

# BUMBACA HOUSES

QUALITY HOUSING FOR STUDENTS & FACULTY

Personal Information	
Full name	
Nickname	
Home address	
City, State, Zip	
Home phone	
Cell phone	
Home e-mail address	
Birthday (MM/DD/YYYY)	
SSN	
Driver's license number	
Parents Name	

## FACTS ABOUT RENTERS INSURANCE

**The Purpose of this fact sheet is to inform you concerning insurance coverage so that you can protect yourself against loss, and to help prevent misunderstandings about the owner's insurance coverage. It is not an effort by the Owner/Management Representative to change responsibilities that is done by the state legislature and the courts.**

1. **THE OWNER IS NOT** legally responsible for the loss to the resident's personal property, possessions or personal liability, and **OWNERS INSURANCE WILL NOT COVER** such losses or damages.
2. The owner's insurance company may have the right to attempt (under the "subrogation clause") to recover from the resident(s) payments made under owner's policy for damages or injury to owner's property that is caused by resident, resident's guest(s) or child (children).
3. The following is a list of possible misfortunes (but not limited to) which you are legally responsible for:
  - a. Your baby-sitter is injured in your apartment.
  - b. Your defective electrical extension cord starts a fire which causes damages to the building and your personal property and/or the personal property of others.
  - c. A friend is injured while helping you slide your refrigerator so you can clean behind it.
  - d. While fixing your television set, a repair person hired by you is injured when they slip on the floor you have just waxed.
  - e. Your car is broken into and you personal property, and that of a friend's, is stolen.
  - f. A burglar breaks your front door lock and steals your, or your friends', valuables or personal property.
  - g. Damage resulting from a waterbed or any other personal appliance.
  - h. Any broken window.
  - i. Activities of your children causing property damage or injury.
  - j. Loss of any of your stored items in your porch, patio, or if we provide them, your mini-storage or other personal storage area.
4. If you desire to protect your self and your property against loss, damage, or liability, the Bumbaca Houses management strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, worker's compensation and other perils.

# BUMBACA HOUSES

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Apartment Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exterior appearance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Kitchen Items	Quantity	Condition on Arrival	Condition Upon Departure
Refrigerator			
Floor Covering			
Walls and Ceiling			
Counter Surfaces			
Stove & Oven			
Sink & Disposal			
Tables & Chairs			
Windows (draperies)			
Doors, Including Hardware			
Lighting Fixtures			
Stove / Microwave			
Other			

\*\* Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

Living Room	Quantity	Condition on Arrival	Condition Upon Departure
Floor Covering			
Walls and Ceiling			
Sofa			
Tables & Chairs			
Windows (draperies)			
Doors, Including Hardware			
Lighting Fixtures			
Outlets			
Other			

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Bathroom	Quantity	Condition on Arrival	Condition Upon Departure
Floor Covering			
Walls and Ceiling			
Shower & Tub			
Toilet & Tissue Holder			
Windows (draperies)			
Doors, Including Hardware			
Lighting Fixtures			
Mirror			
Sink			
Cabinets			
Outlets			
Water (Hot/Pressure)			

\*\* Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

Bedroom	Quantity	Condition on Arrival	Condition Upon Departure
Floor Covering			
Walls and Ceiling			
Closet Doors & Tracks			
Desks & Chairs			
Windows (draperies)			
Doors, Including Hardware			
Lighting Fixtures			
Night Stand/ Table			
Other			

\*\* Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

Hallways or Other Areas	Quantity	Condition on Arrival	Condition Upon Departure
Floor Covering			
Walls and Ceiling			
Closet Doors & Tracks			
Heater (Filter, heat working)			
Patio, Deck, Yard			
Exterior Doors/ Bell / Knocker			
Exterior Lighting Fixtures			
Deadbolt			
Other			

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# BUMBACA HOUSES

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Beginning Inventory Date: \_\_\_\_\_ End Term Inspection Date: \_\_\_\_\_

Signature of tenant \_\_\_\_\_ Signature of Tenant \_\_\_\_\_

Signature of tenant \_\_\_\_\_ Signature of Tenant \_\_\_\_\_







Signature of tenant \_\_\_\_\_ Signature of Tenant \_\_\_\_\_

Signature of Landlord \_\_\_\_\_

# ABOUT LIVING OFF-CAMPUS...

## BEING A GOOD NEIGHBOR

Living off-campus requires you to understand the concept of community living. As you are probably aware, as a Notre Dame student, you are expected to follow all University policies and procedures, as well as local, state and federal laws. As a member of a community, here are some suggestions and hints on becoming a good neighbor:

-  Meet your neighbors and establish a good relationship.
-  Maintain the property/area for which you are responsible (mowing, raking, shoveling sidewalks, etc.).
-  Serve your local community. Help rake leaves, shovel snow, etc., especially for the elderly. A few hours now will pay off big dividends in the future.
-  Get involved with community safety programs (such as Neighborhood Watch). Contact the city police department for details.
-  Keep the noise level down. Be mindful that there are municipal codes and city noise ordinances which you are expected to know and adhere to.
-  Don't host large parties. Respect your neighbors. If you decide to host a gathering with your friends, be sure not to break any laws or violate University policies. You can get into trouble with local law enforcement agencies, and you can expect additional sanctions from the University.

## A FEW THINGS TO TAKE CARE OF

Once you find a property and sign a lease, there are a few things you will want to take care of as soon as possible. Consider the following:

- \_\_\_ Contact the Registrar's Office (631-7043) to update your address.
- \_\_\_ Submit a change of address form at the post office.
- \_\_\_ Take care of the appropriate utilities (see below).
- \_\_\_ Introduce yourself to your new neighbors.
- \_\_\_ Contact your family and friends with your new information.
- \_\_\_ If you have a computer, go to the OIT Help Desk and get the dial-in software so you can access the campus network.

## UTILITIES & OTHER CONTACTS

Depending on the nature of your lease with the property manager, you may be responsible for some/all utilities. Here are some common phone numbers which you may find useful:

### SOUTH BEND

Electricity	AEP	1-800-311-4634
Natural Gas	NIPSCO	1-800-464-7726
Water	South Bend Water Works	574-235-9236
Trash	Trash Services	574-277-8823

### MISHAWAKA

Electricity	Mishawaka Utilities	574-258-1630
Natural Gas	NIPSCO	1-800-464-7726
Water	Mishawaka Utilities	574-258-1630
Trash	Borden Waste-Away	574-293-5001

### OTHER GENERAL CONTACTS

Telephone	Ameritech	574-556-3560
U.S. Mail	South Bend Post Office	574-282-8400

## SECURITY TIPS

Personal safety and security is not something to be taken lightly. Please be aware that the University has not inspected any of the listed properties, and not all areas may be as safe as you think. It doesn't matter where you live; beware of your surroundings. The following tips and hints are provided to assist you with living in a new community:

### REDUCING RISKS

- Keep bushes and shrubs around the house trimmed.
- Install deadbolt locks on all outside doors.
- Install motion sensor lights outside.
- Change the locks on all exterior doors. It may be worth the investment to pay for this if your landlord won't.
- Record serial numbers for all of your important belongings.
- Photograph the property and your important belongings.
- Consider registering your property with ND Security/Police.
- Keep your bike secured with a U-bolt-type lock.
- Get to know your neighbors.
- Install a security system.

### WHILE YOU'RE AWAY

- 🔒 If you will be out after dark, be sure to leave a different light on.
- 🔒 Always lock all doors and windows.
- 🔒 When you are out, leave a radio or TV on.
- 🔒 Install timers on lights.
- 🔒 Don't keep consistent hours – vary your departure/arrival times.





### BREAKS AND HOLIDAYS

- ✦ When going on semester break, contact the police. The South Bend Police Department offers a "Home Watch" program where they will drive by the property on a regular basis.
- ✦ If you have good relations with neighbors, ask them to look for anything out of the ordinary while you are gone.
- ✦ Do not leave valuables on the property.
- ✦ Contact the appropriate agencies to hold your newspaper & mail.
- ✦ Let your landlord know you will be away. Ask if they can keep an eye on the property.

### IF YOU'RE BURGLARIZED

- 🔒 We hope that you are not burglarized, but it does happen every now and then...even in the safest neighborhoods. If this happens to you:
  1. Don't touch anything.
  2. Leave the house and lock the door.
  3. Go to the nearest phone and call 911.

### LOCAL SAFETY RESOURCES

 South Bend Police Department	574-235-9201
 Mishawaka Police Department	574-258-1678
 St. Joseph County Sheriff	574-235-9611
 Notre Dame Security Police Department	574-631-5555

## LOCAL SCHOOL INFORMATION

If you have children, one of the most important housing decisions may be related to the location of the property within a certain school district. Here are a few places to call and inquire about school district boundaries:

### PUBLIC SCHOOLS

South Bend School Corporation	574-283-8000
School City of Mishawaka	574-254-4500
Penn-Harris-Madison School Corporation	574-259-7941

### PAROCHIAL/PRIVATE SCHOOLS

Diocese of Ft. Wayne/South Bend (Catholic) 574-293-8451  
For a listing of all local parochial/private schools, visit: [och.nd.edu](http://och.nd.edu)