Good Neighbor Guide

University of Virginia Students’ Guide to Off-Grounds Living

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WELCOME LETTER

Greetings,

We sincerely hope that your off-Grounds experience is positive. Enjoying your own apartment can lead to lifelong pleasant memories.

An often-overlooked component of the off-Grounds experience is making meaningful contact with the longer-term residents near your apartment. They can help you learn your neighborhood’s attributes. They can also offer tips on such everyday essentials as parking and trash regulations.

It’s likely that longer-term residents will have significantly different schedules than yours. For example, they may be preparing for bedtime just as your party guests are arriving. Please be considerate of your neighbors! For example, don’t play loud music late at night.

One way to get to know your neighbors is by participating in city and neighborhood meetings that address residents’ concerns. To learn about such meetings, access the Charlottesville Neighborhood Development Services Web site at http://charlottesville.org/.

Additionally, U.Va.’s Community Relations and Off-Grounds Housing Offices partner to host events designed to foster relationships between students and longer-term residents. We hope you’ll participate!

Without question, establishing positive relationships with neighbors will enhance the memories you’ll create while living off-Grounds.

Wishing you great success,

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Director of Community Relations

Vicki Hawes
Manager of Off-Grounds Housing
LIVING OFF-GROUNDS

U.Va. students, with few exceptions, are required to live on-Grounds for their first year. Many second years, however, choose to find an apartment or house off-Grounds. Deciding to live off-Grounds is only the beginning of an extensive process involving visiting apartments, signing leases, buying furniture, researching security in your area, and learning about the resources available to you in your new community.

In an effort to help you throughout your off-Grounds experience, this guide explains the basics about living off-Grounds by reviewing how to search for housing, what questions to consider before signing your lease, how to connect with your neighbors, and city and county ordinances that might affect you.

LOOKING FOR HOUSING  when, what, where

WHEN TO LOOK

You’ll hear this a lot, but there is no housing shortage in Charlottesville. There will be plenty of housing when you are ready to make your decision.

- Comparative shopping takes time. While you may start investigating during late fall, you don’t need to sign anything before winter break.
- Keep notes of each complex you are considering. Make more than one trip to talk to landlords and property managers.

WHAT TO THINK ABOUT

Your living environment affects every aspect of your college experience at U.Va. It is important to take your time when looking for off-Grounds housing. There is much to consider.

Roommates

- How many do you want to share your space with and are they responsible people?
- Are your lifestyles compatible?
- Consider living and study habits, attitudes toward parties and overnight guests, etc.
- Whose name will appear on the utility bills?
- How will chores be divided?
- Will you buy food together or separately?
- Remember, friends don’t always make good roommates! Examine the criteria for both!

Visit the University Mediation Services Web site and review the Roommate Agreement Form. Before signing your lease, reach agreements on issues including cleanliness, chores, visitors and noise. www.student.virginia.edu/~mediate/news.htm
LIVING EXPENSES: MORE THAN JUST THE RENT

Rent
Consider these estimated costs:

Rent:
1 bedroom range: $300-1,250, average: $610
2 bedroom range: $560 – 1,300, average: $790 ($395/room)
3 bedroom range: $765 – 1,750, average: $1,140 ($380/room)
4 bedroom range: $925 – 3,000, average: $1,760 ($441/room)

Utilities
Make sure you know what utilities are covered in the monthly rent, and which ones you will have to pay for separately.
Some utilities such as water, sewer and trash are often included in apartments but not in houses.

Some examples of the normal utility price range for Charlottesville follow:

Electric/Gas
Apt. $50-100/month; House $75-175/month
Cable
$45/month (basic cable)
Phone
$30/month (basic service)

Other Expenses
■ Is trash pick-up included? How about parking?
■ What Ether/Internet options are there? What are the costs?
■ Is oil or gas used for heating? The cost of oil can fluctuate dramatically.

Think about how much money you will have left for groceries, a meal contract and spending money.

LOCATION: ANOTHER MAJOR CONSIDERATION

■ Will you be able to walk, bike or take the bus to Grounds or the grocery store (even in the winter)?
■ Do you feel safe in the neighborhood you have chosen? Visit the area at night, look at lighting and get a feel for the atmosphere.
■ Is the neighborhood conducive to your lifestyle? Don’t move into a family neighborhood and plan on having loud, late-night parties.

CONSIDER THE CONDITION OF THE APARTMENT OR HOUSE

■ Never sign a lease without first inspecting the facility for safety and security (window and door locks, etc.)
■ Ask neighbors and previous renters if they have had any problems with the facility or landlord.

INSPECT THE FACILITY AND GROUNDS

■ Is it well maintained and clean?
■ Are dumpsters emptied regularly?
■ Who will take care of the yard work? Trash disposal?
■ How is parking handled, and is there enough for each resident?

WHERE TO LOOK

There are many excellent housing options in Charlottesville. Here are a few great places to find them:

■ Off-Grounds Fair—Normally held during U.Va. Family Weekend in late October
■ Off-Grounds Survey—Check out what other students thought of the places you are considering.
■ Also check out local newspaper classified listings or online listings for places to rent.
GETTING STARTED

CONTACTING LANDLORDS

After reviewing the Off-Grounds Housing (OGH) Web site and survey, you will probably have a list of properties that you’d like to check out. Now is the time to give the landlords of these properties a call. It may be useful to have a copy of the OGH Search Sheet (available on the OGH Web site) ready for notes when you make the call. If you have to leave a message, prepare a short script to promote yourself and to encourage a call back.

Sample Script:
“Hi! My name is Chris Thompson, and my number is 555-5555, again that is 555-5555. I’m interested in your rental at 1234 14th Street. I’m a third year at the University majoring in Anthropology. I have decided to live off-Grounds for the coming school year and am looking for an apartment close to Grounds. I work part-time, and my parents are willing to co-sign a rental agreement. I’d really like to make an appointment to see the place, so I’d appreciate a call back. Again, that’s Chris Thompson, 555-5555, and I’ll be available after 7 p.m. Thank you.”

★★ QUICK TIP ★★
1. Speak clearly and slowly and repeat the number for the return call.
2. Give personal information and credentials indicating that you are responsible and able to pay the rent.
3. Indicate how you will be able to pay the rent.

II. KNOWING YOUR LEASE

Leases are legal documents. No matter how your situation may change, you are financially responsible the minute you sign the lease. Make sure you understand the type of lease you’re signing. There are two types: individual and group.

With an individual lease, you sign for your bedroom and a share of the living area.
Pro: If a roommate moves out, you are not responsible for his/her rent or damages.
Con: The landlord can rent to anyone (male, female or non-student) in the empty bedroom without your approval.

With a group lease, all occupants sign one lease and are responsible for the full rent and any damages as a group.
Pro: Your group has control of who may move into an empty bedroom.
Con: If a roommate backs out, the rest of the group must make up the difference in cost.
BEFORE YOU SIGN THE LEASE…
What You Sign is What You Get

The terms and provisions of your lease legally bind you. By signing the lease you are legally stating that you know what it says and are willing to abide by all the rules in it.
- Carefully examine the lease.
- Ask for a copy so you can review it more thoroughly (possibly with your family)
- Some leases are very restrictive.
- Don’t hesitate to ask the landlord about clauses and terms that you don’t understand. You can also consult with someone at the Off-Grounds Housing Office.
- Agree on any changes, additions or provisions with your landlord and make sure these are stated in the lease before signing.
- If it includes a provision or clause you want to remove, it’s okay to ask the landlord about it.
- Make sure everything is in writing and all parties involved sign, date and keep a copy.
- Oral leases and agreements are legal in Virginia, but avoid them. Everything should be in writing.
- Ask your landlord if he or she has a handbook for tenants and ask to see it before signing a lease. Often these will have additional rules and regulations that you will be held to.
- Be aware that in specific zones of Charlottesville, no more than three unrelated people may live together. For more information, call Neighborhood Development Services at 970-3182.

Subleasing
Do not budget as if you will be able to get someone to sublet your place and ease your financial burden. You may or may not be successful in finding someone to sublet. Subleasing is generally accepted but requires the written consent of the landlord. The sublessee agrees to the terms of the original lease. If he or she fails to pay, it is ultimately the responsibility of those who signed the original lease. Get a security deposit from a sublessee, just to protect yourself. This may seem excessively formalized, but it is important to make sure that you aren’t stuck with the bill at the end of the year.

Check out OGHO’s Web site at www.uvastudentcouncil.com/offgrounds for more information on renting and subleasing.

NOW THAT YOU’VE SIGNED YOUR LEASE…
SECURITY DEPOSITS

Almost all leases require a security deposit. The deposit is held by the landlord for the length of the lease to guard against losses incurred due to damage not resulting from normal wear and tear or from a tenant moving out before the lease expires.
- The security deposit usually equals one month’s rent and is paid in advance or with the first month’s rent.
- To help ensure that a fair amount of your security deposit is returned to you at the end of your lease, thoroughly fill out a damage checklist when you move in (this is sometimes referred to as a walk-through). It is a good idea to take pictures or a video.
- Give a copy of the checklist to your landlord within five days of moving in and keep a copy for your records. Samples are available at the OGH Office and inside this guide.
- Check your lease or handbook for cleaning guidelines. Be sure to do a thorough job.
- Before you move out, request, in writing, that your landlord complete a walk-through with you. Follow up with phone calls if needed. Be persistent. It is your right by law to be present. Use your copy of the initial damage checklist and talk with the landlord as you go through to ensure you agree on what you will be charged for and how much.
- Your security deposit should be returned within 45 days of the end of the lease if there have been no problems. The landlord is required to provide an itemized list of any deductions from the deposits.
UTILITIES

Some rental properties include utilities as part of the rental agreement. In these instances, the tenant will not be held responsible for contracting with the utility companies or paying for services through direct billings. In cases where utilities are not included in the monthly rental payment, the following information may be helpful.

LOCAL UTILITIES

Contact numbers and deposit information

Cable: Adelphia Cable (800) 835-4949 First month payment in advance, then billed monthly. Basic cable (first 75 channels) is $45 per month; installation (4 TVs) is $29.95. Adding extras like movie channels requires the digital box ($3.50) and $10-30 more per month depending on the options you choose. Also offers high-speed Internet.

Electric: Dominion Power (888) 667-3000 $15 service initiation fee, $90-180 deposit (payable in three installments over first three months, amount of deposit based on credit check). Call 24 hours in advance of date service is needed. No connections on weekends or holidays.

Gas: Charlottesville Gas Division 970-3800 (Information) 970-3211 (Billing) $10 deposit appears on first bill, deposit is refundable after one year of service, or at termination, $30 service connection fee.

Telephone: Embarq (800) 535-0189 Repair (800) 304-7628 Credit Card payment of bill (800) 535-0189 $25 deposit, $32.05 installation fee. Also offers high-speed Internet.

Water: Charlottesville Customer Service 970-3211 After hours and emergencies, call 970-3800. $50 deposit appears on first bill, deposit is refundable after one year of service, or at termination, $30 service connection fee. Albemarle Customer Service 977-4511, $6 initial fee (no deposits, no additional connection fees).

DISCLAIMER:

This information is provided as a service. While care is taken to ensure the accuracy of the information, there may be unintended errors, changes or deletions without notification. Those using this list communicate, contract and do business with individuals, companies or firms at their own risk. The Board of Visitors, officers, agents and employees of the University of Virginia shall not be liable for any errors or omissions made in the compilation or printing of this list.
THINGS YOU SHOULD KNOW AS A TENANT

Tenants entering into any rental agreement should make a concerted effort to learn about their legal responsibilities and become familiar with the protection granted to them under the law. The following information is not a substitute for legal advice, but is provided as a guide for reasonable expectations of landlords, building managers and tenants.

LANDLORD RESPONSIBILITIES

According to the Virginia Residential Landlord and Tenant Act (2001), a landlord must:

- Make all repairs and do whatever is necessary to maintain a dwelling in fit and habitable condition.
- Supply running water and reasonable amounts of hot water at all times, air conditioning (where installed) and reasonable heat in season.
- Maintain in good and safe working order all electrical, heating, plumbing, sanitation, ventilation, air conditioning, and other facilities and appliances supplied or required to be supplied by the landlord.
- Keep all common areas clean and in a structurally safe condition and provide and maintain appropriate waste receptacles in common areas shared by two or more rental units.
- Comply with the requirements of applicable building, housing, health and fire codes.

TENANT RESPONSIBILITIES

According to the Virginia Residential Landlord and Tenant Act (2001), a tenant has the obligation to:

- Maintain a clean and safe dwelling.
- Conduct him or herself and require any individuals on the premises with the tenant’s consent to conduct themselves in a manner that does not violate the peace and enjoyment of the neighbors.
- Not deliberately destroy or damage any part of the dwelling or allow any other person to do so, whether known by the tenant or not.
- Use in a reasonable manner all utilities, facilities and appliances.
- Keep all fixtures as clean as their condition permits.
- Regularly remove all garbage and waste and dispose of them in the appropriate facilities.
- Keep the part of the premises occupied and used by the tenant in a clean and safe condition.
- Comply with all applicable housing and fire codes.

★★ QUICK TIP: GET IT IN WRITING! ★★

Get all agreements and commitments in writing and signed by all parties involved, and don’t forget to keep copies of everything for yourself.

With Landlords

Always notify the landlord about any problems in person or over the telephone. Follow that first notification with a letter noting the problems that you sign and date. Putting the situation in writing will not only look business-like, but it will establish a record if there are problems later. Remember to keep a copy of everything for your records.

With Roommates and Others

Although it may seem uncomfortable to request that your roommates agree to payment schedules, utilities, food, cleaning, etc. in writing, there are many important reasons for them to do so. Misunderstandings and miscommunications are
common and written agreements can prevent these small issues from becoming huge problems in the future.

If the landlord or your roommates do not respond in a timely fashion, contact the Off-Grounds Housing Office, which will help you determine the next steps that may include University Mediation Services and/or Student Legal Services. Visit www.student.virginia.edu/~stud-leg or call 924-7524. You will find some useful forms that can be used as checklists for apartment/house inspection.

Finally, keep copies of all documents pertaining to your rental (lease, work orders, maintenance requests and move-in checklist). Take good notes, including date and time of all communications with your landlord. Having too much information is far better than not having enough.

**TENANT’S RIGHT TO PRIVACY**

In the Commonwealth of Virginia, all information regarding the tenant’s right to privacy is contained in the lease agreed to by the landlord and the tenant. In most cases, leases will specify that the landlord shall have reasonable access to the rental unit upon adequate notice.

- Generally, notice should be given at least 48 hours prior to entry by the landlord, and entry should be made during normal working hours as specified in the lease.
- If there is an emergency, the landlord may enter.
- If the tenant has requested work to be done, then reasonable effort will be made by the landlord to inform tenants when workers will be entering.

**DISCRIMINATION**

Federal law prohibits discrimination by a lessor in the rental procedure. Under the law, landlords may not discriminate on the basis of race, color, religion, sex, national origin, familial status, disability or age. If you feel you have been discriminated against, it is to your advantage to act quickly: contact the Off-Grounds Housing Office for more information on the Virginia Fair Housing Law.
PETS

Many students think living off campus is the opportune time to get a pet. Although pets can be fun, the decision to get one should not be taken lightly. When thinking of becoming a pet owner, consider the following ways this decision will affect your life:

- Pets greatly influence where you can live and the amount of security deposit returned to you.
- Keeping a “secret pet” can void your lease and cause you to be evicted. Upon eviction, you may be required to pay out the term of your lease.
- Traveling and breaks with pets require a lot of planning ahead (kennels, food, toys, shots, etc.).

Aside from these considerations, there are also some important city regulations that apply to pet owners. Some of them include:

- Any dog that disturbs any person or neighborhood by loud, frequent or habitual barking/howling can be declared a nuisance and unlawful.
- It is unlawful for any person owning or keeping a dog to fail, refuse or neglect to remove any of his/her dog’s feces immediately and dispose of them in a sanitary manner.
- Dog owners must obtain a current license for any dog four months or older. Licenses run from Jan. 1 to Dec. 31 each year.

- Any dog or cat over 4 months old within the city must be vaccinated against rabies
- Call 970-3146 for Animal Registration (dog tags) or 970-3280 for the Animal Control Officer.

PARKING AND TRANSPORTATION

As a member of the community, it helps to be aware of the parking restrictions in your neighborhood while also knowing about the resources that your area offers. If you own a car in Charlottesville, you will quickly learn that parking is extremely scarce, and many streets require some form of parking permit. Both the University and the city offer extensive bus services and alternative forms of transportation designed to help you. For schedules, maps, more information on permits and parking garages, check out: www.virginia.edu/parking/

★★ QUICK TIPS ★★

- Your vehicle must display current, valid license plates and decals.
- Parking is prohibited on grass, sidewalks, front lawns, other unimproved areas in front of residences, in alleys, and in permit parking areas without a proper permit.
- Charlottesville’s zoning officers and ticket patrols are vigilant, so make sure you park legally.

OTHER WAYS TO RIDE

For late night transportation, check out SafeRide, the University’s bus/van service. This service is only available after midnight. For more information call 242-1122 or just check out the Web site at: www.virginia.edu/uvapolice/saferide.htm

For transportation to Northern Virginia, Richmond and more, you can check out either U.Va. Ride Board where students post requests and offers for rides at uva.hoohasit.com.

Also, U.Va. Homeride provides weekend and holiday bus service from Radford University, Virginia Tech, James Madison University, and the University of Virginia to Northern Virginia, Richmond, Hampton, Harrisonburg and Charlottesville. Go to www.homeride.com for more information.
GOING GREEN

Cyclists enjoy a special privilege in Charlottesville: nearly unlimited parking. There are bike racks all over Grounds. Additionally, you can secure your bike by registering it with the University police. The police will provide, at no cost, decals that can discourage theft by assisting in the identification of lost or stolen bikes. For more information and the online registration form, go to: www.virginia.edu/uvapolice/bicycle.htm

SECURITY

Living off-Grounds can present new concerns about home and personal security. Luckily, the University provides many resources and services for students in order to increase their security wherever they are. We have included a brief list below.

U.Va. SAFETY RESOURCES

■ Over 200 emergency blue phones are situated at various locations around Grounds. These phones provide a direct line to the Police Department.
■ SafeRide is the University’s late night bus service for students who need a ride after midnight.
■ Rape Aggression Defense (R.A.D.) is a popular self-defense class that teaches students how to prevent attacks and what to do if you are attacked.
■ Workers on Watch is a program in which U.Va. employees and residents agree to call and report when they view a crime happening. This is not an anonymous program.
■ Silent Watch is a program that allows those who witness a crime to report it anonymously.
■ In conjunction with the University, the Yellow Cab Company will drive students home on or off-Grounds. The Office of the Dean of Students will pay the bill, but students must reimburse the office within one month. After a month, the bill is sent to the Bursar’s Office.

Below are a few tips to follow when securing your home and neighborhood. If you have questions about these tips, call the U.Va. Police Department’s Crime Prevention Unit at 924-8845.

In Your Apartment or House
■ Always lock the door behind you when returning home, especially late at night.
■ Make sure balcony doors and windows are locked.
■ When leaving your residence for a long period of time, hide valuables or take them with you.
■ Call the police if you see any unusual or suspicious individuals loitering around your residence.

In the Car
■ Make sure to keep your car in good running condition.
■ Park in well-lit areas.
■ Drive with all car doors locked.
■ Plan your route in advance, particularly on long or unfamiliar trips.
■ Keep windows rolled up.
■ Keep your vehicle locked when it is parked.
■ Do not leave valuables in plain view. Lock them in the trunk.
■ Never pick up hitchhikers.

When Walking Alone
■ Stay alert. Keep your mind on your surroundings.
■ Trust your instincts. If you feel uncomfortable in a situation, leave.
■ Know the Grounds. Find out what buildings are open late and where you can summon help if needed.
■ Vary your route and schedule.
■ Wear reflective clothing at night.

Safety on Grounds
■ Be aware of your surroundings.
■ Avoid walking alone at night. Use the Student Escort Service or “Safe Ride” (242-1122) between the hours of midnight and 6 a.m. (Program this number into your cell phone.)
■ Use the lighted pathway system.
■ Tell a friend where you are going and when you will return.
■ Notify police immediately of suspicious activity.
The following is a partial list of local companies that can help students with security systems or maintenance work. These are provided as information only and not endorsed by the U.Va. Police, U.Va. OGH Office or Community Relations.

### Ace Lock Service
293-9006

### Action Lock & Safe
974-7880

### ADT Security Services, Inc.
(800) 238-2727

### Albemarle Lock & Safe, Inc
977-5397

### Brown’s Lock & Safe
295-2171

### Lowe’s
975-7140

### Martin Hardware
293-8171

### Meadowbrook Hardware
293-8393

### Mechums River Security Concepts
975-0316

### Phillips Building Supply, Inc.
973-5356

### Security Concepts
979-8651
THINGS YOU SHOULD KNOW AS A NEIGHBOR

After you move in, even as a renter, you assume some basic rights and responsibilities within your neighborhood. These are just as important as the rental agreement, though probably not specifically defined.

GET IN TOUCH WITH YOUR NEW COMMUNITY

You’ve found the perfect apartment, roommate, and life is good! However, if you have decided to move into a house or apartment complex, you have now moved into a community. Consider this a wonderful opportunity both to get and give support and to make friends. Introduce yourself. If that seems a bit daunting, you may want to try contacting your neighborhood association first. They can keep you up to date on all of the community events.

For information about your neighborhood association, visit www.charlottesville.org/index.aspx?page=880.

OTHER TIPS

■ When you have several guests at the same time, let them know where to park.
■ Make sure your landlord maintains the appearance of your house or apartment so that it meets neighborhood standards.
■ Educate yourself on the city’s noise and alcohol ordinances.

★★ NOTE ★★

U.Va.’s Community Relations Office coordinates activities that bring together students and neighborhood residents. To get involved, call 924-1321 or email communityrelations@virginia.edu.

ORDINANCES

Noise

When living in a neighborhood, be aware of how noise can travel and disturb the peace of others in the area. Contrary to popular belief, the police do not go looking for noise violations, but rather respond to complaints made by residents in the community. Here are important things to know about noise ordinances in Charlottesville:

■ Be conscious of your noise level. Noise in excess of 55 decibels (the level of loud talking) is prohibited between 10 p.m. and 6 a.m. in Charlottesville.
■ If police are called to your party, they will take a noise level reading and direct you to bring the noise down to a permissible level.
■ If police are called to your party a second time, and find the noise level still above regulation, not only will your party be shut down but a summons will be issued to the person responsible for the premises. Questions? Call the Charlottesville City Police at 977-9041 or the Albemarle County Police at 296-5807.

★★ QUICK TIP ★★

Give neighbors your phone number, so they can call you, instead of the police.
THE TRUTH ABOUT TRASH

It is important to be informed about the trash regulations in Charlottesville in order to protect yourself from unnecessary fines, and also to be considerate of your neighbors! Some quick facts are:

- It is illegal to allow the accumulation of “refuse, garbage, rubbish, paper, trash, manure, offal, ashes, vegetable matter, broken glass, or stagnant water.” Make sure all of your trash (including cups, bottles and all of the above) are in the appropriate containers.
- Littering is illegal, with fines up to $2,500.
- The City of Charlottesville uses a trash sticker program to promote recycling. By charging a trash pickup fee based on the size and amount of curbside trash, residents are encouraged to recycle items rather than throw them away.
- For more information about trash pickup or decals, go to: www.charlottesville.org and click on “Garbage Collection.”

HELP THE EARTH: RECYCLE

Recycling is great for the planet, Charlottesville and you. In an effort to promote it, the city collects the following:

- **Paper Products:** Catalogues, magazines and newspapers (must be clean and dry).
- **Glass Jars and Bottles:** Only food and beverage jars and bottles that are brown, green or clear in color.
- **Aluminum and Tin:** Aluminum cans, tin food cans, clean aluminum foil and pie or food trays.
- **Materials NOT accepted at curbside pickup:** Cardboard, plastic, hazardous household items or mixed paper. Cardboard, plastic and mixed paper not taken by the city are accepted at the McIntire Road Recycling Center, on McIntire Road next to the baseball field.
- Every year during Finals, U.Va. partners with local charities in the Off-Grounds Recycling Project. Instead of throwing away items or leaving them by the curb, consider donating them through this effort. To find out more contact Community Relations at 924-1321 or communityrelations@virginia.edu.
- For more information on recycling, go to the Rivanna Solid Waste Authority at: www.avenue.org/rswa.

TRASH AND RECYCLING COLLECTION

After you’ve gotten your decals and figured out how you will be disposing of your garbage, it is helpful to know the following quick tips about when you can get that garbage out of the house.

- Garbage and recyclables may be placed for collection no earlier than 6 p.m. on the day before the scheduled collection time and no later than 7 a.m. on the day of scheduled collection.
- Emptied receptacles must be removed from the sidewalk or roadway within 12 hours after being emptied.
- The city also offers two large-item pick-ups annually at $25 each. For information about large item or leaf pick-up, call the Public Works Department at 970-3830.

ALCOHOL VIOLATIONS

It is important to know that:

- It is illegal to consume or possess alcohol under the age of 21 in the Commonwealth of Virginia. This includes not only holding or consuming the beverage, but is also retroactive if you are picked up on a drunk-in-public charge.
- It is also unlawful for anyone to consume alcohol in public areas including streets, yards and parking lots or to be intoxicated in public. This is a Class 4 misdemeanor.
**Keg Rules**

It is important to know that:

- Prior to the sale of kegs, the keg registration declaration and receipt form must be properly completed by the purchaser. This form includes a statement signed by the purchaser promising that you will not allow persons under 21 years of age to consume alcoholic beverages or remove the key registration tag.
- It is illegal to transfer possession of the keg to another person, unless he or she is returning the registered container to the seller.
- Used kegs should be returned to the store where purchased. If left in the yard, the kegs could be considered trash, and you could be fined.

**Furniture**

While that old couch may seem perfect on your porch, make sure you know regulations regarding outdoor furniture.

- Indoor furniture, such as an upholstered couch, is only allowed outside on a deck or porch if it is under an overhang and the furniture is not broken or the fabric is not torn.
- If the furniture is found to violate this ordinance and is not removed within 10 days after receiving a warning letter, a $75 administrative fee will be charged by the city Inspector’s Office and you will have to pay whatever a contractor charges to remove the furniture. If the issue has to be resolved in court, you will be responsible for court fees as well. Note: this policy also applies to cutting grass or hedges, removing trash and other services.
- If you want to make sure that your property won’t get fined, call the City Inspector for the University area at 970-3184 for more information.

**Lawn Care**

With school, work and social activities, maintaining the appearance of your lawn and keeping your sidewalks clean may not be high on your list. You might want to make sure, however, that you know which tasks you are responsible for and what you could get fined for neglecting.

- Depending on your lease agreement, you may be responsible for maintenance from your property line to the public street or sidewalk. This means that areas between sidewalks or streets must be maintained also. You should determine who in your house will mow lawns, shovel snow and remove ice.
- Weeds may not be over 18 inches in height or within 150 feet of an occupied building. Hedges or other vegetation may not extend over a public right-of-way such as a sidewalk and must not block the view of drivers.
- According to the City of Charlottesville, you must remove snow and ice from the sidewalks in front of your home or lot within 12 hours from the end of the snowfall. However, if the snow falls at night or on Sunday, it must be removed by noon of the next day. Every 12 hours that snow or ice is allowed to remain in violation of the ordinance will constitute a separate offense.
- Unkept properties can be reported to the city’s Neighborhood Development Services at 970-3182.
FIRE SAFETY AND FIREWORKS

Living off-Grounds can be fun, but if the fun involves fire, make sure you are aware of the guidelines that all Charlottesville residents must follow when using fire or fireworks.

Fireworks

- It can be tempting to celebrate special occasions by using fireworks. In Charlottesville, it is prohibited to “have, keep, store, use, discharge, manufacture, sell, handle or transport any fireworks in the city.”
- Fireworks include any sparkler, squib, rocket, firecracker, Roman Candle, fire balloon, signal lights, railroad track torpedo, flashlight composition or other devices used to obtain visible or audible pyrotechnic display.
- The chief of the fire department may issue a permit to a properly qualified person for giving a display of fireworks in the public parks or other open places. To obtain a permit for professional fireworks, call the Fire Department’s Building and Life Safety Department at 970-3310.

Fire Safety

- Make sure your apartment or house has functioning smoke detectors.
- Smoke detector repair, maintenance and interim testing are the tenant’s responsibility unless you send the landlord a written notice. Upon receiving a written notice, the owner is obligated to service, repair or replace any malfunctioning smoke detector within five days after receiving the notice.
- Never leave your residence or go to sleep with a candle burning, an iron on or a hairdryer plugged in.
- To contact the Charlottesville Fire Department concerning non-emergency situations and safety tips, call 970-3240.

Emergency Exits

- Doors used for exit of your apartment or house must be able to be opened from the inside without a key. Landlords are required upon request to provide their units with a deadbolt, but they have the right to charge the tenants for the change.

Brick BBQ Pits

- If you would like to build a brick grill, it must be in the rear yard. You must obtain a building permit for an accessory structure if it is 150 square feet or larger. All grills must be a minimum of five feet from the rear and side property lines.
- To obtain information about building permits, call Neighborhood Development Services at 970-3182.
SANCTIONING

Although you are living off-Grounds and have quite a bit more freedom than you did while living in dorms, you are still subject to the University Judiciary Committee (UJC) and city and University police officers. Included below is a list of a few ways these different entities can affect you.

UNIVERSITY JUDICIARY COMMITTEE (UJC)

- The UJC has jurisdiction over students who violate one or more of the 12 standards of conduct. However, the geographical jurisdiction of the UJC varies across the standards.
- For Standards 1, 2 and 9 (respectively: physical/sexual assault, conduct which threatens the health or safety of an individual, or substantial damage to property) the physical jurisdiction is anywhere in Charlottesville or Albemarle county.
- Standards 3, 4 and 8 (respectively: unauthorized entry, disruption of University events, and disorderly conduct) are limited in their physical jurisdiction to University property or university sanctioned functions.
- Standard 5, impeding vehicular or pedestrian traffic, is limited to “on or adjacent to University property.”
- The remaining standards listed below have no specified physical jurisdiction.
  - **Standard 6**: Violation of the rules of the University Record
  - **Standard 7**: Altercation, fabrication or misuse of University ID cards, computer systems, etc.
  - **Standard 10**: Any violation of federal, state or local law
  - **Standard 11**: Obstruction of judiciary or honor committee proceedings
  - **Standard 12**: Failure to comply with University officials

★★ REMEMBER ★★
All cases must be reported to the Judiciary Committee within 45 calendar days from when the complainant knew or should have known the identity of the accused student. Also, ANY-ONE CAN FILE A CASE regardless of his/her affiliation with the University (or lack thereof).

Complaints can be filed in person at the Judiciary Committee Office on the 4th floor of Newcomb Hall or online at www.uvaujc.com.

PARENTAL NOTIFICATION POLICY: Drugs and Alcohol

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), colleges have the authority to notify parents of students under 21 who violate alcohol or drug laws. If you are caught having consumed alcohol and you are under 21, the University may notify your parents unless it is determined to be inappropriate to do so.
THINGS YOU SHOULD KNOW AS A ROOMMATE

It can sometimes be helpful to enter into a signed roommate agreement with your roommates, even if they are people you know. Some things to include may be cleaning responsibilities and schedules, pets, noise and party guidelines, study times and overnight guests. The Off-Grounds Housing Office has sample agreements for you to fill out or use as a basis for your own. These are available both at the office and online at: www.uvastudentcouncil.com/offgrounds.

THE ROOMMATE BILL OF RIGHTS

■ To read and study undisturbed in your own room
■ To sleep without interference from roommates or guests
■ Respect of personal property
■ Clean living environment
■ Personal privacy
■ Allowing guests (as long as they respect the rights of other tenants)
■ Free from fear of physical or emotional harm
■ Share the phone
■ Honor payment procedures

HEALTH

During your time at U.Va., you will probably need to utilize the University’s health services whether for a flu shot, a check up or an emergency visit.

IMPORTANT HEALTH SYSTEM PHONE NUMBERS

Should you be confronted with a medical emergency, call 911 immediately.

Administration .........................................................924-5471
After hours:
Emergency Medical or Mental Health
Clinician on call ......................................................972-7004

Counseling and Psychological Services (CAPS) ........................................924-5556

General Medicine ....................................................982-3915

Gynecology ...........................................................924-2773

U.Va. Hospital ..........................................................924-2231

Pharmacy .................................................................924-1544

www.virginia.edu/studenthealth/contact.html

★★ Quick Tip ★★
Program these numbers into your phone, so you don’t get caught without them when you need to schedule an appointment.
THINGS TO DO AT U.Va.

Charlottesville is an excellent place to study, work and play. The following are great Web sites where you can find fun stuff to do nearly everyday of the week!

www.virginia.edu  
www.c-ville.com  
www.readthehook.com  
www.charlottesville.org

DINING SERVICES

The University offers a diverse selection of dining opportunities both on-Grounds and off. Getting a meal plan is a really convenient way to go! For more information about On-Grounds Dining Services go to: www.campusdish.com/en-us/CSSE/VIRGINIA

While Charlottesville boasts an impressive array of restaurants, bars and grocery stores, they can be a bit pricey. Check out the Off-Campus Dining Network for information on Off-Grounds meal plan options. Go to: www.ocdn.com

TECHNOLOGY SUPPORT

Many students, at one point or another during their time at U.Va., find that they need technological support. The University offers many resources to help your computer get back in shape!

INFORMATION, TECHNOLOGY AND COMMUNICATION (ITC)

On ITC’s main page you can find links to useful downloads, support services and updates. www.itc.virginia.edu

Contact them!
ITC Help Desk: 924-3731 helpdesk@virginia.edu  
Telephone Service: 924-6879 itcphone@virginia.edu  
Cable Television Service: 924-6879
<table>
<thead>
<tr>
<th>NUMBERS TO KNOW</th>
<th>MY NUMBERS</th>
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<tbody>
<tr>
<td>Emergency .......................................</td>
<td>911</td>
</tr>
<tr>
<td>Albemarle County Fire Services ................</td>
<td>296-5833</td>
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<tr>
<td>Albemarle County</td>
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<tr>
<td>Building Code Services .........................</td>
<td>296-5832</td>
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<tr>
<td>Albemarle County Police ........................</td>
<td>296-5807</td>
</tr>
<tr>
<td>Animal Control Officer .........................</td>
<td>970-3280</td>
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<tr>
<td>Animal Registration .............................</td>
<td>970-3146</td>
</tr>
<tr>
<td>City Inspector for the University Area ........</td>
<td>970-3184</td>
</tr>
<tr>
<td>Charlottesville Fire Department (Fire prevention questions)</td>
<td>970-3240</td>
</tr>
<tr>
<td>Neighborhood Development Services ............</td>
<td>970-3182</td>
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<tr>
<td>Student Legal Services .........................</td>
<td>924-7524</td>
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<tr>
<td>U.Va. Community Relations Office .............</td>
<td>924-1321</td>
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<tr>
<td>U.Va. Off-Grounds Housing Office ..............</td>
<td>243-8924</td>
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<tr>
<td>U.Va. Police ....................................</td>
<td>924-7166</td>
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Guide available online at:  
www.virginia.edu/community relations