

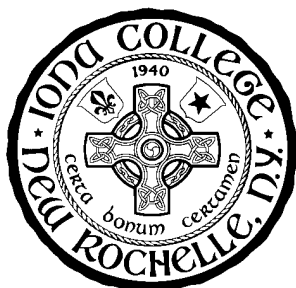


The Gael Guide to **MOVING OFF-CAMPUS**

[Click Here for Table of Contents](#)



www.iona.edu/offcampusandcommuterservices



IONA COLLEGE

MISSION STATEMENT

Iona College is a caring academic community, inspired by the legacy of Blessed Edmund Rice and the Christian Brothers, which embodies opportunity, justice, and the liberating power of education.

Iona College's purpose is to foster intellectual inquiry, community engagement, and an appreciation for diversity.

In the tradition of American Catholic Higher Education, Iona College commits its energies and resources to the development of graduates recognized for their ethics, creativity, and problem solving abilities; their independent and adaptable thinking; their joy in lifelong learning; and their enduring integration of mind, body, and spirit.

(Adopted May 2, 2012)

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Gael Guide to Moving Off-Campus

The purpose of this guide is to ease the transition of our on-campus students from residents to off-campus students as well as to help students living on their own for the first time adjust to this new and exciting experience. Off-campus students must understand Iona's expectations of them as representatives of Iona College in the greater New Rochelle community. Contact the Office of Off-Campus and Commuter Services with any questions or concerns. Please share this tool with friends and family members. The Office of Off-Campus and Commuter Services is not a law office and will not offer legal advice. The information in the Guide is subject to change.

What is Off-Campus and Commuter Services?

Off-Campus and Commuter Services is a resource for off-campus and commuter students. We maintain a list of off-campus student rentals and self-proclaimed student friendly real estate agents, and we host a discussion board for individuals seeking off-campus roommates. We work closely with neighborhood associations and city officials to advocate for students. We help advise students of resources in the community to help them with difficult off-campus situations. Finally, we work to keep off-campus and commuter students connected to the Iona and the greater New Rochelle communities.

Off-Campus and Commuter Services Mission

Off-Campus and Commuter Services is committed to educating students about the concept of community and their role as citizens in a global community. Off-Campus and Commuter Services is a member of the Division of Student Life, and works ethically and collaboratively with other campus offices to support the Mission of Iona College. Off-Campus and Commuter Services also actively collaborates with neighborhood associations, municipal leaders, local businesses, landlords, and commuter and off-campus students to maintain a safe, high quality of life and a strong sense of community for all constituencies on-campus and in the greater New Rochelle community.

Off-Campus and Commuter Services:

- Advocates for off-campus and commuter students in the community and on campus;
- Educates residential and non-residential students about transitional issues faced by off-campus students including locating safe and legal off-campus housing;
- Works to keep off-campus and commuter students connected to the Iona community;
- Builds relationships and provides opportunities for dialogue and interaction with neighborhood associations, local governing agencies, landlords, and local businesses;
- Helps build relationships between Iona students and citizens in the New Rochelle community while raising awareness of each others' needs and concerns;
- Helps build relationships and integrate Iona College with the surrounding community; and
- Provides resources and services to off-campus and commuter students.



Office of the
President

Joseph E. Nyre, Ph.D.
President

715 North Avenue
New Rochelle, NY 10801

Phone: 914.633.2203
Fax: 914.633.2018

Dear Students,

Iona is proud of its connection to the City of New Rochelle and Westchester County! It is in this spirit that I write to you, students currently thinking about moving off campus and those who have already made the big step and are living in the community.

Iona's off-campus students live in close proximity to our neighbors. How our students transition as residents and citizens in the community not only reflects upon you, but it also reflects upon Iona and how we live our mission each day. You are the face of Iona College. We know the talent, intelligence, and generous spirits you bring to Iona and to New Rochelle. Please share these with the greater community.

We encourage students to meet their neighbors, to shop locally, and to be part of your neighborhood! Take part in service and civic engagement opportunities as demonstrated by the legacy of Blessed Edmund Rice and the Christian Brothers. Be safe and use good judgment. When travelling through neighborhoods or having guests over, please remember Iona's commitment to being a good neighbor and hold others to that standard.

Our off-campus students are essential to a strong campus life! Stay connected to campus through clubs and organizations such as the Commuter Student Association. Reach out for support to the Office of Off-Campus Housing, the Office of Student Success, the Rudin Center, and to all of the offices on campus here to help you be successful at Iona and in life.

Plan to be great neighbors, great citizens and great students! Iona is excited to be part of this community that has a rich history dating back over 325 years. We hope you engage fully and take advantage of all New Rochelle and Iona has to offer you!

Sincerely,

Joseph E. Nyre, Ph.D.
President



OFFICE OF THE MAYOR
CITY OF NEW ROCHELLE, N.Y.

NOAM BRAMSON
MAYOR

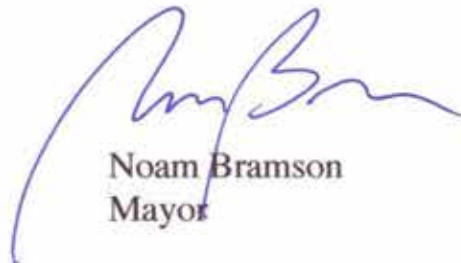
Welcome to New Rochelle! Iona students add greatly to our community through volunteer service, support for local businesses, and contributions to New Rochelle's civic and cultural life. We value Iona's essential role in our city and hope that you will enjoy your experience here.

As you pursue your studies, I encourage you to take advantage of all New Rochelle has to offer, including our lively restaurant scene, shopping opportunities, beautiful parks, and an extensive shoreline.

I ask you also to demonstrate respect and consideration for other residents of New Rochelle. Our neighborhoods are healthy and vibrant because they boast a high quality of life – clean, safe, and peaceful. As an off-campus resident, you can contribute to the spirit and vitality of New Rochelle by being good neighbors and accepting the responsibilities that come with joining a larger community.

Once again, I welcome you to New Rochelle and wish you every success.

Sincerely,



Noam Bramson
Mayor

HELPFUL TERMS & DEFINITIONS

- **Application Fee (Application Screening Fee):** a charge you may be asked to pay when you finish an apartment rental application. This money is used to cover costs incurred for application processing, such as credit checks, background checks, and confirming employment. If your application is approved, this payment may or may not be credited toward your security deposit. However, if your application is not approved, the deposit is usually not refundable. The deposit may also not be refunded if you decide not to move in or provide false information on your application.
- **Assignment:** a method of transferring the tenant's legal interest in an apartment to another person. To assign means that the tenant is transferring the entire interest in the apartment lease to someone else and is permanently vacating the premises. A tenant's right to assign a lease is much more restricted than the right to sublet. A tenant may not assign the lease without the landlord's written consent.
- **Eviction:** when a landlord proceeds to remove a tenant from a rental property by process of law. A leased tenant is protected from eviction as long as no violations of the lease or of local housing codes are made. Common reasons for eviction include: overcrowding, failure to pay rent, frequent late payments, violation of lease terms, property damage, causing a nuisance, and illegal use of property.
- **Landlord:** a person who leases and owns the property.
- **Late Fees:** a charge incurred for not paying rent by its due date. This will be specified in your lease. If you have agreed to late fees the stated amount needs to be paid in addition to rent.
- **Lease:** a contract between a landlord and a tenant which contains the terms and conditions of the rental. It cannot be changed while it is in effect unless both parties agree. Leases for apartments which are not rent stabilized may be oral or written. However, to avoid disputes the parties may wish to enter into a written agreement. A party must sign the lease in order to be bound by its terms. An oral lease for more than one year cannot be legally enforced.
- **Ordinance:** a rule or law made and enforced by local authorities.
- **Overcrowding:** when more than three unrelated people live in a single dwelling unit. New Rochelle Housing Code allows only you and two other people to occupy a single family dwelling unit (no more than two people can occupy each bedroom unit).
- **Pet Deposit:** an additional fee due to the landlord to offset any damages that may be caused by an animal during the time of tenancy. These deposits are in addition to security deposits and are often non-refundable. The terms should be mentioned in your lease.
- **Quiet Enjoyment:** the entitlement or promise that a tenant may reside nuisance-free in peace and quiet. Every tenant has the right to live free from irritating activities or conditions, such as disruptive neighborly conduct or littering. This right doesn't apply to visitors or people who are not part of your community.
- **Rent:** a periodic payment made by a tenant, as specified in the lease, to the landlord in return for the right to use and occupy the property.
- **Rent Default:** occurs when a tenant does not pay the rent specified in the lease. This also applies to other breaks in the terms of the lease (for example, by adopting a dog when pets are not allowed) and may lead to eviction.
- **Renter's Insurance:** a policy that provides coverage for you and your possessions. If you purchase this agreement, it will allow you to be repaid for damaged or stolen goods. This policy also protects you in the event someone is injured on your property. Policies usually cover damages resulted from: smoke, fire, theft, vandalism, water, etc. Some landlords require renters to own this.

- **Right to Privacy:** Tenants have a right to privacy within their apartments. A landlord, however, may enter a tenant's apartment with reasonable prior notice, and at a reasonable time: (a) to provide necessary or agreed upon repairs or service; (b) in accordance with the lease; or (c) to show the apartment to prospective purchasers or tenants. In an emergency, such as a fire, the landlord may enter the apartment without the tenant's consent. A landlord may not abuse this limited right of entry or use it to harass a tenant. Additionally a landlord may not interfere with the installation of cable television facilities.
- **Security Deposit:** a fee due to the landlord that a tenant may be required to pay prior to moving in. This protects the landlord from possible financial loss by securing money as part of the rental agreement. It guarantees the landlord compensation for damage repair, uncollected rent, and/or cleaning costs that may be incurred over the duration of your tenancy. The landlord may not use your security deposit towards "normal wear and tear" to the rental unit or towards preexisting damages. This fee is never "non-refundable." The amount of this deposit is usually one month's rent, but can be more.
- **Sublet (Subletting):** a method of transferring the tenant's legal interest in an apartment to another person. To sublet means that the tenant is temporarily leaving the apartment and therefore is transferring less than the entire interest in the apartment.
- **Tenant:** a person who pays rent to reside in a dwelling for a given period of time.
- **Utilities:** a commodity or service, such as electric, gas, heat, water, or internet and cable access. This may be included in your rental payment or may be a separate fee(s). Refer to your lease agreement if any or all utilities are included.

Sources:

<http://www.iona.edu/Student-Life/Housing-Living-Environments/Off-Campus-and-Commuter-Services.aspx>

<http://www.nls.org/househl.htm>

<http://housing.org/fair-housing/>

Tenants' Rights Guide, New York State Office of the Attorney General

IS LIVING OFF CAMPUS RIGHT FOR ME?

Why are you thinking about living off campus? Answer these questions to help decide if you are ready or what you need to learn more about to get ready! If you answer more “yes” than “no” to the following questions, you are probably realistic about the responsibilities associated with moving off campus! If not, you may need to do more research about the questions you answered “no” to.

Do I want more privacy? Yes No

Do I want to be more independent? Yes No

Am I okay with the chance that living off campus can be isolating, especially if I do not have a roommate?..... Yes No

Do I enjoy sharing personal space (i.e. kitchen, bathroom, living room) with others?..... Yes No

Am I ready for the financial responsibilities that come with living off campus including rent, utilities, grocery bills, phone bills, internet and cable, transportation, insurance and furnishings?..... Yes No

Do I have a budget and/or an idea of how much money I need to spend every month to live off campus? Yes No

Do I have transportation to get to campus? Yes No

Do I know what kind of apartment I am looking for and what amenities I need (i.e. laundry room, pool, fitness center)?..... Yes No

Do I enjoy and know how to cook? Yes No

Am I able to communicate with my roommates and neighbors to ensure a positive living environment? Yes No

Am I aware of the city codes and laws related to moving off-campus?..... Yes No

Do I know where I am going to spend my time between classes if it is not convenient to return home?..... Yes No

Am I able to return to campus for extracurricular activities and study sessions? Yes No

THE SEARCH

The Moving Off-Campus Search Step by Step

Step 1: Visit the Office of Off-Campus and Commuter Services or Attend an Information Session

If you are looking for off-campus housing or are trying to figure out what off-campus living is like, please visit the Off-Campus and Commuter Services office on the second floor of LaPenta Student Union or attend an Off-Campus and Commuter Services information session.

Step 2: Assess What You Can Afford

Fill out a budget worksheet. Figure out where the money to pay for rent, food, utilities, and transportation will come from. How much can you afford each month? Will your family help you with expenses? Do you have/need a job? Will loans help cover living expenses? Contact Student Financial Services to see if your financial aid package will be affected by moving off-campus. Finances may eliminate some of your dwelling options. Be practical and reasonable. Never sacrifice safety!

Step 3: Assess What You Want

What do you want in an off-campus dwelling? Do you want to walk to campus? Take a bus? Do you have a car? Where do you want to live? Do you need parking? Want to be near a bus route? Want a washer and dryer? Do you want your own room? Can you live with roommates? How many rooms do you want? Do you want a 10-month lease, a month-to-month lease, a 12-month lease, or no lease? Do you want utilities included or are you prepared to write monthly checks to utility companies? Make a list of what you are looking for in your ideal apartment.

Step 4: Roommates

If you want or need to have roommates, choose carefully! You will sign a lease with these people. Make sure they are reliable and can afford to pay the rent. Make sure you discuss the many possible issues that can come up when living with someone such as who is responsible for buying house supplies like toilet paper and food, when and who will clean, how much noise is too much noise, and when it's okay to have guests.

Step 5: Start Looking

Review the off-campus rentals list, which can be found at www.iona.edu/offcampusandcommuterservices. See what fits the needs and wants you (and your roommates) have settled on. Start to view the off-campus dwellings with a friend or family member (never alone). View the space during the day. Introduce yourself. Dress appropriately and be polite.

Ask questions: Is this a legal dwelling? Can I see a certificate of occupancy? What does a typical utility bill look like each month? Can I see the previous few months' bills? Do I need to sign a lease? Can I see a copy of the lease? What work will you do to the dwelling before I move in? Check for safety concerns.

Don't leave a deposit unless you are prepared to sign a lease. Don't let the landlord pressure you.

Step 6: Look Again

Review the area at night with a friend to make sure you feel safe and can get some sleep. Knock on neighbors' doors to see how the landlord/super of the building is about fixing things and responding to complaints. Ask neighbors about the area. Make sure the outside lights work and that the front door is easily accessible and bushes/shrubs are cleared away. Ask the landlord for a reference. Have a family member or someone you respect view the apartment and get feedback.

Step 7: Talk to the Director of Off-Campus and Commuter Services

Ask the Director any questions you have about your dwelling options. Make sure the dwelling is safe and legal before signing a lease. Ask if Iona has ever received any feedback about the dwelling or the landlord.

Step 8: Make Sure the Dwelling is Safe and Legal

Review the checklist on page 13 and 14 to help determine if your property is safe and legal.

Step 9: Signing a Lease

Once you have decided on an off-campus dwelling, have a lawyer or someone you trust review the lease before you sign it. Often times landlords will require a parent to sign the lease. Make sure you have in writing and understand the landlord's pet policy, subletting policy, guest policy, late rent policy, what happens if you break the lease, who is responsible for outside maintenance, how much notice the landlord needs before you move out, etc. Also get in writing any repairs that will be completed on the dwelling before you move in. This should include you asking the landlord to change the locks.

Make sure the lease has the landlord's contact information (phone number, name, and address). Each tenant should keep a copy of the lease. When you leave money with the landlord, write a check or get a receipt for cash. Define a move-in date. Make sure there is time in that schedule for your landlord to clean and make needed repairs after the old tenants move out and you move in. If your utilities are not included in your rent, find out from the landlord which utility companies he/she uses and how to set up your own account. You may need to turn off the previous tenant's utilities.

Step 10: Move-In

Before moving in walk through the apartment with the landlord and a video camera (or a camera of some kind) and document any damage done to the apartment. Sign a room condition form (sample on page 28 and 29). Have the landlord sign the form as well. Be careful when moving in your furniture and other items. Don't damage the walls, door jams, carpets, etc.

When Should I Start Looking?: Off-Campus and Commuter Services Timeline

November and December

If you are thinking about moving off-campus, attend an Off-Campus and Commuter Services information session. Start to speak with your friends and family about your on and off-campus rental options for the next academic year. Begin to think of the economic realities about moving off-campus. Speak to your Student Financial Services counselor to see if your financial aid package will change if you move-off campus. If you use loans to pay for your housing, consider how you will pay for housing prior to your loans being processed each semester. Loans typically get processed after the "add/drop" period, or about two weeks into each semester. Begin to see if the economic realities of the person/people you want to live with match your own economic realities. If you want to study abroad, you may want to consider remaining in on-campus housing because you will likely be locked into a 12 month lease off-campus. Please use caution if landlords pressure you to sign a lease for the following academic year as early as December.

January

Finalize your monthly off-campus budget. If you want to move off with friends, begin to have some serious roommate conversations. Ensure that you are moving in with roommates you will be able to live with for the whole year, as you will likely be locked into a lease. Be sure they will not transfer, fail, or drop out. Be sure they are fiscally responsible. Decide your off-campus "needs" versus your off-campus "wants." Where in the community do you want to live? What you are looking for in an off-campus dwelling?

February-March

Begin to look for dwellings in your price range. Start reviewing the off-campus housing listing on the Off-Campus and Commuter Services website. Call landlords and visit potential dwellings from the listing. You will need to decide if you want to move off-campus or remain in on-campus housing by the deadline established by Residential Life in the spring. Therefore, speak with landlords and visit locations. Ask neighbors of the apartments you are looking at about the landlord or management company. Visit apartments that you are seriously considering both during the day and at night to see if you feel safe there. Decide if you are prepared to risk your place in the room selection process for on-campus housing if you have not identified an off-campus dwelling before the Residential Life housing deposit and contract deadline.

April

If you have identified a space, contact Off-Campus and Commuter Services to get student feedback about any landlord or address before you sign a lease. Schedule a walk through with your landlord to document damage done to the apartment. Get a schedule of when any damage to the dwelling will be fixed in writing. Check safety items to make sure they work (door locks, window locks, smoke detectors, carbon monoxide detectors, etc.). Decide upon a move-in date. Request that your landlord change your locks after the last tenant moves out for your safety. Get this in writing.

Have a lawyer or someone you trust review your lease and the dwelling space. Sign the lease. Get a receipt for any money left with a landlord. When possible, pay with a check. Also, make sure you get a signed copy of the lease with your landlord's address and contact information. Fill out a co-tenant agreement with everyone living in your dwelling to ensure you all understand how to be excellent roommates. Decide what housewares and furnishings you will bring. Set up your utilities at least two weeks before moving in.

If you have not yet located an off-campus dwelling, continue to search. Real estate agents may have access to additional properties, but they will charge a realtor fee. If you want to use a realtor, contact one 30-60 days prior to your desired move-in date.

May, June, July

Walk through the apartment with your landlord again. Take pictures of any damage. Sign off on a dwelling condition form so as to not be charged for pre-existing damage done to the apartment before you arrived.

All roommates should move-in on the same day at the same time. Make sure everything works on move-in day. Everyone should decide who will live in each room and come to an agreement on where the furniture should be placed. Be cautious when moving in not to cause damage to the walls, floors, etc.

Review your lease with your roommates. Review your co-tenant agreement.

If you are still looking for off-campus housing, prices tend to drop in the summer months as the fall semester approaches. Continue to review the off-campus rentals listing for new postings.

How do I know if a Dwelling is Safe and Legal?

- Check New Rochelle Bureau of Building's Property Portal to see how your prospective dwelling is zoned. Visit <http://www.epropertyportal.com>, type in the address, and see if the property is a legal one family, two family, three family, apartment unit, etc. Also see if the basement and attic are legally finished.
- Have your perspective dwelling inspected by the Bureau of Buildings and/or call the Bureau of Buildings to see if the address of the dwelling you are interested in has been cited with any violations of Housing Code. Call (914) 654-2035 and following the prompts to speak with a Building Inspector.
- Look for signs the space is likely not legal: Is the apartment or bedroom in the basement or next to a boiler? Are all utilities included?
- If it is a basement, is there at least 7 feet of head room?

- Does the dwelling have a working smoke detector inside and outside of each bedroom and on each level?
- Is there a fire escape or stairs to help you get out of higher floors in case of an emergency, or is there a working sprinkler system?
- Are there two exits from every room in your dwelling?
- Are exit routes kept clear?
- Are public halls free from goods and materials, furniture, etc.?
- Are furnaces, stoves, and stove pipes kept in good repair and located far enough (at least two inches) from combustible walls and ceilings so that they do not create a hazard?
- Is there a carbon monoxide detector near bedrooms or sleeping areas and on each level? Plug in carbon monoxide detectors are best because they are lower to the ground and carbon monoxide is heavier than oxygen. If you buy these you can also take these with you move to your next dwelling!
- Is the outside door solid wood or strong metal clad with good quality locks?
- Are there working locks on the windows? Do the windows work?
- Are there windows within 40 inches of door locks?
- Are the bushes and shrubs near windows trimmed back?
- Are the strike plates on each door adequately secured?
- Do door locks have deadbolts with a minimum one-inch throw?
- Are the door hinges pinned to prevent removal?
- Is there a peephole or a side light in the front door?
- Are all of the outlet covers on and secure?
- Is there any exposed wiring?
- Are there any fixtures hanging from the ceiling?
- Is there at least 80 square feet for one person in a bedroom and an additional 50 square feet for a second person?
- In the bathroom, are all of the tiles in place and fixtures working?
- Are there any cracks in any of the fixtures (like the toilet, etc.)?
- Is the paint chipping or flaking from walls, windows, or ceilings?

Resource: New Rochelle Bureau of Buildings

Area Housing Information

Plan to spend at least \$600 per month on rent plus the cost of utilities, transportation, and food. This varies with the number of students in the dwelling (**New Rochelle Housing Code dictates that no more than three unrelated people can live in a single family off-campus dwelling**), how close to campus it is, if parking is included, what utilities are included, etc. In most cases if you rent an apartment in an apartment-style building the heat and hot water are included. If you rent an apartment in a private house, or rent a full house, all utilities will likely not be included in the rental fees. Consider these unheated accommodations carefully since the rental price does not represent your total cost. Other utilities, such as gas and electricity, cable TV, Internet service and telephone may also be extra and are usually a substantial expense. Almost all apartments will be unfurnished.

New Rochelle Average Rental Cost

Room in a House	Studio	One Bedroom	Two Bedroom	Three Bedroom
\$500 - \$850	\$900 - \$1,300	\$1,300 - \$1,700	\$1,800 - \$2,400	\$1,800 - \$3,000

Types of Livings Arrangements:

Room in a Private Home

Since Iona College is located in a predominately residential area, many homeowners in the vicinity rent a private bedroom in their homes. Room rentals average \$400-\$850/month, including utilities. The rooms are sometimes furnished and some have kitchen privileges. Living in a private home tends to be more restrictive. The homeowner has the right to set guidelines for the house which may restrict guests and visitors. It is important to discuss these issues and other mutual expectations prior to making either a verbal or written agreement. You may also want to ask about the heating since the high cost of fuel has caused some homeowners to keep thermostats at lower settings.

Some homeowners ask for a security deposit equal to one month's rent to be used as security against possible damage. If you leave before your lease expires, this deposit is usually forfeited. Should there be any question about your leaving before the end of your lease term, make prior arrangements that are agreed upon with the homeowner in writing before you move. Often people who rent a room in their home will offer month-to-month, nine month, or ten month leases.

New Rochelle Housing Code dictates that it shall be permissible, "For owner occupied dwellings, the renting out of not more the one non-housekeeping room to no more than two persons" (Section 331).

Apartment in a Home

Some homes have legal apartments attached to them with a private entrance and a separate kitchen. Make sure the home is legally zoned for this.

Apartment in an Apartment Complex

An apartment complex has a number of apartments for rent. You will likely have neighbors above, below and next to you. Sometimes complexes offer added amenities such as onsite security, onsite maintenance, a building superintendant, a pool, etc. For information about local student friendly apartment complexes, contact the Office of Off-Campus and Commuter Services.

Private Home

Students can rent a whole house in the neighboring communities. In this environment students are often responsible for taking out their own trash and recycling and can be responsible for exterior maintenance. They may live in close proximity to other families with children and elderly members.

Multifamily Home

Students may rent a unit in a multifamily home. In such cases: (1) Within each unit up to three unrelated students can live together if each legal unit has at least two bedrooms. If multiple units are available in the home, this may be a legal alternative to overcrowding another dwelling unit; (2) Other units may be occupied by housemates you did not choose to live with; therefore you need to keep in mind good neighbor practices. (3) There may be spaces (ex. driveway and backyard) that you may share with other housemates; (4) The landlord may or may not live in the dwelling unit.

Definitions:

Under the provisions of the City of New Rochelle Zoning Code (Section 331-4 Specific Terms Defined) the City of New Rochelle defines several important terms related to renting a housing unit in the City.

- **Dwelling** is defined as a building or portion thereof providing complete housekeeping facilities for one family, including independent and complete cooking, sanitary and sleeping facilities.
- **Family** is defined as either: up to three persons occupying a dwelling unit; or, four or more persons occupying a dwelling unit and living together as a traditional family or the functional equivalent of a traditional family
- **Rooming house** is defined as any dwelling containing two or more rooming units. The term shall also include boardinghouse and lodging house.
- **Rooming unit** is defined as a portion of a rooming house or a dwelling unit which is leased for occupancy by no more than two persons.

Late Fees:

If a landlord includes stipulations for late fees in your lease, he/she has a right to collect them. Typically late fees must be reasonable. A reasonable late fee is considered to be 5% of the monthly rent.

My Budget

You cannot live somewhere you cannot afford. Fill out this sample budget to help manage your monthly finances.

Total Monthly Income		\$
Rent		\$
Utilities		
	Electric	\$
	Gas	\$
	Water	\$
	Waste Management/Recycling	\$
	Telephone/Cellular Phone	\$
	Cable/Internet	\$
Food		
	Groceries	\$
	Dining Out	\$
	Entertaining	\$
Transportation		
	Car Payment	\$
	Gas	\$
	Car Maintenance	\$
	Bus/Cab/Train	\$
Insurance		
	Car	\$
	Renters	\$
	Health/Life	\$
Personal Items		
	Shopping	\$
	Laundry	\$
	Haircuts/Manicures, etc.	\$
Debt/Savings		
	Credit Card Payments	\$
	Loans	\$
	Savings	\$
	Investments	\$
Entertainment		
	Vacations	\$
	Pet Care	\$
	Books, Concerts, Movies, Music, etc.	\$
Emergencies		\$
Other		\$
TOTAL MONTHLY EXPENSES:		\$

Finding the Right Apartment

- ✓ Know your budget- you can't live somewhere that you can't afford.
- ✓ Create a wants/needs list before you start your search (i.e. walk to campus, one bedroom, close to bus, parking spot, etc.)
- ✓ Decide if you need or want a roommate and have a serious conversation with your roommate(s) about your expectations for each other.
- ✓ Meet the management of your potential apartment/property and take a tour of the apartment.
- ✓ Knock on doors of current residents and neighbors and ask questions about the property's management and the neighborhood.
- ✓ Visit the neighborhood during the day and at night to see if it's quiet and safe.
- ✓ Look for safety features: doors visible from the road, doors have deadbolts, locks work, well lit at night, grounds maintained, smoke alarms, carbon monoxide detectors, fire extinguishers.
- ✓ Check all appliances to make sure they are in working condition.
- ✓ Check the bathroom and plumbing and pay attention to water stains on the ceiling, water pressure, etc.
- ✓ Make sure there is enough storage for your belongings.
- ✓ Make sure your belongings will fit through doorways , stairways, and in the rooms you plan to place them.
- ✓ Know what your responsibilities are as outlined in your lease (snow removal, lawn mowing, etc.)

Off-Campus Rentals List

The Office of Off-Campus and Commuter Services maintains a list of off-campus rentals from private citizens and real estate agents in the Westchester area. While we do not guarantee any student off-campus housing, we will assist students with the skills needed to find a place that meets as many of their needs and wants as possible. The Office of Off-Campus and Commuter Services is not a real estate agent or broker nor does it offer legal advice. Off-Campus and Commuter Services offers landlords and students the opportunity to access each other. Students are not guaranteed off-campus housing. Iona does not inspect, promote or endorse any off-campus dwellings or realtors. It is the responsibility of the student to view each dwelling to make sure it is legal, safe and up to housing code. Iona suggests all students view possible dwellings with a partner for safety reasons. While we make every attempt to provide accurate and up-to date information, please speak with the landlord for the most up-to-date and accurate information, as information on the listing is subject to change. Off-campus students are encouraged to follow New Rochelle housing code occupancy codes requiring no more than three unrelated people live in each legal one-family off-campus dwelling. Off-Campus and Commuter Services also maintains a listing of students looking for roommates. Please contact the office for more information or visit www.iona.edu/offcampusandcommuterservices.

Student Friendly Real Estate Agents

The following agencies are some of the many real estate agencies in the community willing to help students secure off-campus housing. Iona College does not endorse any particular agency or communicate with any agency on behalf of students. The Office of Off-Campus and Commuter Services will help students prepare for conversations with local agents and for the apartment/housing search process. Iona College does not have an affiliation with any local real estate agents as a preferred vendor.

Ann De Santis Realty Complete Personalized Service

4550 Boston Post Road, Pelham, NY 10803
(914) 738-1360

Beryl Z Realty

231 East Main Street, New Rochelle, NY 10801
(914) 633-1507

Chris Calabrese

Calabrese Realty
(718) 612-4699

Clarence Bell

Home Sweet Home Properties, Inc.
200-202 W. Boston Post Rd., Mamaroneck, NY 10543
(914) 777-5900

Daniel T. Carello Realty

90 Drake Avenue, New Rochelle, NY 10805
(914) 632-0500

Denise Capuano

Century 21 Marciano
(914) 261-1567

**Student discount with student ID

Emerson Brown

Four Seasons Real Estate Center
(914) 667-6767 x374 or (914) 885-5562

Houlihan Lawrence Real Estate

1298 North Avenue, New Rochelle, NY 10804
(917) 693-3557
Jocelyn Burton, Licensed Salesperson

Nancy Bastidas

Better Homes and Gardens Rand Realty
1315 North Ave, New Rochelle, NY 10804
Mobile: (914) 263-3250
nancy.bastidas@randrealty.com
<http://nancy.bastidas.randrealty.com>

Platzner International Group Limited

309 North Avenue , New Rochelle, NY 10801
(914) 235-7770

Other Resources

www.apartments.com
www.ApartmentList.com
www.myapartmentmap.com
www.Trulia.com

Apartment Comparison Form

Bring this worksheet with you when visiting different apartments. It will help you keep track of questions you may need to ask landlords as well as which apartments have different items from your wants and needs list. Compare your options.

	Apartment 1	Apartment 2	Apartment 3
Apartment Name			
Address			
Date & Time of Tour			
Name of Manager			
Address of Manager			
Phone Number			
Email Address			
Rent			
Deposit/Redecoration			
Application Fee			
Lease Type			
Lease Length			
# Bedrooms			
# Bathrooms			
Security System			
Bus Stop			
Parking			
Distance to Iona			
Distance to Work			
Utilities Included Yes/No			
Water			
Electric			
Gas			
Phone			
Cable			
Garbage/Recycling			
Internet			
Pets Allowed			
Pet Deposit			
Furnished Yes/No			
Laundry			
Gym			
Yard Access			
Porch			
Close to Shopping			
Yard/House Maintenance			
Can I Sublease?			
Storage			
Safety			
Neighbor Comments			
How do I feel about it?			
Other			

To Roommate or Not to Roommate: That is the Question

One of the most important decisions you can make as you prepare to seek off-campus housing is whom you are going to live with. This decision causes a lot of stress for many students. There are five steps you need to take in choosing your roommate.

They are:

1. Determine your budget and make sure your budget is compatible with your potential roommate's budget;
2. Determine your desires and expectations in a living situation;
3. Determine your potential roommate(s) desires and expectations;
4. Discuss and analyze your similarities and differences with your potential roommate(s); and
5. Evaluate the results of your discussions, and make a decision.

In determining your living situation for next year, use the following questions to help you examine your values and beliefs:

Room Type

- What type of housing do you want? Are you looking for a room in a private home, an apartment or an entire house?
- How many roommate(s) do you want?
- How many people do you want in your living unit? (Limit of three in New Rochelle)

Room Set up

- Do you have any quirks/pet peeves? Do you like your toilet paper on the roll a certain way or your cabinets arranged a certain way?
- Who will bring what furniture? Where will you put it?
- What happens if someone breaks something I brought?

General Responsibilities

- How important is it that your living area be neat and clean?
- Who will do the grocery shopping? How often? Will you split the bill or use your own food?
- How neat do you expect your roommate(s) to be?
- How often is trash emptied, the room vacuumed, the refrigerator cleaned? Who will do the chores? When will you do them?
- If someone stays over school breaks, but the other roommates do not, how will the utility costs be divided?
- Is your roommate going to have his or her share of the rent on time every month?

Study Time

- Do you prefer to study in your room, in a study lounge, or in the library?
- Do you usually study alone or with friends?
- During what hours do you usually study in your room?
- What type of study atmosphere do you prefer? Soft music/TV, absolute quiet, or do you have no preference?
- Do you expect to pull "all-nighters" in the room?
- Do you like/need a lot of sleep? When?
- Can you sleep when your roommate is studying in the room?

Visitors

- Do you want your room to be generally private, the social center for your friends, or somewhat in between?
- How many visitors make a crowd?
- Everyone needs privacy once in a while. How will you let your roommate(s) know you want to be alone?

- Do you expect all your roommate's friends to be your friends, and vice versa?
- How often (if at all) is it reasonable for your roommate to have an overnight guest?
- Does it make a difference if the guests are of the opposite sex?
- What nights are reasonable?
- Must you get advance notice of an impending visit? How much notice?
- Is it reasonable to expect to have the room alone with an overnight guest (your roommate(s) find somewhere else to stay)?
- If you aren't there for the weekends, is it okay for a guest to use your bed? Would you like to be asked ahead of time?
- Would you expect an overnight guest of the opposite sex to leave the room so you can change?
- If your social circles clash, what do you do?
- How often is it okay to have guests over? How many guests at a time?
- Can your guests eat your roommate's food? How do you divide up these costs?
- How long can the overnight guest stay?

Community Property

- Do you expect to share certain belongings?
- If so, do you expect to receive permission for each use, or is permission understood?
- What can be shared, what is definitely "OFF LIMITS", and what might be shared depending on circumstances? Some items to consider are: stereo, television, video games, appliances (microwave), food, books, clothes, CDs, computer, printer and paper.

Making Your Decision

Now that you have given some thought to these questions and know your own answers, plan on spending some time with your potential roommate(s) to discuss these issues. In the discussion compare habits, preferences and expectations. **Don't expect to agree in all areas.** The fact that you and your roommate(s) are different people, each with his or her own positive qualities, means you have the potential to learn a lot from each other. Be honest about your expectations, ability, and desire to meet your roommate(s) expectations.

Start discussing the easy areas where you both/all agree. Once those are done, start discussing the areas where you disagree. Start to compromise on those areas. **REMEMBER – compromise means each person must consent.** Each of you must be willing to stand behind what you truly believe is right or wrong, but you must also be willing to examine those values.

Sometimes it is not possible to compromise. If this is a situation with a potential roommate, you need to consider the nature and severity of the conflicts that may develop in this area of disagreement. If these cannot be resolved, living together may not be the best solution for you. It does not mean you cannot be friends or you are any less of friends because you cannot live together. It just means you were wise in making a decision not to live together.

Tips

- When your roommate is having a bad day or is not feeling well, go the extra mile to be considerate and help him/her out.
- Be respectful. You do not need to love your roommate, but he/she is paying part of the rent and deserves to be happy and comfortable too.
- Give your roommate privacy. If he/she is on the phone or with a significant other, leave the room.
- Clean up after yourself.
- Talk. Let your roommate know your pet peeves. For example, if you like the dishwasher arranged in a certain way, talk about it. You might need to compromise, but at least it is out in the open.

Roommate Agreement

When you are in a lease with someone, you cannot call the landlord and ask for a room change when things do not work out. Use this roommate agreement in addition to the questions above to help manage the potential problems that can come up between roommates off-campus.

Roommate Mediation

The Office of Off-Campus and Commuter Services will serve in a roommate mediation capacity for off-campus students if all students involved are willing to work together and compromise. Call or e-mail to arrange a meeting time.

Sample Roommate and Co-tenant Agreement

Even off-campus students have roommate problems. When you sign a lease with someone, it's not easy to leave your agreement and/or find a new place to live midyear. Start the year off on the right foot by having conversations with your roommate(s) before you move in, once you move in, and then throughout the year. Discuss some of the standards below to set clear and honest expectations and guidelines for your living experience.

This agreement, made on _____, is an agreement between:

_____, _____, _____,

at _____ (address), New Rochelle, NY 10801.

The terms of the agreement begin on _____ and end on _____.

I understand and accept written responsibility for this agreement.

Rent, Charges, and Fees

I understand that I, as an individual, and we, as a group, are responsible to the landlord/manager, utilities companies, and each other. We agree to the rules and conditions of the lease. And each tenant shall pay ONE/ _____ (1/ number of tenants) of the following expenses:

_____ rent (\$ _____ /mo) by _____ of each month

_____ telephone services

_____ electricity

_____ water

_____ cable/internet

_____ heating oil/gas

_____ security deposit

_____ utility deposits

_____ other

*Any late fees will be incurred by the person(s) making the late payments.

MOVING OUT

Each person will remain a resident on the premises and pay his/her portion of the above fees until the term of the agreement ceases unless a roommate is given written permission by the landlord/manager to sublet and finds a person to replace him/her. All roommates should accept the sublet unless an unreasonable cause exists. The sublettor remains responsible for the apartment/fees if this person defaults in any way.

I will take responsibility for any damage done to the apartment that I cause. I will either repair this damage prior to moving out or refund the security deposit to my roommates for the amount deducted for the damage. Otherwise, the remainder of the returned security deposit will be equally returned to each renter.

I agree to the following arrangements regarding:

Food/Shopping: _____

Cleaning/Responsibilities: _____

Orderliness/Tidiness: _____

Garbage Removal: _____

Exterior Maintenance: _____

Privacy: _____

Sharing Personal Items: _____

Borrowing Money: _____

Smoking/Drinking/Drugs: _____

Parties/Entertaining: _____

Overnight Guests: _____

Pets: _____

Furniture/Appliances: _____

Noise: _____

Other: _____

Smoking: _____

When I have a problem with something occurring in the dwelling, roommates agree to communicate with each other by: _____

As a party to this agreement I realize that I, as well as each of my roommates, have equal right to the use of the space and facilities in the dwelling with the exception of the areas we have designated as individual's private space. The agreement is intended to promote positive communication, mutual expectations, and respect.

Resident's Signature _____ Date _____

Resident's Signature _____ Date _____

Resident's Signature _____ Date _____

Each roommate should sign the agreement and receive an original copy. Iona College takes no responsibility for roommates not following the guidelines of the agreement or any liability that might result regarding this agreement. This is merely a tool to assist off-campus students to be modified as needed and to promote conversation.

For assistance from a neutral facilitator filling this out or mediating a roommate conflict, please contact the Office of Off-Campus and Commuter Services.

What's a Lease?

A lease is a legally binding contract between a landlord and a tenant which contains the terms and conditions of the rental. It cannot be changed while it is in effect unless both parties agree. Leases for apartments that are not rent stabilized may be oral or written. However, to avoid disputes the parties may wish to enter into a written agreement. A party must sign the lease in order to be bound by its terms. An oral lease for more than one year cannot be legally enforced. It is easier to evict someone who has an oral lease (General Obligations Law 5-701).

At a minimum, leases should identify the premises, specify the names and addresses of the parties, the amount, date, and location rent is due, the duration of the rental (10-month, 12-month, 1-year, 2-year, month-to-month), the date(s) of occupancy, the conditions of occupancy, included utilities, the right to sublease, and the rights and obligations of both parties (upkeep of property, quiet hours, rules about common areas, guest policies, etc). Leases should also specify late fees and when is considered late as well as the amount of the security deposit. Except where the law provides otherwise, a landlord may rent on such terms and conditions as are agreed to by the parties. Any changes to the lease should be initialed by both parties.

Check to see if your lease includes information about these important topics:

- Rent
- Late fees
- Security deposit
- Length of lease
- Tenant/landlord responsibilities
- Subletting
- Pets
- Rules

*** Have a list of repairs that both parties agree to written on your lease along with the date the repairs will be completed. Have both parties initial these.

Leases must use words with common and everyday meanings and must be clear and coherent. Sections of leases must be appropriately captioned and the print must be large enough to read easily (General Obligations Law 5-702; NY C.P.L.R, 4544).

The following lease provisions are void:

- Exempting landlords from liability for injuries to persons or property caused by landlord's negligence, or that of the landlord's employees or agents.
- Waiving the tenant's right to a jury trial in any lawsuit brought by either of the parties against the other for personal injury or property damage.
- Requiring tenants to pledge their household furniture as security for rent. (General Obligations Law 5-321; Real Property Law 259-c and 231).

If the lease states that the landlord may recover attorney's fees and costs incurred if a lawsuit arises, a tenant automatically has a reciprocal right to recover those fees as well (Real Property Law 234).

If the court finds a lease or any lease clause to have been unconscionable at the time it was made, the court may refuse to enforce the lease or the clause in question (Real Property Law 235-c).

Renewal Leases

For non-rent regulated apartments, a tenant may only renew the lease with the consent of the landlord and may be subject to eviction at the end of the lease term. However, a lease may contain an automatic renewal clause. In such case, the landlord must give the tenant advance notice of the existence of the clause between 15 and 30 days before the tenant is required to notify the landlord of an intention to renew the lease. (General Obligations Law 5-905). After the notice of renewal is given, the tenant has 60 days in which to accept. If the tenant does not accept the renewal offer within the prescribed time, the landlord may refuse to renew the lease and seek to evict the tenant through court proceedings.

Month-To-Month Tenants

A month-to-month tenancy outside of New York City may be terminated by either party giving at least one month's notice before the expiration of the tenancy.

Other Information

- Be familiar with municipal codes and check for safety and security concerns before signing a lease.
- Leases often include information about pets, legal entry, penalties for late payment, a renewal clause, rental insurance requirements, key requirements, and the ramifications of ending a lease prematurely.
- Leases should also include information about the bank where your security deposit is being held.
- Do not sign a lease with blank spaces.
- Avoid leases that specify a security deposit is non-refundable, the landlord is not responsible for repairs or maintenance, you must leave at the management's discretion, you agree to waive the defects to the building, you absolve a landlord or owner for injury to the tenant or guests, includes anything allowing the landlord to enter without notice, you cannot get cable or internet, or a lease from a landlord who has a lien on him/her.
- Get a copy of the lease.
- Leases cannot violate state law or local ordinances.
- If there are repairs that need to be made to the dwelling before you move in, get the date these repairs will be made by in writing before signing the lease.
- Your rent cannot go up if you sign a lease unless there are provisions for this in the lease.
- Breaking your lease can have serious consequences. You can be taken to court. Defaulting on your lease can go on your credit report.
- Request that the dwelling locks be changed. Get this in writing on the lease.

Individual VS. Joint Leases

Most leases in New Rochelle are joint leases meaning a landlord will hold all roommates responsible for the lease. If one roommate breaks the lease, all roommates are held responsible for paying the TOTAL amount of the rent. Joint leases should specify who is responsible for which utilities or how the bills will be broken up among roommates.

An individual lease holds each person responsible for his/her actions. However, if one person leaves and your roommates have an individual lease, a landlord can replace that person with anyone he or she wishes.

Most of this information was retrieved from The New York State Attorney General's Tenants' Rights Guide.

Discrimination

Unfortunately landlords can discriminate against college students because "college students" are not considered a protected class under the law. However, landlords cannot discriminate based on race, color, religion, sex, ability, familial status, age, sexual orientation, citizenship, alienage, or national origin. If you think you have been discriminated against, contact the Office of Fair Housing and Equal Opportunity at (518) 474-6157.

MOVING IN

I'm Moving In

Okay, you've found a great place, you've found the right people to live with, and you've put down your deposit.

To Do's:

- Take pictures of the apartment (video is even better) before you move in to document damage in the apartment upon arrival.
- Complete a thorough written inventory of the apartment's condition and have the landlord or an impartial witness sign the inventory as well.
- If any damage to the apartment needs to be fixed before you move-in, get the work that will be done and the completion date in writing from your landlord.
- Plan ahead! Talk with your roommates about who will bring what. And make sure the furniture you plan to bring fits up the stairs, through doors, etc.
- Think it through. Who will help you? Are you hiring a moving company? Are you recruiting friends and family to help with the move? Where are you getting your boxes from?
- Decide upon a move-in time with your roommates. It's easier if you all move in together when making decisions about storage and furniture placement.
- Don't leave your car open or your apartment unlocked during move-in. This is high theft time.
- Take your time and stay hydrated, especially during the summer months.
- Be careful! Don't scratch your walls. Damage done to the apartment will cost you money.
- Bring cleaning products to clean furniture, bathrooms, floors, etc. before putting your stuff away.
- Ask your apartment manager or leasing company where to dispose of trash and boxes. (Recycled boxes from grocery stores can have bugs. Make sure you dispose of them right away).
- Return your rental truck on time to avoid paying for an additional day.
- Park legally to avoid tickets or towing as you unload your car/truck!
- Meet your neighbors. Give them your name and contact information in case they ever have a problem and in case of emergency.
- Explore the neighborhood. Learn where the police station, post office, pharmacy, fire department, hospital, etc. are located. Also, find out about the area's public transportation.
- Have fun building community off campus!

Budget For:

- First month's rent
- Security deposit
- Pet deposit
- Painting/redecorating deposit
- Last month's rent
- Application fee
- Utilities deposit
- Furniture/decorations
- Movers
- Rental truck
- Gas
- Boxes/packing supplies
- Storage
- Shipping charges

Dwelling Condition Form

Here is a sample dwelling condition form to fill out with your roommates and landlord upon move-in.

Dwelling Condition Form												
	Move-In						Move-Out					
	Good	Fair	Poor	N/A	#	Comments	Good	Fair	Poor	N/A	#	Comments
Bedroom												
Door												
Walls												
Floor/Carpet												
Ceiling												
Ceiling Light												
Mattress/Frame												
Dresser												
Lamps												
Desk/Chairs												
Bathroom												
Walls												
Floor/Tile												
Ceiling												
Ceiling Light												
Sink/Faucet												
Toilet												
Drains												
Shower head												
Tub/Shower												
Towel Rack												
Medicine Cabinet												
Living Room												
Walls												
Floor/Carpet												
Ceiling												
Ceiling Light												
Couch/Chairs												
Tables/Lamps												
Dining Room												
Walls												
Floor/Carpet												
Ceiling												
Table/Chairs												
Kitchen												
Walls												
Floor/Tile												
Ceiling												
Ceiling Light												

Counter												
Cabinets												
Stove/Oven												
Microwave												
Refrigerator												
Dishwasher												
Garbage Disposal												
Other												
Drapes												
Blinds												
Windows/Locks												
Doors/Locks												
Window/ Screens												
Screened Door												
Exterior Entrance												
A/C or Heater												
Water Heater												
Smoke Detector												
Alarm System												
Garbage Bin												
Garage Door												
Porch												
Deck												
House Exterior												
Keys												

Resident Signature _____ Date _____

Resident Signature _____ Date _____

Resident Signature _____ Date _____

Landlord Signature _____ Date _____

_____ Additional Documentation Attached (photos, video, repair bills/notification, etc.)

Security Deposits

Landlords have the right to collect a security deposit at the initial renting of the apartment. Usually the security deposit equates to one month's rent. However, sometimes landlords ask for two months of security deposits from students. The deposit must be kept in an interest bearing bank in New York State. If you renew a lease and the rent increases, a landlord has the right to ask you for additional money to add to the security deposit. Most of the time landlords will not let you use the security deposit for the last month's rent. The landlord is required to inform you in writing how your deposit is being held, where it is held, and whether you will receive interest on it!

Follow the requirements in the lease to get your security deposit back. A landlord must return a security deposit whether or not a tenant asks for it, less the cost of any damage. If a landlord refuses to give the security deposit back, tenants can contact their local Office of the Attorney General at (914) 422-8755.

Rental Insurance

Flood, fires, and theft can occur in your off-campus residence. Some landlords will require you to maintain rental insurance. Even if they do not, you may want to consider purchasing it!

What is rental insurance?

Rental insurance provides important coverage for you and your possessions. It will allow you to be reimbursed if your property is vandalized, stolen, or damaged. The specific property covered should be listed in the policy's coverage. One policy should cover all renters in a unit. Rental insurance typically also covers liability if someone is injured in your apartment as well as property. And it may cover temporary living expenses if your rental is damaged.

Often policies will only cover up to a specific amount of damage. You may need to buy a rider or floater to insure additional coverage. For example, you may need to purchase a rider if the value of your jewelry or computer goes over the specified amount. Make sure you let your insurance agent know about your expensive items so you can recover the loss if something happens.

Several types of insurance policies exist. A comprehensive policy contains:

- Fire or lightning
- Windstorm or hail
- Explosion
- Riot or civil commotion
- Aircraft
- Vehicles
- Smoke
- Vandalism or mischief
- Theft
- Damage by glass or safety-glazing from part of a building
- Falling objects
- Water-related damage from home utilities
- Electrical surge damage

You will need to purchase additional riders for flood, earthquake, or hurricane coverage if you live in an area prone to these.

You will want to ask your insurance company if they offer "actual cash value (ACV)" or "replacement cost coverage (RCC)." ACV coverage only replaces what the value of the item is at the time it is damaged. RCC will pay the price of replacing the item. Both of these payments will be less the cost of the deductible. If you have a \$500 deductible, the insurance company will replace the cost of your losses less \$500. Often raising your deductible will lower the cost of the bill. Just make sure you can afford the deductible in the event of an emergency.

If you decide you need rental insurance:

1. Check your parents' home owner's insurance to see if you are still covered under it.
2. Check to see if your car insurance or medical insurance company will give you a discount if you insure multiple policies with them!
3. Shop around to get the best deal. National Student Services, Inc. is one possible source for rental insurance (www.nssi.com).

Here are some questions the insurance company may ask you to help determine the cost of your rental insurance coverage:

- How old is the building you will be living in?
- What is the building made of (brick, wood, steel)?
- How many floors and units are in the building?
- Where is the nearest hydrant? Fire house?
- What type of security or security system does your dwelling offer?
- What kinds of locks does your dwelling have?
- Do you have a fire extinguisher?
- Does your dwelling have a sprinkler system?

Rental insurance is typically a small fee each month. It can be very helpful if something happens to your dwelling in an emergency!

Recycling and Trash Tips

It's easy to follow trash collection and recycling schedules and rules when you know what they are!

General Information

- Put recycling and trash out by 7:00 am.
- Items should be in containers not bigger than 32 gallons or 75 lbs.

Trash Collection

- Trash is picked up two times a week (Mondays and Thursdays for North New Rochelle residents, Tuesdays and Fridays for South New Rochelle residents)
- TVs and computers need a scheduled pick up. Call (914) 635-5830 to schedule a pick up before Thursday at 3:00 pm the week of the pickup.
- TVs and computers are only picked up on the second Saturday of the month in northern New Rochelle and on the third Saturday of the month for southern New Rochelle.

Recycling

- Recycling is picked up on Wednesdays throughout New Rochelle on a rotating basis (unless there is a holiday). One week commingling recyclables are picked up. The next week newspaper and cardboard are picked up.
- Commingling Recyclables: Defined as glass, plastic, and metal, these items are picked up together. Items that are recyclable are as follows: metals: cans, glass: green, brown, and clear bottles and jars, plastics: smaller than 2 gallons with "PET 1 or 2" written on the bottom. Just rinse these items out. You do NOT need to take labels off.
- Paper, newspaper, and cardboard: leave magazines and newspapers loose. Recycle corrugated cardboard boxes folded and tied.
- Do NOT recycle plastic bags, hangers, pizza boxes, or cereal boxes.
- For your pick up schedule or for more information go to: <http://www.newrochelleny.com/DocumentCenter/View/3932>.

Cost and Energy Saving Tips

How can you save money and stay green? Cut back on your use! Here are a few tips to help you with both goals:

Conserve Heat:

- Ask your landlord to caulk or weather strip any leaks to windows, doors, etc. to trap escaping air.
- During the winter set your thermostat to 68 degrees during the day and 60 degrees at night or when no one is home.
- Keep drapes and furniture away from baseboards so heat can flow freely.
- Instead of turning up heat, wear a sweater, a blanket, or a bathrobe.
- If you have good windows, open curtains to let the sun in during the day and close them to keep the heat in at night.

Conserve Cool:

- Instead of turning on the air conditioner, put on a pair of shorts or turn on a fan.
- Clean your AC filter.
- Set your air conditioner to 78 degrees. Keeping it lower than that can raise your utility costs by 40%.
- Don't air-condition an empty room.
- Install a programmable thermostat on your AC so you can set it to cool off your place 30 minutes before you come home.
- Use fans instead of air conditioners to significantly reduce your energy use.
- Shade windows facing south, east, and west to keep unwanted heat out of your apartment.

Water:

- Conserve hot water.
- Take showers rather than baths.
- Take shorter showers.
- Install a low-flow showerhead.

Lighting:

- Use fluorescent energy efficient bulbs that use 25% less energy and last 10 times longer than regular bulbs. They can also be recycled.
- Shut off lights when you leave a room.
- During the day open your curtains and let the sun do your lighting.
- Outdoors use motion censored lighting.

Appliances and Electronics:

- When you have control, purchase energy efficient models to save up to 30% on your energy costs over the life of the product.
- Turn off and unplug items when you are not using them (this includes TVs, cable boxes, computers, etc.)
- Plug home entertainment systems into power strips to make it easy to turn them on or off.
- Set your computer to hibernate when not in use for 30 minutes.
- Turn your monitor off when you leave the room for more than 20 minutes.
- Unplug phone, MP3, and PDA chargers when not in use. They use electricity even when they are just plugged in.
- Pack items tightly in the freezer to keep things cool and loosely in the refrigerator to allow air to flow.
- Cover liquids in the refrigerator.
- Use a microwave versus an oven when possible. They use less than half the energy.
- Use a crock pot for recipes that have long cooking times.
- Don't preheat your oven for more than 5-8 minutes.

- Don't open your oven door unless needed. It loses 25-50 degrees.
- Use glass or ceramic pans. They allow you to reduce cooking temps by 25 degrees while maintaining the same cook time.
- Scrape dishes before placing them in the dishwasher.
- Run a dishwasher only when full.
- Use the air dry feature on your dishwasher and prop the door open after the final rinse.
- Run your washing machine with cold water.
- Clean your lint filter before each load.

Other:

- Pay your bills online. Save paper and money on stamps.
- Print only what you need. Save paper, ink, etc.

(Tips from www.coned.com)

LANDLORD AND TENANT RIGHTS

Subletting and Assigning a Lease

Subletting and assignment are methods of transferring the tenant's legal interest in an apartment to another person. To sublet means that the tenant is temporarily leaving the apartment and therefore is transferring less than the entire interest in the apartment. A tenant who sublets an apartment to another person is still the prime tenant. The person to whom the apartment was sublet becomes the subtenant. If you are thinking about subletting your apartment, read the following guidelines and reread your lease to make sure your landlord will allow it. If you live in a building with four or more apartments, you have the right to sublet with the landlord's advance consent. Notify your landlord in writing with your intent to sublet.

Subletting:

New York State sets the following guidelines for subletting:

An owner may not unreasonably deny a sublet if the tenant follows these procedures:

- 1) Inform the owner of an intent to sublease by mailing a notice of such intent by certified mail, return receipt requested, no less than 30 days prior to the proposed subletting with: (a) term of sublease; (b) name of proposed subtenant; (c) business and home address of proposed subtenant; (d) tenant's reason for subletting; (e) tenant's address for term of sublease (f) written consent of any co-tenant or guarantor of the lease; (g) a copy of the tenant's lease, where available, attached to a copy of the proposed sublease, acknowledged by the tenant and subtenant as being a true copy of the sublease;
- 2) Within ten days after the mailing of the request, the owner may ask the tenant for additional information. No request for additional information may be unduly burdensome.
- 3) Within 30 days after the mailing of the tenant's request to sublet, or of the additional information reasonably asked for by the owner (whichever is later), the owner must send a reply to the tenant consenting to the sublet or indicating the reasons for denial. Failure of the owner to reply to the tenant's request within the required 30 days will be considered consent. *Real Property Law 226-b(2)*

If the prime tenant sublets the apartment fully furnished, the prime tenant may charge an additional rent increase for the use of the furniture. This increase may not exceed ten percent of the lawful rent.

The prime tenant may not demand "key money" or overcharge the subtenant. If the prime tenant overcharges the subtenant, the subtenant may file a "Tenant's Complaint of Rent Overcharge and/or Excess Security Deposit". If the New York State Division of Housing and Community Renewal (DHCR) finds that the prime tenant has overcharged the subtenant, the prime tenant will be required to refund to the subtenant three times the overcharge.

The sublease may extend beyond the prime tenant's lease term. The prime tenant retains the right to the renewal lease. A tenant may not sublet the apartment for more than two years out of the four-year period before the termination date of the sublease. For example, a tenant seeks to sublet the apartment for two years starting January 1, 1995. The sublet would expire December 31, 1996. If the tenant has already sublet the apartment for any period of time between January 1, 1993 and December 31, 1994, the tenant would be exceeding the maximum two year sublet rule. The owner could bring an eviction proceeding against the prime tenant.

Assignments:

A lease assignment conveys to another person all the tenant's rights to occupy the apartment, whereas a sublet is based upon a temporary absence by the prime tenant who intends to return to the apartment at the end of the sublease.

A tenant may not assign his/her lease without the written consent of the owner, which may be unconditionally withheld without cause. However, an owner who unreasonably refuses to grant permission to assign the lease, must release the tenant from the lease upon request of the tenant upon 30 days notice. If the owner reasonably withholds consent, the lease may not be assigned and the tenant will not be released from the lease.

Eviction

A tenant with a lease is protected from eviction during the lease period so long as the tenant does not violate any substantial provisions of the lease or any local housing codes. For both regulated and unregulated apartments, landlords must give formal notice of their intention to obtain legal possession of the apartment.

New York State sets the following guidelines for eviction:

Where a tenant fails to pay rent, is causing a nuisance, damaging the apartment or building, or committing other wrongful acts, the owner may proceed directly to court after the service of the proper notices. Some special grounds, such as the owner seeking to demolish the building, do require that the owner first receive approval from DHCR. A tenant can be legally evicted only after the landlord has brought a court proceeding and has obtained a judgment of possession. A tenant should never ignore legal papers; an eviction notice can still be sent if a tenant did not appear in court to answer court papers (petition) sent by the landlord.

It is wise for tenants to consult an attorney to protect their legal rights if the landlord seeks possession of their apartment.

Harassment

A landlord cannot harass a tenant until he/she gives up his/her rights. No landlord or person acting on behalf of the landlord can interfere with a tenant's privacy, comfort, or quiet enjoyment of the tenant's apartment. If a tenant fears he/she is being harassed, file a Tenant's Statement of Complaint(s)-Harassment form with the New York State department of Housing and Community Renewal. Call them at (914) 948-4434.

Landlords are prohibited from harassing or retaliating against tenants who exercise their rights. For example, landlords may not seek to evict tenants solely because tenants (a) make good faith complaints to a government regarding violations of any health or safety laws (b) take good faith actions to protect their rights under the lease; or (c) participate in tenant organizations. Tenants may collect damages from landlords who violate the law, which applies to all rentals except owner-occupied dwellings with fewer than four units. *Real Property Law 223-b*.

Your Right to Privacy

Tenants have the right to privacy within their apartments. A landlord, however, may enter a tenant's apartment with reasonable prior notice, and at reasonable times: (a) to provide necessary or agreed upon repairs or services; (b) in accordance with the lease; (c) to show the apartment to prospective purchasers or tenants. In an emergency, such as a fire, the landlord may enter the apartment without the tenant's consent. A landlord may not abuse the limited right of entry or use it to harass a tenant. Additionally, a landlord may not interfere with the installation of cable television facilities. *Public Service Law 228*.

Maintenance, Repairs and Habitability

Maintenance:

Landlord's Duty of Repair:

Landlords of multiple dwellings must keep the apartments and the building's public areas in "good repair" and clean and free of vermin, garbage or other offensive material. Landlords are required to maintain electrical, plumbing, sanitary, heating and ventilating systems and appliances landlords install, such as refrigerators and stoves, in good and safe working order. Tenants should bring complaints to the attention of their local housing officials. *Multiple Dwelling Law 78 and 80. Multiple Residence Law 174.*

What to do if you need something fixed:

- Put it in writing! You must let your landlord know, and you must do so in a timely way.
- If you call and let your landlord know as well, follow up with a letter and reference the date of your phone conversation.
- If there is a problem (such as a water leak), and you do not let your landlord know about it in a timely way, you could be responsible for the damages. The landlord could also sue you and, if you lose, you could be responsible for the legal fees too!
- In your letter include your name, address, what the problem is, when the problem was discovered, and the date you want the repair made by (be reasonable).
- Sign the letter. Address it to your landlord.
- Keep a copy.
- Send the letter via certified mail with return receipt requested.

You should know:

- If a landlord does not make repairs in a reasonable amount of time if the repair request was made in writing, a tenant can file an Application for a Rent Reduction Based on Decreased Services with the New York State Department of Housing and Community Renewal Office of Rent Administration. Contact them at (914) 948-4434.
- A tenant cannot just pay less rent on his/her own accord.

Maintenance Requests:

Under the warranty of habitability, tenants have the right to a livable safe and sanitary apartment. This right is implied in every written or oral residential lease. Any lease provision that waives this contrary to public policy and is therefore void. If a landlord breaches the warranty of habitability, the tenant may sue for rent reduction. The court or DCHR may grant a rent reduction if it finds that the landlord violated the warranty of habitability. In extenuating circumstances, tenants may make necessary repairs and deduct reasonable repair costs from the rent. Tenants should keep receipts of such repairs.

Locks and Peepholes:

Tenants in multiple dwellings can install and maintain their own locks on their apartment entrance doors in addition to the lock supplied by the landlord. The lock may be no more than three inches in circumference, and tenants must provide their landlord with a duplicate key upon request. Failure to do so can lead to eviction proceedings. Any lease provision requiring a tenant to pay additional rent or charges for the installation of an additional lock is void as against public policy and unenforceable. *Multiple Dwelling Law 51-c.*

A landlord must provide a peephole in the entrance door of each apartment. *Multiple Dwelling Law 51-c.*

Charging for Improvements:

Landlords have the right to increase rent for an improvement to an individual apartment by 1/40 of the total cost of the improvements (e.g. new stove, refrigerator, etc.) if the landlord has the written consent of the current tenant.

Utilities:

Condition of Utility Service:

When the landlord of a multiple dwelling is delinquent in paying utility bills, the utility company must give advance written notice to tenants and to certain government agencies of its intent to discontinue service. Service may not be discontinued if tenants pay the landlord's current bill directly to the utility company. Tenants can deduct these charges from future rent payments. The Public Service Commission can assist tenants with related problems. If a landlord of a multiple family dwelling fails to pay a utility bill and service is discontinued, landlords may be liable for compensatory and punitive damages. *Real Property Law 235; Public Service Law 33.*

Habitability:

Required Hot Water Services:

Landlords must provide tenants of multiple dwellings with both hot and cold water. Hot water must register at or above a constant temperature of 120 degrees at tap. If a tub or shower is equipped with an anti-scald valve that prevents the hot water temperature from exceeding 120 degrees, the minimum hot water temperature for that tub or shower is 110 degrees. *Multiple Dwelling Law 75. Multiple Residence Law 170.*

Required Heating Services:

According to New York State, heat must be supplied from October 1st to May 31st to tenants in multiple dwellings. *Multiple Dwelling Law 79. Multiple Residence Law 173.*

Before signing a lease requiring payment of individual heat and cooling bills, prospective tenants are entitled to receive from the landlord a complete set or summary of the past two years' bills. These copies must be provided free upon written request. *Energy Law 17-103.*

The specific New Rochelle code related to heat is as follows:

174-11. Heating requirements.

- A. It shall be the duty of every person who has contracted to furnish heat or who is required by any contract, agreement, lease or other arrangement or by law to heat or furnish heat to any building or part thereof occupied as a place of habitation or occupied as a business establishment or for public or governmental purposes where one or more persons are employed to furnish heat to every occupied room in such building or part thereof so as to maintain temperature as follows:
- (1) Not less than 68° F. between the hours of 6:00 am and 11:00 pm whenever the temperature outside of the building shall fall below 55° F.
 - (2) Not less than 60° F. between the hours of 11:00 pm and 6:00 am whenever the temperature outside the building shall fall below 50° F.
- B. For the purposes of this section, the temperature within a place of habitation shall be that obtained at a distance of five feet above the average floor level of the room in which such temperature is obtained.

If a landlord fails to comply with this regulation, contact the New Rochelle Bureau of Buildings at (914) 654-2095.

Important Numbers:

Noise complaints: (914) 654-2230

Housing code complaints: (914) 654-2095

City code violations (court): (914) 654-2311

Code Enforcement/Abatements: (914) 654-2051

Landlord/tenant: (914) 654-2288

Utilities Information

Cable & Internet:

- Cablevision
www.cablevision.com
(914) 777-9000 (24hrs/7days per week)

Note: Call at least a week in advance to arrange a time for the technician to come set up your cable. Cablevision provides telephone service, internet service, and phone service. However, the phone service will not be available if your internet or power goes down.

- Direct TV
www.directv.com
Sign Up: (888) 777-2454 (homes) or (888) 483-4635 (residential buildings) (24hrs/7days per week)
Service: (800) 494-4388 (8:00 am – 10:00 pm)

- Verizon Fios
www.verizon.com

Water:

- United Water New Rochelle
<https://www.suez-na.com>
(914) 632-6900 (24 hours/7 days per week)

Note: New customers must set up an account in a new name at least one week before moving in. You may be required to put a deposit down. To cancel an account, call one week before you move so UQNR can prepare a final bill. An average annual bill for a family of four is \$374.

Electric & Gas:

- Con Edison
www.conEd.com
(800) 752-6633 (24 hours/7 days per week)

Note: Set up your account by giving your address at least one week before moving in to ensure no outstanding problems exist with the previous tenants. You will need to provide Con Ed with a valid name, telephone number, social security number (or other accepted form of ID). If you do this, you should not need to give a deposit. Consumers will be billed at the end of each month for services used. Con Ed reads meters once a month. If the meter is accessible/outside, this will be done accurately. If it's not (if the meter is located inside a house), Con Ed will send an estimated bill. To ensure no surprise bills, renters can read the meter and call or contact Con Ed electronically to self-report usage until Con Ed can read the meter.

Telephone:

- Verizon
(914) 890-1550
Monday through Friday 8:00 am - 6:00 pm

Pets, Pets, Pets...

One of the reasons moving out of the residence halls can be exciting is you can choose to have a pet. However, before getting a pet you may want to consider a few possible issues:

Traveling:

- If you travel to and from home during breaks by car and need to stay overnight on the road, make sure you book ahead with a pet-friendly hotel.
- In a car, do not let your animal travel freely. Purchase a carrier or a proper pet harness.
- Check with your vet to see if your pet may need motion sickness medication.
- If you are flying with your pet, check with the airline to see how they prefer your pet travel. If the pet travels as air freight, you will need a container, documents confirming its health, shipping papers, and money to pay the cost!
- Arrive at the airport at least two hours early to make sure your pet has enough exercise, food, water, and exercise before a trip.
- Bring plenty of supplies: food, a blanket, toys, a brush, treats, a scooper, plastic bags, and deodorant or air freshener.
- Make sure pets get plenty of ventilation and fresh water.

Apartment:

- Some rental units do NOT allow pets.
- Many rental units charge a pet deposit in addition to a security deposit as an initial cost.
- Keep your pet away from neighbors until it feels comfortable in its new environment.
- Keep your pet on a leash at all times (if appropriate).
- Be respectful of your neighbor's property and peace. Do not let the animal make a lot of disturbing noise.
- Clean up after your pet. Keep a clean yard, cage, etc.
- You will be responsible if your pet injures a visitor or a neighbor. Sometimes rental insurance covers this liability, but sometimes it does not. Check your policy.

New Rochelle Rules:

- Purchase a license for your dog (over 6 months old) at the Humane Society (see below). A spayed or neutered dog license costs \$16.00. An unspayed dog license costs \$23.00.
- It's illegal to have an unleashed dog in a public space. Unleashed dogs can be taken by the Humane Society. Chains or leashes must not exceed 6 feet.
- New Rochelle municipal codes require you to pick up after your pet.
- Bring your pet to the New Rochelle Ward Acres Park dog run. You need a permit. To get your permit, bring your license (with proof of a rabies vaccine) and \$50 for residents (\$100 for non residents) to the Parks and Recreation Office at City Hall (515 North Ave., New Rochelle, NY 10801). The office is open Monday-Friday from 8:30 am-4:30 pm. For information call (914) 654-2087. Costs for permits are prorated throughout the year.

Care:

- Find a good vet in your new town and transfer your pet's medical records in case of illness.
- Pets require a lot of care and attention. Make sure you have the time, money, and ability to care for a pet.
- Consider pet insurance. More than one in three pets have an emergency vet treatment each year and two out of three pets have a serious health problem in their lifetime. Costs to treat pets can be upwards of \$5,000! If you cannot afford this, consider pet insurance. Or consider not having a pet.

New Rochelle Humane Society

www.newrochellehumanesociety.org

70 Portman Rd.

New Rochelle, NY 10801

(914) 632-2925

Open 7 days a week 10:00 am-4:00 pm, except Thursdays, 2:00pm - 8:00 pm.

References: www.24petwatch.com
www.apartments.com
www.newrochelleny.com

SAFETY TIPS

Moving off-campus adds new safety concerns that on-campus students often do not have to think about. Here are a few safety tips to consider:

Personal Safety

- Do not walk alone. Walking with at least one other person reduces your chances of being assaulted by 70%.
- Avoid walking through dark streets or alleys. The shortest route is not always the safest route. Avoid short cuts.
- Pay attention to your surroundings. Do not walk while talking on the phone or with your iPod in your ears. Listen and pay attention.
- Be aware of deserted laundry rooms, parking lots, etc., especially at night.
- Only walk or jog in well-lit, populated areas. Vary your route.
- Shred documents that have personal information on them.
- Report broken locks, dead lights, overgrown shrubs, etc. to your landlord in writing immediately.
- Walk in the middle of a sidewalk to avoid people hiding in parked cars, bushes, or cars pulling up and abducting you.
- Ignore strangers who call out to you.
- Be aware of your body language. Walk confidently and briskly.
- Never hitchhike.
- Do not traverse unfamiliar neighborhoods.
- If you are being followed by someone on foot, do not be afraid to cross the street or change direction. Enter a well-lit store or knock on a door and call the police. Join a group of people. Do not go home.
- If you are being followed by someone in a car, turn around and walk the other way. Get the license plate number and call the police.
- Always let a friend know where you are going and when you expect to return.
- Let people know when you have arrived at your destination.
- Have your keys out before you get to the door.
- If you are on campus and need assistance, go to one of the Blue Alert emergency phones to speak immediately with Campus Safety and Security.
- Stay sober and coherent. People under the influence of a substance are much more likely to be the victim of a serious crime or to victimize others.

Dwelling Safety

Information:

- Landlords are required to take minimal precautions to protect against reasonably foreseeable criminal harm.
- Landlords of multiple dwellings must provide and install carbon monoxide alarms within 15 feet of the primary entrance to each sleeping area. Exec. Law 378.
- Entrances, stairways and yards of multiple dwellings must be sufficiently lit at night, from sunset to sunrise. The owner is responsible for installation and maintenance of lighting in these areas. *Multiple Dwellings Law 35; Multiple Residence Law 109.*

Tips:

- Do not let service or repair personnel into your dwelling. Leave them outside while you call their main company to confirm their legitimacy.
- Most burglaries result from unlocked doors. Keep your interior and exterior doors locked at all times, even when you are there.
- Always keep windows locked, even when you are in the house. Windows should be able to be locked even when they are open a few inches for ventilation.
- Never leave doors propped or a key for a roommate outside of the apartment.

- Doors and windows should be visible to neighbors and the street.
- Talk to your roommates when someone is having guests. Make sure guests are not left alone in your dwelling. Keep valuables locked up. Do not leave important items out in the open.
- Keep a list of your serial numbers for electronic equipment in a separate location in case something gets stolen. This will help identify your lost or stolen goods.
- Do not let strangers in.
- Keep a list of emergency numbers in your cell phone and in your apartment.
- Leave a radio on low and a light on when you go out so people think someone is home.
- When you leave for holiday breaks take your valuables with you (TVs, radios, jewelry, etc.)
- Use an electrical lamp timer when you will be away.
- Get to know your neighbors and their schedule when they will be home.
- Make sure your landlord provides lighting to outside doors and driveways. Make sure it is motion censored.
- Let your landlord know when bushes and shrubbery become overgrown.
- Call the police if an unfamiliar person is hanging around outside of your building.
- Question unescorted people in your building. If you do not feel comfortable, call the police.
- Try not to enter an elevator with another person. If you do, stand next to the emergency alarm. If there is a problem, push the alarm and as many floors as possible (but not the stop button).
- Close window shades at night.
- Call the police if you receive an obscene phone call.
- Do not give solicitor phone calls any personal information.
- Have a peep hole, a chain lock, or a slide bar on your front door.
- Doors leading to garages or basement should be metal-clad or solid wood and have working deadbolts.
- Sliding glass doors should have locks and dowels or pins must be installed to keep the doors from being shoved aside or lifted off the tracks.
- During move-in and move-out keep your apartment and car locked. Move-in, move-out, and holiday breaks are high crime times.
- If you get an alarm system, register it with the New Rochelle Police department.
- Have only your house number on your mailbox, not your name.
- Make sure the house number is visible from the street so police and fire departments can see it in case of emergencies.
- Make sure there is a carbon monoxide detector near sleeping areas.

Transportation Safety

- Always lock your car door, put your windows up, and remove valuables from view.
- Always approach your car with keys ready. Look inside your car before getting into it. And lock your doors once inside.
- Do not leave valuables in your car (this includes books and CDs).
- Remove suction cup holders for radios and navigation systems.
- Keep bicycles locked with a U-bar at all times, even at home.

Fire Safety

Information:

- 79% of fatal college fires take place in off-campus housing.
- One of the four common factors in student-related fires is alcohol consumption.
- A study of adults aged 18-25 found that those who went to sleep under the influence of alcohol took nearly twice as long to wake up to a smoke alarm than when they were sober.
- Residential candle fires claim about 140 lives annually across the United States.
- Landlords of multiple family dwellings must install approved smoke detectors in each apartment, within 10 feet of each room used for sleeping. The smoke detectors should be clearly audible in each of those rooms. Tenants may be asked to reimburse the owner up to \$10 for the cost of purchasing and installing each battery-operated

detector. During the first year of use, landlords must repair or replace any broken detector if its malfunction is not the tenant's fault. Tenants should change their detectors frequently to make sure they are working properly. *Multiple Residence Law 15; Multiple Dwelling Law 68.*

Tips

- Call 911 in the event of a fire and provide the location to the dispatcher.
- If you have a fire alarm pull station in your building, pull it to alert the building. If not, yell "fire" as you leave.
- Fire safety is the resident's responsibility. Inspect your apartment and communicate any fire hazards to your landlord in writing.
- Before moving in make sure your apartment is legal and has a legal Certificate of Occupancy.
- Ask your landlord to make sure your furnace is inspected yearly.
- Most fires occur at night when apartments are most heavily occupied.
- Smoking is the number one cause of fatal apartment fires. People drop cigarettes on furniture or in wastepaper baskets. Do not allow smoking in your apartment. If you do, provide them with large ashtrays and check behind furniture and check cushions before going to bed. Do not smoke in bed. Make sure cigarettes, pipes, etc. are extinguished before emptying ashtrays into the garbage.
- Do not leave paper or combustibles by heaters or open flames.
- Do not block exits.
- Make sure your windows open.
- Explore your dwelling and identify all of the possible exits.
- Keep exit and stairway doors closed at all times.
- Never use an elevator in a fire. Use the stairs.
- Do not overcrowd your apartment with people or belongings. Your apartment should not exceed legal capacity.
- Make sure your apartment has safety devices including sprinklers, extinguishers, smoke detectors and carbon monoxide detectors. A multipurpose fire extinguisher should be in every room where fires are likely to start including kitchens, bedrooms, living rooms, laundry rooms and any room with a chimney.
- Check for electrical hazards including worn electrical cords, overloaded extension cords and outlets, broken appliances, and exposed wiring or outlets.
- Do not run cords under carpets, over doors, over nails, or in high traffic areas.
- Use heavy duty extension cords.
- Never store flammable liquids in your apartment or car.
- Make sure your apartment has smoke detectors outside of every bedroom (and inside if you sleep with the door closed) and on each floor. Change batteries twice a year and when they beep or are depleted.
- Boiler rooms, hallways, each floor, special exits, etc. should be equipped with smoke detectors.
- Follow the manufacturers' testing and cleaning instructions for all smoke detectors. Test them at least once a month.
- Create an evacuation plan with your roommates. Post it in public places so your guests know it too. Decide upon a meeting place outside.
- Never re-enter a burning building. Let the fire department know if someone is left inside.
- Do not burn trash.
- Do not place space heaters near curtains, furniture, or plastics. They should be at least three feet away.
- Make sure space heaters are turned off and unplugged before leaving the room.
- There should be two possible exits from every room in your dwelling.
- If a breaker trips or a fuse blows, find out why before just flipping the breaker or replacing the fuse.
- If you have a fireplace, make sure it has a screen. Keep rugs, curtains, and fire starters away from the flame.
- Do not keep papers, boxes, or garbage stored away. They will fuel a fire.
- Make sure nothing is stored by your heater or furnace.
- Extinguish candles and incense before you leave the room if you choose to use them.
- Do not leave the stove unattended.
- Make sure your fire escape is equipped with a security grating and a lock.
- If you do not have a fire escape, purchase a fire escape ladder.

For additional questions or concerns, please visit the Office of Campus Safety and Security or contact the New Rochelle Police Department at (914) 654-2300 or in the case of an emergency, 911.

Emergency Preparedness

Emergencies such as power outages, terrorist attacks, hurricanes, floods, and other weather related storms happen. The best way to receive information from Iona about on campus emergencies is to sign up for our campus notification text messaging system on the Iona website: www.iona.edu/Student-Life/Health-Wellness-Safety/Safety-and-Security.aspx. The best way to learn about off-campus emergencies is to sign up for the City of New Rochelle's emergency alert system. Sign up at: www.newrochelleny.com.

The City of New Rochelle and State of New York recommend you have at least three to five days of supplies in an easy-to-carry evacuation kit.

● **Get a Kit**

- A supply of water sealed in unbreakable containers (at least 3 gallons of water per person per day).
- Non-perishable foods that require no refrigeration and are ready to eat with little or no preparation. (Replace stored water and food every six months).
- Non-perishable food items include an array of canned items such as: soups, fruits, vegetables, meats, juice, and milk. Other ideas include: jam, jelly, peanut butter, dried fruit, beef jerky, nuts, trail mix, sugar, salt, pepper, uncooked pasta and rice, oatmeal, instant pudding, instant potatoes, dry breakfast foods, crackers, granola bars, cookies, candy, tea, and coffee.
- A manual can opener is essential.
- Have a supply of disposable silverware, plates, napkins, and plastic bags with zipper closure.
- First-aid kit (first aid manual, assorted sterile bandages, sterile gauze pads, over-the-counter medications, antiseptic ointment, activated charcoal and syrup of ipecac, soap, latex gloves, thermometer, tweezers) with at least one week's supply of prescription medications (check expiration dates). Make sure medical information and instructions are clearly written.
- Have an extra pair of glasses and/or contact lenses (check expiration date).
- Keep a supply of heavy duty garbage bags.
- Stay tuned and alert: Use battery or crank powered radios with extra batteries and flashlights.
- Have a change of clothes, rain gear, gloves, hats, and sturdy shoes available, in addition to blankets or sleeping bags. Pay attention to special items for infants, toddlers, disabled, or elderly family members.
- Have photo identification, important papers, copies of birth certificate, insurance policies, proof of residence, tax records, marriage certificate, passports, etc.
- Keep a list of physicians, important medical information, etc.
- Have cash and credit cards.
- Charge your cell phone.
- Get a full tank of gas.
- Keep an extra set of car and house keys.
- Other items: screwdrivers, cutters, scissors, duct tape, waterproof matches, flares, plastic storage containers, needle and thread, pen and paper, and regular household bleach (for disinfecting).

● **Make a Plan**

- Devote some time to emergency planning, and make it a part of your normal routine.
- Discuss the types of disasters that are most likely to occur. Emergency plans can be used in response to various different disaster events.
- Identify multiple escape routes from your home.
- Choose two places to meet after your disaster: (1) Right outside your home in an event of fire or (2) Outside your neighborhood in case you are unable to return home.

- Have a plan for how you will contact your family if they live outside of the local area.
- Practice, Practice– it is important to practice the plan at least twice a year.
- Ask an out of state friend to be your family contact. In an event of an emergency, other family members should call this person and tell them where they are. Make sure that everyone knows the emergency contact number.
- Post emergency telephone numbers by phones (fire, police, ambulance, etc.)
- Put emergency numbers into your cellular phone. When dialing from a cell phone, call the New Rochelle Police Department at (914) 654-2300.
- Discuss how you would take care of your pets in an emergency.
- Make sure your home has safety features such as fire extinguishers, smoke and gas detectors, etc.
- Inspect your home for potential hazards that could come up in an emergency (ex. items that could move, fall, break, or catch fire).
- Keep a written copy of how to turn off and on the electricity, gas, and water, if needed. NOTE: Do NOT turn on gas yourself.
- Have an evacuation plan, if needed. Know possible shelter locations and have directions.
- Local shelters include public middle and high schools in New Rochelle, most likely New Rochelle High School. City officials will designate which shelter will be used depending on the emergency. One should listen to designated radio stations (see below) and sign up now for New Rochelle’s emergency alert system: www.newrochelleny.com to be informed during an emergency.
- If you evacuate, unplug all electrical appliances. Move items off the floor. Place loose belongings in drawers. If you have a car you will leave, put the emergency brake on, put windows up, and lock doors. Close and lock your dwelling doors and windows.

- ***Be Informed***

In an event of an emergency, residents should tune into their local radio and watch their local and regional television stations for emergency updates, and advisements. For local information about emergencies listen to the following news stations:

WFAS – AM 1230/FM 103.9

WVOX – 1460 AM/ 93.5FM

Channel 12 News

WGCH – 1490 AM

Cable NRTV 75

WHUD – 100.7 FM

Here are some tips for specific types of emergencies:

- ***Earthquakes***

- Identify safe places (ex. under sturdy furniture, against a wall, and away from glass that could shatter or bookcases/furniture that could fall).
- During a quake, duck or drop to the floor, take cover under sturdy furniture or against a wall, hold onto the piece of furniture you are taking cover under until the shaking stops.
- Stay away from mirrors, windows, skylights, and furniture that could fall.
- Stay inside.
- If you are in a high rise building, stay away from windows and outside walls. Do NOT take the elevator.
- Expect after shocks. They can be even stronger than the initial quake.
- Stay out of damaged buildings.
- Report gas leaks, downed electrical lines, and water/sewer main breaks to authorities.
- Tape broken windows to prevent glass shards from falling during aftershocks.
- Help neighbors or those in need if you can.

- ***Floods***
 - Learn the safest route from your home or business to high, safe ground.
 - Make a list of all valuables including furnishings, clothing and other personal property.
 - Bring possessions inside your house and tie them down.
 - If there's time, move essential items to higher floors.
 - Disconnect electrical appliances. DO NOT touch them if already wet or standing in water.
 - Secure your home: lock windows and doors.
 - Do NOT attempt to drive over a flooded road. If you are in your car when water begins to rise rapidly, abandon your car immediately.

- ***Fire***
 - Get out of your dwelling. Feel doors before opening them. If you see smoke, do not leave. If you do not see smoke, go directly to the stairway to leave.
 - Pull a fire alarm on your way out if the building is equipped with one.
 - If you cannot escape, use-wet towels to tape or seal the door or any room supply vent.
 - If you have a balcony with no fire below it, go out.
 - If there is a fire below, go to the window. DO NOT open the window, but stay near the window.
 - If there is no fire below, go to the window and open it. Stay near the open window.
 - Hang a blanket or towel out of the window to signify that you need help.
 - Never use an elevator.

- ***Hurricanes***
 - A hurricane watch means that hurricane condition MAY threaten an area within 24-36 hours. If a hurricane watch is issued: listen for updates, fuel your car, tape or board up windows, wedge sliding glass doors to keep them in their tracks, check for batteries, flashlights, and battery-operated radios, check on your food and water supply, bring in light weight items from outdoors that could become projectiles in high wind, have extra cash.
 - A hurricane warning means that hurricane conditions are expected within 24 hours or less. If a hurricane warning is issued: listen for updates, put up storm shutters, store loose objects, move valuables to upper floors, store drinking water in clean jugs, bottles and cooking utensils in case the water system becomes contaminated, check battery powered equipment, leave immediately (and early) if instructed to do so, leave low lying areas that could be swept away in high tide, notify family and neighbors of your evacuation plan.
 - If you must remain in your home, turn refrigerator to maximum cold and only open when necessary, turn off utilities if instructed to do so by authorities, unplug major appliances, fill large containers with water, stay away from windows and doors, close all internal doors and brace external doors, if in a two-story building: go to an interior first floor room (bathroom or closet), if in a multi-story building and away from the water, go to the first or second floors and take refuge in halls or other interior rooms away from windows. Lie on the floor or under a sturdy object.
 - Remain indoors. Do not be fooled by the "eye" of the storm that appears as a lull in the center of the storm as it moves overhead.

- ***Lightning***
 - Avoid contact with corded phones.
 - Stay away from windows and doors and stay off porches.
 - Avoid contact with electrical equipment or cords. If you plan to unplug any items, do so before the storm.
 - Avoid contact with plumbing. Do not wash your hands, take a shower, wash dishes, or do laundry.
 - Avoid contact with concrete walls and floors which may contain wire mesh that conducts electricity.

- ***Tornadoes***

- Go to the basement or an interior room on the lowest floor. Stay away from windows.
- Closets, bathrooms, and other interior rooms offer the best protection.
- Get under something sturdy or cover yourself with a mattress.
- If you are in a high rise, go to an interior small room or hallway on the lowest floor possible.
- Do NOT use elevators.

These suggestions have been developed by the Red Cross, the Westchester County Office of Emergency Management, New York State's Office of Emergency Management, and the City of New Rochelle. For additional preparedness information visit:

www.ready.gov

www.redcross.org

www.dhSES.ny.gov/oem

www.fema.gov/plan-prepare-mitigate

COMMUNITY

Being a Great Tenant & Neighbor

Tips for how to be a great tenant and a great neighbor:

- If you are having trouble paying your rent or think you might need to make a late payment, communicate with your landlord ahead of time.
- Make sure you thoroughly read your lease and understand what your landlord will and will not do. Then follow your lease guidelines.
- Maintain the rental unit and its exterior. Clean up your yard. Never let garbage, bottles, cups, or paper sit in your yard. Your landlord will appreciate it! And your neighbors will be happy with how you maintain the look of the community.
- Dispose of garbage properly.
- Be responsible for your guests.
- Meet your neighbors. Introduce yourself. Give them your number. Invite them over. Ask them to call you if there is ever a problem.
- Keep the noise down and recognize you may have elderly people or children living next door.
- Leave your unit in good condition when you move out. Clean it. Remove all of your belongings.

Hosting Guests

Tips for Hosting Guests:

- You are responsible for the actions of your guest(s) while they are present in the building. Make sure they understand respect for the building, your property, and your neighbors. Do not let guests into a neighbor's backyard or litter your building or neighborhood.
- Make sure your guests park in appropriate spots. A guest should never park on your lawn or someone else's driveway.
- You should never have so many guests it becomes a safety hazard or a noise issue for your neighbors or the police.
- Always escort guests in and out of the building.
- Long-term guests will likely place you in violation of your lease. Review your lease for specific information about having guests and/or having someone else move-in.

Hints for Hosting a SAFER Social Gathering

Drinking is illegal for people under 21 years of age. Iona College takes this very seriously. For those students over 21 years of age, we encourage them to make healthy, responsible decisions about their alcohol consumption. It is a violation of the Code of Conduct for students over 21 to be intoxicated. It is illegal to serve alcohol to people under 21. The following tips for being a responsible host will help keep you and your friends safer:

- Agree with your roommates on any "house rules" (party size, hours, music volume, sober host, clean-up).
- Have a sober-host to monitor the noise, control the music, and serve as the contact for neighbors and officials. This person should always be in control.
- Plan people movement. Make sure that people can move around and meet each other. If it means putting the sofa in a corner, do so. Do not have the gathering centered around alcohol consumption. Plan an activity that is not a drinking game.
- The bartender. If you plan to have a friend act as "bartender," make sure that he or she is not an eager pusher who uses the role to put an extra shot in everyone's glass or keep filling up half empty cups with more beer.
- Pace the drinks. Serve drinks at regular, reasonable intervals. A drink-an-hour schedule usually means that good company prevails and you can avoid intoxication. Use small cups for beer rather than large ones.

- Don't double up. Many mature and wise people count and pace their drinks. If you serve doubles, they will be drinking twice as much as they planned.
- Push the snacks. Make sure that people are eating along with drinking. Have plenty of high quality snacks such as cheese, meats, and nuts.
- Don't push the drinks. Let the glass be empty before you offer a refill.
- Limit the amount of alcohol available.
- Serve nonalcoholic beverages. Make sure that you have something nonalcoholic to drink such as good quality soft drinks, pop, and juice. Non alcoholic wine is great for a formal dinner.
- Closing the party. Decide, in advance, when you want your party to end. At this time, stop serving alcohol and serve coffee and a substantial snack. This provides some non-drinking time before your guests go home. NOTE: Coffee does not "sober up" intoxicated people and neither do cold showers. All you get is a "wide awake and freezing drunk."
- Don't allow intoxicated guests to drive home. If you find that one of your friends has consumed too much alcohol, let them stay at your house, have someone else drive them home that you trust, or call a taxi. Plan to have phone numbers for cab companies and call for anyone who needs a safe ride home.
- Have a guest list. Only allow people to your gathering who are on your guest list to keep the social gathering from getting out of control. Do NOT advertise the gathering on the internet or with flyers. Do not allow strangers into your gathering. Keep your guest numbers to a minimal, controllable amount.
- Check identification. Do NOT allow someone into your gathering who is under 21. Serving alcohol to a minor is a serious legal offense.
- Know the signs of alcohol poisoning and call 911 when someone at your gathering needs medical attention. You CANNOT sleep it off. These include:
 - Unresponsive, unable to be awakened
 - Slow, shallow breathing
 - Cold, clammy, pale or bluish skin
 - Repeated, uncontrolled vomiting
- Tuck away any valuables. Lock parts of the dwelling you do not want people wandering into.
- Communicate with your neighbors if you are having friends over for a social gathering. Invite them. Give them your phone number. Agree upon a time your guests will leave.
- Walk your guests into and out of your gathering and ensure they are quiet and respectful of your neighbors and neighborhood. Remind your guests to keep the noise down coming and going to your gathering, this includes revving car engines and car radios as well as those people traveling by foot.
- Check outdoors periodically to make sure no noise can be heard outside on all sides of your house.
- Be aware of all entrances and exits from your dwelling. Monitor them to make sure no one arrives who should not be there.
- Social gatherings can be messy. Protect your carpeting and furniture with cardboard and drop clothes.
- Decide where your guests will park their cars if they plan to bring cars. Do NOT let them park illegally, park on the lawn, block driveways, or park in neighbors' driveways.
- Keep drinks and cups inside.
- Provide many trash cans/recycling bins. Have trash bags to help with clean up.
- Set music to an acceptable level that cannot be heard from the outside.
- Keep the gathering INSIDE so as not to disturb your neighbors.
- Definitely do not allow guests to spill onto the street.
- Do not serve others who have had too much to consume already.
- Do not allow guests to overcrowd decks beyond capacity.
- Call the police when if it looks like your gathering is about to get out of control or if someone at the gathering needs medical assistance.
- If police are called to your event, cooperate and be respectful.
- Clean up inside and outside of your dwelling.

- You are responsible for your guests' actions. Make sure they are polite and respectful to neighbors, other gathering goers, and the police department.
- Follow up with your neighbors to ensure you did not cause any disturbances for them.

Ways to Attract Police Attention:

- Belligerent behavior
- Loud music and talking
- Underage drinking
- People with open containers
- People urinating on your neighbors' yards
- People overflowing onto the streets
- Illegal parking

New Rochelle

Be proud to be part of New Rochelle! Register to vote. Participate in service with the Office of Mission and Ministry. Visit downtown New Rochelle. Shop and dine locally to support local businesses. Learn about what is happening in your local community. Attend a New Rochelle City Council meeting. Learn about New Rochelle:

New Rochelle operates under a Council-Manager form of government. The major components to this system of government are the Mayor and City Council and a City Manager. The City Council is the legislative body, establishing City policies, while the City Manager is the administrator designated to carry out the directives of the Council. New Rochelle's City Council consists of a Mayor elected at large and six Council members elected by district. The Mayor and Council Members serve four year terms.

New Rochelle's population is about 77,000. It is the tenth safest city of its size according to the statistics reported in 2013 and it has one of the lowest crime rates among all comparable municipalities in Westchester and New York State.

History:

New Rochelle was founded over 325 years ago in 1689 by the Huguenots, French Protestants, looking for religious freedom after fleeing their home land. All town business was conducted in French until 1738. New Rochelle was a quiet agricultural town for over 200 years.

During the Revolutionary War British troops were stationed in the Beechmont section of New Rochelle, which was used as their command post.

In the 1840s and 1850s New Rochelle was considered a great vacation summer hot spot for families from New York City. For example, steamboats regularly delivered vacationers to Starin's Glen Island Resort also known as the "World's Pleasure Grounds," which hosted and housed amusements, clam bakes, a zoo, etc. The age of New Rochelle as a vacation spot slowed in 1904.

Also from 1840-1860, New Rochelle experienced a period of great development. The main industries in New Rochelle were water, wheat, lumber, etc. The first train station was developed in 1849. In 1884 the Trinity Place School was developed as New Rochelle's first school. Isaac Young was the first principal and Albert Leonard was the second principal and first superintendent. The new train station was developed in 1886. In 1889 the City of New Rochelle was established with 14,000 residents. Many citizens lived in planned neighborhoods, which were popular for commuters in the 1880s. These planned communities were known as "residential parks." Many of these citizens were immigrants who came to work in the development projects around the city. By 1900 the city's population was about one third foreign born. By the 1930s New Rochelle had over 54,000 residents, and 23% were foreign born.

Fun Facts:

- During the Civil War only 26 men fought. The city came together to protect its residents and raised \$95,000 to keep the men out of the war.
- North Avenue was once referred to as “The Road to White Plains.”
- The Thomas Paine Cottage was a gift for his contributions to independence. He lived in the cottage from 1803-1806.
- Montgomery Place used to be owned by the farming Montgomery family.
- Halcyon Park used to be a silver mine, a quarry, and known for its ice business.
- New Rochelle’s first high school is now City Hall.
- From 1912-1917 the Thamhouses Film Corporation filmed 3 silent movies in New Rochelle.
- Michael Dillon was the first mayor of New Rochelle in 1899. He was a democrat.
- One of New Rochelle High School’s first graduates, Anna Bernard Jones, went on to become the first African American woman admitted to the New York State Barr Association.
- There was a musical written in 1906 about New Rochelle entitled, *Just 45 Minutes to Broadway*.

Famous New Rochelle Residents:

- Norman Rockwell-painter
- Ozzie Davis-actor
- Francis Sternhagen-actress
- Thomas Paine-philosopher
- Dick Van Dyke-actor
- Lou Gehrig-baseball
- Terry Tunes-cartoonist
- Eddie Foy-Vaudeville comedian
- Francis Leyendecker- illustrator for Post

Reference: Barbara Davis, *Images of America: New Rochelle*

Iona’s Expectations of Off-Campus Gaels

Did you know Iona’s policies also apply to off-campus students? Off-Campus students are expected to abide by the Student Code of Conduct and the Good Neighbor Policy!

The College Code of Conduct

Iona College aims to develop the unique potentialities in each individual and assure an atmosphere where the educational purposes of the College can be achieved. The widest freedom consistent with the rights of others, both individually and collectively, is enthusiastically fostered, and great emphasis is placed on personal responsibility, and on respect both for oneself and for others in the community. The purpose of the College and its unique mission can best be protected through communication and the enforcement of certain standards of behavior judged essential to the achievement of those purposes.

Students may be accountable to both governmental authorities and to the College for acts that constitute violations of law, the College Code of Conduct, and other policies stated in this Handbook (eg. “Good Neighbor Policy”). Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal or civil charges involving the same incident have been delayed, reduced, or dismissed.

THE FOLLOWING ACTIVITIES CONSTITUTE VIOLATIONS OF THE IONA COLLEGE CODE OF CONDUCT. THEY ARE PUNISHABLE BY SANCTIONS WHICH ARE IMPOSED PURSUANT TO THE JUDICIAL PROCEDURES ESTABLISHED BY THE COLLEGE WHICH ARE SET FORTH IN THIS HANDBOOK.

1. All forms of academic dishonesty, including, but not limited to, cheating, plagiarism, supplying false information to any College official, the forgery or use of College or other documents or instruments of identification with the intent to defraud.
2. Theft from or damage to College property and/or theft of or damage to the property of another.
3. Knowingly possessing or disposing of the lost or mislaid property of a member of the College community or of the College itself without the intention to return such property to its rightful owner.
4. Unauthorized entry into and use or occupation of College premises or facilities.
5. Unauthorized possession, duplication, or use of keys to College facilities.
6. Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment.
7. Failing to comply with the College's regulations and state and federal laws governing the possession, distribution and consumption of alcohol as set forth in this Handbook. This includes, but is not limited to, being intoxicated on any property owned or leased by the College. Students must be familiar with the College policy on a Drug-Free Community that is detailed in this Handbook.
8. Failing to comply with the College's regulations and state and federal laws governing the unauthorized sale, purchase, production, possession, distribution or use of controlled substances or other addictive and illegal drugs. This includes, but is not limited to, being under the influence of illegal drugs and possession of paraphernalia on property owned or leased by the College. Students must be familiar with the College policy on a Drug-Free Community that is contained in this Handbook.
9. Any kind of harassment or physical abuse of another person.
10. Any kind of sexual harassment or sexual assault of another person. This includes rape, acquaintance rape, and other sex offenses. Students must be familiar with the College Policy on Sexual Harassment and the College Policy on Campus Safety and Sexual Assault Prevention that are detailed in this Handbook.
11. Threatening or attempting to inflict physical injury, or creating substantial risk of such injury to any person.
12. Participating in any activity in connection with initiation into/or affiliation with an organization which recklessly or intentionally endangers mental or physical health or involves the forced consumption of controlled substances.
13. Violating the other policies and rules of initiation into/or affiliation with a recognized student organization or athletic team. This procedure is detailed in this Handbook and adopted by the Greek Council and Student Government Association. Violation of this policy may also constitute a violation of New York State law.
14. The unauthorized sale, purchase, production, and/or possession of lethal weapons, explosives, fireworks, or incendiary devices.
15. Participating in any form of gambling on College premises.
16. Engaging in or inciting others to engage in conduct which interferes with or disrupts any College function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or threatens to obstruct or restrain other persons on College premises.
17. Manufacturing, selling, or distributing false identification cards of any kind.
18. Failing to surrender the College Identification Card upon request by clearly identified College personnel (including campus security personnel) in the performance of their assigned duties. All members of the College community are required to have the College Identification Card in their possession while on campus.
19. Engaging in racist, sexist, biased, lewd and/or licentious conduct.
20. Failing to comply with the publicity and/or fund raising guidelines of the College as set forth in this Handbook.
21. Failing to abide with the provision entitled "Agreements Entered Into By Students or Campus Organizations" which is contained in this Handbook.
22. Failing to comply with the computer lab facilities guidelines as set forth in this Handbook.
23. Failing to comply with the smoking guidelines of the College.

24. Failing to comply with the directions of clearly identified College personnel in the performance of their assigned duties.
25. Violation of published College regulations including, but not limited to, those regarding motor vehicles, no pets on campus, residence halls, Spellman Hall, Gael Club, Hynes Athletics Center, and all computer facilities.
26. All Iona College resident freshmen and sophomores are prohibited from bringing motor vehicles to the Iona community. This prohibition includes parking vehicles on city streets and in the surrounding community. Requests for waivers to this policy will only be granted under special circumstances. The Director of Campus Safety and Security will make final determination for a policy waiver in conjunction with the Vice Provost for Student Development.
27. Failing to abide by the policies and regulations established by the Office of Residential Life which are contained in this Handbook. The College regards living in a residence hall as a privilege rather than a right, and this privilege may be revoked by the College at any time.
28. Joining or participating in any activities conducted by former student organizations whose charters have been revoked by the College.
29. Engaging in conduct on or off campus that constitutes a violation or crime pursuant to the criminal law of the state or federal government.
30. Sponsoring/hosting an excessively large off-campus party which has seriously disturbed the neighborhood and has adversely affected the reputation of the College. This includes being responsible for an off-campus party for profit, i.e., illegal sale or distribution of alcoholic beverages which include the use of tickets, tee-shirts, mugs, cups, and any other items as a price or condition of admission.
31. Interfering with the New Rochelle police or other law enforcement agencies in the performance of their duties.
32. Engaging in actions either on or off property owned or leased by the College which leads College officials to believe that a student did adversely affect or may adversely affect: (a) the security of the College community; (b) the integrity of the educational or developmental process; or (c) the good name of the College.

Good Neighbor Policy

The following are some of the ways to be a good neighbor:

1. Views of being a good neighbor are often vague because people hold different beliefs and perceptions. Always try to do what is right and fair by treating others as you would expect to be treated yourself. Understand how your behavior may affect those around you.
2. All students are encouraged to join on-campus organizations, which perform community service by working with such groups as the Boys and Girls Clubs of America, local parishes such as Blessed Sacrament and Holy Family and local soup kitchens. Students who live off campus are also encouraged to join civic groups such as the Halcyon Park and Beechmont Homeowners' Associations because membership for these groups are not limited to homeowners. It is rewarding and mutually beneficial to participate in community-service learning and neighborhood activities, such as civic meetings and block parties.
3. Strictly comply with the Vehicle and Traffic Law of the state of New York while operating, driving, parking and/or controlling a motor vehicle whether on or off campus. This includes, but is not limited to: driving at safe speeds; refraining from passing stopped school buses with flashing lights; obeying traffic signs; avoiding parking in "no parking" zones, handicapped spaces, or neighbors' driveways; and parking correctly when the City or College is attempting to complete leaf or snow removal during the fall and winter months. Most importantly, know that many small children live in the residential neighborhoods near the College, and remember that pedestrians have the right of way.
4. We also encourage all students who are eligible to pick up their free on-campus parking permits to do so, since use of College parking areas will reduce traffic congestion on North Avenue and in the surrounding neighborhoods.
5. Protect the environment from noise, litter and other intrusions. This includes being appropriately quiet during evening and night hours, keeping auto and home stereo systems at acceptable sound levels, and not leaving litter or trash on campus, City streets or neighbors' or students' properties.
6. Use the main gate on North Avenue for entrance and exit. During evening and night hours, students who live in North Avenue residence halls or Rice Hall are encouraged to use the main gate instead of "short-cutting" through residential neighborhoods. Off-campus residents are asked to leave and return to their homes in a similar manner.

7. Properly maintain off-campus rooms, apartments or houses. This includes many of the recommendations stated above plus other important information, such as keeping rooms, apartments and houses litter-free and putting trash on the street curb for pick-up two times per week. Students who live off-campus can contact the city of New Rochelle Department of Public Works to find out about trash pickups and recycling.
8. All tenants and landlords are subject to the zoning and health and safety laws of the city of New Rochelle. In particular, these laws place restrictions on student housing. Please feel free to contact the College's Director of Off-Campus and Commuter Services, in LaPenta Student Union, to find out more about the zoning laws and how they affect students as tenants.

Additionally, students are not allowed to sponsor house parties that disturb the neighborhood and adversely affect the security of the College and community, the integrity of the educational and developmental process, or the good name of the College. Students are also not allowed to engage in other activities which constitute violations of the College Code of Conduct or the Campus Safety Policy Statements as set forth in this Handbook. These on or off campus activities include but are not limited to:

- engaging in conduct which constitutes a violation or crime pursuant to the criminal law of the state or federal governments;
- physical or sexual abuse or harassment, violence, fighting or jeopardizing the health and safety of others;
- defacing and damaging the property of others; and
- interference with campus security, other College officials or the police in the performance of their duties.

Please remember that it is important that all of us respect the rights of others and that we accept the responsibilities, as well as the benefits, of good citizenship.

NEW ROCHELLE ORDINANCES AND CODES

Noise

New Rochelle's noise ordinance (Chapter 213) reads that noise must always be reasonable as determined by a reasonable person. Reasonable noise is determined by volume, intensity, the nature of the noise, the origin of the noise, volume of background noise, proximity to residences, the nature of the zoning district, the time of day or night, the duration, if it is temporary, if it is continuous or impulsive, etc. Noise after 10:00 pm is never acceptable.

Rule of thumb: If the noise can be heard outside of your dwelling you can be held responsible for a violation of this ordinance.

Consequences: A fine no more than \$250 and/or imprisonment for no longer than 15 days for each offense each day.

Disorderly Assemblages

New Rochelle's disorderly assemblages ordinance (Chapter 93) says a disorderly assemblage involves indecent, profane or obscene language or conduct on any street or public place.

Rule of thumb: Be respectful of neighbors as you walk through our neighborhood.

Consequences: A fine no more than \$250 and/or imprisonment for no longer than 15 days for each offense each day.

Garbage

New Rochelle Garbage, Rubbish, and Refuse Code (Chapter 163) states that residents must take garbage out after 10:00 pm the night before it is scheduled for pick up, but before 7:00 am the day of pick up. Containers should be covered, secure, a maximum of 32 gallons in size, and no more than 75 lbs. Boxes should be broken down.

Rule of thumb: Keep garbage in closed containers to prevent rodents from getting into it. Know your trash pickup day!

Consequences: A fine no more than \$250 and/or imprisonment for no longer than 15 days for each offense each day.

Recycling

Residents must recycle metals, glass, plastics, newspapers, cardboard, and yard waste. Metals, glass, and plastics can be in one container.

Rule of thumb: Be green! You can also take your bottles and cans back to the grocery store for cash!

Consequences: A \$25 to \$500 fine for each offense.

Property Maintenance

New Rochelle Property Maintenance Code (Chapter 250) states it is the responsibility of the owner, occupant, or lessee to maintain a property. Keep a clean and sanitary exterior. Plants, shrubs, and other vegetation should never extend over a curb or onto a sidewalk. Grass and weeds should not extend above six inches high.

Rule of thumb: Check with your landlord or in your lease to see who is responsible for the upkeep of the exterior part of your dwelling. If it's you, mow the lawn and keep it clean. If it's your landlord, follow up with him/her if the upkeep is not happening.

Consequences: A fine of no more than \$2,500 for a first offense and \$5,000 for a second offense in less than three years and/or imprisonment for no longer than 15 days for each offense. Fines are usually assessed to landlords, but they can be given to the tenant also.

Snow Removal

New Rochelle Streets, Sidewalks, and Public Places Code (Chapter 281) states it is the responsibility of the owner, lessee, and/or occupant of the property to clear any street, avenue, or public place where a sidewalk is paved or flagged around the dwelling. Also, one cannot put snow back onto a public space from private property.

Rule of thumb: Be kind to your neighbors. Clear the walkways around your house/dwelling.

Consequences: A fine no more than \$250 and/or imprisonment for no longer than 15 days for each offence each day.

Occupancy

New Rochelle Housing Standards and Zoning Codes (Chapter 331 and 174) states that one can have no more than three unrelated people in an off-campus dwelling. They must also have no more than two people in a bedroom. They cannot convert rooms into bedrooms. Off-campus dwellings must provide adequate egress, fire safeguards, adequate electrical service, installation, and wiring, structural support, ventilation, plumbing and sewerage, and be appropriately clean and lit.

Rule of thumb: You plus two! Live no more than three people to a two or more bedroom off-campus dwelling. Make sure the dwelling is legal. Check with the New Rochelle Buildings department if you have any questions.

Consequences: A fine of no more than \$2,500 for a first offense and \$5,000 for a second offense in less than three years and/or imprisonment for no longer than 15 days for each offense. Fines are usually assessed to landlords, but they can be given to the tenant also.

More Information:

The City of New Rochelle Building and Fire Departments are responsible for investigating housing complaints involving zoning issues where more than three (3) non-related people are living together in a dwelling. Based on the above definitions, it is important to realize that only three unrelated people are permitted to live together in a dwelling unit. More than three individuals living together would be a violation of the Zoning Code. A critically important fact when considering the legal number of occupants in a building is the number of dwelling units in the building. In a one family home, regardless of the number of bedrooms, there can be no more than three unrelated persons living together. In a legal two family home, three unrelated persons are permitted to reside in each dwelling unit for a total of 6 persons in the house.

If you are looking to rent a room in a private home in New Rochelle (Section 331.30), code permits the accessory use of a dwelling unit to allow the renting of not more than one room to not more than two persons. Therefore, it would be legal for no more than two students to reside in a private home sharing a room. According to the City of New Rochelle Zoning Code, it shall be presumptive evidence that four or more persons living in a single dwelling unit who are not related by blood, marriage, legal adoption or legal foster relationship do not constitute the functional equivalent of a traditional family. The standard that is used in determining whether individuals are living together as the functional equivalent of a traditional family, the following criteria must be present:

1. The occupants must share the entire dwelling unit, including cooking facilities, and live as a single housekeeping unit. A dwelling unit in which various occupants maintain separate and locked sleeping facilities in which such occupants' separate personal property are contained therein may not be deemed to be occupied by the functional equivalent of a traditional family;

2. The group is not transient or temporary in nature. Evidence of not being transient or temporary in nature may include but not be limited to proof that members of the household have the same address for purposes of voter's registration, driver's license, motor vehicle registration, and filing of income taxes and/or other documentation of domicile; and
3. Any other factor reasonably related to whether or not the group is the functional equivalent of a family.

What this ultimately means to you is that no more than three unrelated individuals may reside in a dwelling without creating an illegal occupancy condition that violates both the City's Zoning and the State's Building codes. Depending on how and why this illegal occupancy condition was created, you or your landlord (or property manager) may be found liable, cited, and possibly prosecuted in New Rochelle City Court.

If you have questions regarding these regulations and need further information, please contact the City of New Rochelle Bureau of Building at (914) 654-2036 between the hours of 8:30 am - 4:30 pm, Monday through Friday.

Voter Registration

Visit the City Clerk at City Hall for a voter registration form or for absentee ballot applications. City Hall is located at 515 North Avenue, New Rochelle, NY. If you have questions, call (914) 633-2000.

GETTING AROUND TOWN

Bikes, Roller Blades & Skateboards

Being green is great! Bikes are a great option to get around town and to get to campus! Bike racks are located behind Conese Hall. However, do NOT plan to bike, roller blade or skateboard on campus. These acts are prohibited for safety reasons. Once you are on campus, walking is your best option to get around!

Buses

New Rochelle bus maps and schedules can be found in the Office of Off-Campus and Commuter Services. Buses run Monday through Saturday. The cost of a ride is \$2.50 and can increase at the discretion of the Metropolitan Transportation Authority. Riders can use MetroCards or quarters to pay their fare. Riders can purchase MetroCards in the Office of Student Development or regular MetroCards at vendors in Westchester. To learn more about the Beeline Bus system and where to purchase MetroCards visit <http://beelinebus.westchestergov.com>.

Trains

MetroNorth commuter trains to and from New York City are accessible from the New Rochelle train station via the New Haven line. The ride from Grand Central Terminal to New Rochelle takes about 35-40 minutes. Then take the Gael Express, the #45 bus or a cab via North Avenue to Iona College. Train rates vary depending on the time of your travel and which station you travel from. Order bulk tickets for discounted rates online. Purchasing tickets on the train costs more than purchasing them at the train station. MetroNorth does NOT offer discounted student rates for college students. Visit www.mta.info. Amtrak also stops in the New Rochelle Transit Center.

Zipcars

Need a car? Borrow a Zipcar! Iona College has partnered with Zipcar to bring self-service, on-demand car sharing to the area. To use Zipcar, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. When you're done, return the car to the same location where you picked it up. As a member you get:

- Access to Zipcars 24/7.
- Discounted hourly rates for faculty, staff and students age 18 and older: rates start at just \$7.50/hour or \$69/day.
- Gas, insurance and maintenance are included for free!

Learn more and get started at <http://www.zipcar.com/ionacollege14>.

Parking on Campus

Parking permits can be obtained by off-campus and commuter students. Fill out the electronic form on the Campus Safety and Security website, then pick up the permit in Campus Safety and Security. You need your Iona ID. Parking permits must be displayed at all times. Parking permits give students permission to park only in designated WHITE LINE spaces. Yellow spaces are designated for faculty and staff. Students can park in the parking garage and in Summit Lot. Failure to abide by parking regulations will result in fines. Please also abide by the 10 mph speed limit when on campus. For more information about parking on campus, please visit the Office of Campus Safety and Security.

Parking in the Community

Iona encourages students to park in Iona designated student parking. However, sometimes finding a spot on the street in the community is quicker and easier than driving to the garage. Please be sure you do not block any portion of our neighbors' driveways. Police will ticket you. Police can also tow cars if a neighbor cannot get in or out of their driveway. Make sure your registrations are up-to-date to avoid expired registration tickets. And abide by all parking signs. When possible, please be respectful of neighbors. Elderly and disabled men and women would like to park in front of their own homes. If you live in the community and can extend this courtesy to your neighbor, it would be great!

Cabs and Airport Transportation

The cost of a cab varies depending on the length of the trip. New Rochelle has a number of cab companies.

Airport Limo.com	(877) 278-5466
Blue Bird Taxi:	(914) 632-0909
Green Team Taxi	(914) 576-1200
Union Taxi:	(914) 576-1600
United Taxi	(914) 632-6888
Westchester Express	(914) 417-4280

A GAEL'S GOTTA EAT

The Iona College Off-Campus and Commuter Meal Plan

Continuing Iona College Off-Campus and Commuter Students not residing in College housing are invited to participate in the Off-Campus and Commuter Student Meal Plan. If off-campus and commuter students choose not to have the same meal plan as residential students, they may choose from one of the following meal plan options designed specifically for them: (Please note that this plan is subject to change.)

Gold Plan:

Open a meal plan with \$500 (or a multiple of \$500) and receive an additional \$25 for each \$500 increment. Increments can be added at any time during the semester, but must be added in the full \$500 amount to gain the additional \$25. The meal plan enables students to choose from four on-campus sites as well as sixteen off-campus eateries.

Example: Student Pays \$500, student has \$525 available to spend.
Student Pays \$1000, student has \$1050 available to spend

Silver Plan:

Open a meal plan with \$250. Students may add to their plan in \$50 increments throughout the academic year. The meal plan enables students to choose from four on-campus sites as well as sixteen off-campus eateries.

Maroon Plan:

Open a meal plan account for as little as \$100, and students may add to the plan in \$50 increments throughout the academic year. The meal plan enables students to choose from four on-campus sites as well as sixteen off-campus eateries.

Flexible Account – contains meal plan “dollars or points” per semester, which can be used on campus.

- **North Avenue** points may also be used in the eateries on the Iona Campus.
- Meal plans can be used during the dates determined by Business Services, including intercessions at participating eateries when they are open for business. Funds unspent at the end of the fall semester roll forward, but any funds which remain at the end of the spring semester are forfeited.
- Sales tax is applied toward all purchases made from the **North Avenue** eateries.
- No sales tax is charged on purchases made at the eateries on the Iona campus.
- **Meal plan funds may be used for the purchase of food items and non-alcoholic beverages only.** Any student purchasing alcoholic beverages with Meal Plan funds will be adjudicated through the College Code of Conduct. Any establishment selling alcoholic beverages and/or non-food and beverage items using Meal Plan points will be removed from the College Meal Plan.
- Meal plan funds may not be used to purchase sundry items, or for tips at participating restaurants.
- Your Iona College student ID also serves as the meal card. **LOST CARDS** may be replaced for a \$10 fee at the Campus Safety and Security Office located in the LaPenta Student Union.
- The meal plan is maintained by the Business Services Office, located in Doorley Hall, Ground Floor. **Please contact Business Services promptly, at 633-2122, to deactivate any lost ID card. Lost funds may only be replaced if the student has reported the Meal Plan card as lost to Campus Security and/or Business Services.** Students may request a receipt from all participating eateries. Requests for a transactional history may be made at the Office of Business Services.
- Funds **may not be transferred** from one flexible account to the other.
- To add money to or start a Meal Plan, visit Student Financial Services located on the 2nd floor of McSpedon Hall. Payments can be made with cash, check, or any major credit card. To make a payment online, please go to https://secure.touchnet.net/C20893_ustores/web/store_main.jsp?STOREID=1&SINGLESTORE=true.
- Students may be able to use excess scholarship, grant, or loan money for their meal plans. Please speak with your Student Financial Services counselor to learn more.
- Meal plan options and restaurant participants are subject to changes and updates at any point in the year.

Local Places to Eat

New Rochelle and the surrounding towns have great restaurants. Support our local business owners!

Italian		
Posto 22	22 Division Street, New Rochelle	(914) 235-2464
Fratelli	237 East Main Street, New Rochelle	(914) 633-1990
Modern Restaurant & Lounge	310 Huguenot Street, New Rochelle	(914) 633-9479
Augie's	94 Chatsworth Avenue, Larchmont	(914) 834-3800
La Sala	2047 Boston Post Road, Larchmont	(914) 833-7900
Piccolo Mulino	136 Mamaroneck Avenue, Mamaroneck	(914) 777-0481
Enzo's	451 Mamaroneck Avenue, Mamaroneck	(914) 698-2911
La Fontanella	115 Wolfs Lane, Pelham	(914) 738-3008
Spadaro Ristorante	211 Main Street, New Rochelle	(914) 235-4595
American		
Beechmont Tavern	750 North Avenue, New Rochelle	(914) 636-9533
Chat 19	19 Chatsworth Avenue, Larchmont	(914) 833-8871
The Wooden Spoon	16 Division Street, New Rochelle	(914) 278-9432
Mexican		
El Tio	25 Anderson Street, New Rochelle	(914) 636-8686
Mexican Corner Restaurant	497 Main Street, New Rochelle	(914) 633-9696
Little Mexican Café	581 Main Street, New Rochelle	(914) 636-3926
Tequila Sunrise	145 Larchmont Avenue, Larchmont	(914) 834-6378
Mediterranean		
Lusardi's	1885 Palmer Avenue, Larchmont	(914) 834-5555
NoMa Social	1 Radisson Plaza, New Rochelle	(914) 576-4141
Chinese/Japanese		
Fuji Mountain	2375 Boston Post Road, Larchmont	(914) 833-3838
Oriental Palace	480 New Rochelle Road, Bronxville	(914) 668-8877
Hunan Larchmont	1961 Palmer Avenue, Larchmont	(914) 833-0400
Red Plum	251 Mamaroneck Avenue, Mamaroneck	(914) 777-6888
Caribbean		
Alvin and Friends	14 Memorial Highway, New Rochelle	(914) 654-6549
Indian		
Coromandel	0 Division Street, New Rochelle	(914) 235-8390
Rani Mahal	327 Mamaroneck Avenue, Mamaroneck	(914) 835-9066

Dessert		
Café Mozart	308 Mamaroneck Avenue, Mamaroneck	(914) 698-4166
Latin		
Don Coqui	115 Cedar Street, New Rochelle	(914) 648-4848
Irish		
Piper's Kilt	433 White Plains Road, Eastchester	(914) 961-9815
Mickey Spillane's	431 White Plains Road, Eastchester	(914) 395-3838
Rory Dolan's	890 McLean Avenue, Yonkers	(914) 776-2946
Jamaican		
Ripe	151 West Sandford Boulevard, Mt. Vernon	(914) 665-7689
Creole		
Bayou Restaurant	580 Gramatan Avenue, Mt. Vernon	(914) 668-263

The Right Supplies

If you have your own kitchen for the first time, you might not know what you need. Here are some basic kitchen supplies that should get you through most meals!

- Cookie sheet
- Cooking pot or saucepan
- Skillet
- Baking pan (9"x13")
- Mixing bowl
- Mixing spoons
- Measuring cup (liquid ingredients)
- Measuring cups (dry ingredients)
- Measuring spoons
- Spatula
- Can Opener
- Tongs
- Sharp knife
- Pot holders
- Plastic storage containers
- Aluminum or tin foil
- Microwave oven
- Sponge
- Strainer

If you want to get fancy...

- Cooling rack
- Cheese grater
- Muffin/Cupcake pans
- Knife set
- Peeler
- Whisk
- Toaster oven
- Mixer
- Food scale
- Cooking thermometer

Cheap and Easy Recipes

Shepherd's Pie

Prep Time: 15 minutes
Cook Time: 1 hour
Serves: 6-8 servings

Ingredients:

1 small onion
1 lbs ground beef
2 (8-ounce) cans of tomato sauce
1 can creamed corn
Salt and pepper
5 to 6 medium potatoes
1¼ cup of milk
6 tablespoons butter
¼ cup sour cream
2 cups of instant biscuit mix

Preheat oven to 350 degrees

Beef Layer: Sauté onions in 2 tablespoons of butter. Add ground beef. After beef is browned, add tomato sauce. Place in baking dish. Cover beef layer with creamed corn.

Potato Layer: Quarter potatoes and boil until tender for approximately 15 minutes. Whip potatoes with electric mixer until moderately smooth. Add ¼ cup heated milk, 3 tablespoons of butter, and sour cream. Salt and pepper to taste. Whip until mixed. Adjust thickness by adding more milk, if desired. Layer over beef.

Biscuit Layer: Combine biscuit mix and 1 cup of milk. Pour biscuit mix over meat. Melt butter and brush it over top.

Bake for 35-45 minutes until top is golden brown.

Notes: _____

Chicken Cutlet Parmesan

Prep Time: 10 minutes
Cook Time: 45 minutes
Serves: 6 servings

Ingredients:

6 boneless chicken breasts
Salt and pepper
Extra-virgin olive oil for drizzling
3 to 4 cloves of chopped garlic
1 small yellow onion, finely chopped
1 (28-ounce) can diced tomatoes
1 cup or 20 leaves, fresh basil leaves shredded or torn
½ cup Parmigiano-Reggiano
½ pound mozzarella, thinly sliced
1 box of pasta

Preheat oven to 375 degrees.

Place a medium pot on the stove over medium heat. Add 2 tablespoons extra-virgin olive oil. Add garlic and chopped onions.

Cook 10 minutes, stirring often.

Add tomatoes and heat thoroughly, 2 minutes.

Wilt in the basil and season the sauce with salt and pepper. Place sauce in a baking dish.

Add chicken. Top the chicken with Parmigiano-Reggiano and mozzarella.

Bake for 30-45 minutes or until cooked through.

Serve over 1 box of your favorite pasta.

Notes: _____

New World Easy Lasagna

Prep Time: 20 minutes
Cook Time: 1.5 hours
Serves: 10-12 servings

Ingredients:

1 pound ground beef (optional)
2 cups shredded mozzarella cheese
1 container (15oz) ricotta cheese
½ cup grated parmesan cheese
¼ cup parsley
2 eggs
1.5 cups of water
1 box Ronzoni Oven Ready lasagna noodles
1 jar (26 oz) spaghetti sauce
½ teaspoon salt
¼ teaspoon black pepper

Heat oven to 350 degrees.

Brown meat in large skillet on medium-high heat. Meanwhile, mix half the mozzarella cheese, the ricotta cheese, ½ cup Parmesan cheese, parsley, salt, pepper, and eggs until well blended; set aside.

Drain meat; return to skillet. Stir in sauce. Add water to empty sauce jar; cover with lid and shake well. Add to meat mixture; stir until well blended.

Spread 1 cup of the sauce onto bottom of 13x9x2 inch baking dish; top with layers of 3 lasagna noodles, 1/3 of the ricotta cheese mixture, and 1 cup of sauce. Repeat layers twice. Top with remaining 3 noodles and the remaining meat sauce. Sprinkle with remaining cup of mozzarella cheese. Cover with greased foil.

Bake 45 minutes. Remove foil; bake an additional 15 minutes or until well heated through. Let stand 15 minutes before serving.

Recipe found on Ronzoni.com

Notes: _____

Mom's Macaroni and Cheese

Prep Time: 10 minutes
Cook Time: 30 minutes
Serves: 4-6 servings

Ingredients:

1 box macaroni elbows
Salt and Pepper
1-10 oz bar of extra sharp cheddar cheese, shredded
1 cup milk
¼ stick of butter

Boil elbow noodles according to box instructions. Layer in casserole dish. Add ¼ stick of butter on top of elbow noodles.

Grate sharp cheddar cheese on top. Add salt and pepper to taste. Stir ingredients together.

Add about 1 cup of milk just until you can see the milk through the noodles. Stir.

Bake at 350 degrees for about 25-30 minutes or until the top is golden brown.

Notes: _____

Food Assistance

Living off-campus can be expensive. If you are in need of low cost/no cost food, please visit one of the following resources:

- **Office of Student Success**
LaPenta Student Union
Contact: Br. Kevin Devlin
(914) 633-2270
***Textbook assistance available
- **Hope Community Services Food Pantry**
St. Gabriel's High School
50 Washington Avenue
New Rochelle, NY 10801
(914) 235-2607
Hours: Every other Wednesday 9:00 am- noon
- **New Rochelle CAP Food Pantry**
95 Lincoln Avenue
New Rochelle, NY 10801
(914) 636-3050
Hours: Monday-Friday 9:00 am – 4:00 pm
- **Salvation Army New Rochelle Food Pantry**
22 Church Street
New Rochelle, NY 10801
(914) 632-5255
Hours: 3rd and 4th Thursdays each month
9:00 am – noon
- **The Master's Helping Hand Food Pantry**
70 Church Street
New Rochelle, NY 10805
(914) 235-9344
Hours: 2nd and 4th Friday each month
10:00 am – 1:00 pm
- **Guidance Center Club Food Pantry**
547 North Avenue
New Rochelle, NY 10801
(914) 576-1172
Hours: 3rd Tuesday every month 2:00 – 7:00 pm
- **Union Baptist Church Food Pantry**
438 Main Street
New Rochelle, NY 10801
(914) 632-3627
Hours: 2nd and 4th Monday from 6:00–8:00 pm
- **Union Baptist Church Soup Kitchen**
438 Main Street
New Rochelle, NY 10801
(914) 632-3627
Hours: Friday 6:00 – 7:30 pm

- **Hope Community Services Soup Kitchen**
St. Gabriel's Church
50 Washington Avenue
New Rochelle, NY 10801
(914) 636-4010
Hours: Tuesday, Wednesday, and Friday at 5:00 pm
- **Love in Action Soup Kitchen**
First Assembly of God
165 Union Avenue
New Rochelle, NY 10801
(914) 632-0031
Hours: Saturday 3:00 – 5:00 pm
- **Salvation Army New Rochelle Soup Kitchen**
22 Church Street
New Rochelle, NY 10801
(914) 632-5255
Hours: Sunday 3:00 – 6:00 pm
- **New Rochelle CAP Soup Kitchen**
95 Lincoln Avenue
New Rochelle, NY 10801
(914) 636-3050
Hours: Monday and Thursday 5:00 – 6:15 pm
- **Westchester Consumer Empowerment**
612 Main Street
New Rochelle, NY 10805
(914) 576-7022
Hours: Monday – Friday noon – 2:00 pm

To apply for food stamps from the Department of Social Services, visit one of the following sights.

- **Mt. Vernon Center**
100 East First Street
Mount Vernon, NY 10550-3442
(914) 813-6000
- **Peekskill Center**
750 Washington Street
Peekskill, NY 10566-5499
(914) 862-5000
- **White Plains Center**
85 Court Street
White Plains, NY 10601-4201
(914) 995-5889 OR (914) 995-4681
- **Yonkers Center**
131 Warburton Avenue
Yonkers, NY 10701
(914) 231-2000

*** Information provided is subject to change. Please contact specific agency, office, or business for up-to-date information.

MOVING OUT

I'm Moving Out

So it is time to move out! It might seem easy, and you might be eager to move on, but there are actually a number of things to keep in mind before you pack up and go!

- Know when your lease ends, the date you must move out, and/or the date you must renew your lease by. Also know how much notice you must give your landlord. It is usually listed in your lease. Standard notice is 1-3 months. If you do not have a lease, 1 month is expected.
- Note: You must give your notice based on the date you pay the rent. If you intend to move out on July 15, but you pay rent on the 1st of each month, you would need to give your notice on June 1. It would be up to your landlord to decide if you need to pay all of July's rent.
- Put your notice to move out in writing. The letter should include the current date, your name, your current unit address, your current phone number, the date you intend to move out, your future address, and your future phone number. Send this letter certified with return receipt requested.
- Request a walk through of your apartment with your landlord to ask what needs to be fixed or cleaned. If he/she refuses you this, ask (preferably in writing) what is required before you move out. Do you have to paint? Have the carpets cleaned?
- Prepare to pack up. You may need the following items: boxes, packing materials, tape, rope, plastic bins, dolly, cleaning supplies, a vacuum, a steam cleaner, and spackle.
- Get help! Plan who will help you move or decide on hiring a moving company. Visit the Better Business Bureau for referrals (www.bbb.org).
- Remove all personal items from the dwelling. Thoroughly clean it. Keep receipts for cleaning supplies, steam cleaner rentals, etc. Make sure you clean and/or fix any of the items your landlord told you about during your first walk through.
- Take a video and/or pictures of your apartment. Have a friend with you when you do this.
- Ask your landlord to take another walk through with you. Complete your move-out checklist (on the same form as your move-in checklist). Have your landlord sign and date it.
- Return your keys in person. A landlord can charge you until the keys are returned or he/she can charge you for a lock change. You can ask the landlord to sign and date a statement saying you returned the keys.
- Ask your landlord the specific date you can expect your security deposit returned.

A landlord must return your security deposit, less any deductions for damage, in a reasonable amount of time.

Send any requests or problems in writing to your landlord via certified mail with return receipt requested. If your landlord will not return your security deposit, contact the Office of the State Attorney General at (914) 422-8755.

OTHER CONTACT INFORMATION AND RESOURCES

Contact Information

City of New Rochelle Website: www.newrochelleny.com

Westchester County Website: www.westchestergov.com

New Rochelle Police Department:

Emergency 911
Non-Emergency (914) 654-2300

New Rochelle Fire Department:

911

Post Offices:

- Iona College
(914) 633-2513
Open: Monday-Friday, 12:00 - 4:00 pm
- New Rochelle Post Office
225 North Ave.
New Rochelle, NY 10801
Monday-Friday, 8:00 am – 5:00 pm, Saturday, 8:00 am – 1:00 pm
- Wykagyl Post Office
3 Quaker Ridge Rd.
New Rochelle, NY 10804
Monday-Friday, 8:00 am – 7:00 pm, Saturday, 8:00 am – 4:00 pm

Medical:

- Montefiore New Rochelle
www.montefiore.org
16 Guion Place
New Rochelle, NY 10801
(914) 632-5000
- Lawrence Hospital Center
www.lawrencehealth.org
55 Palmer Ave.
Bronxville, NY 10708
(914) 787-1000
- Westchester Medical Center
www.worldclassmedicine.com
95 Grasslands Rd.
Valhalla, NY 10595
(914) 493-7000

- Iona College Wellness Center
www.iona.edu/studentlife/health
760 North Ave.
New Rochelle, NY 10801
(914) 633-2548
Monday and Wednesday, 8:30 am - 5:30 pm, Tuesday and Thursday, 8:30 am - 4:30 pm, Friday, 9:00 am – 3:00 pm,
Saturday. 10:00 am – 2:00 pm

Libraries:

- Iona College
www.iona.edu/library
(914) 637-2791
- New Rochelle Public Library (requires proof of residence)
www.nrpl.org
(914) 632-7878

Westchester Tenant Resources

Westchester Mediation

Community Services Cluster

www.clusterinc.org

Contact: Jon Shenk

jschenk@clusterinc.org

Eviction Prevention Services: Mary Rowson (914) 668-5885 x10 or (914) 948-4434

Attorney General

101 East Post Road

White Plains, NY 10601-5008

www.oag.state.ny.us

(914) 422-8755

Westchester Residential Opportunities, Inc.

470 Mamaroneck Ave.

White Plains, NY 10605

(914) 428-4507

www.wroinc.org/index.html

MY CONTACTS

Name: _____
Address: _____
Phone: _____
Cell: _____
Fax: _____
Email: _____
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Iona College | 715 North Avenue | New Rochelle, NY 10801