



**THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS**

**LODGINGS OFFICE**

**A GUIDE TO OFF-CAMPUS ACCOMMODATION**

**The Lodgings Office  
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The Lodgings Office, located at the Office of Student Services and Development, provides assistance to students seeking off-campus accommodation such as rooms, studios and flats.

While the University does not have control over the standards of housing being offered or rents charged, it has established a good working relationship with numerous landlords who have registered their accommodation with us.

### PROCESS IN PLACING STUDENTS

1. The student fills out an application form.
2. The information on the application is matched with our database.
3. An offer is made to the student and an appointment is set to view the premises.
4. The student is given an Introductory Letter to take to the landlord.
5. A follow-up is done by the Office and the outcome is logged.
6. If the student decides to take the offer, all arrangements must be made between the student and the landlord.

#### FURNISHING REQUIRED FOR STUDENTS ACCOMMODATION

##### BEDROOM WITHIN A PRIVATE HOME

BED  
CHEST OF DRAWERS  
CLOSET  
DESK  
DESK LAMP  
CHAIR  
MIRROR

##### STUDIO

Bedroom Furniture  
Kitchen equipped with:  
REFRIGERATOR  
STOVE  
TABLE & CHAIRS

##### ONE BEDROOM APARTMENT

Bedroom Furniture  
Kitchen Equipment  
Living Room furnishing to include *living room suite*



**It is important that students check appliances upon inspection of the facility and ask important questions. The following are some guidelines which will help students to deal with issues that may arise.**

### **RESPONSIBILITIES OF THE TENANT**

1. To pay the rent and deposit on the agreed dates.
2. If not included in the rent, to pay all utility bills during the tenancy.
3. To keep the premises in good and clean condition.
4. To properly use and maintain all electrical, gas, heating, plumbing and other fixtures and appliances supplied by the landlord.
5. Not to destroy, deface, or damage the premises or the furniture and not to allow any of your guest to do so.
6. Not to alter the structure of the premises (including the erection of shelving) or carry out any redecoration without the approval of the landlord.
7. To ensure that no disturbance or inconvenience is caused to neighbours by any form of anti-social behaviour, keeping noise to a minimum, particularly at night, and to ensure that all refuse is safely disposed of each week on the appropriate collection day.
8. Not to assign or part with possession of any part of the premises.
9. Not to cause any damage to the walls or decorations by hanging posters or pictures.
10. Not to do or allow to be done any action which results in the landlord's insurance policies being made void or the premiums increased.
11. To report as soon as reasonably practicable to the landlord any damage to or any work requiring attention in the premises.
12. To allow the Landlord or any agents or contractors authorized by the landlord reasonable access to the premises to carry out necessary inspections, repairs or alterations, such access to be arranged in advance with the tenants, except in case of emergency.
13. Not to keep any animals on the premises.
14. At the end of the tenancy to return the keys for the premises to the landlord, ensuring that the premises are left clean and tidy and that all items of refuse, including kitchen waste have been removed.
15. To give at least one month's notice of termination of contract.

### **RIGHTS OF THE TENANT**

1. To use a checklist to establish, with the landlord, the condition of the property they are going to rent.
2. To obtain a receipt for any money given to the landlord.
3. To have clean living facilities.
4. To expect privacy from unwarranted landlord intrusion.

5. To legal protection from unfair eviction.
  6. To receive full refund of their security deposit within 30 days of vacating the property, provided that the premises is left in satisfactory condition as determined by the landlord.
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### **RESPONSIBILITIES OF THE LANDLORD**

1. To pay all utility bills due for the premises if included in the rent.
2. To repair and maintain the structure of the premises, including drains, plumbing, and electrical installations.
3. Where access is required to the premises, notice is to be given in advance to the tenant so that a mutually convenient time can be agreed.
4. To provide adequate locks and keys.
5. To keep common areas reasonably clean, sanitary and safe.
6. To control infestations by insects, rodents and other pests.
7. To provide trash receptacles to facilitate garbage pick-up.

### **RIGHTS OF THE LANDLORD**

1. To request references.
2. To require prompt payment of rent.
3. To require proper upkeep of the property.
4. To require adherence to the legal items of the lease.
5. To inspect property.
6. To charge for damage to their property. In the event of damage (fair wear and tear excluded) being caused by the tenant or their guests to the premises or to the furniture, the landlord has the right to meet the cost from the tenant's safety deposit.
7. Where there is a clear breach of the tenancy on the part of the tenant, the landlord is entitled to seek possession of the premises by serving on the tenant a formal written notice which describes the grounds under which possession is being sought. The period of notice should be at least one month.



**Please note that these suggested questions for landlords are guidelines – do not be afraid to ask other questions of yourself and your potential landlord that are important to you!**

### **SUGGESTED QUESTIONS TO ASK A POTENTIAL LANDLORD**

1. How much is the security deposit and what should I do to get back as much of my deposit back as possible?
2. Is my room furnished? May I bring additional furniture?
3. What cleaning responsibilities are expected of me?
4. Who will clean common areas?
5. Is Wi-Fi available? If not, what is the estimated cost?
6. Can I hang things on the wall?
7. Do I have access to a Washer/Dryer?
8. Is there any other area (besides my personal space) that I may use as storage?
9. If you drive, ask about parking facilities.
10. Do you provide a written lease or should I?
11. What utilities will I need to pay?
12. Are there exterior lights and are they working?

### **ADDITIONAL QUESTIONS WHEN RENTING A ROOM IN A PRIVATE HOME**

1. Do I have to be home by a specific time?
2. Do I need to let you know when I am not coming home?
3. May I have pets?
4. May I smoke or drink alcohol in the house?
5. Do I have a lock on my bedroom door with a key?
6. Do I have my own key to the house?
7. What entrance do you prefer I use?
8. Do I have my own bathroom or do I share a bathroom?
9. May I use your kitchen to store food and to cook?
10. May I play my music?
11. May I use your television or do you prefer I have my own?
12. May I have daytime or overnight guests?
13. Is there a limit to the number of guests I may have at one time?
14. Who else will be living in the house?

## **HOW TO READ A LEASE**

**A Lease is a contract between a landlord and a tenant to rent property for a specific period in return for a payment.**

**Before signing a lease ensure it contains:**

- **Names** - you and the landlord
- **Address** - of the premises you are renting
- **Dates** - term of rental
- **Payment details** - procedures, amount, due date, late penalties , when can rent be increased
- **Termination or Renewal** - specific procedures
- **Maintenance and Repairs** - who is responsible for what
- **Utilities** - who pays what
- **Deposits** - what is required, what is covered, amount, when due, procedure for return, no deduction for normal wear and tear. Ask what is considered normal wear and tear
- **Subletting** - will subletting be permitted?

### **MOVING IN**

1. Make sure you have a signed copy of a list of the repairs that your landlord agreed to make prior to moving in. Make sure the landlord has completed the repairs when you move in.
2. Make arrangements for utilities such as electricity and water. These should be turned on when you move in.
3. Take pictures and document the condition of the apartment when you move in.

### **MOVING OUT**

1. If you are leaving before the term of the lease is over, give at least one month's notice of termination of contract.
2. Clean the unit, including ovens, refrigerators etc.,
3. Conduct a joint inspection of the unit with your landlord to assess any damage to the property.
4. Make arrangements to collect your security deposit.
5. Take pictures and document the condition of the unit.

### **DISCLAIMER**

***The University of the West Indies, Mona assumes no responsibility in respect of the condition of the premises, the terms in the lease agreement or any matter related to the rental of the premises. All final arrangements on terms and conditions must be made by the students and the landlords and settled among themselves.***