborative care and concern to students in distress. If you or another student are dealing with:

- Illness
- Injury
- Passing of a friend or family member
- Financial issues
- Adjustment issues
- Mental health issues

Please visit uofacares.uark.edu and complete a report or call 479-575-5004 so a Student Affairs staff member can address your concerns.

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**On Campus**

Counseling and Psychological Services
479-575-5276
health.uark.edu/caps

Full Circle Campus Food Pantry
479-575-7693
fullcircle.uark.edu

Off-Campus Student Services
479-575-7351
offcampus.uark.edu

Pat Walker Health Center
479-575-4451
health.uark.edu

Razorback Patrol Safety Escort
479-575-5000

University Police
479-575-2222
uapd.uark.edu

**Off Campus**

**Water**

Fayetteville Water/Sanitation
479-521-1528
113 W. Mountain Street

Springdale Water/Sanitation
479-751-5751
526 Oak Avenue

**Electric/Gas**

Ozarks Electric
479-521-2900
ozarkssecc.com

Black Hills Energy
888-890-5554
blackhillsenergy.com

SWEPCO
1-888-216-3523
swepco.com

**Cable/Internet**

ATT U-Verse
1-800-288-2020
att.com

Cox Communications
479-365-2449
cox.com

**Other Resources**

Legal Aid of Arkansas
479-442-4202
arlegalservices.org

Ranger’s Pantry Pet Food Bank
479-575-8260
fayetteville-ar.gov

Ozark Regional Transit
479-756-5901
ozark.org
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