

## Checklist for Off-Campus Housing Search

1.  **Decide what you are looking for.** Do you want to live by yourself or with other people? How much are you able to pay? How far are you willing to travel? Brainstorm these kinds of things early to make your search easier.
2.  **Take the Online Renters' Workshop.** CROS's [online workshop](#) guides you through the steps to find off-campus housing and teaches you about your rights and how to avoid problematic situations. Complete it to receive a certificate to add to your rental application packet.
3.  **Research.** Check current [rental statistics](#) to find out how much rents cost. Budget additionally for utilities, household supplies, and transportation costs in time and money. Familiarize yourself with our online [resources](#) including informational flyers, useful forms, and current rental law information.
4.  **Submit a [Reference Release Form](#).** Submit this form to the Campus Housing Office at 104 Hahn Student Services. It enables the University to provide a reference to landlords regarding rent payment and on-campus tenant conduct histories. You can submit it online using this [fillable form](#).
5.  **Create a rental application packet.** A rental packet is a great tool to promote yourself and make a better prospect to landlords. It includes a cover letter, rental application, and references. If you are applying as a group, each person should be represented in the packet. Instructions for creating a packet can be found in the [workshop](#), and a [sample rental packet](#) is available online.
6.  **Search for rentals.** Click on "[Search for Rentals](#)" on our website to search for available local listings. Our [Additional Rental Resources](#) page contains links to the local newspaper, property managers, and apartment complexes.
7.  **[Make the call](#).** Call the landlord or property manager of the rentals you are interested in. Set up times to view the property. Our resources page has a guide on [making a good impression](#).
8.  **View the place.** [Be sure to ask questions](#), give the place a good look, and make arrangements to submit your application packet if it works for you or your group.
9.  **Sign rental agreement and pay your deposit.** Make sure to get a copy of all paperwork you sign and a receipt for all financial transactions. Keep a rental file.
10.  **Move in.** Follow our [Setting Up](#) and [Moving In and Out Checklist](#) for tips on how to establish yourself in your new home.