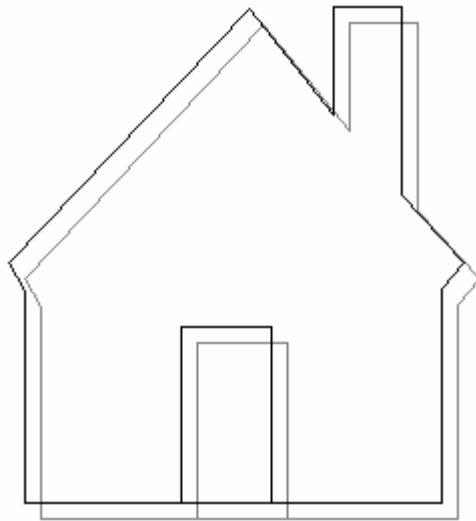


BEFORE YOU SIGN



Your Guide to Off-Campus Living



Student Senate
LEHIGH UNIVERSITY

Lehigh University
Office of Residential Services
Rathbone Hall
63 University Drive
Bethlehem, PA 18015-3098
(610)758-3500

Dear Off-Campus Student,

The Dean of Students and Office of Residential Services, working with Student Senate, are pleased to provide you with a "Guide to Off-Campus Living." This guide is intended to provide answers regarding the search for an off-campus apartment or home, as well as working with your landlord, understanding the lease and rental process, and establishing yourself in the off-campus community. Additionally, information regarding campus and community resources is provided to help you thrive in your off-campus home.

This guide is oriented to off-campus students because Lehigh University recognizes that this group of students has unique and varied needs. It is our hope that the guide will help you access all that off-campus life has to offer and encourage you to take advantage of all the opportunities Lehigh provides.

Living off-campus means opportunities and responsibilities somewhat different from on-campus living. You are now a neighbor to others in a community with different perceptions and lifestyles. Within this guide, you will find tips to help you successfully make this transition.

If you have any questions, concerns, or comments regarding this handbook or services for off-campus students, please contact the Dean of Students or Office of Residential Services. We wish you luck in all your endeavors at Lehigh and hope this guide will assist in both on and off-campus opportunities to make off-campus living an enjoyable experience.

Best wishes,

Tom Dubreuil
Associate Dean of Students

Ozzie Breiner
Director of
Residential Services

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FINDING AN APARTMENT

There are many reasons that people choose to live off campus. Whatever the reason, it is imperative to be precise and thorough in the steps that lead you to putting your signature at the bottom of a lease.

How should I start looking for an apartment/house?

You have the best chance to get a good place if you know what you need and plan how to get it. Begin your search by answering the following questions:

- When will you need housing? Pick an exact date. Give yourself enough time to find a place.
- What kind of housing do you need, an apartment/house? How much space do you need? What furniture or appliances will you need?
- How much can you afford to pay for rent, utilities, and other necessities?
- Where do you want to live, an area of town or a specific neighborhood?
- The key to success at finding and keeping good housing is NOT TO WAIT until the last minute to get help. . ACT NOW.

Choose your housemates

Friends are usually a good choice, but not always the best choice. Keep in mind you that will be entering into a binding agreement with these people and responsibility on everyone's part is necessary.

If you are living with people who are not related to you, pay careful attention to zoning codes. In the City of Bethlehem, no more than five unrelated persons may reside together.

If there are more than five individuals, your landlord is in violation of Bethlehem zoning code and one resident may be forced to leave.

Consider Your Expectations

Whether living alone or with others, carefully consider your expectations. What type of place would you like to live in?

Logistics

- Apartment or house
- Character of neighborhood
- Furnished or unfurnished
- Secure parking that is well lit at night
- Carpeting
- Access to washer/dryer
- Policy regarding pets
- Trash removal
- Snow and ice removal
- Policy regarding decorations

Management

- Reputation of landlord
- What current tenants say
- Condition of unit
- Is the property licensed and inspected? The property should be licensed/inspected annually.

Finances

- Security deposit
- Rent
- Additional costs. Call companies listed on pages 19-24 to get cost estimates based on the previous year's usage.

Potential Locations

The following are helpful resources when looking for potential locations:

- Lehigh Landlord Listing at:
<http://luna.cc.lehigh.edu:80/aplisting>
- Classified section of local newspapers
- University Center bulletin board
- Realtors

What to Look for in a Rental Unit

The landlord is required to maintain a certain level of quality housing. In order to get a sense of how the landlord responds to the needs of the tenants, you may want to talk with tenants or neighbors and ask:

- What they have liked and not liked? Why?
- What types of problems have occurred, if any?
- Does the landlord provide service in a timely manner?
- Does the landlord live in the area? If not, was a name of a manager in the area provided?
- How are maintenance repairs done? Are maintenance concerns addressed in a timely manner?

LEASES... WHAT YOU SIGN IS WHAT YOU GET

Under the “Plain Language Document Law”, approved by the Office of the Attorney General of Pennsylvania, leases must be easy to read and understand. Copies of a model lease which complies with the law are available through the Residence Office in Rathbone Hall.

What is a lease?

A lease is a contract in which one party permits the other to occupy and use certain premises in exchange for payment of rent. The terms of a lease are openly agreed upon at the beginning of tenancy. The lease must include a use, occupation, or possession clause for the tenant. A lease involves the transfer of interest in real estate and must be in writing to protect all parties.

There are different types of agreements. You want to make sure that everything about your lease is written. A written lease is a contract that defines the responsibilities of the landlord and tenant. A written lease is for both the tenant and the landlord. Both parties can go back to the written lease to find out what was agreed upon. The written lease is the best defense if the tenant or the landlord challenges the other for breaking the lease.

It is up to you to negotiate the kind of agreement you want. It is best to have someone who is used to negotiations or rental agreements look over your lease with you so that you can formulate questions.

To change a lease, cross out the section you wish to change, initial it and have your landlord initial it. Additional provisions should be written out, dated, and signed by you and the landlord. Make sure all changes are noted on all copies of the lease.

Remember that all and only that which is written is legally binding. Sign only after you feel entirely comfortable and have asked all of your questions. Insist on receiving a copy of the lease at the time of signing or a reasonable time thereafter. Always keep a copy of the lease for your records.

Negotiating with the Landlord

If the landlord approves of your renting a property, you will be asked to sign a lease. Look at the *Lease Checklist* and *Utilities & Other Services – Who Pays?* below to insure that you ask the landlord all of your questions about the lease.

You may be able to negotiate with the landlord to improve conditions in the apartment or provide more services. At some point, you may have to settle for what is offered or can decide to look elsewhere. The time to make deals with the landlord is after you have been accepted as a tenant, but before you sign the lease.

The landlord will usually ask for a security deposit and require you to sign a lease stating the agreement that you are willing to accept. Once you sign the lease, you are in a contract for a certain period of time as stated in the lease. The only way you can make changes is if you and your landlord both agree to change the contract in writing. If you do not meet the requirements that are expected of you, the landlord will be allowed to find other tenants and require you to move out.

Lease Checklist

If not in lease, ask landlord about these items:

- Tenant's Name
- Landlord's Name
- How many people can live in unit?
- Full mailing address/unit number of leased property
- Monthly rent
- Due date for rent
- Where to pay rent and who to pay
- Security deposit
- Move in procedures including cleaning, pest control, repairs, and changing of locks
- Lease period/length; beginning and ending date
- Payment of utilities
- Lease renewal
- Breaking or ending a lease
- Move out procedures
- Property maintenance procedures
- Subletting policy
- Notice for entrance into unit by landlord/repairmen

- Notice to landlord about repairs needed to apartment
- Parking accommodations
- Snow and trash removal

Utilities & Other Services – Who Pays?

- Air Conditioning
- Cable TV; Internet; Phone
- Electricity; Gas; Heat; Water
- Garbage; Recycling
- Pest Control
- Sewer
- Snow Removal

Responsibilities of the Landlord

There are no set rules. Generally, the landlord must provide:

- Drinkable water / water in kitchen and bathroom
- Hot water
- Heat in cold weather (if included in the rent)
- Working sewer system and bathroom
- Safe, working electrical system
- A lock for the door(s)
- An apartment or house not filled with bugs or rodents
- Safe, sanitary conditions of the structure of the house and outside area

Liabilities and Rights of the Landlord

Possession: Upon execution of a lease, there is an implied warranty that the condition of the premises described in the lease will remain the same between the time of the execution of the lease and the beginning of your occupancy.

Right of Entry: A landlord should not enter the tenant's rental unit except for inspection or maintenance and only after giving reasonable notice (in an emergency, without notice). The landlord has the right to show a rental unit to prospective buyers or renters, but must do so at a time that is agreeable to the tenant. The tenant cannot refuse a reasonable request.

Repairs: Major repairs are normally the landlord's duty. The landlord is responsible for keeping rental units in good condition as required by the Housing Code.

Common Areas: The landlord must repair and maintain any portion of the premises which remain under his control. These common areas include any portion of the building which is not expressly leased to tenants such as hallways, stairways, fire exits, and the external building. The landlord is also responsible for rats or insects which come from the halls, cellar, or other public area. If all rental units in the building are infested with vermin, it is the landlord's responsibility to resolve the problem. The tenant may be held responsible if his/her actions have caused a living unit to become infested or unsanitary.

Illegal Eviction: If a tenant calls in a Housing Code inspector, landlord reprisals through rent increase or eviction is against the law. Tenant complaints must be justified and it is then up to the landlord to prove that his actions were not retaliatory. This is usually determined in the courts.

Responsibilities of the Tenant

- Pay the rent on time and regularly for the full length of the lease; remember to get a receipt if you pay in cash
- Take care of repairs when the damage is your fault
- Clean the apartment or house to keep it in good condition
- Talk to the landlord, owner, or manager to request repairs to be made in writing
- Keep agreements made in the lease
- Minor repairs and cosmetic changes to the unit

Liabilities and Rights of the Tenant

Repairs: The tenant is liable in damages for "waste." This means any unreasonable or improper use, abuse, mismanagement, or omission of duty involving real estate by one rightfully in possession which results in its substantial damage. Normal wear and tear is not the responsibility of the tenant. It is not the tenant's responsibility to repair defects resulting from the reasonable use of the premises or from an unavoidable act of the action of the elements. The tenant is responsible for damages due to wrongful acts. The tenant is responsible for minor repairs.

Rent: A tenant is relieved from his responsibility to pay rent only through formal written release by the landlord. This amounts to cancellation of the lease. The tenant should always demand a rent receipt. If the tenant is fifteen days behind in rent, the landlord can start eviction procedures.

Sublease: There should be in writing an express agreement in the lease concerning subleasing. Subleasing will not relieve the original tenant from liabilities. If the rent is not paid by the sub-tenant, the original tenant will be responsible for payment. The sub-tenant is responsible solely to the original tenant. The landlord will hold the original tenant responsible for all damages to the apartment caused by the willful acts of the sub-tenant. Many leases prohibit or restrict tenant ability to sublease. Review your lease carefully.

Utilities: The lease should state the tenant's responsibility for payment of gas, heat, electricity or water. If not mentioned, utilities are the responsibility of the landlord. Heat, electricity, and gas cannot be turned off by the landlord during occupancy except when repair work is needed.

Escalation Clauses: An escalation clause in a lease allows the landlord to charge additional rent for certain expenses that have increased over a stated period of time or above a predetermined unit cost. These clauses usually apply to property taxes and/or utility charges (oil, gas, electricity) and must state three things:

1. Statement that you are obligated to pay only that portion of the increased expenses that your apartment bears to the whole period.
2. The exact percentage of any increase which the tenant must pay.
3. A statement that if the landlord gets abatement on these expenses the tenant will receive a proportionate share of the abatement.

Utility escalation clauses usually apply when the cost per unit, i.e. the cost per gallon of oil, cost per KWH, cost per cubic foot of gas, exceeds the stated cost in the lease. Make sure these clauses are completely filled with all necessary details.

Regulated Rental Unit Occupancy Ordinance

The Regulated Rental Unit Occupancy Ordinance, passed by the Council of the City of Bethlehem, requires an inspection of all rental units. The Ordinance specifies an annual license term, fee, and occupancy limit, which landlords should pay particular attention to.

It shall be the duty of the landlord to keep and maintain all regulated rental units in compliance with all applicable codes and provisions of all applicable state laws and regulations and local ordinances, and to keep properties in good and safe condition. Likewise, the occupants shall comply with obligations imposed upon occupants by this Ordinance, applicable codes and ordinances of the City and applicable provisions of state law.

Failure and/or refusal by the owner to secure the necessary inspections, or failure and/or refusal to provide access for inspections, upon reasonable notice, shall be deemed a violation of this ordinance and will be subject to the penalties.

Potential renters are encouraged to inquire if a specific unit is a participant in the Regulated Rental program. Questions and information regarding the Regulated Rental Unit Occupancy Ordinance can be directed to the Bureau of Housing for the City of Bethlehem at (610) 865-7097.

Preexisting Problems

Many people move into places with bad conditions because rent is so cheap and the landlord promises to fix it up. You should probably be suspicious of places that are priced way below other similar places, especially if there are lots of problems. You will need to determine on your own how trustworthy the landlord is.

If you do decide to rent a property that needs repairs, do not sign the lease immediately! Get the landlord to promise to fix the problem(s) in writing by a specific date. Ask the landlord to date and sign the letter. Take pictures and/or video with the date to document preexisting problems.

Do not sign any repair slips or papers about repairs being done on your apartment or house until the work is completed.

Inspections

If there are situations present in your home/apartment which your landlord refuses to repair, you may seek assistance from the Bureau of Housing for the City of Bethlehem at (610) 865-7097. They will inspect your home and may require your landlord to bring the sub-standard condition up to code standards. The following is a list of potential code violations which the inspectors may look for:

- Clean and working kitchen and bathroom facilities
- Cracked foundations
- Decayed and rotted exterior wood surfaces
- Exterior doors and windows
- Functioning heating systems
- GFI outlets in all bathrooms and powder rooms
- GFI outlets within 6' on either side of kitchen sinks
- Minimum of 100 amps per dwelling unit
- Missing fire escapes
- Missing handrails and guardrails
- Missing rain gutters and leaders
- Non-working outside lighting
- Possible overcrowding
- Proper working outlets and hallway lighting
- Roofing deficiencies such as leaks or missing shingles
- Windows that open and lock properly
- Working smoke detectors on all levels

Security Deposits

A security deposit is a payment which a landlord requires from a tenant to ensure the payment of rent and damages. A deposit of over two months rent is excessive; usually consider one month's rent as being normal. A landlord should return the security deposit within a reasonable period of time (thirty days) after tenancy ends. If there are damages to the apartment which the landlord feels are the tenant's responsibility, the landlord will deduct the cost of those damages from the security deposit. An itemized list to explain the deductions should be provided.

Moving Out

Approximately one to two weeks before the end of the lease, ask the landlord to inspect the premises for damages. If possible, have the landlord make an itemized list of all damages, including estimated costs of repair. A list of damages made at the beginning of the lease can be used to avoid unfair duplication. The tenant can probably save money by having the repairs completed prior to inspection. Make sure that the apartment is as clean as when you moved in. The overall impression that the landlord gets at inspection can make your moving out smoother and easier.

Evictions

An eviction is the only legal way for a landlord to force a tenant to leave a rental unit. A landlord has the right to evict the tenant without stating any reason when the lease expires so long as proper notice is given. The landlord can evict during the lease period only when the tenant breaches one or more of the basic obligations. An eviction is usually the result of a violation of the lease. The most common causes of eviction are:

- Non-payment of rent
- Deliberate acts of destruction or neglect to premises
- Disturbance of tenants/neighbors on a repeated basis

Legal Services & Lawyer Referrals

The University does not provide legal advice or offer legal services for students. The Bar Association of Northampton County and the Bar Association of Lehigh County offer lawyer referral services that provide an initial consultation for a modest fee and referrals to local attorneys.

Northampton County Attorney Referral & Information Service
155 South 9th Street
Easton, PA 18042
(610) 258-6333
<http://www.norcobar.org>

Lehigh Country Lawyer Referral Service
1114 W. Walnut St.
Allentown, PA 18102
(610) 433-7094
<http://www.lehighbar.org>

CONDITION & INVENTORY CHECKLIST FOR LEASED PREMISES

Please note all existing damages in your apartment. You must be specific about the type and location of any item listed on this sheet. By taking your time and reviewing the details, you may have fewer problems to deal with later.

Complete these sheets when you are signing the lease or taking possession of the property. It is necessary for you to have this returned to the landlord promptly for it to be valid. Have the landlord initial the form that he/she reviewed it. Keep a copy of this form for your records. Complete in ink!

Bathroom:

	Excellent	Shows Wear	Needs Repair	Comments
Ceiling				
Walls				
Floor				
Windows				
Electrical Outlets				
Light fixtures				
Heating vents				
Toilet/Tank				
Toilet Seat				
Toilet Paper Holder				
Sink/Faucet				
Vanity				
Medicine Cabinet				
Shower/Bathtub				
Towel Racks				
Ceiling fan				
Entry Door				
Exhaust Fan				
Plunger				

Kitchen:

	Excellent	Shows Wear	Needs Repair	Comments
Ceiling				
Walls				
Floor				
Windows				
Electrical Outlets				
Light fixtures				
Heating vents				
Range & Oven				
Refrigerator				
Freezer				
Sink/Faucet				
Dishwasher				
Garbage Disposal				
Cabinets/Drawers				
Counter Tops				
Kitchen Table				
Kitchen Chairs				
Fire Extinguisher				
Microwave				

Dining Area:

	Excellent	Shows Wear	Needs Repair	Comments
Ceiling				
Walls				
Floor/Carpeting				
Windows				
Electrical Outlets				
Light fixtures				
Heating vents				
Dining Table				
Dining Chairs				
Draperies Rods				
Drapes				

Living Room:

	Excellent	Shows Wear	Needs Repair	Comments
Ceiling				
Walls				
Floor/Carpeting				
Windows				
Electrical Outlets				
Light fixtures				
Heating vents				
Cable Cord				
TV Adapter				
Front Door				
Sofa				
Loveseat				
Chair(s)				
Coffee Table				
End Table(s)				
Lamps/Shades				
Draperies Rods				
Drapes				

Bedroom:

	Excellent	Shows Wear	Needs Repair	Comments
Ceiling				
Walls				
Floor/Carpeting				
Windows				
Electrical Outlets				
Light fixtures				
Heating vents				
Closet space				
Entry Door				
Bed frame				
Mattress				
Box Spring				
Night Stand				
Lamps/Shades				
Mirror(s)				
Dresser/Drawers				
Drapery Rods				
Drapes				

General:

	Excellent	Shows Wear	Needs Repair	Comments
Attic				
Storage Space				
Furnace				
Water Heater				
Washer & Dryer				
Thermostat(s)				
Porch/Patio				
Yard				

PREPARING TO OCCUPY YOUR NEW HOME

Cable Television

Service Electric Cable TV & Communications - (610) 865-9100
RCN - 1-800-746-4726

Contact the local cable television company for installation and connection of services you would like. Three months advance payment plus installation charge is usually required. Additional information can be found at www.universitymovecenter.com.

Cleaning Services

Some students want their off campus residences professionally cleaned prior to move in. Check the phone book for additional resources or contact one of the following companies:

Merry Maids - (610) 866-8428
Service Master - (610) 837-8721
U.S. Cleaning Service - (610) 691-6141

Consumer Protection Agencies

District Justice Court

Hears lawsuits for up to \$8,000 without attorneys. Fee for filing a suit is \$25 or less and is returned if you win. The nearest District Court to Lehigh University is:

Magisterial Court 3-2-10
202 W. 4th Street, Second Floor, Bethlehem

Pennsylvania State Bureau of Consumer Protection

(610) 821-6690

Accepts written complaints against businesses and landlords. The Bureau will attempt to mediate the problem by bringing the consumer and the business together.

Pennsylvania State Public Utilities Commission

1-800-782-1110

Hears complaints against utility companies.

Lehigh Valley Better Business Bureau

(610) 866-8780

Associations of businesses which set standards of practice for their members. The Bureau will attempt to mediate complaints against their members.

Fire & Emergencies

Find the telephone number of the local fire and police departments and emergency numbers. Post these numbers by the telephone.

Have at least one fire extinguisher handy, preferably in the kitchen. Know how to operate the extinguisher. Pennsylvania law requires that the landlord supply a working smoke alarm. If the detector fails and it is not a dead battery, the tenant is to report the failure to the landlord.

Immigration

International students and visitors requiring specialized legal assistance with immigration should contact the Office of International Students & Scholars at (610) 758-4859. The Office is located in Coxe Hall at 32 Sayre Drive.

Internet

Contact a local internet provider for installation and connection. Refer to the phone book or www.universitymovecenter.com for resources or contact one of the following companies:

RCN - 1-800-746-4786

Service Electric Cable TV & Communications - 1-800-232-9100

Verizon Online - 1-888-587-7333

Information regarding Lehigh Off Campus Networking can be found at <http://www.lehigh.edu/helpdesk/offcampus/> or by contacting (610) 758-4357.

Lehigh University Directory

Put your new address and phone number in the Lehigh University Directory. Contact the University's Registrar Office and provide the contact information.

Lehigh University Services

Whether residing on or off campus, Lehigh University students have access to all University services. The Dean of Students Office, Health & Wellness Center, and Counseling Center are available to students who may need assistance. Academic support offices are available at no additional fee.

Off-Campus Student Liaison (Dean of Students)

Lehigh values the relationship between the University and off-campus students. If a situation should arise where assistance is needed, off-campus students are encouraged to contact Christina Bell Assistant Director of Residential Services at (610)758-3500.

Parking in Bethlehem

The City of Bethlehem requires that residents register with the Bethlehem Parking Authority (BPA) for parking permits. The BPA is located at 85 W. North Street, Bethlehem, and is open from 8:00 a.m. until 4:30 p.m. Call (610) 865-7123 for additional information.

The BPA is in charge of ticketing. Meters are monitored on a routine basis. Check to see if the Residential Permit Program is in effect on your street. To obtain a permit, a lease, driver's license, and registration must be presented to BPA. Permit fees vary according to parking zone.

Parking on Lehigh's Campus

Any student living off campus is required to purchase a Lehigh University parking permit. Students may purchase a commuter permit for \$25.00 for the academic year.

Students may not park on lower campus during the restricted hours between 7:30 a.m. to 4:00 p.m., weekdays. Lower campus is defined as the northern part of the campus bounded by University Avenue, Taylor Street, Brodhead Avenue, and Morton Street. During restricted hours, students may park on the lower campus only at the green, short-term parking meters by paying the meter rate located inside the meter, or in Zoellner Arts Center parking garage by paying the entry fee. Students are prohibited from parking at gray parking meters.

Students may park in Faculty/Staff areas, Monday through Thursday, 4:00 p.m. to 7:30 a.m. and Friday, 4:00 p.m. through Monday 7:30 a.m., with a valid Lehigh University permit. If there are no white lines, parking is not permitted.

Additional information is available at Parking Services located in Johnson Hall or at (610) 758-3893.

Pest Control

Pest control services should be provided by landlords.

In the event that the service is not provided, renters can consult the phonebook or contact one of the following companies:

Rid-Et Pest Control - (610) 759-0839

Orkin Pest Control - (610) 882-1255

Pest Experts - (610) 868-9508

Terminix International - (610) 866-2424

Pets

Licenses are available for pets at Ritter Pharmacy located at 115 W. 4th Street in Bethlehem. Any dog six months or older must wear a collar with a license of the county.

Pets in residential areas must be vaccinated against rabies and tagged. You must curb your dog. Pets cannot run free through the neighborhood.

Do not abandon dogs and cats at the end of the semester and over vacations. Please find the animal a home before leaving.

Postal Service

The post office needs a house number, a mail box/slot, and a list of current residents for delivery. P.O. Boxes can be obtained for \$10 for six months for a small box plus \$1 for a key. The nearest post office to Lehigh University is located at 131 W. Fourth Street in Bethlehem. Additional information is available at (610) 867-3221.

Property Care

The area of the sidewalk in front of the house you are renting is your responsibility as a resident. This includes snow/ice removal and removing overgrown grass and weeds.

Police issue citations for unshoveled sidewalks (after 24 hours, fine up to \$300). Agree with your landlord before it snows as to who is responsible for sidewalk maintenance. If you have any grassy areas on the property, you (or your landlord) are responsible for keeping it cut and maintained. Check your lease to

determine responsibility.

Recycling

Recycling is mandatory in Bethlehem. Pick-up is every two weeks, and varies in different neighborhoods. Obtain a schedule and green recycling container from the recycling office. Additional information is available from the Recycling Office at (610) 865-7082.

Renter's Insurance

Consider investing in insurance. Check if your parent's homeowners' insurance policy will cover your personal property. If not, seriously consider obtaining a policy of your own for the following reasons:

- Fires or water leaks.
- Premiums on renter's insurance are usually low.
- Most renters' policies are homeowner's insurance modified to fit the needs of tenants.
- Landlords do not carry insurance on the tenant's belongings, only on the dwelling.

Information can be found at www.universitymovecenter.com.

Make sure all your valuables are marked with your driver's license number or other identifying mark to aid in identification and return of stolen items.

Telephone

Verizon - 1-800-464-0820

Information needed for your order:

- Complete street address with apartment number/floor
- Appearance of listing for the directory
- Information concerning previous telephone service
- Credit information, including employment

Contact the telephone company for installation and connection of services you would like. Information can be found at www.universitymovecenter.com.

A deposit may be required if you have never had telephone service established in your name. If a deposit is requested for residential service, a written explanation will be provided stating the interest to be paid, and the terms and conditions for return

of the deposit.

Trash Collection

The City of Bethlehem requires that all garbage must be stored in containers. Plastic bags alone are unacceptable because they invite rats, dogs, and cats. Accumulation of rubbish and garbage is a violation of the City ordinances and may result in a maximum fine of \$1,000 and/or 90 days in jail. Trash collection information is available at (610) 865-7050.

Trash cans may not be stored in front of the building. On collection days, trash cans must be placed within 5 feet of the building. Most trash collectors prefer alley pick up and will usually return the cans where you placed them, if requested. Trash collectors normally will not pick up furniture. See your landlord or their local agent for this.

You must reach an understanding with your landlord about who arranges for collection. Legally, your landlord is responsible to see that the garbage is collected.

Utilities

Contact a local utility company for installation and connection.

PPL - 1-800-342-5775

UGI - (610) 867-0571

Information can be found at www.universitymovecenter.com

Name, address, and date for service needed. A security deposit may be required.

Water Service

City of Bethlehem Water Department - (610) 865-7070

The property owner must call to request water service.

SAFETY TIPS

Preventing Fires

Keep your home free of clutter, trash piles, and other accumulated items. Use space heaters, particularly kerosene heaters with caution. Barbecuing on porches, roofs, or indoors is unsafe and is a City fire code violation with a maximum fine of \$600.00.

Make sure your electrical system is in good order. Check all appliances for frayed spots. Do not overload your circuits. If your fuses or circuit breakers are continually shutting off power, the system is overloaded. Do not put too many plugs into one outlet; this may cause a fire.

There should be two means of exit from each living unit. Know the location of all the fire extinguishers and fire alarms in the building. Ask your landlord to provide a smoke alarm or purchase one yourself. If you feel that your home is not reasonably safe from fire, advise your landlord, Fire Department, or City Building Inspector.

Crime Prevention

Ask the landlord to install new locks when moving into a house or apartment. If the landlord is not willing to change the locks to your satisfaction, ask if you can make the change at your expense and provide him/her with a key in case of an emergency. Do not leave extra keys where they can be easily found.

Use deadbolt locks (especially those with a key) or sliding barrel locks on all doors to the outside. Install chain locks as an added precaution. For your garage, cellar, or other utility doors, use crossbars and hasp locks. Do not use cheap locks or spring-snap locks; they are easily opened. Make sure all windows, including cellar windows, are locked.

Mark your valuables with a driver's license number or other identifiable mark. The Bethlehem Police Department will lend you an engraver. University Police also have engravers that you can borrow. This will aid in the recover of stolen valuables and help the police trace items. If you cannot engrave an item, write down its description and serial number. If you cannot prove ownership of a stolen item, the police will not release it to

you.

A well lit house and garage is an excellent burglar deterrent. At night, leave a couple of lights on inside the house. When you are away, do not leave any notes saying when you will return. One of your most important ways of protecting your home is to know your neighbors. Make them fully aware of your living habits such as who comes and goes and when. If you notice a stranger doing something out of the ordinary, call the police immediately.

Preparing for Extended Vacations

When leaving for an extended time, consider some basic precautions:

- Register your vacation with the City of Bethlehem Police. They will watch your home while you are gone. This is especially true during Semester and Spring Break. Lehigh's schedule is no secret!
- Cancel daily deliveries of mail and newspapers or arrange for someone to pick them up.
- Keep a couple of lights on in the house or install an automatic timer to turn them on.
- Do not close your curtains.
- Ask a neighbor and the police to watch your home.
- Turn your telephone bell down.
- Arrange to have grass mowed or snow shoveled.

Utilize the Campus Escort Service

The Escort Service provides alternatives to walking alone after dark. The service is designed for students, but is open to the University community. It combines the use of walking escorts and TRACS (Take a Ride Around Campus Safely) van service through the combined efforts of students, University Police and Transportation Services. Walking escorts are requested by dialing (610) 758-1111.

The service operates between dusk and dawn throughout the school year. It provides either a walking or driving escort depending upon the time and availability of student volunteers to serve as escorts. During vacation periods when the Escort Service is not in operation, the University Police will assist students. Students are expected to show their ID cards before

the escort is provided.

TRACS service provides transportation to and from University buildings and neighborhoods adjacent to campus. Escorts are primarily for those individuals who find themselves alone after dark and in need of someone to accompany them to their destination. The service is intended to supplement, not replace, individual responsibility. Students are encouraged to plan ahead and make arrangements to walk with friends after dark.

TRACS schedules are available in Ulrich Student Center.

LIVING IN THE COMMUNITY

How to Be a Good Neighbor

The on-going relationship between the town and University is an interdependency which enriches the lives of all members of our Lehigh community. Off-campus students play an important role in the development of a positive relationship between the University and the community.

Off-campus students need to observe ordinances with a general consideration for their neighbors. Introduce yourself; let neighbors have your phone number so they can contact you if they have a concern. Appreciate and respect that community residents have different lifestyles than college students. You will find that your neighbors have diverse backgrounds, careers and experiences. It will be a neat experience to get to know them.

Realize that a major source of irritation is noise. Be conscious of stereo volume, party noise and, in particular, street noise. Keep up the appearance of your home by placing trash in containers in the rear of the building. Upholstered furniture should not be on the porch. Windows should have curtains. Lawns, sidewalks, and streets are maintained and cleaned. Obey local parking regulations and attend community meetings.

Your attitudes and actions are often received as a reflection on the University. Lehigh University supports your involvement in the university and community activities to strengthen the commitment of developing a cooperative and understanding relationship with the residents of the City of Bethlehem. It is also important that you are aware of the Lehigh University Student Code of Conduct and that any violation of the Code of Conduct both on and off campus will result in action being taken by the University Judicial System.

Party Smart

When you live off-campus it is important to remember that you are a Bethlehem resident and you must treat your neighbors with consideration. On an everyday basis, a good relationship is not difficult to maintain. However, giving occasional parties can sometimes cause problems with those otherwise friendly neighbors.

A successful party in your home or apartment means that everyone enjoyed themselves and that you, your guests, and your neighbors were not inconvenienced by the event. In addition, it is important to remember that alcohol can only be possessed and consumed by those who are at least 21 years of age. Not providing alcohol to those under the legal drinking age is the responsibility of all members of the living unit. Individuals may be found liable if found in violation.

The following suggestions have been effective for students at Lehigh and other universities:

Before the Party

- Invite a manageable number of guests. Know who you are inviting. Do not publicize the event.
- Inform your immediate neighbors and encourage them to call if there is a problem. Be sure to leave your name and phone number. Tell them that you will be cleaning up the following day. If you are polite, honest, and straightforward, they will probably be more tolerant of your wishes.

During the Party

- Know your guests. Feel free to turn people away that you do not know and who are intoxicated.
- Do not collect money.
- Provide non-alcoholic beverages and food for your guests.
- Do not serve minors alcohol. You can be held responsible for any underage drinking that goes on in your home.
- No one should leave the house with a cup, empty or full.
- Be sure designated individuals remain sober the entire party to monitor for noise or other problems.
- Keep windows closed; periodically walk around the outside of your house/apartment to check the noise level.
- Be aware that Bethlehem has a noise ordinance and the police, as well as your neighbors, will expect you to keep music and noise at a reasonable level. Once the police receive a complaint and a violation is found, they will issue a citation with no warning.

- Do not let anyone drive home intoxicated.
- Do not have a lot of guests leave all at once. This creates noise and draws attention to your party.
- If the police are called and should appear at your door, remember to be polite and cooperative.

After the Party

- Contact neighbors and thank them for cooperating.
- Clean up any associated trash the next day.

What draws the police to a party?

- A complaint
- Noise that can be heard on the street
- Individuals carrying cups
- Individuals leaving who are noisy, intoxicated, or urinating in public
- Large numbers going in and out
- Cash being exchanged for alcohol

It is not “Just like a Parking Ticket”!

Being issued a citation means that you will also be referred to the Lehigh University judicial system. Additionally, the information on the citation is considered public information and will likely appear in local papers. Serving alcohol to minors results in an arrest and, if found guilty, carries a minimum fine of \$1,000. The standard University penalty is suspension or expulsion.

Did You Know?

- In Bethlehem, it is illegal to carry or possess any open vessel containing alcohol in a public place, no matter what your age.
- Individuals under the age of 21 have been cited for possession of alcohol because they were in a motor vehicle with alcohol, even if someone in the vehicle was 21 or older.
- In Pennsylvania, the following underage drinking violations carry a MANDATORY SUSPENSION OF DRIVER'S LICENSE in addition to a fine:
 - Lying about your age to obtain alcohol
 - Purchasing, consuming, possessing, or transporting alcohol
 - Carrying a fake ID card

- If you are an adult and convicted of knowingly selling or furnishing alcoholic beverages to a minor you face penalties of:
 - A minimum of \$1,000 fine for a first offense
 - A \$2,500 fine for a second offense
- In Pennsylvania, the legal age for consumption, possession, and transportation of alcohol is 21.

Disorderly Conduct/Peace Disturbances and Noise

For off-campus students, it is important to remember that you are living in a neighborhood, and that certain standards prevail. In Bethlehem, a peace disturbance is defined by the following:

"A person is guilty of disorderly conduct if, with intent to cause inconvenience, annoyance or alarm...engages in fighting or threatening, or in tumultuous behavior, makes unreasonable noise, uses obscene language or makes an obscene gesture, creates a hazardous or physically offensive condition by an act which serves no legitimate purpose..."

"Whoever willfully makes or causes...loud, boisterous, and unseemly noise or disturbance to the annoyance of the peaceable residents nearby..." commits disorderly conduct and a disorderly house is considered a "boisterous gathering."

The making of unnecessary noises like automobile horns, radios, amplifying systems, etc, is also considered a public nuisance. City police do respond to citizen complaints about noise and other disturbances, usually with a warning first, and then with the issuance of citations if more complaints are made. In some neighborhoods where noise is a frequent problem, residents have become weary of personally requesting quiet and simply call the police as an initial response. Citations carry fines because they are issued upon the violation of a City ordinance, these fines can range up to \$600.

IMPORTANT TELEPHONE NUMBERS

Bookstore	Campus Square	8-3375
Bursar	Alumni Memorial Hall	8-3160
Career Services	Rauch Business Center	8-3710
Chaplain	Johnson Hall	8-3877
Computing Services	Fairchild-Martindale	8-4141
Counseling Services	Johnson Hall	8-3880
Dean of Students	University Center	8-4156
Fairchild-Martindale Library	Packer Avenue.	8-3075
Financial Aid	218 W. Packer Avenue	8-3181
Dining Services	University Center	8-4166
Fraternity & Sorority Affairs	Thornburg Hall	8-4157
Health and Wellness Center	Johnson Hall	8-3870
I.D. Cards	Ulrich Student Center	8-5843
Intramural Office	Grace Hall	8-4310
Linderman Library	30 Library Drive	8-3050
Parking Services	Johnson Hall	8-3893
Residential Services	Rathbone Hall	8-3500
Registrar	Alumni Memorial Hall	8-3200
Student Activities	Ulrich Student Center	8-4158
Safety Escort Service	Johnson Hall	8-1111
Taylor Gym	641 Taylor Street	8-4300
University Center Main Desk	University Center	8-4160
Women's Center	University Center	8-5647
University Police	Johnson Hall	8-4200

***All numbers are (610)75x-xxxx*

Police, Ambulance, & Fire Emergencies	911
Bethlehem Police (Non-Emergency)	(610) 865-7187
St. Luke's Hospital Emergency Room	(610) 954-4500
Rape Crisis Center	(610) 437-6610
Bureau of Housing, City of Bethlehem	(610)865-7097