Renting Off-Campus: Step-by-Step
Brought to you by The Office of Commuter Student Services and Off-Campus Living
(631) 632-7353  SAC 225

❖ First Ask Yourself:
❖ How much can I afford per month for rent? ________________
❖ What is in my budget (loans, job earnings, parental support)? ________________
❖ Do I want a roommate(s)? ________________
❖ How long will it take me to get to school, work, etc.? ________________
❖ What type of transportation will I require? ________________
❖ Can I afford the cost of utilities, food, gas, cable, etc.? ________________
❖ What type of neighborhood would I like? ________________

❖ Shop the Market:
❖ It is recommended that you begin your search three to four months in advance.
❖ Ask yourself the following questions while looking at rental options:
   ❖ Are rental units furnished or unfurnished?
   ❖ Are utilities included or excluded?
   ❖ What is the commuting situation (car, bus, train) ?
   ❖ The parking situation (if applicable)
   ❖ When can the landlord enter the property?
   ❖ Who takes care of and pays for any repairs, if necessary?
   ❖ Who maintains the property in terms of snow removal?
   ❖ Who will be responsible for damages? Repairs? Landscaping?
   ❖ Is this rental listing legal or illegal? (all listings on the Off Campus Housing website
     are certified as legal housing by their respective townships)

❖ Contact Your Prospective Landlord:
   ❖ You may want to meet with them--this will likely happen when you visit the location.

❖ Visit the Property:
   ❖ Conduct a full inspection of the property for safety using a copy of the Renter's Checklist.

❖ Meet with Roommate(s) and Set Terms:
   ❖ Complete the list of suggested Questions to Ask a Prospective Roommate.

❖ Review, then Sign Lease: (See “Lease 101” for more information about your lease)
   ❖ Do not sign a lease when you first get it. Only sign the lease once both parties, prospective tenant
     and prospective landlord, understand and have agreed to the terms in the lease.
   ❖ Do not be afraid to ask questions or propose changes.
   ❖ Get a copy of the lease.

❖ Transfer Accounts to Your Name:
   ❖ Electric, PSE&G: 1 (631) 755-6000
   ❖ Gas, National Grid: 1 (800) 930-5003
   ❖ Trash, Water, Internet
   ❖ Your official address (NY State DMV and the US Post Office)

❖ Move In:
   ❖ Will you use moving services? Will you rent a UHaul?
   ❖ Do you need to purchase furniture? Will you need to schedule deliveries?

❖ Document the Condition of the Rental:
   ❖ Complete the Inventory Checklist to avoid being charged for pre-existing wear and tear.