

Marywood University

Off-Campus  
Resource Guide  
for Commuter Students

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## **Am I Eligible to Live Off-Campus?**

Typically, all unmarried, full-time students are required to reside in University housing during their first two years of enrollment unless they are at least 21 years of age, and/or living with their parent or guardians in their primary family homes, within a 50-mile radius of the University's campus. If you are a transfer student, you may be eligible to live off-campus after one year of living on campus.

Due to COVID-19, this requirement will be relaxed for sophomores for this year and only for this year, the 2020-2021 academic year.

In order to be able to move off campus, you must also fill out a release from housing form or a housing intent form in order to let the Housing and Residence Life Office know that you plan to move off-campus. This typically only applies to students who have been living on campus for two years, but the Housing Office will need to approve your request to live off-campus. If you have fulfilled the on-campus living requirements, you will most likely be approved to move off campus. Special cases, such as financial need, may also be allowed based on your financial information. Contact the Housing and Residence Life Office for more information.

## **Where To Find Rentals:**

- 1.) The Marywood University Commuter Bulletin Board. This board is location in Nazareth Student Center second floor, right next to the elevator. Students are welcome to post approved listings on this board, as well as take a peek to see who may be in need of a roommate.
- 2.) Placefinder.com. We encourage landlords to post their rentals on this website. It is a great resource we highly encourage checking out!
- 3.) Marywood Class of (2021, 2022, 2023, 2024) Facebook pages! Often times, students will post vacancies in their apartments on these pages. They are usually looking for someone to fill a room for a semester, or fill an apartment that their landlord is renting out.
- 4.) Marywood University Commuter Facebook Group! Just like the "Class of" pages, people will post their listings here as well.
- 5.) Word of mouth. Chat with your friends and neighbors in the area, and see if there are any apartments for lease in the area. As always, make sure to stop by the Office of Student Engagement (Naz 107) to look through the landlord ratings binder before signing a lease!

## **Student Conduct Off-Campus**

We expect Marywood students to demonstrate respect and concern for members of our local community. Marywood reserves the right to refer any student involved in University policy violations or disruptive or offensive behavior off-campus to the conduct system for investigation and action. Such behavior includes, but is not limited to:

- Excessive noise
- Rude and abusive language
- Disruptive activities
- Illegal use, sale, and distribution of alcohol or drugs

*Information quoted from: <http://www.marywood.edu/student-life/conduct/off-campus.html>*

Enrollment at Marywood University is a voluntary decision, which includes a student's acceptance of the responsibility to meet academic requirements and to behave consistently with the University's policies, purposes and objectives at all times, on campus, off campus, and by electronic means including online, social media, etc. The University reserves the right to alert, involve or otherwise consult with civil authorities to problems on or off campus.

*Students as Neighbors:* Most students who live in the local community make positive contributions. All must understand the behavior expected of them as residents of these communities. Students are expected to demonstrate respect and concern for all members of both communities and behave as responsible citizens. Students are expected to understand that conduct investigation and charges will be initiated when the University's interest, reputation and/or capacity to function as an academic community is involved.

*Information quoted from: <http://www.marywood.edu/studenthandbook/policies-and-procedures/index.html?id=247119>*

## **Getting Started: What to Ask Yourself**

### **Costs:**

Who is going to foot the bill for your apartment? Will you pay for it all on your own? Or will your parents chip in? Can you use financial aid in order to pay for it? Are utilities included? Sometimes, students will take out loans for more than what they owe the University, and use their refund check to pay their rent. Is that a viable option for you?

### **Roommates:**

Who would you be living with? Would they be other students who go to the same school? Have you known them previously? Have you lived with them previously? If you have lived with them before and there were problems between you two, you may want to reconsider living in an apartment with them. There are no RA's to mediate a situation!

### **Location:**

How far away is the apartment from the school? Is it in a safe area? Do you have a car to take you to and from campus? If no, is it within walking distance? Or do you have a friend or roommate willing to drive you back and forth every day? Are you willing to walk the distance? You may want to look for apartments in neighboring towns instead of the one your school is located in. It may be farther away, but rent can be cheaper. If everyone in the apartment has a good way to get to and from campus, this is a good option to consider.

### **Parking:**

Is there parking for residents? Is it off the street? If not, does the renter need to obtain a parking permit? If so how much will that cost? Are there rules for parking in certain spots?

### **Security and Safety:**

Does the apartment come with a security system? Is the neighborhood safe? Do all of the locks work in the house? If there are separate bedrooms, will each room have the ability to be locked? Does the landlord change locks after people move out or does s/he collect keys? Are there working smoke and carbon monoxide detectors throughout the building? Are there fire escape routes and working fire extinguishers?

### **Condition of the Building:**

Is the building new? Is it winterized? Is it drafty? Who will be responsible for snow removal on the property? Does everything on the property (lights, appliances, locks) work?

## Leases 101

We get it, signing a lease is a big deal! If it's the first time you're leasing a property, there's a lot of uncertainty that may go into it. In this section, you will find helpful information on obtaining a lease, signing a lease, and anything and everything related!

### Aspects of the Lease

- 1.) Lease Agreement: Make sure your name, the landlord's name, and the property address are clearly listed on the lease.
- 2.) Term of the Lease: Ensure that the start and end times of the lease are listed as well.
- 3.) Payments: Make sure how much you will pay in rent, as well as the frequency it will be paid, is also on the lease. Keep an eye out for any statements about late fees and insufficient funds fees your landlord may charge.
  - a.) Be sure to see who is responsible if you or a roommate will not be able to pay rent. Will you have to pay for someone else? Or will that person be responsible, along with his or her parents? This is a very important thing to make sure a lease has, as it will protect you from having to pay more in rent in the event that your roommate(s) cannot.
- 4.) Security Deposit: Read over the lease and be sure that information about your security deposit is written. It should clearly state how much the security deposit is, when it should be paid, and when it would be returned. Additionally, be sure the conditions for which the security deposit will not be returned are also written on the lease.
- 5.) Occupants/Subletting: Look for a section on your lease that has information about how many people are allowed to reside on the property. There may also be a clause about subletting. Your landlord may or may not allow it, so be sure to read over it.
- 6.) Utilities: Look over your lease to see who is responsible for paying utilities. Sometimes a landlord will cover all or some, and you will be responsible for the rest. Make sure who is paying for what is clearly stated.
- 7.) Maintenance: Check the lease for a section regarding maintenance. Will the landlord do all maintenance for the property? Who do you call if something is broken and needs to be fixed? What constitutes a maintenance call and what things should the tenant fix themselves?
- 8.) Pets: Does the landlord allow any pets at all? Or is there a clause stating there must be consent from the landlord before getting a pet?
- 9.) Smoking on premises: Is there anything stated in the lease about your apartment being non-smoking?
- 10.) Property Insurance: Does the landlord have anything on the lease about insurance? Does he require you to have renter's insurance? If there is nothing on the lease, it may be a good idea to ask.

- 11.) Holdover: Check your lease to see if there are any statements about staying in the apartment before or after the renting period. There may be extra charges for doing so.
- 12.) Accessibility: Read over the lease to see what the landlord says about entering your apartment. Is the landlord stating that they can come and go whenever they want? Or do they say something about obtaining a tenant's consent before entering? This is a big thing to watch out for.

**TIPS:**

- 1.) Look for a section on conditions of lease renewal. Is this lease only for one year and not renewable? Is it for multiple years? What does it say about renewals?
- 2.) Do not sign the lease until you're sure you're going to rent the space! This should be a no-brainer, though. Usually, signing a lease means first and last month's rent is to be paid as well, or a security deposit be made. Once these things are done, it's very hard to change your mind. Be sure you're absolutely certain you want to live there before signing a lease.
- 3.) Obtain a signed and dated copy of your lease for your records, as well as any payment receipts.
- 4.) Ensure that every agreement come to between you and your landlord is written down in the lease.
- 5.) Find out what kind of facilities are offered in the apartment. Is there laundry on site? Is it coin-operated? Is there central heat and air?
- 6.) Look for statements regarding having guests over or throwing parties.
- 7.) Ask around and see how easy or difficult it is to get a hold of your landlord in case of an emergency. Who is the contact person for these kinds of situation?
  - a.) Check the landlord rating's binder in the Office of Student Engagement (Naz 107) for this kind of information!

## **Problem Clauses in Leases**

- Waiver of Legal Rights
  - right to a jury trial in cases of eviction
  - Legal right to notice: This means your owner can evict you or change something in your lease without proper notification
  - Right to Your Day in Court: Allows your landlord to go to court without you being present
- Waiver of Privacy
  - Allows your landlord to enter your property for anything at any time without needing permission from you first
- Legal Fees
  - This kind of a clause could hold you responsible for the landlord's legal fees in the case of a dispute over the lease



## **Safety and Security Tips**

Living in an off-campus apartment is a big step and you and your parents will want to ensure that you are safe and secure at your new place of residence. Below are some tips on making sure your apartment is a safe place to live.

- Make sure all of the doors and windows lock properly before moving in.
- Ask your landlord if s/he changes locks when tenants move in and out, or if s/he just collects and redistributes keys
- Ask if each bedroom door has working locks
- Make sure the apartment has working smoke alarms. The National Fire Protection Association recommends having at least one working smoke alarm on each level of your home, as well as one inside and outside each sleeping area.
- You may also want to invest in a Carbon Monoxide Alarm for each level of your apartment, as well as a fire extinguisher. Ask your landlord if s/he already has these things in the apartment.
- Always lock doors when you leave your apartment. Whether you're leaving for a minute to walk around the block or for a few hours or days, always lock the door.
- Leave a light on if you're not planning on being home until after dark.
- Take down serial numbers and inventory of all of your valuables. Make sure to keep them in a safe place and report any missing items as soon as you notice them.
- Make sure any storage areas are secure.
- Lock up your bicycle if you own one. Don't trust that it will be safe if you leave it on a balcony or second story.
- Don't be afraid to talk to locals about the safety of the area. Are there lots of break-ins? Do the police get called a lot? These are warning signs that your apartment may not be in the safest area.
- Start a group message with your roommates to talk about anything that doesn't seem familiar to you at the apartment.
- Take all valuables with you during longer breaks like Christmas. Or, leave them with a trusted friend and ensure that they will be locked up properly.
- Notify your landlord any time you will be away from your apartment for more than a day.
- Don't be afraid to ask your landlord if s/he or yourself can install a security system if the apartment is not already equipped with one.
- Look around the perimeter of the apartment at night for any outside motion detection lights. Consider installing one if there isn't one already for an extra level of security.
- Don't leave shades open when you're not home, especially if you live on the first floor of an apartment. People can look right in to your apartment, and plan a burglary for later on when you aren't around.

### **Commuter Meal Plan Information**

Commuters are not required to have a meal plan. However, it does make life easier, especially when going through long days of classes, or if your apartment is a little farther from campus. How to obtain a meal plan? It's easy! Just go to the Cashier's Office located on the bottom floor of the Liberal Arts Center, and ask to purchase a meal plan! The 40, 30, and 25 block plans are perfect for commuters!

Please check with the Cashier's Office for the most updated meal plan options.

## **Important Phone Numbers off Campus**

**Scranton Police Department:** 570- 348- 4130  
**Scranton Fire Department:** 570- 963- 1217  
**Ambulance:** 911  
**Geisinger Community Medical Center:** 570- 703- 8000  
**Regional Hospital of Scranton:** 570- 770- 3000  
**Moses Taylor Hospital:** 570- 770- 5000  
**Poison Control Center:** 1-800- 222- 1222  
**Scranton Counseling Center Crisis Line:** 570- 348- 6100  
**Victim's Resource Center:** 570- 823- 0765  
**Women's Resource Center:** 570- 346- 4671  
**Medicus Urgent Care (1208 O'Neill Highway):** 570- 207- 2612  
**Advanced Urgent Care (305 Mulberry St.):** 570- 909- 9972  
**Careworks Urgent Care (3 W. Olive St.):** 570- 207- 4054

## **Important Phone Numbers on Campus**

**Campus Safety:** 570- 348-6242  
**Weather Hotline:** 570-961-4766  
**Main Number (Campus Switchboard):** 570- 348- 6211  
**Dean of Students Office:** 570-348-6246  
**Counseling Center:** 570-348-6245  
**Counseling Center Crisis Line:** 570-840-0735  
**Residence Life Office:** 570-348-6236  
**Student Activities Office:** 570-340-6016  
**Student Health Services:** 570-348-6249

## Severe Weather Policy

Although Marywood University is committed to keeping its campus open at all times, inclement weather may result in necessary cancellations. Cancellation announcements will specify classes, offices, and/or special events

If a decision is made

- to delay opening until 10:00 a.m., the published compressed schedule will be in effect;
- to delay opening until 11:30 a.m. or later, the regular schedule will be in effect for the remainder of the day.

If a particular class does not follow a standard starting time, the individual instructor should determine the meeting time closest to the standard for that day of the week.

A student should notify the faculty member that he/she will be absent from a class as a result of severe weather conditions. This notice should be given in a timely fashion, preferably ninety minutes before the meeting time of the missed class. Where possible, the student should be afforded the opportunity to make up missed class contents without penalty. It is the responsibility of the faculty member to arrange for the student to receive, by an alternate means of the faculty member's choice, all material covered in that class. Upon the student's satisfactory completion of this class material, the absence will be designated an "excused absence."

*Information quoted directly from <http://www.marywood.edu/studenthandbook/policies-and-procedures/index.html?id=161268>*

## **Transportation Information**

### **Personal Vehicle**

Having a car gives you a ton of freedom to go where you want, when you want. In some parts of Scranton or Dunmore, you may be required to have a parking permit to park your vehicle outside your apartment. You can visit the Scranton City Hall or Scranton Police Department to find out if your street has permit parking only, and to obtain the parking permit application.

You will also become a Marywood University Commuter Student when you move to an off-campus apartment. You will need to update your parking pass information with Campus Safety.

To update your information:

- Log on to the MarywoodYou Portal.
- Go to the Self-Service Menu
- Click on Parking Sticker Registration
- Type in your information and submit
- Visit the Campus Safety Office on the terrace floor of the Nazareth Student Center and obtain your new parking permit.
- You will now be able to park in the Large and Small Nazareth Parking Lots, the McGowan parking lot, and the lower pit parking lot.

### **County of Lackawanna Transit System (COLTS)**

- Students can ride the buses for free with their Marywood ID!
- There are multiple bus routes to downtown, around Scranton, and up to Dickson City.
- COLTS makes multiple stops a day at Marywood's campus.
- You can check bus schedules at [coltsbus.com](http://coltsbus.com)

### **Uber/Lyft**

- There are Uber and Lyft services in the Scranton area. Most drives to and from downtown are less than \$10.

### **Taxi**

- There's still taxi service in Scranton too! These fares may be a bit higher than Uber or Lyft, but it is available.

## External Resources

### Electricity

- [PPL Electric](#)

### Water

- [Pennsylvania American Water](#)

### Sewer

- Scranton Sewer Authority
- [Lackawanna River Basin Sewer Authority](#)

### Natural Gas

- [UGI](#)

### Cable

- [Comcast XFINITY](#)
- [DirecTV](#)

### Garbage

- [Scranton Department of Public Works Website](#)
- [Dunmore Department of Public Works Website](#)

### Recycling

- [Lackawanna County Recycling Guide](#)

### Mental Health

- [Scranton Counseling Center](#)
- [Women's Resource Center](#)
- [Victim's Resource Center](#)

### Urgent Cares

- [Medicus Urgent Care](#)
- [Careworks Urgent Care](#)

**Worksheets**  
**Apartment Search Comparison Sheet**

Use this sheet as a guide when searching for apartments.

	Apartment 1	Apartment 2	Apartment 3
<b>Unit Information</b>			
Address of Unit			
Name of Owner			
Best Method of Contact for Owner			
<b>Rental Information</b>			
Rent Amount			
Security Deposit			
Lease Length			
Bedrooms			
Bathrooms			
Distance to Campus			
Parking			
<b>Utilities</b>			
Utilities Included Yes/No			
Water			
Gas			
Electric			
Cable/ Internet			
Garbage/Recycling			
Snow Removal			

<b>Misc.</b>			
Furnished Yes/No			
Laundry on Site			
Pets Allowed?			
Closet Space			
Dishwasher			
Lighting			

Notes:



### Move In/Move Out Checklist

Use this worksheet to inspect your apartment when moving in and moving out, if your landlord agrees to. Go through it on your own or with your landlord and note any wear and tear that was present before moving in. Then, have your landlord sign it to show their acknowledgement and agreement for the condition of the apartment when you move in. Supplement the sheet with photos of previous damage spots to ensure you get your security deposit back at the end of your lease. Be as specific as you can.

	Move-In	Notes	Move-Out	Notes		Move-In	Notes	Move-Out	Notes
<b>Bedroom</b>					Sink				
Flooring					Mirrors				
Walls					Counter				
Ceiling/ Fan					Tub/Shower				
Doors					Toilet				
Windows/ Screens					Towel Rack				
Closet(s)					Windows				
Light Fixtures					Light Fixtures				
Furniture					<b>Living Room</b>				
<b>Bathroom</b>					Floor				
Floor					Ceiling/Fan				
Walls					Windows				
Ceiling					Doors				

Doors					Shades				
Lights									

	Move-In	Notes	Move-Out	Notes
<b>Kitchen</b>				
Floor				
Walls				
Ceiling/Fan				
Doors				
Windows/Screens				
Cabinets				
Drawers				
Sink				
Counters				
Light Fixtures				
Refrigerator				
Stove/Oven				
Dishwasher				

Additional Comments:

Tenant and landlord agree upon the above checklist and the responsible party will pay for any damages incurred as stated in the lease.

Tenant Signature: \_\_\_\_\_ Move In Date: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Move In Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Move Out Date: \_\_\_\_\_



Thank you for taking the time to check out this guidebook! We hope you found some helpful links, resources, and tips for moving off campus!

If you have any questions, feel free to e-mail [commutercommittee@m.marywood.edu](mailto:commutercommittee@m.marywood.edu), [hazurek@marywood.edu](mailto:hazurek@marywood.edu), or stop by the Office of Student Engagement!

Be sure to check out the Marywood Commuters Facebook Group for upcoming events!

Best of luck in your new apartment!

Briana Caballero, Marywood Commuter Committee,  
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