

How to Find Off-Campus Housing

The classified advertisements in the *Indiana Daily Student* and the *Herald-Times* list apartments and houses available for rent.

The *IU Student Tenant's Handbook* discusses the rights and responsibilities of a tenant. Copies are available at the Code Enforcement Department, the Showers Center, 401 N. Morton St., Suite 130 (phone: 349-3420). This office has some other useful publications as well.

Lease Information

Before you rent off-campus housing, ask the landlord to explain all the rules to you. *You are legally responsible to observe everything in the lease*, so be certain it is agreeable to you and that you understand everything in it. Before signing a lease, learn the answers to these questions:

- How much is the rent? Is there a damage deposit? Some landlords collect the first and last month's rent when you move in.
- Does the rent include gas, electricity, telephone, water, air conditioning, and heat, or do you pay for them?
- Can you regulate your own heat?
- What is your responsibility? What does the landlord keep clean? Who mows grass and shovels snow?



- What, if any, furniture, dishes, and bedding are included?
- Who can visit you? Can you have overnight guests? Can you keep pets?
- Can you sublet? Under what conditions?
- How much advance notice must you give before moving?

Understanding will help you and your landlord; it will also make it easier for the next student to find housing. It is usually not possible to break a lease. It is certain to be expensive, even if you can do it.

Landlords expect tenants to

- Pay rent promptly.
- Respect property and keep it in good condition. Many landlords ask tenants for an advance extra payment (deposit) in case damage occurs. It can be returned if the tenants leave the property clean and undamaged.
- Tell the landlord of needed repairs; give him or her a chance to make them.
- Make changes only with permission (nail holes, painting, etc.)—especially to the locks.
- Learn and follow regulations in disposing of trash and garbage promptly.
- Be considerate of neighbors in regard to noise, clutter, and cooking odors.
- Ask questions if you're uncertain about utilities; for instance, if you like fresh air, it is important to know how to open a window without affecting expensive heat or air conditioning.
- Obey laws, especially concerning use of alcohol and drugs. For further information, phone the Bloomington City Police, 339-4477.

Housekeeping

Students who are living in an American apartment or keeping house for the first time have requested the following information:

Electrical Appliances Most electrical outlets give 110 volt AC current at a frequency of 60 cycles. Appliances from some countries will not work on this current. Ask your landlord to explain

in detail how to use your built-in appliances: stove, oven, refrigerator, heating unit, and air conditioner. Ask how to turn pilot lights on and off, how to regulate temperatures, how to clean appliances, and what dangers to look out for. Never use electrical appliances when you are in or near water, or when your hands are wet. This includes placing plugs into outlets or turning switches on or off. Do not put any objects other than plugs into wall outlets. If a switch or outlet does not work, contact your landlord or a qualified electrician.

If you are to be away for a prolonged time, unplug all electrical appliances except refrigerator and/or freezer.

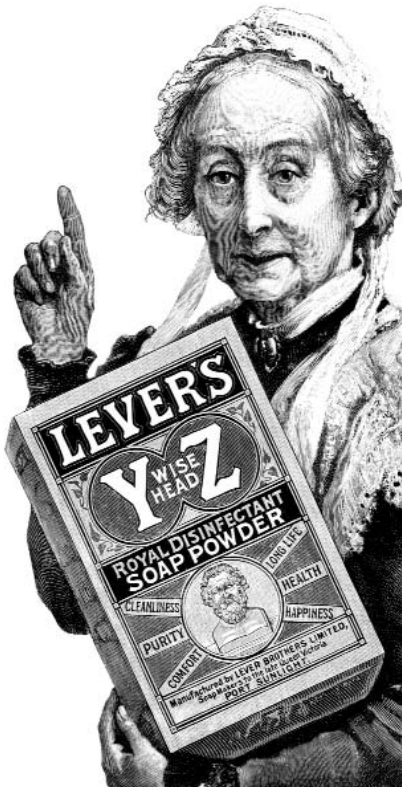
Stoves *Warning:* Because it is both poisonous and explosive, gas that is turned on but not lit is dangerous. Burners on electric stoves may be hot even though they are not red. All knobs should be turned to "off" when not in use. It is a good idea to keep a box of baking soda by the stove to throw on grease fires; water is ineffective and dangerous on this type of fire and should not be used.

Cleaning: Special cleaners for ovens and broilers include Easy-Off and Dow Oven Cleaner. They are strong; use as directed. Some ovens are self-cleaning. Ask your landlord how to use such an oven. Cool stovetops can be cleaned with steel wool pads (Brillo, SOS). Glass top or smooth top stoves should be cleaned with nonabrasive cleansers. Burners come apart for cleaning; ask your landlord for instructions. Clean often to avoid grease buildup that is very hard to remove.

Pots and Pans: All food cooked on top of the stove or in the oven should be placed in an appropriate cooking container; food placed directly on burners or in the oven could cause damage to the stove. Dutch ovens, baking pans, casseroles, and roasters are suitable for oven cooking; pots, pans, skillets, and Dutch ovens are for stovetop cooking. A Pyrex label indicates ovenproof glassware.

Microwave Ovens Before using, read all directions and warnings. Certain materials, such as metals, should never be put in a microwave.

Refrigerators To remain in good working condition, refrigerators should be defrosted and cleaned every three weeks unless they defrost automatically (ask the landlord). To defrost: Turn dial to “defrost” or “off,” or unplug cord. Take out food and wrap it in heavy layers of newspaper to keep it cold (especially frozen items). Set pans of hot water in the freezer section; change them when the water cools. Don’t chip ice. (It will damage the unit.) As ice melts, knock it off with a cloth. Wipe inside walls with baking soda and cool water, then dry. Plug in, turn to “on,” and return the food to the refrigerator. Before you move, defrost and clean the refrigerator. Turn it to “on” (to prevent mold from growing).



Dishwasher Automatic dishwashers are furnished with some apartments and houses. Use only detergent that is labeled for automatic dishwashers. Never use liquid dish soap. Load according to manufacturer’s directions; ask your landlord for instructions. Clean the filter.

Food Storage Foods bought from a refrigerated case at the store should be kept in a refrigerator. Cooked leftover foods and opened canned goods also should be promptly refrigerated. Fresh fruits and vegetables stay crisp in drawers at the bottom of most refrigerators.

Garbage and Trash City trucks haul away garbage and trash weekly. Ask your landlord where cans are located and when they will be emptied. Trucks will not take trash from cardboard boxes or uncovered cans. Each can or heavy-duty bag (up to 32 gallons capacity) must have a city trash sticker attached. Stickers are available at local grocery and hardware stores for a small fee.

It is especially important in older houses or dormitories not to let food sit uncovered or to keep garbage indoors overnight. Insects or even rats may be attracted to it. Many apartment complexes contract with private trash haulers and have dumpsters for disposal of garbage and trash. (No city stickers required.)

Yard Waste Each bundle or container must have a city yard waste sticker attached. Sticks should be tied in bundles no more than four feet long and two feet in diameter. Put leaves or grass in 32-gallon cans or special yard waste bags. Yard waste stickers may be purchased from grocery or hardware stores.

Garbage Disposal Unit (to grind and drain garbage) may be under the kitchen sink. Ask the landlord for instructions. To operate most disposals: turn on *cold* water and turn switch to “on.” Feed waste into the drain. **DO NOT PUT FINGERS OR UTENSILS IN THE DRAIN.** Dry hands. Turn off switch, and turn off water. Do not grind anything other than food; do not

grind large bones, fruit stones, corn husks, celery, etc.; do not put garbage down sink drains without disposals. Ask your landlord how to use the disposal wrench to free locked blades. Keep it taped on the motor, under the sink. **NEVER** pour grease down the sink; pour the grease into cans, chill in the refrigerator, then discard when hardened.

Counter Tops To prevent scorching of counter tops, do not place hot pans directly on surfaces. Protect counter tops by using a wooden board when cutting foods. Food stains can be removed easily with a bleach solution.

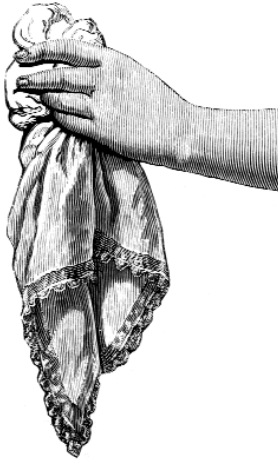
Recycling Monroe County has an extensive recycling program. The regional recycling center is 3400 Old State Road 37 South; phone: 349-2020.



The center accepts aluminum and tin cans; clean aluminum foil and dishes; glass bottles and jars; newspapers; magazines; phone directories; number 1 and 2 plastics in bottle shapes; clean paper grocery sacks and plastic bags; office paper (separate white and mixed colors); junk mail; used household batteries; paperboard (such as cereal boxes and egg cartons); corrugated cardboard; old crayons; and waste automobile oil, oil filters, and antifreeze. Cans, glass bottles and jars, newspapers, magazines, paperboard, corrugated cardboard, and bottle-shaped number 1 and 2 plastics also are picked up from the curb by the City of Bloomington every other week (call 349-3410 for information). Some apartment complexes also may have recycling programs. Clean plastic grocery bags can be recycled at some supermarkets; Bloomingfoods accepts them for reuse, along with paper bags. In addition, recycling bins are found throughout the IU campus, at the Monroe County Recycling Center, and in some other public places.

Bathroom The sink, tub, and toilet exterior can be cleaned with non-abrasive scouring powder (Lysol Basin/Tub/Tile Cleaner, Dow Bathroom Cleaner, or baking soda) or with other bathroom cleaners. A plastic

shower curtain can be soaked in a bleaching solution (Clorox, Purex). Sanitary napkins, food, diapers, dental floss, and paper other than toilet tissue should not be flushed down the toilet bowl.



Clean inside the toilet bowl with scouring powder or toilet cleaner (Vanish, Saniflush). These are strong; follow directions. *Be sure not to mix scouring powder (Ajax, Comet, etc.) with toilet cleaner (Vanish, Saniflush, etc.)!* A poisonous chlorine gas may be produced. Do not spill water onto the bathroom floor, as floors are not watertight.

Floors A dry mop, broom, or vacuum cleaner picks up most normal dirt and dust. Linoleum and tile floors can be cleaned with floor and wall cleaners (Mr. Clean, Spic and Span). An inexpensive floor cleaner can be easily made: 1 liter of hot water, 225 cc ammonia, 100 cc vinegar, 114 grams baking or washing soda. Rinse after washing. Wood floor cleaners include a number of one-step cleaners that leave a self-polishing wax on the floor. Do not use water on wood.

The brand names mentioned are examples, not recommendations. Most cleaning products are poisonous. *Keep them away from children; never mix one cleaning product with another.* The mixture of some of these chemicals, such as chlorine bleach and ammonia, produces poisonous fumes. Read instructions carefully.

Laundry Follow directions carefully in using laundry equipment, particularly with regard to the amount of dry or liquid soap to be used. Usually the soap box or bottle will specify amounts. Baby doctors suggest that all diapers be

carefully soaked, rinsed clean, then washed separately. Too much detergent can sometimes cause skin irritations or rashes.

Clothes dryers may be regulated to hot, medium, or cool temperature settings. A medium or cool setting is used for permanent press and other synthetic fabrics. A hot setting may cause shrinkage or other damage to such fabrics but is used for heavy cotton items such as towels, bedspreads, blue denims, etc. It is not a good idea ever to place items made of wool in these dryers. Clothes should be removed from both washers and dryers as soon as the cycles are completed. Laundry room facilities shared by apartment dwellers should be used only for washing and drying clothes. Lint traps in both washers and dryers should be cleaned after each use. Children should be accompanied by an adult and should not use the laundry room for a play area.



Pets

By law, all dogs and cats must be licensed. They also must be vaccinated annually against rabies. If you live within the city of Bloomington, your dog and unneutered cat must stay within the boundaries of your property and must be restrained by a leash when not on your property. The animal control officer is authorized to take any loose dog or unneutered cat to the Animal Shelter, located at 3410 Old State Road 37, south of Bloomington. The pet's owner then must pay a fine or penalty to get the animal back. Information on licensing and rabies vaccinations may be obtained by telephoning the Bloomington Animal

Shelter, 349-3492. Many landlords do not allow pets in apartments, so make proper inquiry if you are considering owning a pet.

Animal Bites If someone in your family is ever bitten by a dog or cat, make every effort to find its owner so you can learn whether it has had a rabies vaccination. Rabies is a very dangerous disease that humans can get from animal bites. If any animal ever bites a family member, call a doctor for medical advice *immediately* and report the incident to the Animal Shelter. You may request that the animal be quarantined for 10 days to determine whether it has rabies.

Household Safety for Children

Many things in your new household could be dangerous to small children. Always read all directions and follow them carefully. Almost all cleaning products contain some harmful chemicals. Even ordinary soap should not be eaten. The leaves and berries of some plants also are poisonous. Store all questionable materials and all drugs out of reach of children. If you think a child has eaten or swallowed something harmful, do not give the child anything and do not try to make the child vomit. Rather, try to determine what the substance was and call for instructions from your doctor or the State Poison Control Center, 1-800-222-1222 (toll free).

Children normally should not be allowed to operate electrical appliances or play with the cords or plugs on electrical items. Being careful not only prevents damaging or breaking costly equipment but also protects the child. Inexpensive plastic covers can be purchased for unused wall outlets. It is also unwise to allow children to play in or near a toilet, or to leave children unattended in or near the bathtub; even a small amount of water can be dangerous.