LIVING OFF-GROUNDS

University of Notre Dame students are required to live on-campus for their first year. Many third and fourth years, however, choose to find an apartment or house off-campus. Deciding to live off-campus 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-campus experience, this guide explains the basics about living off-campus 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.
WHEN TO LOOK
You’ll hear this a lot, but *there is no housing shortage in South Bend.* 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 the year before you want to move off, you don’t need to sign anything before winter break.
- Keep notes on 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 the University of Notre Dame. It is important to take your time when looking for off-campus housing. There is much to consider.

**Roommates**
- How many people do you want to share your space with and are they responsible?
- 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!

LIVING EXPENSES: MORE THAN JUST THE 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 South Bend are as follows:

- **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 Campus 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.

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 South Bend. Here are a few great places to find them:

- Off-Campus Web site—[orlh.nd.edu/housing/offcampus/](orlh.nd.edu/housing/offcampus/). Also check out the University’s Off-Campus Housing Guide and resources for students listed on their website.
- NDToday.com—Off-Campus Housing Directory

HOUSING RESOURCE CENTER
The HRC consists of a computer and a collection of literature available for students interested in learning more about off-campus housing. Current listings and Internet access are available on the computer to assist with your search for housing. For more information, visit the office at 305 Main Building between 8:00 a.m. and 5:00 p.m. Also check out local newspaper classified listings or online listings for places to rent.
CONTACTING LANDLORDS

After reviewing the Off-Campus Housing Resources Web site, 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 paper 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-Campus for the coming school year and am looking for an apartment close to Campus. I work part-time, and my parents are willing to cosign 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.”

VISITING A PROSPECTIVE HOUSE OR APARTMENT

Lease-related
- When is the earliest I can move in?
- Do you have a written lease? If not, can we use a standard lease?
- How much is the security deposit? Is it refundable?
- When is rent due?
- What are my obligations if I have to break the lease?
- What happens to the property during breaks/vacations?
- Do you require references?
- Are the landlord/tenant responsibilities clearly outlined?
- If I am under 21, do I need a parent or legal guardian to cosign the lease?

Living Arrangements
- Are there rooms in the basement?
- May I have pets?
- May I put up posters, hang pictures, etc.?
- For which utilities am I responsible?
- How do you feel about… (alcohol, smoking, etc.)?
- What are your rules on gatherings/parties?
- Where may I park my car?

Background/Historical
- What problems have you had with previous tenants?
- What are the average utility bills?
- Are there any code-related issues with the property?

Property-related
- What is the surrounding neighborhood like?
- Do other students live in the area?
- What are my responsibilities for mowing grass/shoveling snow?
- Who has keys to the property? How many keys are in circulation?

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 nonstudent) in the empty bedroom without your approval.

With a group lease, all occupants sign one lease. Each person can be held individually responsible for the full rent and any damages for the entire 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.

QUICK TIP
- Speak clearly and slowly and repeat the number for the return call.
- Give personal information and credentials indicating that you are responsible and able to pay the rent.
- Indicate how you will be able to pay the rent.
OUTSIDE
✓ Lawn maintenance/Snow removal issues?
✓ Lighting/Parking?

DOORS
✓ Deadbolts/Door Viewers?

WINDOWS
✓ Condition of windows?
✓ Screens/Locks?
✓ Subject to easy entry?

KITCHEN
✓ Stove/Oven/Microwave?
✓ Refrigerator?
✓ Dishwasher/Garbage Disposal?

LAUNDRY
✓ Washer/Dryer/if none, are there hookups?
✓ If no laundry on site, how close is the nearest laundromat?

BATHROOM
✓ Sink (water pressure)?
✓ Bathtub/Shower (drain/water pressure)?

BEDROOMS
✓ Bed/Mattress?
✓ Noisy surroundings?

BASEMENT
✓ Leaks/Mildew/Mold?

GENERAL LIVING AREAS
✓ Furniture condition (if furnished)?
✓ TV (cable, etc.)/Telephone?
✓ Condition of walls/ceilings/floors?
✓ Issues with pests/termites?

HEATING/COOLING
✓ Type of air conditioner?
✓ Age/Condition of furnace?

FIRE SAFETY
✓ Smoke detectors have batteries/ Fire extinguishers charged?
✓ Home safety system tied into local fire department?

SECURITY SYSTEM
✓ Stand alone system or connected to local authorities?

QUICK TIP
• Take pictures of the apartment/house as you perform an inspection. Make sure that you take photographs of any damage found in the apartment/house. Make a written list of any existing damage such as holes in the walls, broken windows, broken or missing blinds, stains in the carpeting, broken appliances, or any other damage that the landlord may try to charge you later. That way, you are not liable for any of the damage.

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. Contact the Office of Residence Life and Housing ((574) 631-5878) and ask to speak with someone you can assist you or visit the off-campus website: orlh.nd.edu/housing/offcampus/.

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.

Everything should be in writing. Make sure to make copies for yourself and your parents.

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 South Bend, no more than two unrelated people may live together. Check the City of South Bend website for information on which zone you are in.
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 unpaid rent, 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. Make a written list of any existing damage such as holes in the walls, broken windows, broken or missing blinds, stains in the carpeting, broken appliances, or any other damage that the landlord may try to charge to you later.

Give a copy of the checklist to your landlord within five days of moving in and keep a copy for your records.

Check your lease or handbook for cleaning guidelines. Be sure to do a thorough job. If you don’t do a task required by the lease, the landlord is entitled to charge you for that task.

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.

Assuming you have done so, the landlord is required to return your security deposit, or to provide an itemized list of any deductions from the security deposit, within 45 days of the end of the tenancy. You must give the landlord a forwarding address in writing when you move out.

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

**SOUTH BEND**

Electricity
AEP ................... 800-311-4634
Natural Gas
NIPSCO ................ 1-800-464-7726
Water
South Bend
Water Works ........ (574) 235-9236
Trash
Trash Services ....... (574) 277-8823

**MISHAWAKA**

Electricity
Mishawaka Utilities .. (574) 258-1630
Natural Gas
NIPSCO ................ 1-800-464-7726
Water
Mishawaka Utilities .. (574) 258-1630
Trash
Borden Waste-Away .. (574) 293-5001

Other General Contacts

**Telephone**

Ameritech ............... (574) 556-3560
Comcast
(Digital Voice) ..... 1-800-266-2278
Verizon............... 1-800-483-4000
SBC/AT&T............. 1-877-213-1057

**Cable/Satellite**

Comcast
(Basic and Digital) 1-800-266-2278
Verizon FiOS ....... 1-888-438-3467
DirecTV ................ 1-888-777-2454

**Internet**

Comcast ..............  1-800-266-2278
Verizon............... 1-877-483-5898
SBC/AT&T............. 1-877-213-1057

**U.S. Mail**

South Bend Post Office
........................ (574) 282-8400
Mishawaka Post Office
........................ 1-800-275-8777
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 protections 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 Indiana Landlord and Tenant Act (revised 2007), a landlord must:

1. Deliver the rental premises to a tenant in compliance with the rental agreement, and in a safe, clean, and habitable condition.
2. Comply with all health and housing codes applicable to the rental premises.
3. Make all reasonable efforts to keep common areas of a rental premises in a clean and proper condition.
4. Provide and maintain the following items in a rental premises in good and safe working condition, if provided on the premises at the time the rental agreement is entered into:
   - Electrical systems.
   - Plumbing systems sufficient to accommodate a reasonable supply of hot and cold running water at all times.
   - Sanitary systems.
   - Heating, ventilating, and air conditioning systems. A heating system must be sufficient to adequately supply heat at all times.

TENANT RESPONSIBILITIES

According to the Indiana Landlord and Tenant Act (revised 2007), a tenant has the obligation to:

1. Comply with all obligations imposed primarily on a tenant by applicable provisions of health and housing codes.
2. Keep the areas of the rental premises occupied or used by the tenant reasonably clean.
3. Use the following in a reasonable manner:
   - Electrical systems.
   - Plumbing.
   - Sanitary systems.
   - Heating, ventilating, and air conditioning systems.
   - Elevators, if provided.
   - Facilities and appliances of the rental premises.
4. Refrain from defacing, damaging, destroying, impairing, or removing any part of the rental premises.
5. Comply with all reasonable rules and regulations in existence at the time a rental agreement is entered into. A tenant shall also comply with amended rules and regulations as provided in the rental agreement.

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 Office of Residence Life and Housing, which will help you determine the next steps. Visit the website orlh.nd.edu/housing/offcampus/ or call (574) 631-5878. 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

Indiana Law allows a landlord to enter an apartment upon reasonable notice to inspect the apartment or perform repairs.

- 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 Office of Residence Life and Housing for more information on the Indiana Fair Housing Law.
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 four months old within the city must be vaccinated against rabies.
- Call the South Bend Animal Care and Control ((574) 235-9309) for permits, tags, and other questions or visit their website to download the necessary forms at southbendin.gov/city/departments/animal_care_control/.

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 South Bend, you will quickly need to register your vehicle and obtain a permit from the Notre Dame Security Police. You can do so by going on inside.nd.edu, look under the Student Life tab, and login under iNDCars. For more information, contact the Notre Dame Security Police.

OTHER WAYS TO RIDE
For late night transportation, check out SafeWalk, the University’s walking escort service. This service is only available after midnight. For more information For SAFEWALK, dial 634-BLUE (2583) or just check out the website at nd.edu/~ndsspd/. For transportation to surrounding areas and more, you can check out either Notre Dame’s Ride Board where students post requests and offers for rides at inside.nd.edu. Also, CoachUSA provides weekend and holiday bus service for students to major cities and airports. For more information, please visit coachusa.com.

GOING GREEN
Cyclists enjoy a special privilege in Notre Dame: nearly unlimited parking. There are bike racks all over Campus. Additionally, you can secure your bike by registering it with the University police. The police will allow you to register your bike information online in order to assist in tracking your bike if it gets lost or stolen. For more information and the online registration form, go to nd.edu/~dnemeth/bike/bikereg.html.
Living off-Campus 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.

**Notre Dame SAFETY RESOURCES**

- Emergency blue phones are situated at various locations around Notre Dame’s campus. 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.
- Silent Watch is a program that allows those who witness a crime to report it anonymously online at nd.edu/~ndspd/.

Below are a few tips to follow when securing your home and neighborhood.

**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.
- Keep bushes and shrubs around the house trimmed.
- Install deadbolt locks on all outside doors.
- Install motion sensor lights outside.
- Change the locks on all exterior doors. It may be worth the investment to pay for this if your landlord won’t.
- Record serial numbers for all of your important belongings.
- Photograph the property and your important belongings.
- Consider registering your property with ND Security/Police.
- Keep your bike secured with a U-bolt-type lock.
- Get to know your neighbors.
- Install a security system.

**WHILE YOU’RE AWAY**

- If you will be out after dark, be sure to leave a different light on.
- Always lock all doors and windows.
- When you are out, leave a radio or TV on.
- Install timers on lights.
- Don’t keep consistent hours — vary your departure/arrival times.
- Call the police if you see any unusual or suspicious individuals loitering around your residence.
- Keep bushes and shrubs around the house trimmed.
- Install deadbolt locks on all outside doors.
- Install motion sensor lights outside.
- Change the locks on all exterior doors. It may be worth the investment to pay for this if your landlord won’t.
- Record serial numbers for all of your important belongings.
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- Get to know your neighbors.
- Install a security system.

**BREAKS AND HOLIDAYS**

- When going on long breaks, contact the police. The South Bend Police Department offers a “Home Watch” program where they will drive by the property on a regular basis.
- If you have good relations with neighbors, ask them to look for anything out of the ordinary while you are gone.
- Do not leave valuables on the property.
- Contact the appropriate agencies to hold your newspaper & mail.
- Let your landlord know you will be away. Ask if they can keep an eye on the property.

**IF YOU’RE BURGALIZED**

We hope that you are not burglarized, but it does happen every now and then... even in the safest neighborhoods. If this happens to you:

1. Don’t touch anything.
2. Leave the house and lock the door.
3. Go to the nearest phone and call 911.

**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 CAMPUS**

- Be aware of your surroundings.
- Avoid walking alone at night. Use the Student Escort Service (“SafeWalk” 634-2583) 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.
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 southbend.in.gov/doc/CED_NDG_Chart.pdf.

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.

ORDINANCES
- 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 South Bend:
  - Be conscious of your noise level. Noise in excess of 55 decibels (the level of loud talking) is prohibited between 10 p.m. and 7 a.m. in South Bend.
  - Fines for noise violations are $50 for the first offense, $100 for the second offense, and $250 for the third and subsequent violations.
  - Individuals found in violation of the city’s prohibition on unreasonable, loud, and raucous noises can be fined up to $500 for citations.
  - If a residential unit is identified by the City of South Bend as a Disorderly House (due to violations of public nuisance and noise ordinances) the city may deliver a notice to abate the premises to the owner of the property, with subsequent offenses resulting in eviction.

Questions? Call the South Bend City Police at (574) 235-9201 or the South Bend Code Enforcement Office at (574) 235-9486.

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 South Bend 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 “any materials, trash, garbage, debris or any other matter which is detrimental to public health, comfort, safety, or to the aesthetic well-being of the community.”
  - Trash must be placed within 2 feet of the alley by 6am on the pickup day designated by the City of South Bend. Trash must be placed in city containers, and additional containers are available for one year lease at $5.00 per month.
  - Littering is illegal, with fines assessed at $50.00 for a first offense, $100 for a second offense, $200 for a third offense, and up to $2,500 for subsequent offenses.

HELP THE EARTH: RECYCLE
Recycling is great for the planet, South Bend and you! In an effort to promote it, the City collects the following:
  - *Paper Products*: newspapers, magazines, mixed office and school papers, soda container cases.
  - *Cardboard*: Corrugated cardboard boxes, broken down; Fiberboard paper and food packaging boxes.
  - *Glass Jars and Bottles*: Only food and beverage jars and bottles that are green, clear, or brown in color. Must rinse and discard lids prior to recycling.
  - *Aluminum and Tin*: Food, beverage, and empty aerosol cans; Aluminum foil trays and pans. Must rinse cans and aluminum foil items prior to recycling.
  - *Plastic Bottles, Jugs and Containers*: All plastic bottles and containers coded #1, #2, #3, #4, #5, and #7. 1 to 5 gallon buckets used for food, pet, and cleaning products. Must rinse and discard lids prior to recycling.

For a complete list of acceptable and unacceptable items for recycling, visit the website of the Solid Waste Management District of St. Joseph County at swmd.org.
TRASH AND RECYCLING COLLECTION
Residents must have their garbage and recyclables set out at the front curb by 6:00am on their collection day.

Recycling bins are available free of charge at swmd.org. City residents pay $1.97 per month for recycling, which is included on their water bill.

One single large item per month will be picked up by the city at no charge. To schedule a large item pickup, call (574) 277-8823. Additional items will be charged at $20 per cubic yard.

ALCOHOL VIOLATIONS
It is important to know that:

- Consumption or possession of alcohol under the age of 21 is illegal in the State of Indiana and will be charged as a Class C misdemeanor.
- Furnishing a minor with alcohol is illegal and punishable as a Class C misdemeanor.
- Minors under the age of 21 are not permitted in a bar. Individuals found in violation will be charged with a Class C misdemeanor.
- It is illegal to sell alcohol without a permit, including charging guests for goods, cups, etc.
- Police must have probable cause to enter and search for illegal activity. This can include seeing alcohol being taken in or out of the residence, seeing intoxicated persons leaving the residence, and persons standing in plain view with containers appearing to hold alcohol.
- As the host of a party, you are legally responsible for the people who were served alcohol in your home. If you serve someone alcohol, and they then cause injury or damage to persons or property as a result of their intoxication, you are liable for damages.
- It is illegal to operate a motor vehicle with a 0.08% or higher blood alcohol level, or under the influence of a controlled substance.

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.

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 12 inches in height. 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 South Bend, you must remove snow and ice from sidewalks adjacent to your premises within 24 hours from the end of snowfall.

FIRE SAFETY AND FIREWORKS
Living off-campus can be fun, but if the fun involves fire, make sure you are aware of the guidelines that all South Bend residents must follow when using fire or fireworks.

Fireworks
The City of South Bend prohibits the use of consumer fireworks outside of the dates and times:

- Between the hours of 5:00 p.m. and 11:00 p.m. June 29 – July 3 and July 5 – 9.
- Between the hours of 10:00 a.m. and midnight on July 4.
- Between the hours of 10:00 a.m. on December 31 and 1:00 a.m. on January 1.

No person may use, ignite, or discharge consumer fireworks on any public street or in any public park within the corporate limits of the City of South Bend at any time.

Fireworks may be set off ONLY on the user’s private property.

Persons must be 18 years of age or older to buy, possess and use fireworks.
Fire Safety
Make sure your apartment or house has functioning smoke detectors.
Smoke detector repair, maintenance and interim testing are the property owner’s responsibility.
To contact the South Bend Fire Department concerning non-emergency situations and safety tips, call (574) 235-9255.

SANCTIONING
Although you are living off-campus and have quite a bit more freedom than you did while living in the dorms, you are still subject to both the regulations of the City of South Bend and the University policies and regulations as stipulated in the DuLac Student Handbook. Alleged violations of University standards of conduct will result in disciplinary proceedings with the Office of Residence Life and Housing.

A copy of the DuLac Student Handbook is available online at orlh.nd.edu/dulac.

For information regarding the University disciplinary procedures, contact the Office of Residence Life and Housing at (574) 631-5878 or the Student Government Judicial Council at (574) 631-5136.

HELPFUL NUMBERS
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 Notre Dame Security Police or the Notre Dame Office of Residence Life and Housing or the University of Notre Dame.

Ace Hardware
Mishawaka .................. 256-0777

ADT Security Services, Inc. ........ 877-746-7238

After Hours Locksmith ...... 229-7987

Brink’s Home Security 800-807-0043

Home Depot
Mishawaka .................. 273-8601

Lowe’s
Mishawaka .................. 272-0900

South Bend ................... 299-5126

Seifer Safe and Lock, Inc. ........ 259-5825

IMPORTANT NUMBERS YOU SHOULD KNOW

Notre Dame
Security Police ............ 631-5555

Office of Residence Life and Housing ........ 631-5878

Counseling Center .......... 631-7336

Campus Directory .......... 631-5000

Emergency Police, Fire, and Rescue ........ 9-1-1

South Bend Police Department .... 235-9201

South Bend Fire and Emergency Medical Services ........ 235-9255

Memorial Hospital ........... 647-1000

Animal Care and Control ........ 277-8823

Trash Collection/Recycling .......... 277-8823

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