

RUTGERS FACULTY AND STAFF SHORT TERM HOUSING PROGRAM

# RENTER GUIDE

2023



**RUTGERS**  
Faculty and Staff  
Short-Term Housing



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# 1 | Pre-Arrival Checklist

The following items must be complete prior to apartment occupancy.

- Signed lease agreement returned
- Security deposit and first month's rent paid

Arrange for Rutgers University parking permit. Please see section 2 of this document for instructions on parking at individual properties.

## [Parking Permit Registration](#)

If traveling with school age children, please contact the school district below regarding registration. An executed lease agreement will be required.

- [Highland Park](#) (Highland Montgomery)
- [New Brunswick](#) (The Vue)
- [Piscataway](#) (Johnson Apartments)

All faculty, staff, students, and University guests are assigned a Rutgers unique identifier known as a NetID. Please reach out to your department coordinator for assistance.

- [Faculty and Staff NetID](#) (for Faculty and Staff)
- [Guest NetID](#) (for visiting scholars and non-affiliated family members residing on-campus)

*Tenants staying at Johnson apartments please forward NetID's to Faculty and Staff Housing Program Coordinator to arrange building access [fshousing@rutgers.edu](mailto:fshousing@rutgers.edu).*

## 2 | Parking

All vehicles parked on Rutgers University property, including **Johnson Apartments**, are required to have a parking permit. Parking is not included in your lease. For information, or to obtain a parking permit please contact the [Rutgers Department of Transportation](#).

Parking at **Highland Montgomery** is included for tenants residing at the community. Please bring a copy of your lease agreement to the property managers office located at 140 Montgomery Street, Apt 1H, Highland Park, NJ. The office will issue you a parking sticker which is required for parking in the Highland Montgomery lots.

Parking is not included at **The Vue**. Parking is available for a fee at the Gateway Parking Deck located directly behind the building. Please visit the [New Brunswick Parking Authority website](#) for details on daily/monthly parking.

### **Campus Bus**

Available to you and your family, free of charge, is Rutgers transportation services. The buses travel between campuses. [Detailed schedules can be found on the website.](#)

# 3 | Optional Renters Insurance

Insurance brokers Haylor, Freyer & Coon, Inc. offer Rutgers graduate students, faculty, and staff living in rented housing an insurance policy to protect your personal property. Tenants are responsible for applying for coverage, if desired, and all associated policy premiums.

The housing/renter policy provides coverage for:

- Your personal property
- Additional living expenses if you are forced from your apartment
- Comprehensive personal liability protection in case of injury to others

For more information on renter's coverage, contact Haylor, Freyer & Coon at [www.haylor.com/student](http://www.haylor.com/student) and click on the "College Renters Program."

# 4 Inventory Sheet

## Sample Apartment Inventory\*

### Dishes/Pots and Pans

- 4-6 dinner plates
- 4-6 cake plate
- 4-6 bowls
- 4-6 mugs
- 4-6 tall glasses
- 4-6 short glasses
- 1 set of pots & pans (7 pieces)
- 3 mixing bowls
- 1 colander
- 1 trivet
- 1 baking sheet

### Cutlery

- 4-6 tablespoons
- 4-6 teaspoons
- 4-6 cake forks
- 4-6 dinner forks
- 4-6 knives
- 1 large knife
- 1 paring knife
- 1 serrated knife
- 1 large cooking spoon
- 1 large slotted turner

### Kitchen

- 2 potholders/dishtowels
- 1 utensil tray
- 1 dish tray
- 1 electric and/or 1 manual can opener
- 1 cutting board
- 1 coffee pot
- 1 microwave oven
- 1 garbage pail

### Bathroom & Linens

- 6 bath towels
- 4 hand towels
- 4 face towels
- 1 floor towel
- 2 toilet brush
- 2 garbage pail
- 1 shower curtain
- 1 shower curtain liner

### Bedroom 1

- 1 bed, mattress set
- 1 desk and chair
- 1 mirror
- 2 bedside tables
- 2 table lamps
- 1 dresser
- Artwork

### Bedroom 2 (if selected)

- 2 twin beds, mattress sets OR
- 1 bed, mattress set
- 1 end table/lamp
- 1 dresser

### Bed Linens

- 2 sets, fitted, flat and pillow cases for all beds
- 3 pillows in master (1 per bed in second)
- 1 blanket (per bed)
- 1 comforter (per bed)
- 1 mattress cover (per bed)

### Living room / Dining Area

- 1 dining room table and 4 chairs
- 1 sofa
- 1 chair or love seat
- 2 end tables
- 2 lamps
- 1 8 x10 area rug – if not carpeted
- 1 television
- 1 coffee table
- Artwork

### Miscellaneous Items

- Cable box remotes & router (excluding Johnson apts)
- 1 vacuum cleaner
- 1 mop, bucket, broom & dustpan
- 20 hangers
- 1 ironing board and iron
- 1 wall mirror

*\* This is a representation of items included in the apartment. Actual inventory sheet will be included in lease agreement.*



# 5 | Rules and Regulations

1. The sidewalks, entrances, passages, courts, vestibules, stairways, corridors, and halls must not be obstructed or used for any purpose other than entry and exit to and from the Premises. Exterior doors shall NEVER be propped open.
2. No trash or junk of any kind shall be accumulated on or in the Premises.
3. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any Tenant on any part of the outside or inside of the Premises or building.
4. The Landlord may designate, from time to time, the manner of garbage and recyclable material collection and the place or places in which garbage/recycling deposits shall be made, and Tenant shall at all times fully comply therewith.
5. The Landlord may retain key to the Premises. No Tenant shall alter any lock or install a new lock or a knocker on any door of the Premises without written consent of the Landlord, or the Landlord's agent. In case consent is given, the Tenant shall provide the Landlord with an additional key for the use of the Landlord pursuant to the Landlord's right of access to the premises.
6. All personal property placed or stored in the Premises shall be at the risk of the Tenant and the Landlord will not be responsible for any damage or injury to or loss of such personal property from any cause.
7. The Tenant shall report to the Landlord at once, any accidents or damage to water pipes, toilets, drains, or fixtures, or other property of the Landlord, and all breakage, leaks or loss of any kind.
8. Tenant shall not allow pets, animals, mammals, fish, or birds of any kind into the Premises at any time.
9. Smoking is not permitted in the residence. Smoking, as well as the use of all tobacco products, including e-cigarettes and smokeless tobacco products, are prohibited on all Rutgers campuses and off-campus sites.
10. Tenant is prohibited from engaging in or conducting any drug related criminal activity, any illicit and/or illegal activity on the premises, and/or using the premises for such activity. The possession, distribution, and use of cannabis—recreational or medicinal—on Rutgers property and in campus facilities remains prohibited. This prohibition applies to students, employees, and visitors while on Rutgers property and at university events.
11. Tenant shall obey all rules and regulations of the Condominium Association, if applicable, in addition to the Rules and Regulations as outlined here.
12. Disturbances from playing music, televisions, musical instruments, dancing, loud talking, or any other objectionable noises are strictly prohibited between the hours of 10:00PM and 7:00AM. Please respect your neighbors.

# 6 Security Deposit

## Refund Form

Refund of the Security Deposit paid, less any outstanding payments, including damage/cleaning charges, will be returned to the tenant in accordance with New Jersey law.

The deposit will be refunded in the same method received. Payments made through Rent-Café will be returned to the credit/debit card initially charged or by check for ACH/EFT payments. Checks will be mailed to the **tenant at the address provided below**. If the deposit was left by a university department on behalf of the tenant, the deposit will be returned to the University department. There will be no exceptions to this policy.

I authorize the security deposit to be returned as indicated:

\_\_\_\_\_ I have paid my own deposit and agree to the return policy stated above.

\_\_\_\_\_ Sponsoring Department paid security deposit.

Rutgers Employee: Yes  No  Non-Resident Alien: Yes  No

Check payable to: \_\_\_\_\_

Mail to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

I, \_\_\_\_\_, have read and agree to the Security Deposit Refund policy.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Return completed form to: [fshousing@rutgers.edu](mailto:fshousing@rutgers.edu)



# 7 | Window Guard Information

## Notice to Tenant Regarding Window Guards

This Notice is provided pursuant to P.L. 1995, c. 120 (N.J.S.A. 55:13A-7.12 et seq.).

Your landlord is required by law to provide, install and maintain window guards in the apartment if a child or children 10 years of age or younger is, or will be, living in the apartment or is, or will be, regularly present there for a substantial period of time if the tenant gives the Landlord a written request that the window guards be installed. The Landlord is also required, upon the written request of the tenant, to provide, install and maintain window guards in the hallways to which persons in the tenant's unit have access without having to go out of the building. Window guards are only required to be provided in first floor windows where the window sill is more than six feet above grade or there are other hazardous conditions that make installation of window guards necessary to protect the safety of children.

It is prohibited by law for you to interfere with or remove window guards once installed.

Landlord is required to inspect the window guards installed in the windows in your apartment annually, and you must allow the Landlord entry to do so.



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