

INDIANA STATE UNIVERSITY

HOUSING FAIR



Hosted by
Commuter Life

Off-Campus Housing Guide

Spring 2019



Indiana State
University

Disclaimer: The listing of rental units and vendors in this booklet are a service to local rental property owners and Indiana State University students, faculty, and staff. Rental property owners are responsible for reporting information fairly and accurately, and the Indiana State University and the Office of Commuter Life cannot guarantee the completeness or accuracy of such information. Inclusion of any vendor information in this document does not constitute, and shall not be construed or reported as (1) an endorsement or approval by Indiana State University of the landlord, its properties, or its business practices, or (2) a warranty or representation by Indiana State University as to the quality, safety or other features of such property and/or its owners or management agent(s). Indiana State University expressly disclaim any and all responsibility for any problems that may arise with regard to such property or rental units or with regard to disputes between landlords and tenants concerning such property or rental units. All prospective tenants are encouraged to exercise their own good judgment when evaluating a prospective rental unit or landlord.

INDIANA STATE UNIVERSITY HOUSING FAIR



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Welcome from Your Commuter Life Coordinator

Welcome to the Indiana State University Off-Campus Housing Guide! This guide will provide you with the tools you will need to successfully transition to living off-campus. It is easy for students to overlook some of the most important things that should be considered when looking for housing options.

The Off-Campus Housing Guide will take you through the process of budgeting for housing, working with roommates, signing a lease, and being a good neighbor. It also highlights things to consider when moving out so you won't forget a thing!

Enjoy the 2019 Housing Fair and use this guide along the way to help find your perfect fit in the Terre Haute community.

Welcome Home,



John T. Gettemeyer
Commuter Life Coordinator
New Student Transition Programs
Indiana State University

Your Housing Fair Resource Page

While visiting with vendors at the Housing Fair, or doing your own research, think about some of the questions below and jot down the answers on the “Housing Vendors” pages. Use the chart on page 12 to help in narrowing down your choices! Be sure to jot down some of your own questions before you begin browsing.

Questions to Ask Vendors:

- ☐ What is the average rent at your complex?
- ☐ What are average utility costs?
- ☐ How many bedrooms do you offer in your apartments/houses?
- ☐ Are there designated parking spots for residents? Is parking an additional cost?
- ☐ What is the grace policy on rent?
- ☐ What is the fee for breaking my lease early?
- ☐ What security is offered in the complex?
- ☐ How frequently are the rent rates adjusted?
- ☐ Are pets allowed? Is there a monthly pet fee?
- ☐ Are laundry facilities available on site? Does it cost to use them? How much?
- ☐ Can you explain the lease terms to me? Can I have a 10 or 12 month lease?
- ☐ What do initial move-in costs look like (amount of deposit/down-payment)?
- ☐ If I am not living there because of an internship one semester or over the summer, am I allowed to sublease?

Your own questions:

- ☐ _____?
- ☐ _____?
- ☐ _____?

Housing Vendors

Highland Quarters

Address:	649 Cherry Street Terre Haute, IN 47807
Phone:	812-645-2367
E-Mail:	highlandquarters@achliving.com
Office Hours:	Monday-Friday—10:00 a.m.-7:00 p.m. Saturday-Sunday—Noon to 5:00 p.m.
Website:	highlandquarters.com
Deposit Amount:	None
Rent Range:	\$299-\$749
Pet Policy:	Pets allowed. Under 50 lbs and non-aggressive breeds

Indiana State University— Residential Life

Address:	218 N. 6th Street Terre Haute, IN 47809
Phone:	812-237-3993
E-Mail:	reslife@indstate.edu
Office Hours:	Monday-Friday—8:00 a.m.-4:30 p.m. 24/7 on-call and student support
Website:	indstate.edu/reslife
Deposit Amount:	\$150
Rent Range:	\$3,210-\$4,338 per semester. All utilities and amenities included.
Pet Policy:	No pets allowed.

Housing Vendors

International Village Apartments

Address:	4301 South 6th Street Terre Haute, IN 47802
Phone:	812-232-5158
E-Mail:	shellyaj1974@gmail.com
Office Hours:	Monday-Friday—8:00 a.m.-5:00 p.m. Saturdays by appointment
Website:	facebook.com/internationalvillageapartment
Deposit Amount:	\$250
Rent Range:	\$550-\$675
Pet Policy:	Pets allowed. Under 25 lbs.

Pfister & Company, Inc.

Address:	711 Ohio Street Terre Haute, IN 47807
Phone:	812-232-5083
E-Mail:	leasing@pfister-and-co.com
Office Hours:	Monday-Friday—8:00 a.m.-5:00 p.m.
Website:	www.pfisterrealestate.com
Deposit Amount:	Varies
Rent Range:	\$400-\$1,000
Pet Policy:	Varies by apartment

Housing Vendors

Red Brick Property Management LLC

Address:	805 South 6th Street Terre Haute, IN 47807
Phone:	812-235-9353
E-Mail:	RedBrickRealEstate@outlook.com
Office Hours:	Monday-Friday—8:00 a.m.-4:30 p.m. Office is closed on weekends and holidays
Website:	www.RedBrickTH.com
Deposit Amount:	One month's rent
Rent Range:	Varies. Contact our office for more information
Pet Policy:	Cats only. There is a non-refundable deposit and a monthly pet rent.

RiverFront Lofts

Address:	1 Sycamore Street Terre Haute, IN 47803
Phone:	812-244-1364
E-Mail:	dlarkey@coreredevelopment.com
Office Hours:	Monday-Friday—9 a.m.-5 p.m.
Website:	www.coreredevelopment.com
Deposit Amount:	\$200-\$600+
Rent Range:	\$739-\$1,669
Pet Policy:	Cats allowed. 2 cat maximum.

Housing Vendors

Sharp Flats LLC

Address:	615 Farrington Street, Terre Haute, IN 47807
Phone:	812-877-1146
E-Mail:	sharpflats@gmail.com
Office Hours:	Monday-Thursday—8:00 a.m.-5:00 p.m. Friday—8:00 a.m.-4:30 p.m.
Website:	sharpflats.com
Deposit Amount:	Varies
Rent Range:	\$350-\$650
Pet Policy:	Pets allowed. There is a \$300 non-refundable pet fee with lessor's approval. If there are roommates/housemates, they must also agree to the pet. We do reserve the right to remove pet from the property if it causes damage or is not being properly taken care of by the owner.

Sycamore Place Apartments

Address:	1095 Spruce Street Terre Haute, IN 47807
Phone:	812-232-9199
E-Mail:	sycamoreplace@opmindy.com
Office Hours:	Monday-Friday—8:00 a.m.-5:00 p.m. Weekends by appointment
Website:	sycamoreplaceisu.com
Deposit Amount:	One month's rent
Rent Range:	\$585+
Pet Policy:	Pets allowed.

Housing Vendors

The Annex of Terre Haute

Address:	224 N. 3rd Street Terre Haute, IN 47807
Phone:	765-785-0507
E-Mail:	info@annexterrehaute.com
Office Hours:	Monday-Friday—9:00 a.m.-6:00 p.m. Saturday—10:00 a.m.-5:00 p.m. Sunday—Noon-5:00 p.m.
Website:	www.annexterrehaute.com
Deposit Amount:	\$150 with guarantor
Rent Range:	\$530-\$870 by the bedroom
Pet Policy:	Pets allowed. Dog and cat friendly.

The Deming

Address:	615 Cherry Street Terre Haute, IN 47807
Phone:	812-244-1364
E-Mail:	thedeming@coreredevlopment.com
Office Hours:	Monday-Friday—9:00 a.m.-5:00 p.m.
Website:	www.coreredevlopment.com
Deposit Amount:	Studio/1 bedroom—\$200+ 2 bedrooms—\$400+
Rent Range:	Studio \$669, 1 bedroom \$739-\$809, 2 bedroom \$1,109
Pet Policy:	Pets allowed. Cats and caged animals only (unless it is an approved service or therapy animal)

Housing Vendors

The Flats of Terre Haute

Address:	2821 Zoe Lane Terre Haute, IN 47802
Phone:	812-234-6852
E-Mail:	shellyaj1974@gmail.com
Office Hours:	Monday-Friday—8:00 a.m.-5:00 p.m. Saturdays by appointment
Website:	www.theflatsofterrehaute.com
Deposit Amount:	\$350-\$600
Rent Range:	\$675-\$1,200
Pet Policy:	Pets allowed. Under 75 lbs.

University Village Apartments

Address:	659 Elm Street Terre Haute, IN 47803
Phone:	812-235-8573
E-Mail:	uvoffice@cornerstoneterrehaute.com
Office Hours:	Monday-Thursday—9:00 a.m.-5:00 p.m. Friday—9:00 a.m.-4:30 p.m.
Website:	theuvs.net
Deposit Amount:	\$350 per person
Rent Range:	\$390-\$740
Pet Policy:	Pets allowed. Under 30 lbs. Fees required

Housing Vendors

Heritage Trail Apartments

Address:	4201 E. Locust Street Terre haute, IN 47803
Phone:	812-234-5545
E-Mail:	amanda.corey@buckingham.com
Office Hours:	Monday-Friday—9:00 a.m.-6:00 p.m. Saturday—10:00 a.m.-5:00 p.m. Sunday—Noon-5:00 p.m.
Website:	www.heritagetrailapartments.com
Deposit Amount:	\$400-One month's rent
Rent Range:	\$805-\$1485
Pet Policy:	Pets allowed. One time \$200 fee. Most breeds allowed. No weight limit.

Cobblestone Crossings

Address:	7020 Clubhouse Lane Terre Haute, IN 47802
Phone:	812-299-3909
E-Mail:	info@cobblestonecrossings.com
Office Hours:	Monday-Friday—8:00 a.m.-6:00 p.m. Saturday—9:00 a.m.-4:00 p.m.
Website:	www.CobblestoneCrossings.com
Deposit Amount:	One Month's Rent
Rent Range:	\$630+
Pet Policy:	Pets allowed. \$350 pet fee plus \$35 per month additional.

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COMPARISON CHART: Write in or check boxes for the housing options you want to compare.

NAME OF VENDOR	RENT: 1BR	RENT: 2+BR	WASHER & DRYER?	SECURITY DEPOSIT?	UTILITIES INCLUDED?	PETS ALLOWED?	FURNISHED?
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Community Resources for Renters

CORT Furniture Rental

Address: 4904 Century Plaza
Indianapolis, IN 46254

Phone: 317-918-0148

E-Mail: paul.wynne@cort.com

Office Hours: Monday-Saturday—9:00 a.m.-6:00 p.m.

Website: www.cort.com/student

Fifth Third Bank

Address: 350 Wabash Avenue
Terre Haute, IN 47807

Phone: 812-462-0222

E-Mail: lindsay.jones@53.com

Office Hours: Monday-Friday—9:00 a.m.-6:00 p.m.

Website: www.53.com

**Free Checking
for Students:** Yes

Community Resources for Renters

Fresh Thyme Farmers Market

Address: 4428 S. US Hwy 41
Terre Haute, IN 47802

Phone: 812-233-6325

E-Mail: sd212@freshthyme.com

Office Hours: Sunday-Saturday—7:00 a.m.-10:00 p.m.

Website: www.freshthyme.com

Indiana State University Federal Credit Union

Address: 444 N 3rd Street
Terre Haute, IN 47807

Phone: 812-234-1021

E-Mail: info@isucreditunion.com

Office Hours: Monday-Wednesday—
8:30 a.m. to 4:30 p.m. (lobby)
8:30 a.m. to 5:00 p.m. (drive-thru)
Thursday-Friday—8:30 a.m. to 5:30 p.m.
(lobby and drive-thru)

Website: www.isucreditunion.com

**Free Checking
for Students:** Yes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Commuter Life Overview

Commuter students comprise roughly 60% of the entire student population at Indiana State University. Whether you live in Terre Haute or a nearby town, at home with your parents or in an apartment just down the street, Commuter Life offers a variety of programs and services to help you connect with the Indiana State University community.

Commuter Ambassador

The Commuter Ambassador is a student who lives off-campus, just like you! They stay up-to-date with what is happening on-campus and work to share that information with you. They are also your go to for questions or concerns you may have about being a commuter. They've been doing this commuter thing for a while and want to see you succeed at STATE!

Treehouse

We have a place for you to call home, digitally! Just look for “Commuter Services” as an organization on the Treehouse. On the Treehouse, you can see upcoming events and news we have to share with you. You can easily access our social media and webpage here. Lastly, if you have any concerns you can send us an email. Be sure to request to “Join” us so you can get email updates about what’s happening at STATE! You can access the Treehouse by going to indstate.edu/treehouse.



Laptop Lending

Whether you forgot your laptop at home or your computer is being repaired, the Commuter Laptop Lending Program can help you. Students may check out laptop computers—free of charge—at the Hulman Memorial Student Union Information Desk. These laptops may be checked out for up to 4 hours at a time.

Scholarship Opportunity

Commuter Life has a limited number of Commuter Scholarships available for the fall and spring semesters. Students may apply for the scholarship each semester they meet the criteria, via the Branch. For more information about deadlines, visit indstate.edu/commuter.

Criteria:

- Live off campus during the semester in which the scholarship would be awarded.
- Have a minimum of 30 earned credit hours by the end of the semester the application is due. *Transfer students must have at least 12 ISU earned credit hours.*
- Maintain good academic and conduct standing.

Lounges

The Commuter Connections Lounges, located in Hulman Memorial Student Union and the 2nd floor of the Library, are great places for commuter students to spend time between classes, relax and take a break while on campus, or have lunch.

The **Hulman Memorial Student Union Lounge** features: large TVs, magazines, microwave, sink, couches, tables, and information about events and happenings on and off campus.

The **Cunningham Memorial Library Lounge** features: desktop computers, study tables, and chairs. This is a great quiet study space!

Housing Fair

The Housing Fair is hosted each spring semester to provide STATE students with the best scope of housing options within the Terre Haute community. Housing, insurance, rental, and real estate vendors are represented at the fair in order to give students a good look at what the community has to offer, without having to run all over town.

Questions to Consider When Moving Off-Campus

When moving off campus there are a lot of things to consider. There are some main questions you should be asking yourself when looking at your options for living off campus:

Money:

- How much can I pay comfortably to live off-campus?
- Have I considered costs that aren't associated with living on campus like: gas, groceries/cooking, and unexpected fees or situations?
- Am I able to manage money and create a budget?
- What utilities will I need to pay for each month? For example: Water, Electricity, Cable, Internet, Sewage, etc.

Living Environment:

- Do I want to live in an apartment or a home? Privately owned or by a company?
- Who would be a possible roommate for me? How many roommates am I willing to have?
- Do I want to live alone?
- Do I want to live in a community with a lot of students, or around families and other non-students?
- Do I have furniture for an apartment or do I need to look for furnished apartments?
- How big of a priority is my sense of safety? What do I need to feel safe in a new place?

Transportation:

- Do I have a car or dependable transportation to campus each day?
- Do I have dependable transportation to campus for night time events or going to study groups or the library?
- Do I have the STATE Public Safety phone number saved in my phone if I want an escort across campus at night? (Their number is: 812-237-5555)

Academics:

- Will I have internet, computer, printer, etc. to complete my academics while at home?
- Will I have a place to study and complete work efficiently in my new home?

Roommates

When moving off campus, roommates can reduce the costs of living dramatically. Not only do they share the costs of rent but they also share the costs of utilities. When choosing roommates you always need to consider the small things. Examples are: visitors, messiness vs. cleanliness, bed times, study times, temperature, and cooking habits. Your closest friend won't always be compatible so think through choosing roommates with a clear head. Finding a roommate is an important early process because you will need to agree on what type of apartment or home you both want, what your price range is, and who will pay for what. You may want cable but your roommate says they can't afford it so you are on your own, but then are you okay with them watching the cable you pay for? As you can see, these things can be very complicated, so take time and consideration before looking into places to live.

Things to think about when choosing a roommate:

Rent and Utilities

You sign a lease that says the rent must be paid no matter what, and the establishment is not responsible if one of your roommates doesn't pay rent. You and your other roommates are now responsible for covering the rent that your roommate did not pay. The same goes for utilities. You put the water in your name and your roommates pay their portion to you. If one roommate decides not to pay and you don't have the extra money then you could be living without water.

Roommate Agreement

A roommate agreement is a good way to protect yourself when signing on to live with others. There is a roommate contract available to copy and fill out on the next pages of this guide. Roommate Agreements can be written proof of who has agreed to pay what. Although they aren't legal contracts, they are written proof of a person's agreement to pay rent and utilities. They can also outline policies about cleanliness, chores, visitors, privacy and other major issues that could cause problems in your living environment.

Roommate Agreement

This document is meant to assist roommates in creating a positive experience living off-campus.

(This form may be reproduced)

We have signed a lease agreement for the address below:

On the day of _____, 20_____.

The tenants sharing the above address are (print names):

TERMS:

This agreement is in effect from _____ to _____.

If for any reason a roommate moves out before the date listed above, the said roommate will remain responsible for rent and utilities until a replacement is found. If a replacement is found by the departing, all remaining roommates must approve of the new roommate. Any departing roommate must inform remaining roommates 30 days prior to moving out. The roommate who is leaving will still be obligated to the property manager by the terms of the signed lease.

DEPOSIT:

The roommates have paid a security deposit in the amount of \$_____ per person. Each roommate will receive their portion from the property manager at the end of tenancy. Each roommate is responsible paying for their own damages.

RENT:

The monthly rent for the property is \$_____, due on the _____ day of each month. Each roommate agrees to pay the amount below each month:

Name _____ \$ _____ Name _____ \$ _____

Name _____ \$ _____ Name _____ \$ _____

Item	Name on Account	Deposit Amount	Amount Responsible by Each Roommate
Electric			
Water			
Gas			
Internet			
Cable			
Other			
Other			

CLEANING: Insert agreement set forth by all roommates

HOUSE RULES: Insert house rules agreed on by all roommates

ADDITIONAL AGREEMENTS: Insert any additional agreements made by all roommates

Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

Affordability

When moving off campus you must think of the big picture. What can you really afford? On top of classes, books, and other expenses, what can you really comfortably pay for an apartment? The first place to start is by creating a budget. Evaluate your current expenses with the resources provided and see what you will be able to afford in the future for a rental property.

Things to consider when looking for an affordable place:

- What utilities are included in your rent?
- Are the utilities affordable? (Older facilities may have higher electric bills)
- Are there additional rent fees for having a 10 month lease?
- Is there an increased rent/deposit for pets?
- Are there laundry facilities on site?
- Is cable or internet included?

Affordability Comparison

Use this model to compare the cost of each property you are looking at. Find the property that you can afford, and that meets your needs.

Address: _____	
Base Rent +	
Water +	
Electric +	
Cable/Internet +	
Sewage +	
= TOTAL	
TOTAL \$_____ per month X 12 = \$_____ yearly cost	

Monthly Affordability Breakdown

MY INCOME

Salary/Income	\$ _____
Financial Aid	\$ _____
Other Income	\$ _____
Estimated Total Income Per Month	\$ _____

EXPENDITURES

Rent	\$ _____
Electricity	\$ _____
Heating	\$ _____
Cable	\$ _____
Internet	\$ _____
Cell Phone	\$ _____
Miscellaneous	\$ _____
Car Fuel	\$ _____
Clothing	\$ _____
Laundry	\$ _____
Household	\$ _____
Personal Items	\$ _____
Food/Groceries	\$ _____

EDUCATION

Tuition	\$ _____
Fees	\$ _____
Books/Supplies	\$ _____

LEISURE

Entertainment	\$ _____
Recreation/Hobbies	\$ _____
Travel	\$ _____

DEBT

Credit Cards	\$ _____
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OTHER

Emergency Fund	\$ _____
Miscellaneous	\$ _____
Total Expenses	\$ _____

MONTHLY TOTAL

Resources/Income	\$ _____
Minus Your Expenses	\$ _____
Equals Your Remaining Balance	\$ _____

Signing Your Lease

The most important thing to remember before signing a lease is that it is a legal document. When you sign that piece of paper, you are then legally held accountable to uphold the policies and agreements outlined. Even if you decide not to continue at Indiana State University, your lease legally binds you to pay rent until the end lease date. Many places will allow you to get out of a lease but not without paying heavy fines. There is a positive side, just like you are bound to them, they are also bound to you and have their own responsibilities to you, so the lease protects you as well as them.

There are a few things that you should make sure are discussed and placed in the lease:

- Rent and other things you will be paying for like security or pet deposits and fees.
- Maintenance and how repairs to your home will be made.
- Circumstances where the landlord is allowed to enter your property.
- Policies on roommates, subleasing, and the conditions around them.
- General policies that may be a part of your complex or living community.

Always remember to read the lease carefully and discuss with the landlord anything you find that you don't think that you can comply with. Leases are negotiable and can be changed. If you discuss it with your landlord and find common ground on the issue then the change can be made BEFORE you sign anything.

The lease is the ultimate paper trail of what your landlord has agreed to, and you them. Therefore, don't accept verbal promises or agreements, if your landlord is offering something extra, or offering to change something, let him/her know that you want it in writing. This also applies to things that need to be done to the apartment before your arrival. If the apartment needs repairs or attention before you arrive get it in writing that it will be fixed!

Key Points:

- Read and understand before you sign anything.
- Discuss all parts of the lease and what you're comfortable, and not comfortable, with.
- Get all agreements added to the lease or in writing.

How Well Do You Know Your New Home?

Before visiting apartments, look them up and see what information you can find on them. The internet has reviews of all businesses when you search them. Of course they vary, but if all reviews are negative then maybe you should reconsider. Reading reviews or talking to friends can be great ways gather questions to ask the complex or property manager. After gathering your own information and questions here are some other questions you should consider:

- When is rent due each month and is there a grace period?
- Does a deposit guarantee me a spot or place me on a waiting list?
- Do I need a co-signer or proof of income?
- Do I need to put utilities in my name?
- How much have they cost in the past?
- Are there any specials on rent or offers?
- Does the maintenance staff complete things in a timely manner?
- Do more students or families live in the complex or neighborhood?
- How do you handle reported issues with other residents?
- Is there reliable and available parking for residents?
- Do my guests need to park somewhere different?
- Do you change locks between residents?
- Are there any other safety concerns that have come up recently?
- How are noise complaints or disagreements between neighbors handled?

Be attentive on your visit to these apartments and properties. Remember that you have to work with the landlord or leasing office for the time that you live there. With that in mind, see if you like them, if you get along, and see if you get a good feeling from the place. Look over the apartment and address any concerns on your visit. Drive or walk around the apartment, as well, to be sure you're comfortable with the surrounding area.

You will also want to be careful and consider the many up-front costs you may face. Often a landlord will require a deposit or down-payment of one to two months of rent. Utilities may also require an up front deposit if you don't have much credit built up. Additionally, furnishing or supplying a home with the necessities at first can create a lot of expenses at once.

Moving In

When moving into your new apartment you should keep close documentation of the issues and damages that are already in the apartment. Doing this can protect you from losing your deposit for damages you and your roommates didn't inflict. Go over the property very carefully and look for even the small things. Make sure all supplied appliances work correctly and check the electricity and light switches in each room. This should preferably be done before any furniture is moved in, and if the damage is significant enough you should take pictures for proof to show your landlord. Photographs of your apartment at the time of moving in can also be beneficial to show the condition to compare at move out.

Make sure that you are keeping records as you move in. Keep copies of your lease, roommate agreements, budgeting, and emergency contacts and numbers. Making a binder or a guide for you and your roommates to have easy access to information you may need will be helpful. Keep your documentation and pictures of the property here as well.

Keep a list of large or more expensive items (TV, computer, stereo, and appliances you own) and their serial numbers. Include photos of the items (including serial number) and proof of purchase paperwork (receipt, owner's manual, or other documents). Keep this information with your binder, but also have a second location for this documentation (Google Drive, Office 365, Dropbox) You may need to provide this list to your insurance provider and it is helpful to have if anything were to happen to your belongings.

Safety Measures to Consider

- Lock your doors at all times when away from home and have an agreement to this with roommates.
- Don't leave keys in hiding spots.
- Do not put your address on your key ring.
- Make sure all windows and other methods of entry are locked at all times.
- Make sure your house looks lived in when you or roommates are away for breaks. Consider getting a timer for a lamp so your home is lit at typical times.
- Notify friends, neighbors, and your landlord when you will be out of town so they can notice anything suspicious.
- Park in lighted areas and as close to your apartment as possible so you can move quickly from your car to apartment at night.
- Download the Rave Guardian app which can be used to allow a trusted friend to track your walk home. Visit indstate.edu/pubsafety for more information.

Move-In Check List

Living Room

- ☐ Sofa
- ☐ Chairs
- ☐ Coffee table
- ☐ End tables
- ☐ Table lamps (and standing lights if needed)
- ☐ Area rug (if necessary)
- ☐ Entertainment center/TV stand
- ☐ TV
- ☐ DVD player
- ☐ Stereo/speakers
- ☐ Window wear (i.e. blinds or curtains)
- ☐ Fan and/or electric heater
- ☐ Pictures or posters

Kitchen

- ☐ Kitchen table and chairs
- ☐ Pots and pans (get a variety of saucepans and frying pans with lids)
- ☐ Cookie sheets/cake tins
- ☐ Cups and mugs
- ☐ Glasses
- ☐ Plates and bowls (set of 8)
- ☐ Tupperware, sandwich bags
- ☐ Spatulas and wooden spoons
- ☐ Sharp knives
- ☐ Microwave
- ☐ Dish soap
- ☐ Dish towels
- ☐ Oven mitts
- ☐ Broom and dust pan
- ☐ Mop and bucket
- ☐ Sponges and rags
- ☐ Spray cleaners
- ☐ Disinfectant cleaners
- ☐ Garbage can
- ☐ Garbage bags

Bedroom

- ☐ Bed
- ☐ Sheets (at least 2 sets)
- ☐ Comforter or duvet
- ☐ Bed skirt
- ☐ Extra blankets (the more the merrier)
- ☐ Pillows (don't forget extras)
- ☐ Dressers
- ☐ Desk
- ☐ Laundry hamper
- ☐ Hangers
- ☐ Curtains or shades
- ☐ Decorations
- ☐ Lamp (for low lighting)

Bathroom

- ☐ Shower curtain/tension rod
- ☐ Shower caddy
- ☐ Small garbage can (plus bags)
- ☐ Soap and soap dish
- ☐ Toothbrush and holder
- ☐ Rinse cup
- ☐ Robe
- ☐ Bath towels
- ☐ Hand towels (at least 2 sets)
- ☐ Air freshener
- ☐ Bath mat
- ☐ Medicines (Tylenol, cold medicine, etc.)
- ☐ Toilet paper
- ☐ Toilet brush
- ☐ Toilet plunger
- ☐ First Aid Kit

General

- ☐ Vacuum (plus extra bags)
- ☐ Iron and ironing board
- ☐ Deadbolt
- ☐ Tool kit (hammer, screwdrivers, etc...)
- ☐ Hooks (picture, ceiling, etc...)

How to Be a Good Neighbor

Get to know your neighbors! Building relationships with your neighbors can help them know when something is wrong or when a stranger is at your home. It can also minimize the conflicts that arise between you if you get to know them.

- Introduce yourself to your surrounding neighbors when you move in .
- Talk to them occasionally and get to know them.
- Let them get to know you and they will more than likely know when something is wrong.
- Get their contact information and give them yours in case of emergency or other issues.

Having parties or a lot of people over is bound to happen once in a while. There is nothing wrong with having a get together but respecting your neighbors is important.

- Try and keep noise to a minimum and don't play loud music or do other things that will obviously disturb your neighbors.
- Let them know you are having a few people over and make sure they have your number so they can call if there is a problem.
- Make sure you are obeying state and federal laws by making sure everyone is 21 or older when alcohol is being openly consumed.
- On the chance that you do get the police called, cooperate and make sure all persons involved are cooperating to save you and your roommates trouble.

Take care of your property! The appearance of your property can say a lot about you.

- If you have a yard make sure it is kept and clean. Don't leave trash or other tacky materials in sight.
- Make sure the outside of your door, or porch isn't covered in trash and you keep it picked up.
- Don't overflow trash on the street or porch and move your trashcan back after trash has been picked up.
- Have appropriate porch and yard furniture and keep it organized and looking nice.
- Don't let friends take up all the parking and be respectful when parking your vehicle as well.

Remember:

You are a student of Indiana State University and therefore are held accountable by the Student Code of Conduct. Please review it and remember that meeting with student conduct can be supplemental to already being in trouble with the police.

Moving Out

When you decide to move out it is usually in your lease that you must tell your landlord you are doing so. When reading over your lease, make notes of when you must let a landlord know you are leaving. Most leases will indicate how many months or weeks you must give notice. When you let your landlord know, record a final inspection, that way you can be there when they are looking it over and talk about, explain, or remind your landlord of damages that aren't yours.

Be courteous and aware of your deposit when you are moving out. Make sure you clean the apartment well, and leave it in as good condition, if not better than when you arrived. If you do not clean your apartment you will likely lose money on your deposit.

When you move out your landlord is legally obligated to return your deposit to you. Provide your landlord with your new address and a good way to get in touch with you. Make sure to keep the property manager's number handy in case something goes wrong and you do not get the deposit. If the landlord deducts from your security deposit request a written list of why, and if the list isn't legitimate then seek legal help in getting your rightful deposit back. Take pictures of the property after you have moved out all of your things so that you can have a comparison to the pictures you took upon moving in. These pictures are another way to prove the actual condition the apartment was in upon your departure.

Don't forget!

- Return keys, garage openers, gate openers, or any other materials your landlord needs.
- Forward your mail to your next address so that you don't lose any information. Do this at the U.S. Postal Service, or on their website for a small fee.
- Even though your address is forwarded call your bank, and other major bills to inform them of your move so you don't miss anything important.
- Make sure your landlord knows your new address as well to get your security deposit.
- Take any furniture, clothing, or other materials you don't want to local charities like Goodwill or the Habitat Restore.
- If your roommates are not continuing the move with you, work out how your deposit will be split and how the portions will get back to each of you.



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Indiana State Main Campus Map

BUILDING LIST

1	500 Wabash	3-E
2	Academic Enrichment Center	3-E
38	Admissions, Office of (John W. Moore Welcome Center)	3-E
3	African American Cultural Center—AF	3-I
27	Arena (Health and Human Services Building—A)	2-D
4	Art Annex—AA	1-D
62	Arts and Sciences, College of (Stalker Hall—SH)	3-F
5	Athletics Annex West	3-A
6	Blumberg Hall—BL	3-D
7	Bookstore (Barnes and Noble Booksellers) and Indiana State University Foundation	4-D
8	Burford Hall—BU	3-E
22	Business, Scott College of (Federal Hall—FD)	4-G
9	Career Center	3-F
10	Central Chilled Water Plant	3-J
11	Cherry Street Parking Garage	4-H
31	Commons (Hulman Memorial Student Union—HU)	2-E
12	Community Garden	3-K
13	Condit House—CH	4-F
25	Counseling Center, Student (Gillum Hall—GH)	3-F
14	Cromwell Hall—CR	3-D
15	Cunningham Memorial Library—LC	1-F
31	Dede Activity Center (Hulman Memorial Student Union—HU)	2-E
16	Dede Plaza	2-E
17	Dreiser Hall—DH	3-F
68	Education, Bayh College of (University Hall—UH)	2-E
18	Erickson Hall—EH	3-H
19	Facilities Management and Purchasing—FM	2-J
20	Facilities Management Storage Buildings	1-H, 2-J, 3-J
21	Fairbanks Hall—FH	3-G
22	Federal Hall—FD	4-G
23	Fine Arts Building—FA	3-G
7	Foundation, Indiana State University and Bookstore (Barnes and Noble Booksellers)	4-D
24	Gibson Track and Field	2-A
25	Gillum Hall—GH	3-F
25	Global Engagement, Center for (Gillum Hall—GH)	3-F
25	Graduate and Professional Studies, College of (Gillum Hall—GH)	3-F
26	Grounds Maintenance Building	3-F
43	Health and Human Services, College of (Nursing Building—CN)	3-H
27	Health and Human Services Building—A	2-D
28	Hines Hall—HI	2-E
29	Holmstedt Hall—HH	2-F
30	Hulman Center—HC	3-I
31	Hulman Memorial Student Union—HU	2-E
29	IU School of Medicine—Terre Haute (Holmstedt Hall—HH)	2-F
32	Jones Hall—JO	2-E
33	Kennedy Field	1-I
34	Kluh Tennis Complex, Duane	1-D



35	Landini Center for Performing and Fine Arts, Richard G.—PA	3-G
15	Library, Cunningham Memorial—LC	1-F
36	Lincoln Quadrangles—LQ	1-E
37	Mills Hall—MI	3-D

38	Moore Welcome Center, John W.	3-E
39	Multimedia Services, Center for	2-F
40	Myers Technology Center, John T.—TC	4-F

41	New Theater—NT	1-G
42	Normal Hall—NH	3-G
43	Nursing Building—CN	3-H
44	Oakley Place	4-C
45	Oakley Plaza	4-G
11	Parking Garage, Cherry Street	4-H

University



REVISED MAY 2018

- 46 Parsons Hall—PH4-G
- 35 Performing and Fine Arts, Richard G. Landini Center for—PA3-G
- 47 Pickler Hall—PI3-E
- 48 Power Plant—PO1-H
- 49 Price Field1-C
- 50 Public Safety—PS3-E
- 51 Rankin Hall—RA3-G
- 52 Recreation East1-J
- 53 Recycle Center2-J
- 54 Reeve Hall1-E



Indiana State University

Campus Resources

Public Safety: 812-237-5555

Parking Services: 812-237-8888

Commuter Life: 812-237-8684

Emergency: 911

Community Resources

Union Hospital: 812-238-7000

Terre Haute Chamber of Commerce: 812-232-2391

Terre Haute Visitors Information Line: 800-366-3043

Fire Department/EMS Non-Emergency: 812-244-2803

Police Department Non-Emergency: 812-244-2501

Sewage Billing: 812-244-2343

Waste Water Utility: 812-244-5500

