

# TENANT TIPS

We strongly suggest that you take into consideration these tips when looking for or renting an apartment off campus:

Know what an R.O.P. (“Residential Occupancy Permit”) is and ask to see it if you are looking at an apartment in the City of Albany. It is required of all rental property units in Albany. It shows that the apartment has been inspected for structural and safety requirements. Questions, call the City of Albany's Division of Buildings & Regulatory Compliance at 518-434-5995.

Clarify in writing the use of any pre-lease deposit for your apartment. For example, is it only to be used to hold your apartment, is it to be used to put towards your security deposit or is it to be applied to your last month’s rent?

Put in writing with your apartment mates all arrangements about “splitting” and paying utility, telephone, internet service and/or cable bills.

Get all landlord promises to make repairs in writing. If he/she doesn’t put them in writing, do a “confirming our conversation” letter to your landlord outlining his/her promise(s).

Get a written lease so you and your landlord agree on all the conditions for your renting the apartment. Questions? – undergraduate students who are registered for classes can contact Student Legal Services of the Student Association at 518-442-5654 or graduate students can call the Legal Aid Society at 518-462-6765.

Fill out with your landlord some sort of an “apartment inventory/condition form” before you move into your apartment. Signed and dated by you and your landlord, this confirms the condition of your apartment at the time you move in.

Pay your rent by check and get a receipt also if possible. Note on your check the dates for which you are paying rent.

Get apartment insurance to protect you and your belongings. Check with your parents/family about getting a “rider” on their homeowner’s policy or call a local insurance agent about getting your own policy.

Do you have a working smoke detector and carbon monoxide detector (if applicable)? For more information call the Albany Fire Department at 447-7879.

Check on your landlord’s reputation. Contact and speak to the current and/or past tenants of the apartment.