

# Off-Campus Housing and Commuter Connections Guide



Salisbury University  
.....  
**Make Tomorrow Yours**

INSIDE THIS GUIDE

**OFF-CAMPUS HOUSING GUIDE**..... 1

Welcome!.....2

**SECTION 1: STEPS TO RENTING** ..... 3

    Step 1. Developing a Realistic Budget..... 3

        Budget Checklist..... 3

    Step 2. Deciding on Roommates ..... 4

        Personalities ..... 4

        Finances ..... 4

        Resolving Disputes..... 4

    Step 3. House Hunting ..... 5

        Comparing Properties..... 5

    Step 4. Keeping Organized ..... 6

    Step 5. Plugging In..... 6

**SECTION 2: UNDERSTANDING YOUR LEASE**..... 6

    The Basics ..... 6

    Renter’s Insurance ..... 7

**SECTION 3: LIVING OFF CAMPUS**..... 8

    Dos and Don’ts ..... 8

    Safety Considerations ..... 9

    On the Go\*\* ..... 10

    Community Building ..... 10

    Staying Involved ..... 11

**SECTION 4: FORMS**..... 12

    Terms to Know ..... 13

    Resources for Tenants..... 14

**COMMUTER CONNECTIONS**.....15

Mission Statement..... 15

Goals..... 15

Getting To Campus..... 15

Campus Dining..... 16

On-Campus Services..... 18

Other Ways To Get Involved ..... 19

Important Websites..... 20

Student Thoughts..... 21

# OFF-CAMPUS HOUSING GUIDE

Thank you for picking up a copy of the guide brought to you by the Guerrieri Student Union and Off-Campus Housing Services. We hope you find this booklet helpful as you begin your search for off-campus housing in the Salisbury area.

There are plenty of housing options in and around Salisbury, but the search can be overwhelming. This guide contains important information to jumpstart this process from understanding leases to roommate questionnaires.

This booklet serves as a complement to the other off-campus housing resources available at Salisbury University, such as the Housing Fairs hosted by the Student Government Association ([salisburysga.com](http://salisburysga.com)), the Guerrieri Student Union and Commuter Connections ([salisbury.edu/commuterconnections](http://salisbury.edu/commuterconnections), [commuterconnections@salisbury.edu](mailto:commuterconnections@salisbury.edu)).

Please be sure to make use of all the resources available to you. Good luck with your off-campus housing search!

## Guerrieri Student Union Staff

Guerrieri  
Student  
Union  
*Your student center  
at Salisbury University.*



### Commuter Connections

Advocacy, resources and programming for commuters  
Guerrieri Student Union  
Room 222  
410-543-6100  
[salisbury.edu/commuterconnections](http://salisbury.edu/commuterconnections)  
[commuterconnections@salisbury.edu](mailto:commuterconnections@salisbury.edu)



### Off-Campus Housing Services

Year-round assistance with off-campus housing  
410-543-6100  
Guerrieri Student Union  
Room 222  
[salisbury.edu/offcampushousing](http://salisbury.edu/offcampushousing)



### Student Government Association

Regularly scheduled Housing Fairs and advocacy for students' needs  
Guerrieri Student Union  
Room 130  
410-548-4757  
[salisburysga.com](http://salisburysga.com)  
[SGA@salisbury.edu](mailto:SGA@salisbury.edu)

# Welcome!

Do you happen to live in Salisbury University's beautiful residence halls or University Park? If the answer is no, then you are what we call our commuter students! Being a commuter student is a unique experience because you have the added element of coming to and leaving campus each day, which means that how you view building community and time management will look different than those who are living here.



The Guerrieri Student Union (GSU) staff is committed to making sure that your experience is reflective of your needs and one that you enjoy. We want you to be connected in all ways at SU, whether that's attending events, joining student organizations, eating in the dining Commons, attending sporting event and so much more. As a member of Commuter Connections, we hope that you will visit us in the Commuter Lounge, where we hold small events weekly, have resources available and provide a place for you to relax that is not your car or home.

Feel free to visit our website – [salisbury.edu/commuterconnections](https://salisbury.edu/commuterconnections) – to find out all that we have happening in the GSU and information just for you! We are here to enhance your time at SU beyond the classroom. Drop by our office in Suite 222 of the GSU.

We hope that you are excited about your journey as an SU student and we are excited to help you on your path!

## Kelly Cowger

Interim Guerrieri Student Union Director



Follow us on Instagram: [su\\_commuter](https://www.instagram.com/su_commuter)

# SECTION 1: STEPS TO RENTING

## Step 1. Developing a Realistic Budget

Your off-campus housing search starts with the development of a realistic budget. Once you decide how you are going to pay for it, you can figure out how much you can afford.

If you are going to work to pay for off-campus housing, make sure to take into account any fluctuations in income throughout the year. Do you make more money in some months than others? If so, you'll need to plan ahead and save! If you are a financial aid recipient, you may be able to use part of your award to pay for living expenses. Conditions vary from person to person, so contact the Financial Aid Office for information customized to your particular situation:

### Budget Checklist

There's more to off-campus living than rent alone; this featured checklist offers a breakdown of costs that you should consider when developing your budget for living expenses.

- \$\_\_\_\_\_ Rent: How much will the property cost monthly?
- \$\_\_\_\_\_ Electricity: This can fluctuate greatly depending on how energy-efficient the property is and how you use household appliances.
- \$\_\_\_\_\_ Water: Check the lease to see if this is included in the terms or if you will be responsible for paying the water bill.
- \$\_\_\_\_\_ Gas/Oil: Many properties require gas or oil service. Ask the property manager when looking at properties.
- \$\_\_\_\_\_ Internet/Cable: Depending on the level of service you wish to have, this can be a bigger expense.
- \$\_\_\_\_\_ Groceries: Supplementing weekly grocery bills with a meal plan can be a good way to make sure you still eat well.
- \$\_\_\_\_\_ Laundry: Don't forget to factor in detergent.
- \$\_\_\_\_\_ Transportation: Living off campus can mean driving to campus, so figure in how much you will need to set aside for gas and car maintenance.
- \$\_\_\_\_\_ Renter's Insurance: This is usually inexpensive and an excellent way to protect your belongings.
- \$\_\_\_\_\_ Entertainment: After all, there's more to college than just textbooks!
- \$\_\_\_\_\_ Miscellaneous.
- \$\_\_\_\_\_ Total

### Financial Aid

Scarborough  
Leadership Center  
410-543-6165  
finaid@salisbury.edu

### Plan Ahead!

Budget for the upfront costs associated with moving off campus. Most landlords require a security deposit due at the time of lease signing equal to a month's rent. Also, utility companies often require a security deposit before they can get you connected. Finally, don't forget the money you may need to spend to furnish your new place!

## Watch Out for Each Other's Safety!

Be prepared for an emergency! Make sure you and your roommates are familiar with each other's relevant health issues and emergency contact information.

## Get It in Writing!

It's always useful to put things in writing to avoid disputes in the future. Roommates should consider signing a roommate contract.

## Step 2. Deciding on Roommates

### Personalities

Roommates come with great perks: half the rent, half the chores and someone to keep you company (or let you in when you lock yourself out). Selecting a roommate is serious business though. Someone who's a great friend may not make a good roommate! Maybe you and your best friend complement each other – you're the studious, organized type, while he or she is the artsy type who needs clutter to be creative.

You and any prospective roommate should be on the same page when it comes to what type of housing you are looking for and what kind of a budget you need to stick to. You also need to think in terms of what roommate qualities you can live with – or can't live without.

### Finances

Let's be honest: Most college students aren't swimming in money. Avoid stress between you and your roommates by establishing an open and clear communication channel with your roommate in regard to finances. You will have to decide which bills are going in what roommate's name, how payments will be made, how bills will be divided and how you will keep track of payments.

It is also important to figure out who will buy things like dish soap, cleaning supplies, paper towels and other necessities that are shared, or how these items will be split up. Creating a chart to track money spent on household items and utilities each month could be helpful. Any way that the finances are split up, it is important to always make sure that you and your roommates are on the same page, which will limit the amount of stress put on this relationship.

### Resolving Disputes

When dealing with disputes there are a few resources offered by the University to help you. The Bosserman Center for Conflict Resolution, located on the southwest corner of Camden and College avenues, provides the University and community with conflict resolution services and training. The center works with individuals and groups in conflict to build creative and self-sustaining solutions. The center houses the student-run Campus Mediation Center that provides conflict resolution services to the student body.

Also available to the campus community is the Counseling Center located in the Guerrieri Student Union. Outreach and consultation services are provided to members of the campus community, including faculty, staff, students and parents through this center. The Counseling Center is open 8 a.m.-4:30 p.m. Monday-Friday, and all counseling and related services are free of charge. To schedule an initial consultation session, call the Counseling Center. In most cases, the student and counselor will determine subsequent meeting times at the end of the initial session.

### Bosserman Center for Conflict Resolution

1100 Camden Avenue  
410-219-2873  
conflictresolution@salisbury.edu

### Counseling Center

Guerrieri Student Union, Room 263  
410-543-6070  
counseling@salisbury.edu

## Step 3. House Hunting

### Comparing Properties

When looking for a place to rent, it's easy to get distracted by the spacious living room (perfect for a pool table!) and overlook those old windows that will cost you tons of money in the summer/winter on energy bills. Don't worry; we'll help you get your priorities straight. Here's a guide to some of the things that you should really be thinking about.

#### Location, location, location!

There's no sense in renting a place in a neighborhood you don't feel safe in or that is too far away from campus if you don't own a car. Those are going to be some long two miles to bike during the coldest days of winter!

Realistically assess your commuting needs: Stick with a place within a mile or so from campus if you don't own a car, or pick a place with easy access to campus via public transportation. Visit the Shore Transit website for a map of available bus routes and stops: [shoretransit.org](http://shoretransit.org).

Practice safety first: You don't want to be afraid to be in your own home, right? Drive by the place during the day, at night and on weekends to get a feel for the neighborhood. Talk to other people who live there for their opinion. Don't forget to check out crime statistics on the Salisbury Police Department website: [salisburypd.com](http://salisburypd.com).

Looking for off-campus housing near SU? Check out our Off-Campus Housing Marketplace website to find housing options, subleases and roommates! To access the sublease and roommate section, you must DUO in with your SU credentials. Salisbury University does not endorse any of the properties listed on the Marketplace website.

#### Does the rental unit meet your requirements?

When choosing the type of housing you want to rent, you should assess your requirements. Can't stand sharing a bathroom? Need a place within walking/biking distance from campus? Own a dog/cat?

It's easy to fall in love with a place and ignore these requirements (own bathroom/distance from campus/pet-friendly/etc.). Avoid later regrets by sticking to the plan. If the unit doesn't meet your basic requirements, mark it off the list.

#### Is the rental unit in good condition?

As you tour the house, inspect that everything is in good working condition. Check lights, faucets, showers, toilets, doors, windows, etc. If you find something that doesn't work, document it and request (in writing) that the issue be addressed prior to move-in.

#### Can you afford this place?

If you're looking for off-campus housing, you should have established a budget for your living expenses. Don't forget to look into costs associated with specific rental units!

- **Utilities:** Some utilities may not be included with your rent. Ask the landlord what their average monthly cost is. Utility companies are often able to give you that information based on consumption by previous tenants.
- **Renter's Insurance:** In the event of a natural disaster, burglary, fire, etc., your belongings will not be covered by your landlord's insurance. Your insurance rate is determined by the unit's specific characteristics. Here is one way you can save: Look into bundling with your auto insurance company or your parents' home insurance policy. Bundles often mean discounted rates.
- **Other Costs:** If you have a car, you may have to buy a parking permit. If you're using public transit, make sure to budget for that, too.



### You Get What You Pay For!

Sounds too good to be true? Then it probably is! If a landlord is asking way too little for a place, chances are there is something wrong with it. Be extra cautious!

Scan to go to Marketplace





## Do you know enough about the landlord?

Talk to other students who rent from the same landlord. If you don't know anyone, ask him/her for references. If the current tenants are in the unit while you tour it, don't be shy and ask them about their experience.

## Step 4. Keeping Organized

House hunting can be overwhelming! Keeping organized will help you keep track of the rentals you've looked at and pick which one suits you best.

## Step 5. Plugging In

Before moving in to your new residence, make sure you call all local utility companies at least two weeks in advance to get the services turned on. Below is a list of some of the utility companies servicing the local area. Please note that you may be served by different companies if you live in a different area.

### ELECTRIC

- Delmarva Power: [delmarva.com](http://delmarva.com) / 1-800-375-7117

### WATER

- Public Works, City of Salisbury: [salisbury.md/departments/waterworks](http://salisbury.md/departments/waterworks) / 833-729-2489
- Utilities, City of Fruitland: [cityoffruitland.com](http://cityoffruitland.com) / 410-548-2800

### NATURAL GAS, PROPANE AND/OR OIL

- Chesapeake Utilities (natural gas and propane): [chpk.com](http://chpk.com) / 1-800-427-0015
- Suburban Propane: [suburbanpropane.com](http://suburbanpropane.com) / 1-800-776-7263  
Supplier, City of Fruitland: 410-749-7141
- Cato Oil (gas, oil, propane): [catooil.com](http://catooil.com) / 410-546-1215
- Peninsula Oil and Propane (oil and propane) PenOil.com / 302-629-3001

### CABLE, INTERNET AND/OR PHONE

- Verizon (phone and internet): [verizon.com](http://verizon.com) / 410-954-6260
- Xfinity (cable, internet and phone): [xfinity.com](http://xfinity.com)
- DIRECTV (cable): [directv.com](http://directv.com) / 1-888-777-2454

## SECTION 2: UNDERSTANDING YOUR LEASE

### The Basics

*Adapted from "Landlords and Tenants: Tips on Avoiding Disputes" (Maryland Attorney General's Office)*

<https://www.marylandattorneygeneral.gov/Pages/CPD/default.aspx>

### Before Signing the Lease

- While oral leases are legal in some cases, we recommend that you always ask for a written lease. As a tenant, you will be better protected with a written lease. If you request it in writing, you have the right to see the lease before you sign it to familiarize yourself with its terms.
- Many landlords require an application fee from prospective tenants. Application fees of less than \$25 are not refundable – that is, they can be kept by the landlord if you decide not to move in or are not approved. For fees above \$25, the landlord must return whatever the amount that was not used to process the application.
- Landlords cannot request security deposits for amounts greater than two months of rent. If the deposit amount is not specified in the lease, the landlord is required to issue a receipt.



- Your lease should clearly specify which utilities are included with rent, if any.
- Check the clause on late rent to make sure it's legal. Late fees cannot be more than 5% of the amount due and can begin to be assessed five days after rent is due. However, to avoid credit or other problems, it is advisable to always pay rent on time.

## Moving In

You are entitled to a list of existing damages to the unit at the time of move in if you request it in writing. This is strongly encouraged, as it prevents your landlord from charging you for pre-existing damages when you move out.



## Moving Out

- Consult your lease for specific requirements regarding termination. Some leases automatically terminate at the end of the term, while others are automatically renewed and require at least 30-days notice if you do not wish the lease to continue. If a notice is required, always provide one in writing to avoid future disputes with your landlord.
- A move-out inspection must take place within five days of when you move out. If you request it in writing 15 days prior to move out, the landlord must allow you to be present at the inspection.
- You are entitled to receive your security deposit plus interest within 45 days of move out. If the landlord keeps any portion of the security deposit, he or she must provide, in writing, an itemized list of what the needed repairs were and how much each repair cost within the same 45-day period. You cannot be charged for normal wear and tear.
- You are legally responsible for rent for the entire term of the lease; however, the landlord is required to make reasonable attempts to re-rent the unit if you decide to terminate the lease early. If another tenant is found and they move in, you are no longer obligated for rent.
- If you need or wish to move out prior to the end of your lease, you may want to consider subletting. Maryland law requires landlords to consider reasonable written requests for subletting. Your landlord cannot outright refuse to consider this option.
- While there are cases in which the landlord may wish to terminate the lease early, he or she may not do so without providing at least 30-days notice.
- In case of eviction, the landlord does not have the right to evict or take any of your personal possessions without a court judgment. Even if you owe your landlord rent, he or she is required to follow the provisions set forth by Maryland law and cannot lock you out or give you a deadline for move out.

## Renter's Insurance

If your apartment is robbed or the apartment above you has a fire and the water used to extinguish it floods your apartment, your landlord's policy likely will not pay to replace any of your stuff. That's up to you. Your landlord or apartment association may have insurance, but this only protects the building, not your personal possessions. Renter's insurance provides protection against the damage or loss to your personal belongings and will protect them in case of disaster. It is even more important to consider renter's insurance when living with roommates because renter's insurance can offer protection for accidents that are caused by other tenants. Look in the yellow pages of your local phone book to see listings of local insurance companies and to get more information on policy quotes and prices. If you or your parents already have auto insurance, you may want to check their rates, as many companies provide bundle discounts.

## SECTION 3: LIVING OFF CAMPUS

### Dos and Don'ts

Living off-campus requires you to use your common sense, but also that you familiarize yourself with laws that regulate your behavior. As a tenant, some common sense behaviors you should be ready to adopt are:

- Pay rent on time.
- Avoid damaging the premises.
- Inform the landlord when repairs are needed.
- Observe local laws.
- Introduce yourself to neighbors.
- Keep the noise level down.
- Take responsibility for your guests and their behavior.

Depending on where you live, there are also certain laws and ordinances that you must observe. If you live within Salisbury city limits, some of the rules are:

- You can't park in your front yard.
- Your grass can't be over 8 inches tall.
- Rubbish accumulation in your yard is not allowed.
- Your trash cans must be removed from the curb and away from public view by 11 p.m. on your day of pickup.
- It's your responsibility to keep the sidewalk, curb and gutter around your property clear of weeds and noxious growth.
- You can't leave inside furniture outside of your house or on your porch.

If you don't live in Salisbury, be sure to familiarize yourself with the rules set forth by your state, county and city. Local ordinances are usually available on their respective websites.



### Illegal Occupancy

**Tenants within Salisbury city limits must observe the city's occupancy requirements.**

Please refer to section 17.04.120 of the City Codes

[http://library.municode.com/HTML/16600/level3/TIT17ZO\\_CH17.04GEPR\\_ARTIGEPR.html#TIT17ZO\\_CH17.04GEPR\\_ARTIGEPR\\_17.04.120DE](http://library.municode.com/HTML/16600/level3/TIT17ZO_CH17.04GEPR_ARTIGEPR.html#TIT17ZO_CH17.04GEPR_ARTIGEPR_17.04.120DE)

For more information, please contact the city's Neighborhood Services and Code Compliance Office at 410-341-9550.

Use the Wicomico County map to familiarize yourself with regulations in your area:

<https://www.wicomicocounty.org/358/Area-Maps>

Charter codes can be found: <https://ecode360.com/13566344>



## Uncomfortable Walking at Night?

During the hours of darkness, call University Police to request a police escort to your car, bike, any other campus location or nearby off-campus location.

University Police:  
410-543-6222

## Safety Considerations

Now that you've moved off campus, you need to be smart about keeping yourself, your new home and your belongings safe.

### Inside the house\*

- Always leave a light on when you're gone or purchase a timer to turn lights on and off automatically.
- Purchase renter's insurance, which will provide coverage for your belongings in the event of an accident, natural disaster or burglary.
- Keep emergency numbers (page 10) near the phone.
- Check smoke detectors regularly to make sure they are functioning properly. If there is no smoke detector, ask your landlord to install one.

### Entrances\*

- Always keep doors and windows locked.
- Ask to see company ID when utility or service people come to your door.
- Use a peephole to determine who is knocking before you open the door. If you are still unsure about who is there, question the stranger through the door.
- If necessary, get a security system.
- Keep the blinds or drapes closed when you are gone.
- If you lose your keys, work with the landlord to replace your locks immediately.
- Don't put ID tags on your key ring.

### External\*

- Have someone check on your place when you are out of town, and have the post office hold your mail. If you subscribe to papers, suspend delivery for those as well.
- Get to know your area. Know where not to walk, and where streets and alleys lead.
- Do no walk alone after dark. Contact a friend to take you where you need to go.
- Get to know someone in the immediate vicinity who you can call in case of an emergency.
- Never leave your key outside under a mat or in a place accessible to a stranger.
- Never leave notes on your door or messages on your answering machine indicating that you are away.

## Reporting Crimes and Emergencies

The University Police are responsible for personal safety and law enforcement on campus. Officers are on duty 24 hours a day, 365 days a year. Located in the East Campus Complex, the University Police Department is open 24 hours per day and the Parking Office is open Monday-Friday, 8 a.m.-5 p.m. University Police officers may be contacted by calling 410-543-6222 from a public phone or ext. 36222 from any campus phone. Campus extension phones are situated at various locations in academic buildings and at the main entrances to most of the residence halls. "Blue light" phones are also placed at various locations on the grounds.

### Escorts

An escort service is provided for anyone who feels uncomfortable walking alone on campus or to nearby off-campus locations during the hours of darkness. The escort service can be accessed by calling University Police.

### Off-Campus Misconduct

The University has the authority and exercises that authority through the Student Affairs Office to take disciplinary action in cases of off-campus misconduct by students or student organizations that are detrimental to University interests.

(\*Adapted from umd.edu.)

## Numbers to Know

### EMERGENCY

**Police, Fire and Ambulance**  
911

### NON-EMERGENCY

**Salisbury City Police**  
410-548-3165  
salisburypd.com

**Fruitland City Police**  
410-548-2804  
[https://www.cityoffruitland.com/departments/police\\_department/index.php](https://www.cityoffruitland.com/departments/police_department/index.php)

**Salisbury Fire Department**  
Station 16  
325 Cypress St.  
410-548-3120  
salisburyfd.com

Station 1  
1100 Beaglin Park Dr.  
410-548-3127

Station 2  
801 Brown St.  
410-548-3125

**Fruitland Volunteer  
Fire Company**  
410-749-9421

**Wicomico County  
Health Department**  
410-749-1244  
wicomicohealth.org

**Wicomico Animal Control**  
410-749-1070  
<https://www.wicomicohumane.org/wicomico-county-animal-control/>

**ExpressCare Urgent Care  
Center Salisbury**  
410-543-2020  
<https://whywaitintheer.com/location/salisbury/>

## On the Go\*\*

### If you're driving ...

- Always carry a road safety kit in your car, including items such as booster cables, flashlight, road flare, plastic poncho, car jacks, etc.
- Carry a cell phone with you at all times.
- Keep your car serviced and in good working order.
- If your car breaks down, stay with it until police arrive. Don't accept a ride from a stranger, and don't walk anywhere unless you are within sight of a safe public location and can do it safely.
- Stop for gas at stations that are located in well-lit, busy areas.
- When you arrive at Salisbury University, do not park in a remote or secluded area, especially if you will not be returning to your car until dark.
- When parked, always keep your doors locked and windows rolled up.
- Don't leave valuables in the vehicle, unless they are secured in the trunk.
- Don't walk to your car alone at night. Call a University Police escort instead.

### If you're riding a bike ...

- Always wear a helmet.
- Make yourself visible by using lighting.
- Secure your bike to one of the bike racks located throughout campus.
- Get your bike engraved.

### If you're taking public transit ...

- Know your bus schedule, so that you're not waiting at the bus stop for a long period of time.
- Avoid traveling alone whenever possible.
- Never wait for the bus at isolated or dark stops, especially if you're alone.
- Have the correct fare ready and in your pocket.
- Sit close to the driver.
- Stay awake and aware of your surroundings during the trip.
- Keep your belongings near you.

(\*\* Adapted from uwf.edu/uwfpolice.)

## Community Building

Salisbury houses thousands of students who are only staying in the area while they're in college. That's no excuse not to get involved in the local community! Even if you're not from the Eastern Shore, or plan on leaving the area after graduation, you should treat the community surrounding the campus as your home!

## Volunteer

Help out other members of your community! There are plenty of volunteer opportunities in and around Salisbury, and Salisbury University hosts a Volunteer Center dedicated to matching students to organizations in need. For more information, visit: [salisbury.edu/volunteer](https://salisbury.edu/volunteer).

## Support Local Businesses and Community Events

Invest in the community's well-being by supporting local businesses and events. Your money will stay in the community, and create jobs for your neighbors. Non-profits often organize events to support the community, such as the 3rd Friday event in Downtown Salisbury.

For more information on events downtown, visit: [3rdfridaysby.com](https://3rdfridaysby.com). For a list of off-campus merchants that accept GullCard, visit: [gullcard.salisbury.edu/OffCampusMerchants.asp](https://gullcard.salisbury.edu/OffCampusMerchants.asp).

## Staying Involved

Moving off campus shouldn't mean leaving behind your connection to the campus. Whether you are a residential student or a commuter, the University offers a ton of ways to stay involved.

## Campus Recreation

Club sports, intramurals and fitness classes are all great ways to stay active and healthy – all offered by Campus Recreation at no cost to you. Check their website for league signup dates, fitness class schedules and more information. [salisbury.edu/campusrec](https://salisbury.edu/campusrec)

## Center for Student Involvement and Leadership

The Center for Student Involvement and Leadership is home to a multitude of Registered Student Organizations (RSOs) and opportunities for fun. Check their website for a current list of recognized clubs and find information on how to get involved. [salisbury.edu/csil](https://salisbury.edu/csil)

## Commuter Connections

Commuter Connections is a centralized resource for all off-campus students, offering social and educational programming for off-campus residents, as well as advocating for the needs of commuter students within the campus community. Check their website for upcoming events and information. [salisbury.edu/commuterconnections](https://salisbury.edu/commuterconnections)

## Campus Events (CSIL, SOAP, Commuter Connections)

GSU Events programs fun and engaging activities in the GSU on a weekly basis. From gaming tournaments, to cooking classes, to social events they offer a little something for everybody. Check their website for a schedule of upcoming events. [salisbury.edu/guc](https://salisbury.edu/guc)

## SGA

Student Government Association offers many leadership opportunities and provides a chance to have your opinions heard. Check their website for SGA Forum dates and find out more about how to get involved. [salisburysga.com](https://salisburysga.com)

## Get a Meal Plan!

Don't live on ramen noodles and chips alone! Dining Services caters to the needs of students living off campus with meal plan options ranging from five meals each week to 50 meals each semester in the Commons. Have some nutritious food and spend some quality time with your friends! For more information, visit: [salisbury.edu/dining/mealplans.html](https://salisbury.edu/dining/mealplans.html)



## SECTION 4: FORMS



### **Moving Guide**

[salisbury.edu/off-campus-moving-guide](https://salisbury.edu/off-campus-moving-guide)

### **Moving Questions**



[salisbury.edu/off-campus-moving-questions](https://salisbury.edu/off-campus-moving-questions)



### **Dos and Don'ts**

[salisbury.edu/off-campus-dos-donts](https://salisbury.edu/off-campus-dos-donts)

### **Sample Roommate Agreement**



[salisbury.edu/off-campus-roommate-agreement](https://salisbury.edu/off-campus-roommate-agreement)



### **Moving In and Out Sample Checklist**

[salisbury.edu/off-campus-movein-moveout-checklist](https://salisbury.edu/off-campus-movein-moveout-checklist)

### **Helpful Steps**



[salisbury.edu/off-campus-helpful-steps](https://salisbury.edu/off-campus-helpful-steps)



# Terms to Know

*(Adapted from [thelpa.com/lpa/glossary.html](http://thelpa.com/lpa/glossary.html))*

**EVICITION** – A court-administered proceeding for removing a tenant from a rental unit because the tenant has violated the rental agreement or did not comply with a notice ending the tenancy.

**GUEST** – A person who does not have the rights of a tenant.

**LANDLORD** – A business or person who owns a rental unit and who rents or leases the rental unit to another person, called a tenant.

**LEASE** – A rental agreement, usually in writing, that establishes all the terms of the agreement and that lasts for a predetermined length of time.

**LOCK OUT** – When a landlord locks a tenant out of the rental unit with the intent of terminating the tenancy. Lockouts, and all other self-help eviction remedies, are illegal.

**RENTAL AGREEMENT** – An oral or written agreement between a tenant and a landlord, made before the tenant moves in, which establishes the terms of the tenancy, such as the amount of the rent and when it is due.

**RENTAL APPLICATION FORM** – A form that the landlord may ask a tenant to fill out prior to renting that requests information about the tenant such as the tenant's address, telephone number, employment history, credit references and the like.

**RENTAL PERIOD** – The length of time between rental payments; for example, a week or a month.

**RENTAL UNIT** – An apartment, house, duplex or condominium that a landlord rents to a tenant to live in.

**RENTER'S INSURANCE** – Insurance protecting the tenant against property losses, such as losses from theft or fire. This insurance usually also protects the tenant against liability (legal responsibility) for claims or lawsuits filed by the landlord or others alleging that the tenant negligently injured another person or property.

**SECURITY DEPOSIT** – A deposit or a fee that the landlord requires the tenant to pay at the beginning of the tenancy. The landlord can use the security deposit, for example, if the tenant moves out owing rent or leaves the unit damaged or less clean than when the tenant moved in.

**SUBLEASE** – A separate rental agreement between the original tenant and a new tenant to whom the original tenant rents all or part of the rental unit. The new tenant is called a "sub-tenant." The agreement between the original tenant and the landlord remains in force, and the original tenant continues to be responsible for paying the rent to the landlord and for other tenant obligations.

**TENANCY** – The tenant's exclusive right, created by a rental agreement between the landlord and the tenant, to use and possess the landlord's rental unit.

**TENANT** – A person who rents or leases a rental unit from a landlord. The tenant obtains the right to the exclusive use and possession of the rental unit during the lease or rental period.

**UNINHABITABLE** – A rental unit that has such serious problems or defects that the tenant's health or safety is affected. A rental unit may be uninhabitable if it is not fit for human beings to live in or if it fails to substantially comply with building and safety code standards that materially affect tenants' health and safety.



# Resources for Tenants

## ATTORNEY GENERAL'S OFFICE

The Attorney General's Consumer Protection Division has a Mediation Unit that can help you try to resolve a dispute with a landlord.

Eastern Shore Branch Office:  
201 Baptist Street  
Salisbury, MD 21801  
410-713-3620 • [oag.state.md.us/Consumer/index.htm](http://oag.state.md.us/Consumer/index.htm)

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## LEGAL AID BUREAU

The Legal Aid Bureau, Inc. is a private non-profit law firm that offers free legal services to people with limited incomes. If you require legal help to resolve a landlord-tenant dispute, and are financially eligible for the bureau's services, you can go to their legal aid office located in Salisbury.

Lower Eastern Shore Office:  
111 High Street  
Salisbury, MD 21801  
410-546-5511 • [mdlab.org](http://mdlab.org)

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## CITY OF SALISBURY

If your unit is substandard and the landlord is unresponsive, you can contact Neighborhood Services and Code Compliance to learn what your rights are and how to protect them.

Neighborhood Services and Code Compliance:  
207 W. Main Street, Suite 102  
Salisbury, MD 21804  
410-341-9550  
<https://salisbury.md/departments/housing-community-development> • <https://salisbury.md>

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## CITY OF FRUITLAND

If your unit is substandard and the landlord is unresponsive, you can contact Code Enforcement to learn what your rights are and how to protect them.

Code Enforcement:  
208 South Division Street  
Fruitland, MD 21826  
410-742-1161 • [https://www.cityoffruitland.com/residents/code\\_enforcement.php](https://www.cityoffruitland.com/residents/code_enforcement.php)

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## BOSSERMAN CENTER FOR CONFLICT RESOLUTION

The center offers mediation services free of charge to individuals and organization involved in conflict who wish to preserve their respective relationships, including landlords and tenants.

1100 Camden Avenue  
Salisbury, MD, 21801  
410-219-2873 • <http://bossermancenter.com>



## Commuter Connections: "It's Worth the Trip"

# Commuter Connections

## Connecting Commuter Students to the Salisbury University campus

### MISSION STATEMENT

Commuter Connections provides programs, resources and assistance to all Salisbury University commuter students in an effort to meet the needs and challenges unique to off-campus students while fostering a vital connection with the campus.

### GOALS

The primary goals for Commuter Connections are:

- To serve as an advocate for University-wide efforts to increase services and programming for commuter students
- To serve as a central resource center for commuter students
- To connect commuter students with other students, faculty and staff

### GETTING TO CAMPUS

Some of the major concerns that commuter students have are "How do I get to campus?" and "Where do I park?" The best way to address these concerns is to gather all necessary information before the first day of class. Here are some options:

### Driving Your Car

Purchase a parking permit from Parking Services. They are located in Holloway Hall Room 219 (Cashier's Office). Their contact number is 410-543-6338 or visit: [salisbury.edu/parking](https://salisbury.edu/parking)

#### Parking is as follows:

- Main Campus Permit: (Green) Students with 30+ credits.
- Parking Garage Permit: (Purple) Students with 30+ credits.
- East Campus Permit: (Orange) Freshman students (0-29 credits) or anyone eligible to purchase a Main Campus permit that prefers to park in the East Campus lots.
- Evening Only Permit: (Blue) All evening commuting students (Parking times: 4:45 p.m.-7:45 a.m. Monday-Friday). Permits are sold on a first-come, first-served basis factoring in class standing and space availability.

## Riding Your Bike

Cycling is an excellent way to travel around campus. Salisbury University offers bike racks all over campus for students who prefer to cycle. All cyclists should make sure that their bikes are locked at all times. University Police recommend purchasing a bike lock.

## Shuttle Service

During fall and spring semesters, Salisbury University operates a free shuttle service between University Park, University Village and the Avery parking lot near Chesapeake Hall. Shuttle service between SU and UMES is provided by Shore Transit. For more information, visit: [salisbury.edu/shuttle](http://salisbury.edu/shuttle)

## Riding the Bus

Shore Transit bus service runs through Wicomico, Worcester and Somerset counties. For more information and bus schedules, visit: [shoretransit.org](http://shoretransit.org)

## Saferide

If you are looking for a ride home late at night on weekends, a good option is Saferide. Saferide is available at no cost for all Salisbury University students on Thursday, Friday and Saturday nights within a 3-mile radius of the campus.

For more information, call 410-677-5000 or visit: <http://saferide4.wixsite.com/salisbury>

## Pedestrian Safety

The streets and sidewalks around the Salisbury University campus are frequently busy with motor vehicle and pedestrian traffic. Walk on sidewalks or paths and cross streets safely. Cross at corners using cross walks and traffic signals. If you are not in a crosswalk, wait until there is no traffic to cross. If using a phone, stop walking. Phones are distracting. Remove headphones when crossing the street. You want to be aware of all possible dangers such as approaching vehicles.

Stay off freeways and other restricted zones. In the evenings, don't walk alone. Emergency blue light phones are placed at various locations throughout campus to use in case of an emergency. The line is a direct line of communication with the University Police Department.

## Campus Security Escort Service

Security escort services are provided to those walking either on campus or between campus and nearby off-campus locations from dusk to dawn. To request the service, call 410-543-6222 or visit: [salisbury.edu/police](http://salisbury.edu/police)

## Emergency Preparedness and Weather Emergencies

Students are encouraged by the University Police to sign up for voice/text messaging alerts in order to ensure rapid and widespread dissemination of information to the campus community in case of an emergency. Additionally, students can receive information on campus closings due to inclement weather by calling the Gull Line at 410-546-6425. Students can sign up for messaging alerts via their GullNet account or visit: [salisbury.edu/emergency](http://salisbury.edu/emergency)

## CAMPUS DINING

Salisbury University offers students a variety of on-campus dining options ranging from sit-down restaurants to grab and go for those on the run.



## Commons Dining Hall

Enjoy all-you-can-eat dining featuring 10 different food kiosks and the Bistro, which serves a buffet-style meal.

## Cool Beans Cyber Café

Cool Beans Cyber Café serves freshly brewed Starbucks coffee, baked goods, fruit smoothies and a variety of sandwiches. Cool Beans also has computers to surf the Internet and offers acoustic entertainment on selected weeknights. Located in the Guerrieri Student Union.

## Chesapeake Bay Roasting Company

Located in the Guerrieri Academic Commons, Chesapeake Bay Roasting Company provides coffee and other barista prepared beverages.

## Satellite Dining

Satellite Dining offers breakfast biscuits, salads, subs, soup, pretzels, Seattle's Best coffee and more. Grab a quick to-go breakfast or lunch in between classes at one of these locations:

- **Shore Café at Henson:** Located on the first floor of the Henson Science Hall.
- **Conway Café:** Located on the first floor of Conway Hall.
- **Chick-fil-A:** Located on the first floor of the Guerrieri Student Union.
- **Hungry Minds Express:** Located on the first floor of Guerrieri Academic Commons.
- **Perdue Cafe:** Located on the first floor of Perdue Hall

## Commuter Meal Plans

Commuter students may pick from one of the following or any other traditional meal plan. Meal Plans can only be used in the Commons Dining Hall.

- **C: 125 Block Meal Plan** – 125 visits to the Commons per semester, \$300 in Dining Dollars. Includes 2 guest passes.
- **D: 75 Block Meal Plan** – 75 visits to the Commons per semester, \$250 in Dining Dollars. Includes 2 guest passes.
- **E: 45 Block Meal Plan** – 45 visits to the Commons per semester, \$100 in Dining Dollars. Includes two 2 guest passes.

For more information and costs, visit: [salisbury.edu/dining/mealplans.html](http://salisbury.edu/dining/mealplans.html)



## Payment Methods

Methods of payment accepted in most campus locations are as follows:

- **Gull Card:** Gull Card money is accepted at some off-campus locations, on-campus dining facilities and other venues around campus, including the Bookstore, vending machines, laundry facilities and many more. The money on a Gull Card never expires; it keeps rolling from semester to semester like a debit card. For information on the Gull Card, visit: <http://gullcard.salisbury.edu>
- **Dining Dollars:** These dollars are a separate account housed on the Gull Card along with your meal plan. They may be used at any campus dining facility and expire at the end of the semester. Purchases made with Dining Dollars are tax-free. To check balances, visit: [onecard.salisbury.edu/OneWeb/Account/LogOn](http://onecard.salisbury.edu/OneWeb/Account/LogOn)
- **Other forms of payment:** Cash, Visa and MasterCard. For more information about on-campus dining services, visit: [salisbury.edu/dining](http://salisbury.edu/dining)
- **Off-Campus Dining:** Several off-campus businesses accept the Gull Card. For a full list, visit: [salisbury.edu/offcampusdining](http://salisbury.edu/offcampusdining)



## ON-CAMPUS SERVICES

Salisbury University offers many services and programs to make commuting to campus easier and to help facilitate the connection to campus life. Services include:

### Lounge Areas

Students with time between classes who want to relax may stop in the Fireside Lounge located in the east wing of the GSU. The lounge has cozy furniture, flat-panel televisions, pool and ping pong tables, foosball, air hockey, free arcade machines, chess, checkers, board games, mini putt-putt golf, outdoor games, video games, (which are available for check out from the Information Desk), group collaboration work areas, study carrels, computer terminals as well as a vending area. Other lounge areas are located in Fulton Hall, Henson Science Hall, Perdue Hall and Conway Hall.

### Commuter Lounge

Located on the first floor of the GSU, the Commuter Lounge provides an opportunity for students to socialize, study, watch television and/or rest.

### Microwaves

Microwaves for student use can be found in the Cool Beans Café and in the commuter lounge in the GSU.

### Campus-Wide WiFi

Salisbury University has WiFi available in all major buildings and administrative areas. For information on how to connect a personal device, visit: [salisbury.edu/helpdesk](https://salisbury.edu/helpdesk)

### Computer Labs

Computer labs are located around campus in Fulton Hall, Henson Science Hall, Devilbiss Hall, Perdue Hall, Conway Hall and the Guerrieri Academic Commons.

### Writing Center

The Writing Center is located in the Guerrieri Academic Commons. The Writing Center is free and available to all students. This is a useful place to go for help and feedback regarding papers. For more information, visit: [salisbury.edu/uwc](https://salisbury.edu/uwc)

## Center for Student Achievement

If you need help achieving academic success, the Center for Student Achievement is there for you. Located in the Guerrieri Academic Commons, they offer a variety of services that aim at ensuring that SU students reach their academic potential. For more information, visit: [salisbury.edu/achievement](https://salisbury.edu/achievement)

## Post Office

To send a package or mail a letter between classes, the post office is located on the ground floor of the Commons. Purchases can be made with cash, Gull Card and credit/debit cards (minimum \$5 purchase). Students may also drop off mail and purchase stamps at the GSU Information Desk located on the first floor. For more information, visit: [salisbury.edu/postoffice](https://salisbury.edu/postoffice)

## Student Health Services

Student Health Services provides confidential treatment of illnesses and injuries to all SU students through a well-equipped facility and certified, experienced, professional staff. For more information, visit: [salisbury.edu/health](https://salisbury.edu/health)

## ATMs

There are ATMs located conveniently on campus. In the GSU, across from the Student Resource Center is an ATM run by the State Employees Credit Union (SECU). In the Commons, Guerrieri Academic Commons and Holloway Hall there are ATMs that are run by PNC Financial Services Group (PNC).

## Information Desk

The Information Desk located in the GSU offers a variety of services to support the collegiate experience.

### These include:

- Video and Board Games
- Tickets for Campus Events
- Lost and Found
- On-Campus Maps
- Discounted Regal Movie Tickets
- Indoor and Outdoor Game Rentals
- Postage Stamps
- And More!

For more information, visit: [salisbury.edu/gsuinformationdesk](https://salisbury.edu/gsuinformationdesk)

## OTHER WAYS TO GET INVOLVED

### Center for Student Involvement and Leadership

There are many clubs and organizations which help students stay involved in campus and community life. This is a great opportunity to interact with other students. For more information, visit: [salisbury.edu/csil](https://salisbury.edu/csil)

### Intramurals/Campus Recreation

This is a good way to stay in shape and meet other students with similar interests. Learn more at: [salisbury.edu/campusrec](https://salisbury.edu/campusrec)



# IMPORTANT WEBSITES

- Academics: [salisbury.edu/provost](https://salisbury.edu/provost)
- Admissions: [salisbury.edu/admissions](https://salisbury.edu/admissions)
- Athletics: [suseagulls.com](https://suseagulls.com)
- Career Services: [salisbury.edu/careerservices](https://salisbury.edu/careerservices)
- Center for Student Achievement: [salisbury.edu/achievement](https://salisbury.edu/achievement)
- Center for Student Involvement and Leadership: [salisbury.edu/csil](https://salisbury.edu/csil)
- Counseling Services: [salisbury.edu/counseling](https://salisbury.edu/counseling)
- Dining Services: [salisbury.edu/dining](https://salisbury.edu/dining)
- Disability Support Services: [salisbury.edu/students/drc](https://salisbury.edu/students/drc)
- Financial Aid: [salisbury.edu/finaid](https://salisbury.edu/finaid)
- Guerrieri Student Union: [salisbury.edu/guc](https://salisbury.edu/guc)
- Guerrieri Student Union Events: [salisbury.edu/gsuevents](https://salisbury.edu/gsuevents)
- International Student Services: [salisbury.edu/isso](https://salisbury.edu/isso)
- Multicultural Student Services: [salisbury.edu/multicultural](https://salisbury.edu/multicultural)
- Off-Campus Housing: [salisbury.edu/offcampushousing](https://salisbury.edu/offcampushousing)
- Parking Services: [salisbury.edu/parking](https://salisbury.edu/parking)
- Student Affairs: [salisbury.edu/administration/student-affairs](https://salisbury.edu/administration/student-affairs)
- Student Health Services: [salisbury.edu/health](https://salisbury.edu/health)
- Student Transitions: [salisbury.edu/newstudexp](https://salisbury.edu/newstudexp)
- University Police: [salisbury.edu/police](https://salisbury.edu/police)
- Volunteer Center: [salisbury.edu/volunteer](https://salisbury.edu/volunteer)





## Siesar

**Hometown:** Frederick, MD

**Major:** Finance

**Activities:** Cheerleading, Alpha Kappa Alpha

**What is a major factor for you as a commuter?** The weather does affect my commute, it's always nice to leave 30-40 minutes before a class to be on time.

**How do you commute to campus?** By car or by the University Park shuttle.

**How do you spend your breaks between classes on campus?** I spend my time in the Commons, the library or in the Perdue Hall study rooms.

**What advice would you give to new commuters at SU?** Make sure you have a reliable source of transportation. Also, make sure you make an effort to attend on-campus activities/events. Attending events and participating in activities will help you get to know more people outside of your classroom.



## Samantha

**Hometown:** Salisbury, MD

**Major:** Biology (Pre-Med) Minors: Chemistry, Psychology, Mathematics

**Activities:** SGA, Saferide, Medical Career Society

**What is a major factor for you as a commuter?** Time management. The hardest part of living off campus is learning how to manage your time wisely. The sooner you learn to balance and determine your priorities, the more productive you will be.

**How do you commute to campus?** My amazing Hyundai Veloster.

**How do you spend your breaks between classes on campus?** Working on homework, eating, SGA work and socializing with friends.

**What advice would you give to new commuters at SU?** Get as involved as possible. Getting involved allows you to have a full college experience and make connections that you never could off campus.



## Preston

**Hometown:** Chevy Chase, MD

**Major:** Management

**Activities:** Club Lacrosse, taking care of my puppy Steve, being an avid sports fan

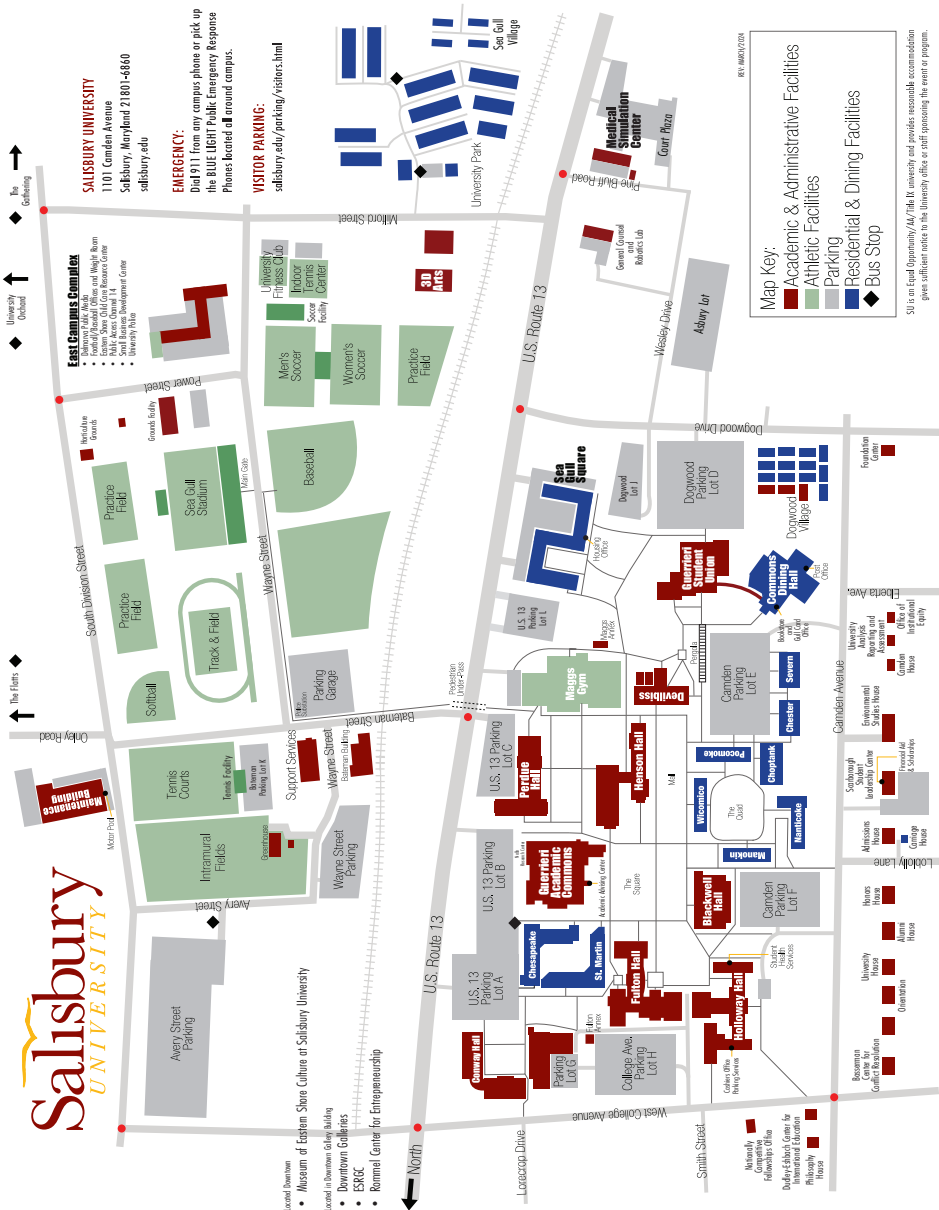
**What is a major factor for you as a commuter?** Reliable transportation is so important. Luckily, the shuttles and the buses run so often, it is easy for me to get to and from campus.

**How do you commute to campus?** I walk, take the shuttle or drive myself to class.

**How do you spend your breaks between classes on campus?** Eating something or other, or doing homework, usually both.

**What advice would you give to new commuters at SU?** Get involved. As a transfer student from Arizona State, it was difficult to meet new people, but after getting involved with clubs and organizations, it has introduced me to some of my closest friends.





To request disability accommodation(s) please contact the Disability Resource Center at 410-543-6087 or [disabilitysupport@salisbury.edu](mailto:disabilitysupport@salisbury.edu).