



# A KNIGHT'S GUIDE

to living off campus



Student Neighborhood  
Relations

UNIVERSITY OF CENTRAL FLORIDA  
ORLANDO, FLORIDA

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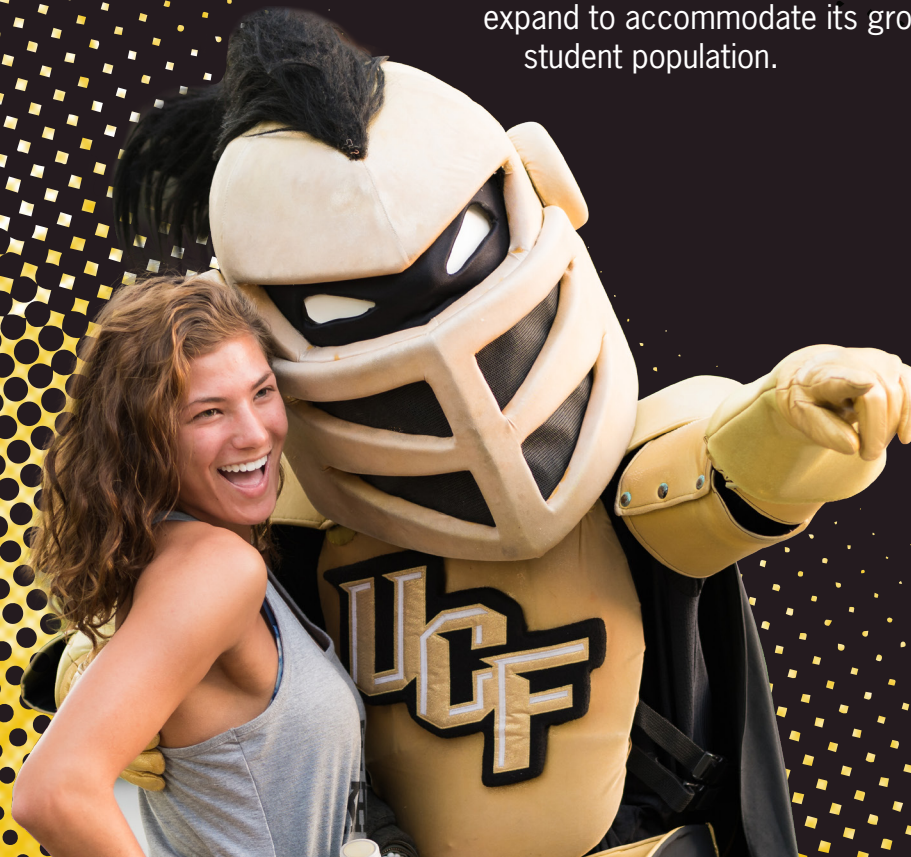
## WELCOME TO UCF

The University of Central Florida (UCF) is a metropolitan research university built to make a better future for our students and society. We solve tomorrow's greatest challenges through a commitment to academic, inclusive and operational excellence. Leveraging innovative learning, discovery and partnerships, we foster social mobility while developing the skilled talent needed to advance industry for our region, state and beyond.

Discover what it's all about to be a Knight.

## ALMOST 90% OF UCF STUDENTS LIVE IN OFF-CAMPUS HOUSING

Here at UCF, there are so many options for each student to explore and find the right fit for them when it comes to housing. UCF's off-campus community continues to expand to accommodate its growing student population.



# WHO TO ASK!



Student Neighborhood Relations

The Office of Student Neighborhood Relations works to support those students living off-campus. Whether you need resources to start your research, need to find a roommate, or just need guidance, we are here to help you get the most out of your UCF experience – and make Orlando your home away from home!

In this guide, you will learn about everything you need to know to find your perfect home, including tips to make the process as smooth as possible.

## CONTACT FOR ANY QUESTIONS!

PHONE: 407-882-7233

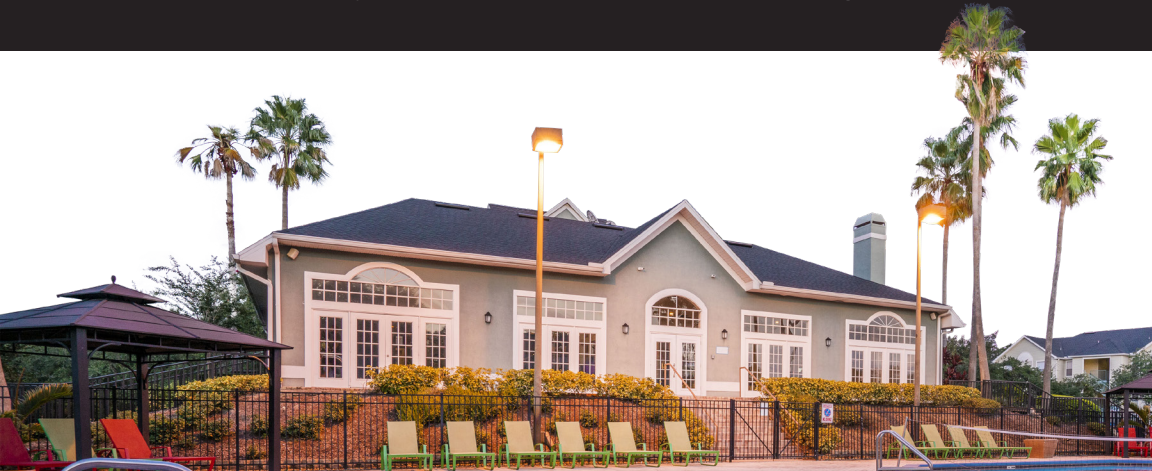
EMAIL: SNR@UCF.EDU

WWW.NRSE.SDES.UCF.EDU

## Tip

### APPLY EARLY!

Start looking for off-campus housing as soon as you're accepted, or about 4 months before moving. For instance, if you are starting class in the fall, try to sign a lease before March. Don't wait until the last minute – housing close to the University goes fast! You will learn more about different types of leases available later in this guide.



# DIFFERENT STUDENTS, DIFFERENT OPTIONS

Most Knights will live off-campus during their time at UCF. Below is a description of housing options, and some advice for different student groups. If you don't see something that pertains to your situation, contact our office and we will get you to the right people!

**Student apartments** often appeal to student renters. This is a great option as a transition before seeking conventional housing. Student apartments typically:

- Offer individual leases
- Include basic utilities, like water and electricity (may have caps)
- Require a guarantor to sign a lease

**Conventional apartments** are located all throughout Orlando. This is a great option for upperclassmen who are ready to be more independent. In conventional apartments, residents are responsible for:

- Lease for entire unit, not just one room
- Setting up utilities like electricity and wi-fi
- Proof of employment or finances to sign a lease

**Affiliated Housing** – Many people assume that the three UCF Affiliated properties, Knights Circle, The Pointe at Central, and UnionWest Student Living, are managed by UCF, but this is not correct. Affiliated properties are independently managed facilities that offer students a seamless process to utilize financial aid, such as Florida Pre-Paid, Bright Futures, grants, or student loans towards their rent. The affiliated distinction also indicates that these communities are patrolled regularly by the UCF Police Department. However, financial aid can be used at ANY off-campus property, the difference is that the funds are released to the student rather than the complex directly. Please contact UCF Financial Aid for more information regarding the required paperwork involved.

**UCF International Students** are encouraged to follow the tips and use the tools outlined in this guide, and begin the search for off-campus housing as soon as possible. Upon arrival into the United States, please complete your Virtual Check-In with UCF Global to get connected with an immigration advisor.



Student Neighborhood Relations





# Welcome to the University of Central Florida

## Off-Campus Housing Website

[View Rentals](#)

### **THE BEST RESOURCE FOR OFF-CAMPUS HOUSING!**

Students needing to find off-campus housing should start their search at **ucf.offcampuspartners.com**. On this website, you will be able to find your perfect fit by filtering for price, amenities, and more.

This resource includes listings for all of the styles of living that are offered around UCF: student apartments, conventional apartments, subleasing, condos, and individual homes. All properties are managed individually, and you should contact the property or landlord directly for any questions or to inquire about leasing.

We recommend searching for off-campus housing as soon and early as possible, as properties closest to UCF tend to fill up quickly. We recommend signing a lease 4 months before your desired move-in date.

**UCF.OFFCAMPUSPARTNERS.COM**

### **RESOURCE FOR FINDING THE PERFECT ROOMMATE!**

This website also includes a roommate finder to help you find other UCF students who are searching for off-campus housing. Once you create your Roommate Profile, you will be able to browse through listings of prospective roommates and message them directly.



### **Student Care Services**

If you or someone you know is in need of Care Services, please reach out to UCF through the link below. Enter the details related to your current needs so they can provide you with assistance. [Student of Concern Form](#) (maxient.com)



### **UCF Off-Campus Shuttles**

Need to get to campus? There are 15 [UCF Off-Campus Shuttle](#) routes to get you there.



# SIGNING A LEASE

## Here are some points to think about before signing a lease:

- Student Legal Services is a FREE resource for all UCF students. Licensed attorneys can review your lease with you! Make an appointment through their website.
- Read the lease carefully and request a copy after all parties have signed it.
- Don't sign a lease with any blank spaces.
- Don't sign a lease, or any paperwork, that you don't understand.
- Ask to see your specific unit or residence, if available.
- Obtain in writing all additional agreements with management.
- Walk through the residence with the landlord or staff and record all damage at that time, no matter the size.
- Never pay your deposit (or your rent) in cash.
- Are there extra fees for parking, trash collection, pets, etc.?

## BREAKING A LEASE

Know the details of your lease agreement as there are often fees, paperwork, and a process to break your lease if you need to. Breaking your lease isn't your only option! If you cannot break the lease, subleasing your residence may be a better route for you.

## SUBLEASING

Subleasing is an agreement between you, your landlord, and another person who rents your residence from you. This option is very popular for students who might be graduating early, decide to transfer, or need to leave their residence for any reason. Residents who sublease their room or property are still responsible for the unit and ensuring that rent is paid and any damages are repaired. Properties and landlords can assist in this process, so contact them to learn how to best complete the process. You can post a sublease on [ucf.offcampuspartners.com](http://ucf.offcampuspartners.com) for free as a UCF student.

## GUARANTOR

Many properties require a **guarantor**, which is someone who guarantees to be legally responsible for paying the rent as outlined in the lease if the tenant cannot pay for any reason. The guarantor signs the lease with the tenant and acts as reassurance to the property manager or landlord that the rent will be paid. Some properties require guarantors if students do not have credit, do not have a consistent employment history, or do not have a proof of income that meets their standard, which is typically three times the rent. Speak to the property to learn about their requirements to solidify a guarantor before signing your lease.



## TIPS FOR GETTING YOUR APARTMENT APPLICATION APPROVED QUICKLY

After you find an apartment you like, you can request an application. These can sometimes be online or paper applications. The application will ask for your contact information, current address, social security, employment or personal references, and any vehicle or pet information. Most applications require an administrative fee.

After you submit the initial application, here are some tips to help you move the process along as quickly as possible.

1.

HAVE YOUR DOCUMENTS READY.

PAYSTUBS, W2S, LETTERS OF RECOMMENDATION, OR OTHER REQUIREMENTS

2.

PREPARE FOR A BACKGROUND CHECK.

4.

DETERMINE IF YOU NEED A GUARANTOR.

5.

PROVIDE PROPER REFERENCES.

3.

PROVIDE PROOF OF INCOME.

6.

FOLLOW UP AND STAY ON TOP OF EMAILS!

Applications can be delayed if you haven't completed your application fully, if there are gaps in your financial history, or if the property is receiving a high volume of applications at that time. Be patient and diligent during this time!

<https://www.apartments.com/blog/how-long-does-it-take-to-get-approved-for-an-apartment>

# NEED TO KNOW

## YOUR RIGHTS AS A TENANT

Residents have rights no matter where they live. Understanding your rights as a tenant is crucial before signing any paperwork. To help understand these rights, there are many resources at UCF and beyond that students have access to.

## STUDENT LEGAL SERVICES

Student Legal Services is a team of licensed attorneys who provide free legal services to all enrolled UCF students. They are committed to educating students about their legal rights and responsibilities, both individually and through legal education programs and materials. Specifically, Student Legal Services provides lease reviews to ensure that each student signing a lease understands the expectations by the landlord or property, and what expectations they will be held to as a tenant.

## FAIR HOUSING ACT

Floridians are entitled by law to rent a place to live without consideration of race, class, gender, religion, age, physical limitations, or sexual orientation. If you are an enrolled UCF student and you experience discrimination of any kind, please contact Student Legal Services.

## YOUR RESIDENCE

Your landlord must keep your residence up to health, building, and housing codes. As a resident, you have the right to a structurally sound residence, including intact windows, floors, and roof. Also, your landlord should provide basic extermination, smoke detectors, and access to utilities. Please note: if renting a single-family home or duplex, some of these obligations may be shifted to the Tenant under the terms of the lease.

## COMPLAINTS ABOUT YOUR LANDLORD

You have the right to complain to the correct entity if you have concerns or are treated unfairly. Some examples of unfair treatment or abuse include:

- Business fraud or unethical actions
- Scams of any kind
- Violation of landlord/tenant laws
- Identity theft

For cases dealing with the failure to maintain the premises, tenants should contact Code Enforcement with Orange County or the municipality where the dwelling is located. This can be done online or by calling 311. For all other complaints, Student Neighborhood Relations is here to help guide you to where you can file a complaint, or potentially assist with the situation if possible.

## YOUR RESPONSIBILITIES

As a resident, you have responsibilities as well. You must adhere to housing laws and responsibly care for your residence. Some responsibilities include:

- Keep your space clean and free of garbage
- Comply with housing and health codes
- Contact the landlord in a timely manner when repairs are needed
- Avoid damage to the residence
- Respecting your neighbors
- Controlling the noise level coming from your residence
- Taking responsibility for the actions of any guest in your residence

## BE A GOOD NEIGHBOR

Though you might live off-campus, the Golden Rule Student Handbook and UCF Code of Conduct applies to the actions of UCF students everywhere. As a member of the UCF community, you are a reflection of the University and are expected to behave accordingly. Get to know your neighbors, talk to them, and treat them with respect, and they will show you the same.

# TRANSPORTATION & PARKING

## OFF-CAMPUS SHUTTLE SERVICE

UCF Parking provides free shuttles from certain properties near main campus. UCF shuttles are only for students and require a student ID to board. Buses make round trips to and from campus Monday through Friday from 6:30 am – 10:00 pm (8:00 pm on Fridays). Shuttles are not available on weekends or during university breaks or holidays and shuttle hours may vary in summer months. For full schedule and list of stops, please visit the UCF Parking Services website or download the UCF Mobile App.

Some properties provide their own shuttle to main campus. Inquire with the leasing office about options that their property might provide for their residents!

## ON-CAMPUS SHUTTLE SERVICE

Once on campus, students can travel throughout campus on the Pegasus Express. On-Campus shuttles operate Monday – Friday from 7 am – 7 pm when classes are in session.

## PARKING

Off-campus students can purchase a Commuter parking pass, or a “D” permit. These permits allow for parking in green designated parking areas on campus, which can be viewed on the Parking Services map. Please review all parking guidelines to avoid citations!

Before signing a lease at a property, inquire if there are any parking fees associated with the complex. Some properties have garages, or designated spots for their residents.

## PUBLIC TRANSPORTATION



Parking and Transportation Services has partnered with the Central Florida Transit Authority to provide complimentary access to routes on-board Lynx shuttles to UCF students and staff. Show your student ID to the driver to gain free access to this public shuttle. The Lynx bus operates in Orange, Seminole, and Osceola counties, and has extensive routes around the campus area, including a hub on campus. Please visit [golynx.com](http://golynx.com) for more information and shuttle schedules.

## Tip

Your parking permit becomes active the day you purchase it – don't buy it until you get to campus!

## UCF PARKING AND TRANSPORTATION SERVICES

407-823-5812

Parking Decals: [decals@ucf.edu](mailto:decals@ucf.edu)

Shuttles: [shuttles@ucf.edu](mailto:shuttles@ucf.edu)





## SAFETY AWARENESS

No matter if you're on or off-campus, it's important to prioritize your safety by making responsible decisions and being aware of your surroundings. Here are some things to keep in mind:

- Don't let anyone you don't know inside your residence
- Ask for your keys to be re-keyed before you move in
- Lock windows and doors at all times
- Contact management or your landlord immediately if any safety locks or devices need repair
- Avoid placing hidden keys outside your residence and never lend keys out
- Learn your escape routes for fires or storms
- Respond to all alarms in your building or community
- Don't post private information such as your address, phone number, schedule, etc. on social media
- Always lock your car and remove valuables from plain sight
- Keep your phone charged and carry an extra charger
- Utilize the buddy system at night, avoid walking alone from your parking garage to your residence

### Always dial 911 for Emergencies

UCF PD Non-Emergency Line: 407-823-5555, [policedept@ucf.edu](mailto:policedept@ucf.edu)

Orange County Sheriff's Office Non-Emergency Line: 407-836-4357

Seminole County Sheriff's Office Non-Emergency Line: 407-665-6650

## WEATHER EVENTS

The UCF Alert text and email message system will be used to keep the university community notified of severe weather threats. All students and employees automatically are signed up to receive these messages, and settings can be updated via myUCF. A parent, spouse or other secondary contact's email address also can be added, allowing them to receive the updates.

## HURRICANES

UCF's Emergency Management team works to educate students about how to prepare for a potential hurricane. Below are some tips on how to stay safe during a potential storm:

Know the terminology

- A watch is often a first alert, and indicates that weather poses a possible threat
- A warning is when dangerous conditions are developing. Find a safe place as soon as possible.

Prepare important items

- Water
- Nonperishable food
- Weather radio
- Flashlight and batteries
- First aid kit
- Cell phone charging bank
- Any medications

Monitor any communications from your property or landlord to ensure you are following all instructions sent by them to prepare your space. Check with management for any safety precautions or services that you should be aware of.

For more emergency preparation tips, visit UCF's Environmental Health and Safety website at [www.ehs.ucf.edu](http://www.ehs.ucf.edu)



## ON-CAMPUS RESOURCES

No matter where you live, every Knight has resources and services to help you succeed in school and in your personal development.

## ACADEMIC & FINANCIAL RESOURCES

### STUDENT ACADEMIC RESOURCE CENTER

<https://academicsuccess.ucf.edu/sarc/>

### ACCESS AND COMMUNITY ENGAGEMENT

<https://access.ucf.edu>

### STUDENT ACCESSIBILITY SERVICES

<https://sas.sdes.ucf.edu/>

### CIVIL DISCOURSE & ENGAGEMENT

<https://rwc.sdes.ucf.edu/>

### FINANCIAL AID

<https://www.ucf.edu/financial-aid/>

### STUDENT EMPLOYMENT

<https://cse1.ucf.edu/>

## RECREATION & ACTIVITIES

### RECREATION & WELLNESS CENTER

<https://rwc.sdes.ucf.edu/>

### INTRAMURAL SPORTS

<https://rwc.sdes.ucf.edu/programs/intramural-sports/>

### EVENTS & PROGRAMS

<https://studentgovernment.ucf.edu/> or <https://osi.ucf.edu/agencies/cab/>

## HEALTH & WELLNESS

### HEALTH SERVICES – PRIMARY CARE, DENTISTRY, PHARMACY

<https://studenthealth.ucf.edu/>

### COUNSELING SERVICES

<https://caps.sdes.ucf.edu/services/>

### STUDENT CARE SERVICES

<https://scs.sdes.ucf.edu/>

## IMPORTANT WEBSITES

UCF  
Student Neighborhood Relations  
National Hurricane Center  
State of Florida Emergency Management

[www.ucf.edu](http://www.ucf.edu)  
[nrse.sdes.ucf.edu](http://nrse.sdes.ucf.edu)  
[www.nhc.noaa.gov](http://www.nhc.noaa.gov)  
[www.floridadisaster.org](http://www.floridadisaster.org)

### UCF

Counseling and Psychological Services  
Parking and Transportation Services  
Student Health Services  
Student Legal Services  
Student Union  
UCF (main line)  
UCF On-Campus Housing  
UCF Police Department  
Victim Services

[caps.sdes.ucf.edu](http://caps.sdes.ucf.edu)  
[parking.ucf.edu](http://parking.ucf.edu)  
[studenthealth.ucf.edu](http://studenthealth.ucf.edu)  
[sls.sdes.ucf.edu](http://sls.sdes.ucf.edu)  
[studentunion.ucf.edu](http://studentunion.ucf.edu)  
[www.ucf.edu/contact-ucf](http://www.ucf.edu/contact-ucf)  
[www.housing.ucf.edu](http://www.housing.ucf.edu)  
[police.ucf.edu](http://police.ucf.edu)  
[www.victimservices.ucf.edu](http://www.victimservices.ucf.edu)

### Emergency Management

Orange County Emergency Management

[www.ocsheriff.gov/commands-divisions/investigations-special-operations-command/emergency-management](http://www.ocsheriff.gov/commands-divisions/investigations-special-operations-command/emergency-management)  
[www.seminolecountyfl.gov/departments-services/county-managers-office/prepare-seminole/emergency-management/](http://www.seminolecountyfl.gov/departments-services/county-managers-office/prepare-seminole/emergency-management/)

Seminole County Emergency Management

### Off-Campus Law Enforcement

Orange County Sheriff's Department  
Oviedo Police Department  
Seminole County Sheriff's Department  
Winter Park Police Department

[www.ocso.com](http://www.ocso.com)  
[www.cityofoviedo.net/186/Police](http://www.cityofoviedo.net/186/Police)  
[www.seminolesheriff.org](http://www.seminolesheriff.org)  
[wppd.org](http://wppd.org)

### Complaints

Better Business Bureau of Central Florida  
Florida Division of Consumer Services  
Florida Housing Discrimination Hotline

[www.bbb.org/us/fl/orlando](http://www.bbb.org/us/fl/orlando)  
[www.myfloridacfo.com/division/consumers](http://www.myfloridacfo.com/division/consumers)  
[www.hud.gov/states/florida/homeownership/fairhsg](http://www.hud.gov/states/florida/homeownership/fairhsg)

### IMPORTANT NUMBERS

Emergency  
Student Neighborhood Relations  
Student Union  
Victim Services  
Seminole County Emergency Management  
Orange County Sheriff's Department  
Seminole County Sheriff's Department

911  
407-882-7233  
407-823-3677  
407-823-6068  
407-665-5102  
407-254-7000  
407-665-6650



# THE UCF CREED

**Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.**

## **INTEGRITY**

I will practice and defend academic and personal honesty.

## **SCHOLARSHIP**

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

## **COMMUNITY**

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

## **CREATIVITY**

I will use my talents to enrich the human experience.

## **EXCELLENCE**

I will strive toward the highest standards of performance in any endeavor I undertake.

