



LEASING GUIDE

<http://reslife.umd.edu/housing/commonscourtyards>

Affiliated Housing at University of Maryland

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WHY COMMONS OR COURTYARDS?

When you live at The Courtyards at UMD (CTY) or South Campus Commons (SCC), you get many benefits you won't find elsewhere in College Park. Here are some of the highlights of what you'll get in both communities:

- ALL utilities (electricity, water, internet) included
- No application fee
- Individual leases
- No credit check
- No security deposit
- Fully furnished apartments
- Wired and wireless high-speed internet connections
- Kitchens with full-sized appliances including Refrigerator, Oven/stove Dishwasher, Microwave, Garbage disposal
- Full-sized washer and dryer in each unit



THE COURTYARDS AT UMD (CTY)

The Courtyards at UMD offers students a great living experience by providing affordable rates, a large living area, free parking, and lots of fun events! You have everything you need in this garden style community, including a fitness center, swimming pool with sun deck, beach volleyball court, computer lab with free printing, and so much more. We are located right across from the Xfinity Center and we are a short UMD bus or bike ride to all your classes.

AT CTY WE OFFER THE FOLLOWING:

- Free on-site parking
- Fitness center
- Game room
- Outdoor pool
- Grills
- Beach volleyball court
- Computer station with free printing services
- 14 RAs and professional live-on staff
- UMD bus service to class
- Bike racks
- UMD Residence Hall Association (RHA)
- Individually controlled heating and air conditioning
- Balconies in select apartments



THE COURTYARDS AT UMD (CTY) FLOOR PLANS



4 Bedroom/4 Bath

1493 Square Feet

64 total

Available in Buildings 1, 2, 5, & 6

4 Bedroom/2 Bath
1189 Square Feet
64 total
Available in Buildings 4 & 7



Scan for a Visual Tour of the
Courtyards Floorplans!

THE COURTYARDS AT UMD (CTY) FLOOR PLANS



2 Bedroom/2 Bath Standard

785 Square Feet
32 total

Available in Building 3



2 Bedroom/2 Bath Deluxe

991 Square Feet
56 total

Available in Buildings 1, 2, 5, & 6

THE COURTYARDS

at University of Maryland

8000 Boteler Lane, College Park, MD 20740

(301) 314-2466

umdcourtyards.com

thecourtyards@cocm.com





SOUTH CAMPUS COMMONS (SCC)

Located on the southeast edge of the University of Maryland's campus, South Campus Commons (SCC) has seven buildings housing 2,195 residents. Located within walking distance of the center of a vibrant university campus, SCC is designed to fit the architectural style of UMD's campus.



When living at SCC, everything is at your front door:

- Classes
- The Commons Shop
- Downtown College Park
- Restaurants
- Shopping
- South Campus Dining Hall



AT SCC WE OFFER THE FOLLOWING:

- 24-hour Service Desks
- Building access by University ID
- SCC Residence Hall Association
- Resident Assistants and Resident Directors staffed by the Department of Resident Life
- Study rooms throughout the community
- Bike racks
- Full-size beds
- Single bedrooms
- Vinyl plank floors (select units)



SOUTH CAMPUS COMMONS (SCC) FLOOR PLANS

Scan for a Visual Tour of South
Campus Commons Floorplans!



4 Bedroom/2 Bath
1045 Square Feet
488 total
Available in all SCC buildings



3 Bedroom/2 Bath
896 Square Feet
29 total
Available in Buildings 1, 3, 4, 5, 6, & 7

SOUTH CAMPUS COMMONS (SCC) FLOOR PLANS



2 Bedroom/2 Bath
695 Square Feet
74 total
Available in SCC Buildings 1, 2, 3, 5, 6, & 7

Studio
421 Square Feet
6 total
Available in Buildings 1, 3, & 4



1 Bedroom/1 Bath
609 Square Feet
2 total
Available in Building 1

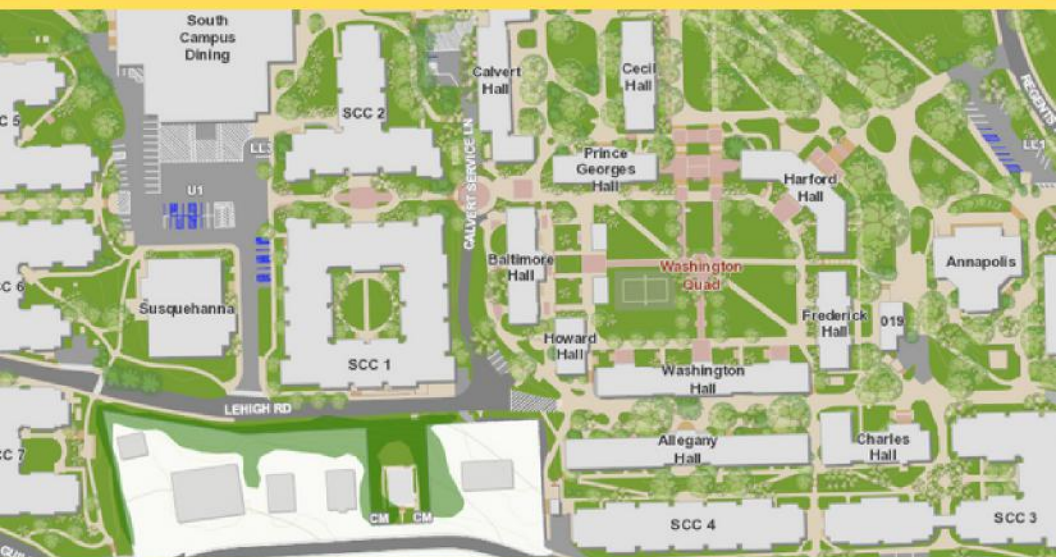


SOUTHCAMPUS COMMONS

**4250 Lehigh Road, College Park, MD 20740
(301) 314-2499
southcampuscommons.com**

southcampuscommons@cocm.com

Management office located on first floor of Building 1



What is a Guarantor?

Off-campus communities typically require a credit check or co-signer for lease signing. SCC and CTY are student-friendly communities and only require a Guarantor for your lease. They will be responsible for your lease if you are unable to meet your financial obligations. After completing your Lease Agreement, The Guarantor form will be sent to your guarantor and it must be completed with all information (including Social Security Number). There will be no exceptions made to this. A social security number must be included on the guarantor form. There will be no credit check used. The social security number is only used in cases where payment is not made for collection purposes.

You cannot list yourself, another University of Maryland student, or a person under the age of 21 as a guarantor. Please remember to talk with your intended guarantor prior to completing the leasing application and lease agreement.

Individual vs. Collective Leases

Collective leases are common and require all roommates to sign one lease and all rent for the apartment is paid in full. In this situation, if your roommates move out or have financial difficulties, you will be required to pay their "share" of the rent.

At SCC and CTY, we provide individual leases which protects our residents. You are only required to pay your installments.

Financial Information

Your lease term with South Campus Commons or The Courtyards is for an 11.25 month period beginning late August and going through the end of July.

All rates are per person, The lease reflects a total amount divided into 12 equal installments due August 1 - July 1. These installments do not represent a monthly amount and are not prorated.

At both South Campus Commons and The Courtyards, we make payments easy by accepting them directly via your online Resident Portal where you can:

- set up automatic payments,
- make installment payments via credit card (service charges apply), or
- submit electronic bank drafts.

We also have payment drop boxes so that you can make payments at any time, day or night. You can choose to pay the entire semester at once, or make payments on the 1st of each month, August-July, whichever you find easiest.

Many students choose to use their financial aid refund to pay their installments. We recommend that you speak with your Financial Aid Counselor to determine which funds may be available and when they will be disbursed.

South Campus Commons and The Courtyards do not require a security deposit.

Renter's Insurance

In order to protect our residents from unforeseen situations, South Campus Commons and The Courtyards require all residents to invest in renter's insurance with a minimum liability coverage of \$100,000.

Renter's insurance can provide protection for accidental damage, theft, fire, water damage, and more. Renter's insurance can also cover your personal property, which is not insured by South Campus Commons or The Courtyards, as well as damage to the property for which you may be found liable.

Many residents are able to utilize their parents' homeowner's insurance for their desired coverage. We recommend speaking with an insurance agent to determine which policy options will best fit your needs.



Mixed Gender Apartments (SCC and CTY)

The Department of Resident Life offers a living option where students of different genders can choose to live within the same apartment. Because SCC and CTY offer apartment-style housing with private bedrooms, we are able to accommodate this option.

A limited number of 2 bedroom and 4 bedroom apartments are designated for this program and interested student groups must fill the type of space they hope to live in.

Students interested in living in Mixed Gender housing must apply as a group and should complete the online SCC/CTY Mixed Gender Apartment Living application by the deadline. They must also complete the SCC/CTY Leasing Application by the deadline to be eligible to participate in the Mixed Gender unit leasing process.

Priority for participating in the Mixed Gender Program will first go to current SCC and CTY residents who are eligible to renew their lease, followed by students currently living in on-campus residence halls who will enter their third collegiate year in the upcoming fall semester.

For more information on the Mixed Gender program at SCC and CTY, please contact the Department of Resident Life at ppleasing@umd.edu



Scan for More
Information Regarding
Mixed Gender Housing!

LEASING 101

The Application

The first step in making your new home at SCC or CTY is to fill out the online application. The application is available to students in the Commons/Courtyards Portal of StarRez.

There is no cost to complete an application, and submitting an online application does not obligate you to lease with us. However, completion of the form is required for you to have the opportunity to lease at South Campus Commons or The Courtyards.

After completing your application, you will be notified of eligibility and priority ahead of the Apartment Selection period. You will not have to pay any fee until your actual lease signing"

2023-2024 Leasing Application Deadline is February 9, 2023.

South Campus Commons

Move In | Sunday, August 20, 2023

Move Out | Saturday, July 27, 2024

The Courtyards at UMD

Move In | Tuesday, August 22, 2023

Move Out | Saturday, July 27, 2024

Who's Eligible?

The next step in making The Courtyards or South Campus Commons your new home is to determine if you are eligible through UMD's Department of Resident Life guidelines:

Eligibility Requirements

- Students must submit a SCC/CTY leasing application by the deadline.
- Students will be notified of eligibility after submitting an application. Leasing eligibility is determined by the University of Maryland's Department of Resident Life and The Residence Hall Association (RHA).
- Students must be in good academic, financial, & judicial standing with the University to be eligible to sign a lease.
- Lease-holders must be undergraduate students registered full-time at the University of Maryland, College Park.



Scan Here to
Visit StarRez!





Selection

You will have two options for selecting an apartment at The Courtyards or South Campus Commons.

Option 1: Get Pulled-In

If you are an eligible on-campus resident in Priority Group 1 or 2 and would like to live with someone who already lives in South Campus Commons or The Courtyards, then the Pull-In process is for you!

In addition to you completing your own application, your friend will submit their intent-to-return to the community starting in January. On that form, they will list you as a pull-in along with your UID number. From there, your group will have the opportunity to schedule a virtual appointment to select your space and sign your leases together!

Please note: pull-ins are based on space availability within a unit and are not guaranteed.

Option 2: Participate in Virtual Apartment Selection.

If you are not getting pulled into an apartment by a current resident, you will have the opportunity to participate in Virtual Apartment Selection. This is the process by which prospective residents can make their selection from available apartments and sign a lease based on leasing priority numbers.

Eligible applicants are assigned priority numbers by the Department of Resident Life based on priority group and earned priority points. You will receive your leasing number and appointment time via email prior to Virtual Apartment Selection.

The 2023-2024 process will be conducted online through the StarRez system, allowing groups to form prior to the selection period.

Virtual Apartment Selection will be conducted on Feb. 28, 2023-Mar. 1, 2023.

For more information about eligibility and priority, please visit

go.umd.edu/affiliatedhousing.

Preparing for Virtual Apartment Selection

Whether you are getting pulled in or are attending a Virtual Apartment Selection appointment, there are a few things you can do to prepare for your leasing appointment:

- Read the SCC & CTY sample leases (available on each website) prior to your appointment.
- Talk to your Guarantor prior to your appointment.
- Each group will have a group-leader who will make the apartment selections. Please plan to complete the process with your group leader or make sure they know your desired preferences on
 - Style of Unit
 - Bedroom letter
 - In 4x2 units A/B bedrooms share a bathroom and C/D bedrooms share a bathroom
 - In 3x2 units A bedrooms do not share a bathroom. B/C bedrooms do share a bathroom
- Be prepared to submit a payment for \$300 to pay your Lease Reservation Payment.
 - Applied to your first installment
 - An online payment option will be made available.
- Have your social security number available to include on the lease. *If you are an International student, use your passport number in its place.
 - Any required digital submission will be protected and encrypted.
- Have your Guarantor complete and submit the Guarantor Form.
 - Note, all guarantor information is required, including the social security number.

Process Summary

The non-binding 22-23 application is the first step and is required.

Complete by February 9 on starrez.umd.edu

1. Complete your Application

2. Find your group

If your group members are in different priority groups, the group leader is the person who is in the lowest priority group

Each group member must submit their own application

Create a group with the group member with best leasing priority number as the group leader

Decide who you want to live with.

Continue ahead if a group of all new residents

See other graphs if being pulled-in by a current resident

3. Group Formation
Beginning Feb 21



4. Determine your best options

Check out the room attributes list, virtual tours, floorplans, and layouts to decide which spaces would make the best fit for your group!



5. Select your apartment

Feb 28 - Mar 1

When it's your turn to choose, log into starrez.umd.edu and make your selection.



Each group member will sign their lease via DocuSign on the StarRez portal

Each resident's guarantor must also sign via DocuSign

7. Submit your reservation payment

Final step is to submit your \$300 reservation payment online by March 9 at 4 pm. *Applied to first installment

6. Sign your Lease

The space will be lost if the lease is not signed by March 3 at noon



THE LEASE TRANSFER PROCESS

So you signed a lease with SCC/CTY and you found out that you will no longer be able to live at SCC/CTY?

OR

You do not currently live at SCC/CTY but you'd really like to become a resident with us?

Then the Lease Transfer Process is for you!

The following information is designed to help UMD students navigate the lease transfer process and will detail the lease transfer process for both the current resident and a potential lessor so you know exactly what to do next!

What is the Lease Transfer Process?

Lease Transfer is the official process for residents to transfer their financial responsibility for their Courtyards/South Campus Commons lease to another eligible UMD student prior to their lease end date.

SCC or CTY residents who study abroad, withdraw from the University, need to leave due to financial constraints, or are not able to fulfill their lease obligations for any other reasons can use the Lease Transfer process.

Once residents transfer the lease to their apartment, they terminate all rights and responsibilities to their space. For a lease transfer to occur, the resident currently living in the space must initiate the process by finding another eligible UMD student to take over their lease.

The current resident remains financially responsible for their lease until this process is completed.

For more information and details about the Lease Transfer Process, please visit



go.umd.edu/leasetransfer

THINGS TO REMEMBER ABOUT THE LEASE TRANSFER PROCESS

Current Resident Responsibilities:

- Begin the process through StarRez between the 4th-20th of the month.
- The process is not available in the months of February, March, and August.
 - The last month to transfer your lease for the current lease year is June.
 - The last month to transfer your lease before the upcoming lease year is July.
- Have a \$0 (zero) balance on their account.
- Pay any outstanding payments through their Resident Portal at least 2 days before the scheduled appointment.
- Pay the \$100 lease transfer fee
- Complete all digital leasing paperwork accurately and timely.
- Check out and follow move-out instructions to avoid additional charges.

Re-Lessor Responsibilities:

- Complete the leasing application for the correct lease year.
- Complete the digital paperwork:
 - your lease via DocuSign.
 - Your guarantor form in its entirety.
- Submit your \$300 lease reservation payment via the payment portal
 - Information about the portal is provided with the lease agreement.
- Understand you are accepting the apartment "as is."
 - Cleaning is optional for an additional \$65 money order and will alter your move in date

As online methods are further developed, some aspects of this process could be further altered to reflect these improvements.



2023-2024 INSTALLMENT RATES (PER PERSON, AUGUST-JULY)



Unit Type	Entire Lease Cost	Twelve Installments
4 Bedroom / 2 Bathroom	\$12,192	\$1,016
3 Bedroom / 2 Bathroom	\$12,720	\$1,060
2 Bedroom / 2 Bathroom	\$13,944	\$1,162
1 Bedroom / 1 Bathroom	\$16,752	\$1,396
Studio	\$16,560	\$1,380

THE COURTYARDS

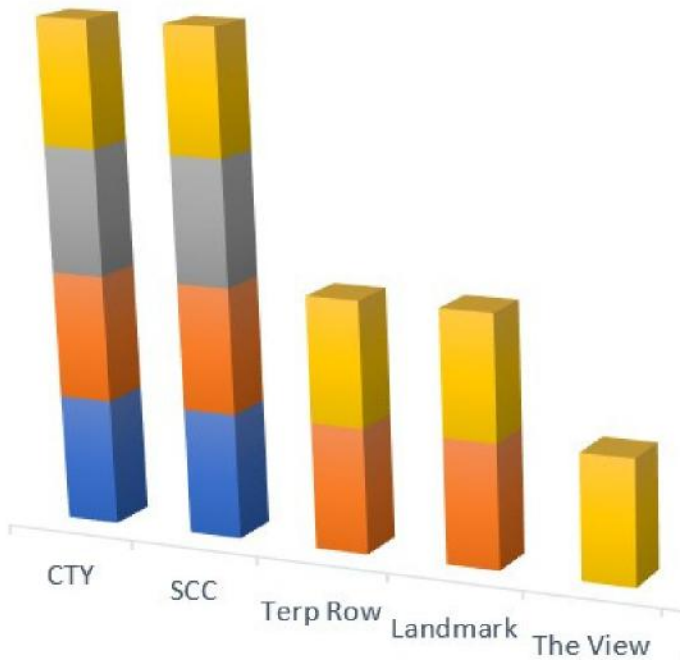
at University of Maryland

Unit Type	Entire Lease Cost	Twelve Installments
4 Bedroom / 2 Bathroom	\$10,224	\$852
4 Bedroom / 4 Bathroom	\$11,208	\$934
2 Bedroom / 2 Bathroom Standard	\$12,456	\$1,038
2 Bedroom / 2 Bathroom Deluxe	\$12,888	\$1,074

Per person installments are based on the total days of your lease term outlined in the lease contract; that total is then divided into equal installments due on the first of every month

How We Compare

	CTY	SCC	Terp Row	Landmark	The View
Electricity	Included	Included	Student Pays	Student Pays	Student Gets (\$15 allowance towards water, gas electricity)
Water	Included	Included	Included	Included	Student Gets (\$15 allowance towards water, gas electricity)
Wi-Fi	Included	Included	Included	Included	Included
Application Fee	None	None	\$25	\$50	None
Security Deposit	No Security Deposit	No Security Deposit	Security Deposit Required	\$200	No Security Deposit
Other Fees	None	None	One Time Fees Include: \$100 Admin Fee plus \$60 Utility Fee plus \$55 Telecom Fee	None	\$600 Admin Fee or \$150 if have a guarantor



Utility Comparison

Varsity	Tempo	The Nine	Mazza	The Hub	The Standard	
Student Pays	Student Pays	Student Pays	Student Pays	Student Pays	Student Pays	Electricity
Student Gets (\$15 allowance)	Included	Included	Student Pays	Included	Student Pays	Water
Included	Included	Included	Included	Included	Included	Wi-Fi
\$25	\$49	None	None	\$50	\$50	Application Fee
No Security Deposit	None (right now)	None (right now)	\$150	No Security Deposit	\$100	Security Deposit
\$100 Admin Fee	\$399 Signing Fee/\$100 Admin Fee	None	None	\$150 admin fee, \$10/month trash fee	\$150 Admin fee	Other Fees

- Internet
- Phone
- Water
- Electricity

