

A photograph of Iona College's main building, a large brick structure with a white pediment and arched windows. In the foreground, a large stone Celtic cross stands on a circular base. Students are seen sitting on the grass and walking around. The sky is blue with light clouds.

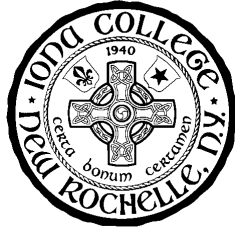
IONA

Gael Guide to Being A Great Landlord

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Office of Off-Campus Housing
Iona College • 715 North Avenue • New Rochelle, NY 10801
(914) 633-2243 • www.iona.edu/offcampushousing

Iona College



Mission Statement

Iona College is a diverse community of learners and scholars dedicated to academic excellence in the tradition of the Christian Brothers and American Catholic higher education. We commit ourselves to education within the rich heritage of these legacies, especially intellectual inquiry and the values of justice, peace and service.

Iona College graduates will be sought after because they will be:

- *ethical and skilled decision-makers and problem solvers motivated to leadership, service and civic responsibility;*
- *independent thinkers informed and enriched by a liberal arts education;*
- *lifelong learners skilled in and adaptable to new information and technologies; and*
- *individuals who integrate the spiritual, intellectual, civic, emotional and physical dimensions of their lives.*

The Iona College Community will achieve these goals by dedicated teaching enhanced through creative research and scholarship, internships, career development and by participation of students, faculty, staff, administrators, alumni and board members in the many centers of excellence at Iona College.

(Adopted: September 25, 2008)

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Office of Off-Campus Housing Mission Statement:

Off-Campus Housing is committed to educating students about the concept of community and their role as citizens in a global community. Off-Campus Housing is a member of the Division of Student Development, and works ethically and collaboratively with other campus offices to support the Mission of Iona College. Off-Campus Housing 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 Housing:

- 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.

(Created July 2009)

What is the Office of Off-Campus Housing at Iona College?

The Office of Off-Campus Housing was created in July 2008 to help educate students about locating safe housing in the greater New Rochelle community. The Office also teaches students how to live as good neighbors in the community and serves as a resource for students, parents, neighbors, municipal leaders, community members, business leaders, etc. While Iona does not come between students and landlords, Off-Campus Housing serves as a resource for both parties.

A Note From the Director:

First, thank you for considering renting your off-campus dwelling to members of the Iona College community. Landlords who rent to students often share that they enjoy having young, vibrant students in their lives, and they enjoy serving as mentors and role models of good citizenship for our students.

As Director of Off-Campus Housing, I work with our students when they are thinking about moving into the greater New Rochelle community and serve as a resource once they do. My goal is to help students understand what it means to be a good neighbor and tenant, how to find an off-campus dwelling, how to live Iona's mission in the community, and how to be productive members of the community. Off-Campus Housing also educates students about their rights and responsibilities. Most students make a seamless transition from Iona residents to community renters!

While most of my work focuses on student education, this brochure will help landlords effectively work with college-aged tenants. It includes:

- a summary of common student renter problems and tips for handling and preventing them;
- important housing code information for landlords from the New Rochelle Bureau of Buildings;
- important fire safety information from the New York State Office of Fire Prevention and Control;
- helpful dwelling safety tips from the not-for-profit organization, Peace Outside Campus;

- information about a free independently run dwelling safety certification program; and
- a list of landlord resources.

Please take a moment to review this helpful guide and contact me if you have any questions or concerns at (914) 633-2243 or mlsamps@iona.edu.

Sincerely,

Michele L. Sampson

Michele L. Sampson, MS
Director of Off-Campus Housing

Common Student Rental Problems

College students have their own lifestyle! Renting to students is not the same as renting to families, young professionals, or the elderly. Students get up late and stay up late. They may not define loud noise the same way as their neighbors. Sometimes students may avoid conflict because they have not fully developed the communication skills needed to effectively manage problems with roommates, landlords, and neighbors.

Here are some common complaints student rentals receive. As a landlord, work with students to address these issues before they occur:

- **Excessive or Loud Noise:** Noise upsetting neighbors comes from voices in the neighborhood, stereos through open windows, from cars revving engines, car horns, parties, guests and more. In apartment complexes, noise is also transferred through floors and walls.
- **Illegal or Excessive Alcohol/Drug Use:** Alcohol use complaints occur from house parties and students drinking on sidewalks and streets. Concerns about drug use/sales come from neighbors when students have a constant guest flow at all hours of the day and night. Sometimes complaints about alcohol and drug use also come from other roommates who fear illegal/dangerous activity in their home.
- **Traffic/Parking:** Traffic/parking complaints are often called into the City Manager's office and the Police Department. These include students parking illegally, blocking driveways, taking up all of the street parking, double parking, etc.

- **Exterior Yard Up Keep:** Unkempt yards, exterior furniture, yard waste, and poor general maintenance are often associated with “student housing” and cause great concern for neighbors. All of these can result in fines issued to the landlord by the City of New Rochelle.
- **Refuse/Recycling Disposal:** Students failing to follow the refuse and recycling schedule or who fail to keep trash covered upsets neighbors.
- **Respecting Neighbors and Property:** Students and their guests sometimes cause damage to common fences and yards, trespass on neighboring properties, litter on the yard and/or street, and use foul language.

Tips for Successfully Managing Your Student Rental

Most of these common student rental complaints can be prevented and/or managed by good conversations, a thorough lease, and a “hands on” landlord! Ninety percent of Iona’s off-campus students make good decisions and are responsible, but even these students can benefit from a friendly reminder about important issues when living off-campus for the first time! Here are some tips for successfully managing student rentals:

- 1) It is incredibly important that students know what is expected of them and what will happen if they do not follow the guidelines outlined in their lease. Students tend to gloss over these details once they find a dwelling they are happy with, so it is very important that landlords cover these points in detail:
 - ***Refuse and Recycling:*** What is the recycling and refuse schedule? Give tenants a copy of this schedule each season. (Find it on www.newrochelleny.com). What is the student’s responsibility regarding refuse and recycling? Will the landlord take out the refuse and recycling? Where do tenants put garbage and recycling? What gets recycled and how does the City require these items get separated? What should tenants do with other items like TVs when they break? What should new tenants do with move-in garbage (boxes, etc.)?
 - ***Repairs:*** Who should students contact regarding repairs? How do they contact this person (name, phone number, emergency phone number, e-mail, mailing address)? How quickly should tenants let

you know something is in need of repair? What do you consider an emergency repair? What is the tenant's responsibility and what is not? What's a reasonable expectation of time for repairs to be made once reported to the landlord? Students like instant gratification, so be clear on this point. Who will make the repairs? Will the landlord notify the student if an outside company will need to gain access to the dwelling to make a repair?

- **Modifications:** What can tenants modify in the dwelling? Can they paint? Build a wall? Add curtains? Hang pictures?
- **Behavior:** What happens if the tenant(s) violate a local, state, or federal law? Are there regulations for parties? What are they?
- **Rent:** What happens if the rent is late or unpaid? What is considered late? Where should the tenant(s) send the rent?
- **Exterior Maintenance:** Who maintains the yard and/or sidewalk? Who clears the snow?
- **Parking:** What are the City's parking and traffic ordinances? Where should the tenant(s) park? Where should guests park?
- **Pets:** Can the tenant(s) have a pet? Are there stipulations/security deposits in this case?
- **Guests:** Are there rules regarding guests? How long can someone stay before he or she stops being a guest and starts being a resident of the dwelling?
- **Neighbors:** How can the tenants(s) be a good neighbor? Have tenants in the past had any problems or positive interactions with their neighbors? Do the neighbors have any pet peeves or common complaints?
- **Tenant Rights:** What is the tenant's right to privacy? Explain the landlord's right to enter the dwelling with reasonable notice. What is reasonable notice (usually 24 hours)? How will the landlord communicate that he or she will be entering the dwelling?
- **Damages and Security Deposits:** When and why will tenants be billed for damages? How should they leave the dwelling? What should they repair? How much notice do you require before renewing the lease? What's the difference between the last month's rent and a security deposit? Do you allow tenants to use the security deposit as the last month's rent?
- **Keys:** When does the tenant get key(s)? What should a tenant do if someone in the dwelling loses a key?

- 2) Students respond best to landlords who explain rules and expectations, respond to issues in a timely manner, and who hold tenants responsible for their behavior.
- 3) If you rent apartments in a complex, carpet the floors to prevent noise from traveling between floors. Speak with students about when it is appropriate to move furniture, hang pictures, etc. Students may stay up all night decorating their apartment and forget that people live under them and on the other side of the walls. Also, bouncing balls, banging of any kind, and walking around an apartment in high heels should be discouraged.
- 4) Some students are more mature than others. Some avoid problems, while others communicate very effectively. Follow up in writing to students and guarantors after each conversation and have a plan in case your student tenants use avoidance as a communication strategy.
- 5) Introduce your new tenant(s) to the neighbors. Encourage them to exchange phone numbers.
- 6) Be visible. Be active. Be hands on. Visit the property. Schedule regular inspections of the interior and exterior with the tenants to ensure the property investment is well kept.
- 7) Make sure smoke detector batteries are changed regularly and that smoke detectors are always attached to the ceiling. Students notoriously take them down when they start to beep and do not put them back up.
- 8) Document the condition of the apartment with the student(s) before and after the lease term. Take date stamped pictures. Have students sign off on a dwelling condition form (see sample on page 26-28).
- 9) Make sure all students and guarantors sign the lease and get a signed copy of it.

Student Education:

Students and parents are encouraged to make sure the dwelling is safe and legal before signing a lease. Here is the checklist to help students with this process. It was developed in conjunction with the New Rochelle Bureau of Buildings:

- Check New Rochelle Bureau of Building's Property Portal to see how your prospective dwelling is zoned. Visit www.gistrend.com/NewRochelle/, 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 it is legal: Is the apartment in the basement next to a boiler? If yes, it's most likely not legal. Do you pay gas and electric utilities? If not, it's most likely not legal.
- 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 when 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 or 100 square feet for two people?
- 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?

Iona College and Off-Campus Student Behavior:

Currently enrolled Iona College students are responsible for their behavior both on and off campus. Specifically, they must abide by Iona's College Code of Conduct and Good Neighbor Policy. Typically, neighborhood complaints about student behavior are addressed via an informative letter and/or an educational conversation with the Director of Off-Campus Housing. Any violations of policy documented with an arrest or a summons from the New Rochelle Police Department or another agency will result in student adjudication through the College judicial process. Iona expects students to live its Mission on campus and in the community. Ultimately, all decisions about how the College will proceed regarding off-campus incidents are made by the Vice Provost for Student Development or a designee.

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 Housing, 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.

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.

The Bureau of Buildings Wants Landlords to Know:

Why a Housing Code?

The objective of this Code is to bring correction or remedy of any building feature or condition that threatens safety, health, sanitation and the general welfare of inhabitants. In general, the Code concerns structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from hazards. It applies to construction, alteration, repair, removal, demolition, use or occupancy of residential buildings and their accessory structures.

Heat and Safety

- Inhabited buildings must be maintained and kept in safe and sanitary condition.
- Devices and safeguards required by the Code in effect when the building was built, repaired or modified must also be maintained in good working order by the owner or tenant.
- A bathroom must be located within the dwelling, accessible to all occupants, and properly connected to an approved water and sanitary disposal system, free from leaks, defects and obstructions. It must contain a lavatory, toilet and tub or shower. Bathrooms must afford privacy to the user and be accessible from within the building.
- Minimum sanitary facilities also require at least one fully working kitchen. Kitchens must provide sanitary food preparation surfaces, food and utensil storage areas (cabinets, drawers, etc.), a free standing cook stove (no portable cooking equipment), and mechanical refrigeration for the storage of perishable food.
- All plumbing fixtures must have adequate supply of both cold and hot water distributed through an approved plumbing system with drains.
- Each dwelling must have properly operating heating facilities capable of safely and adequately heating all habitable rooms and bathrooms.
- Each dwelling unit must have adequate garbage disposal facilities or garbage storage containers of a type and in a location for sanitary, temporary storage of household garbage.
- Dwellings must comply with fire prevention features of the Code, and must have an installed smoke detector that provides an audible alarm. The detector shall be tested in accordance with and meet the requirements of UL 217 (1989), Single and Multiple Station Smoke Detectors.

Ventilation

- Windows must be water tight, weather tight and rodent resistant. All windows in bedrooms must provide egress openings. Screens are required on all windows and exterior doors used for ventilation, unless the dwelling has central air conditioning.
- Windows providing ventilation must be easy to open. Bathrooms need not have operable windows if a working fan ventilates the room.

Electrical Systems

- Habitable rooms must have at least two separate and accessible electrical receptacle outlets. Bathrooms and laundry rooms require one Ground Fault Circuit Interruption (GFCI) outlet.
- Bedrooms, kitchens and bathrooms require a wall or ceiling light controlled by a wall switch. Other habitable rooms or enclosed areas require a wall or ceiling lighting outlet not necessarily controlled by a wall switch. All electrical features must fully comply with National Electrical Code.
- In multi-family buildings, every common hall and inside stairway shall be adequately lighted at all times.
- Every electrical outlet and fixture, and all electrical wiring and equipment shall be installed, maintained and connected to a source of electrical power in accordance with the provisions of the electrical code.

Structure Interior and Exterior

- Exterior walls and roofs must be free of defects that admit water or dampness to the interior and must be kept in good repair to prevent leaks.
- Open porches, landings and walkways over above ground level must have protective railings, as must stairs with over three risers. This requirement also applies to interior stairs, landings, and balconies (as measured to the next lower level).
- Interior floors, walls and ceilings must have structural integrity, be rodent proof and in sound condition. Floors in rooms with water outlets must be water resistant, clean and sanitary.
- Interior and exterior doors must be properly operating and have all hardware to permit opening, closing and securing. Doors must be weather tight, watertight and rodent and insect resistant when the door is closed.

Dwelling Space

- To limit overcrowding, dwellings must provide 150 square feet of habitable space for one occupant and at least 100 additional square feet for each additional occupant. Sleeping rooms must have at least 80 square feet for one occupant or 100 square feet for two occupants.
- Ceilings must be at least 7 feet high, on average, above floor level within each room. The low edge of any sloped ceilings must be at least 5 feet above floor level.

Sanitation

- It is unlawful for the owner or occupant of a residential building, structure, or property to utilize the premises for open storage of any inoperable motor vehicle, ice box, refrigerator, stove, glass, building material rubbish or similar items. It is the responsibility of every such owner or occupant to keep the premises and yard of residential property clean and to remove from the premises, all such abandoned items as listed above, including but not limited to weeds, dead trees, trash, garbage, etc.
- Every occupant of a single dwelling building (and every owner of a building containing two or more dwelling units) is responsible for the extermination of insects, rodents, or other pests with the building or premises, but extermination of termites is the responsibility of the building owner in all cases.

Legal Procedures

- Upon observation of a code violation, Code Officers will give notice to the person(s) responsible. These warnings will be in writing stating the non-complying condition, setting forth the time allowed for correction, and advising the responsible person(s) that correction is required or legal action may begin for violation of the code. Continual violation may bring penalties of \$2500 per day of continuing violation. Voluntary compliance is always sought, but fines can be imposed if necessary.

Fines and Penalties

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.

Consequences: A fine of 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.

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.

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.

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.

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) people 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.

Owner occupied dwellings can also rent a room in a private home. New Rochelle 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.

If you have questions regarding these regulations and need further information, please contact the **City of New Rochelle Bureau of Building at (914) 654-2035** between the hours of 8:30 am and 4:30 pm, Monday through Friday.

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 tenants as well.

Smoke Detector Requirements

The New York State Department of State Division of Code Enforcement and Administration states in Chapter 7, Section 704 (Fire Protection Systems) of the Property Maintenance Code, states: Single or multiple-station smoke alarms shall be installed at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.

Carbon Monoxide Detector Requirements

The Fire Code of New York State (Section 611.3.1) requires carbon monoxide detectors be placed:

1. Within each dwelling unit on any story having a sleeping area.
2. On any story of a dwelling where fuel-fired appliances and equipment, solid fuel-burning appliances and equipment, fireplaces, or attached garages are located. A carbon monoxide alarm installed on any story of a dwelling unit or sleeping unit having a sleeping area shall suffice for that story where fuel-fired appliances and equipment, fireplaces, or attached automotive parking garages, are also located.

Multiple Dwelling Units

As per Chapter 209-4 of New Rochelle City Code, multiple dwelling units (Defined by City Code 328-3 as any residential accommodation in a multiple dwelling containing the residence or home of three or more families living independently of each other), must be registered with the City Building Official. Owners should fill out the multiple dwellings registration form online: <http://www.gistrend.com/Forms/NewRochelle/FormBegin.aspx>, then post this form in public areas of the building. There is NO fee for registration.

Fire Safety 101 - Keeping Your Students Safe:

- Batteries in smoke detectors should be changed twice a year. Push the test button once a month. Never cover or remove batteries in smoke detectors.
- Ensure fire escapes and/or rescue windows are maintained and operable. Make sure tenants are aware of how to use them.
- ABC fire extinguishers are highly recommended. Ensure tenants are aware of their location and have a basic understanding of how to use them.
- If there is a monitored fire alarm/detection system in the building, make sure all maintenance and testing is performed.
- Never obstruct hallways or doorways – ensure there are two ways for a tenant to escape the building in case of a fire.
- Ensure all cooking appliances are in proper working order and all cooking areas are kept clean and orderly – cooking related fires account for the highest percentage of student related fires.
- Make sure all tenants are aware of smoking policies, and where allowed, that smoking is done safely and smoking materials are properly discarded.

Dwelling Safety Tips From Peace Outside Campus:

- Change the locks of the dwelling after each rental (Cost: \$9/door).
- Maintain a well-lit exterior. Use sensor lighting to help keep electrical costs down (Cost: \$30).
- Install a deadbolt (Cost: \$13/door).
- Install a peep hole (Cost: \$9/door).
- Make sure all windows have working locks (Cost: about \$10/window).
- Add window alarms (Cost: about \$7/alarm).
- Make sure sliding glass doors have a blocking cleat (\$13/door).

Certify Your Dwelling For Safety:

Peace Outside Campus, a not-for-profit organization, has a Certified Off-Campus Housing Program. At no cost to the landlord, student, or

Iona College, landlords can have this independent organization inspect the dwelling for common safety features to help increase the overall safety of the residents. Peace Outside Campus provides a written inventory of what needs to be fixed or changed in order to obtain “Certified” status. Once a landlord makes these changes, he or she will receive a certificate to hang in the dwelling indicating its certification. The property can then be advertised with Iona’s Office of Off-Campus Housing as “certified.” And landlords can have their property highlighted on the Peace Outside Campus website. To learn more about this program, contact Mr. Mark Bonistall at mark@peaceoutsidecampus.org.

Resources:

Iona College

Office of Off-Campus Housing
Michele Sampson, Director (914) 633-2243
mlsampson@iona.edu
www.iona.edu/offcampushousing

The City of New Rochelle

Bureau of Buildings
Paul Vacca, Deputy Commissioner (914) 654-2035
pvacca@newrochelleny.com

Jason Lord, Property Code Inspector (914) 654-2035
jlord@newrochelleny.com

William Giraldi, Housing Inspector (914) 654-2035
wgiraldi@newrochelleny.com

New Rochelle Police Department

Det. Jason Buono, PACT Unit (914) 654-2269
jbuono@newrochelleny.com

New Rochelle Fire Department

Headquarters (914) 654-2211

New York State

Office of Fire Prevention and Control

Joshua Smith (845) 649-0597

joshua.smith@dos.state.ny.us

www.dos.state.ny.us/fire

Attorney General

Westchester Office (914) 422-8755

http://www.oag.state.ny.us

Peace Outside Campus

Certified Housing Inspection Program

Mark Bonistall..... (914) 287-7310

mark@peaceoutsidecampus.org

www.peaceoutsidecampus.org

Community Services Cluster

Westchester Mediation Center

Jenny Besch (914) 668-5885

jbesch@clusterinc.org

Housing Resource Center

Jon Schenk (914) 668-5885

jschenk@clusterinc.org

http://www.clusterinc.org/index.html

Westchester Residential Opportunities, Inc.

Fair Housing for All

Ann Seligsohn (914) 428-4507 x306

fairann@wroinc.org

Westchester County Health Department

Lead Safe Westchester Program

Tyneshia Royal (914) 995-2413

All attempts have been made to provide accurate and up-to-date information. Off-Campus Housing, however, is not a law office and does not offer legal advice. The information there-in is subject to change, and it is the responsibility of the landlord to be informed about his or her rights and responsibilities in a timely fashion.

Dwelling Condition Form

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

Dwelling Condition Form												
Move-In / Move-out												
	Good		Fair		Poor		N/A		#		Comments	
	in	out	in	out	in	out	in	out	in	out	in	out
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												

	Good		Fair		Poor		N/A		#		Comments	
	in	out	in	out	in	out	in	out	in	out	in	out
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												

	Good		Fair		Poor		N/A		#		Comments	
	in	out	in	out	in	out	in	out	in	out	in	out
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.)



Spring 2012