



Glendale Community College

---

Guide to Apartment Living

Spring 2010

## Introduction

The Glendale Community College Office of Student Life publishes this handbook to help you locate and select a suitable place to live. It is designed to assist you, the tenant, in understanding your basic rights and responsibilities in a landlord/tenant relationship. This handbook is formatted to provide a step-by-step guide to the Do's and Don'ts of finding a roommate or apartment including sample contracts, fair housing, legal resources, rental listing, transportation information, and other facts necessary for most tenants.

This publication is not meant to be a legal guide, merely advice, so please read it carefully. While every page has something of importance for you to consider, remember that all decisions are yours alone to make.

**Additionally, please note that apartment/housing screening is not provided. Students should personally inspect any accommodations or request references before entering into housing arrangements**



Glendale Community College

6000 West Olive Avenue

Glendale, AZ 85302

623.845.3000



The Maricopa County Community College District is an EEO/AA institution

## General Information

For additional information, please refer to the Arizona Residential Landlord and Tenant Act, which may be found at:  
[http://www.azsos.gov/public\\_services/publications/Residential\\_Landlord\\_Tenant\\_Act/residential.pdf](http://www.azsos.gov/public_services/publications/Residential_Landlord_Tenant_Act/residential.pdf)

### **For Your Information:**

When you become a tenant you enter into a specific legal relationship with your landlord. Although you may never see the actual owner of the property, you are entitled to certain information about the owner or the manager of the premises. By law, the rental agreement must disclose the name and address of the owner or his authorized manager, or someone authorized to act on the owner's behalf. In addition, the owner responsible for making sure that this information is up to date and must notify you if there is a change of ownership or management. If the information is not provided, the law automatically designates as the owner's agent, the person who entered into the rental agreement on the owner's behalf. The sale of your building has no effect on any existing agreement. You have the same rights and obligations with the new owner for the return of any refundable deposits (ARS 33-1311).

### **Your Right to Privacy:**

Your landlord or manager may enter your premises in certain well-defined circumstances. For example, the landlord may enter in case of emergency, with a court order if it is impractical to contact the tenant or if you abandon the premises. The landlord does have the right to enter your dwelling to make necessary or agreed upon repairs or improvements, to supply essential services, or to show the property to prospective tenants providing he gives you reasonable time. Since many tenants are away until 5:00 p.m., a reasonable time may include early evening hours (ARS 33-1343 A,B,C,D).

### **Solving Your Problems:**

Inevitably, disputes will arise between tenants and their landlords. There are several options available to you in settling disputes. The first step is to sit down with your landlord and talk about the problem. An informal, cooperative relationship usually proves successful in settling most disputes. Should this avenue fail to lead to an acceptable solution, you may always seek legal advice.

### **Non-payment of Your Rent:**

The landlord can evict you upon seven days written notice if the rent is not paid when it is due. If you pay all past due rent within seven days, the rental agreement is again valid. If the landlord takes the matter to the courts, you may still remedy the default, prior to the court judgment, by paying all past due rent, reasonable attorney's fees and court costs, if any (ARS 33-1368B). The landlord cannot, legally, bodily evict you or confiscate any personal belongings. If this should happen to you, contact an attorney immediately. However, if you do have a problem paying your rent call your landlord as soon as possible and explain your situation. If you have a lease, the eviction procedure can only be commenced following the seven day written notice for non-payment of rent, or if the tenant is found to be in breach of the lease, or if the lease expired and the tenant continues to occupy the premises without the landlord's consent. It is up to you to find out what the house rules are BEFORE you move in. It is common to find a clause in your lease or rent agreement, which states that you know and understand the rules and regulations BEFORE you enter into a rental agreement. You have a right to know the rules and obligation to abide by them (ARS 33-1343 A,B,C,D).

### **Maintenance of Properties:**

There is a warranty of habitability implied in every lease. The landlord must keep the premises in a habitable condition. Here we are referring to electrical, plumbing, sanitary, heating, ventilation, air conditioning, and other conditions,

which affect your everyday life as a tenant.

A tenant shall exercise diligence to maintain the premises in as good as a condition as when he took possession. Ordinary wear and tear is expected.

#### **Self-help for Minor Defects:**

You may contract to have minor repairs taken care of by Licensed Contractors and deduct what you paid the contractor for the repair from the next month's rent (along with an itemized statement and waiver of lien). The deduction cannot exceed  $\frac{1}{2}$  of the monthly rent or \$150.00, whichever is greater. The landlord must be notified, in writing, BEFORE any repairs and must be given time (usually 20 days) to repair the problem himself (ARS 33-1363A).

#### **Tenant Responsibility:**

If just one person signs a lease, that person is solely responsible for the entire rent and all other obligations of the lease. If all members of the household sign the lease, roommates should be aware of JOINT AND SEVERAL LIABILITY. Most leases of this type are handled in such a way that all parties are responsible for the performance of their associates. This means that if one roommate moves out, the remaining roommate(s) must come up with his or her share of the rent as well as their own. To protect themselves, roommates should sign a written contract between themselves that spells out the provisions should one of them decide to move.

#### **Your Landlord's Right of Eviction:**

The landlord can evict a tenant on a month lease without having to provide a reason if the landlord gives the tenant written notice at least thirty days prior to the periodic rental date. This does not apply to cases where there is discrimination or retaliation. This landlord cannot lawfully discriminate on the basis of race, sex, religion, or against families with children (ARS 22-1317). Also, a landlord cannot take action against a tenant for complaining to a governmental agency, for joining a tenant's organization, or for complaining to the landlord about repairs.

#### **A Written Contract:**

A written contract, such as a lease or rental agreement, is often more specific than the general law so:

1. Look for a definitive explanation of the tenant's and landlord's obligations and responsibilities to each other.
2. KEEP A COPY OF YOUR RENTAL AGREEMENT available for reference in case any problems arise.
3. KNOW WHAT YOUR AGREEMENT SAYS.

**\*\*Do not sign anything unless you completely understand every word!**

#### **Termination of Tenancy:**

Month-to-month tenancies may be terminated by either LANDLORD OR TENANT giving written notice at least thirty days prior to the next periodic rent date (Section 33-1375B). Example: If the rent is due by July 1<sup>st</sup>, notice must be given on or before May 31<sup>st</sup>. If the rent is due on July 1<sup>st</sup>, and notice is given on June 15<sup>th</sup>, the combination may not become effective until August 1<sup>st</sup>.

Either the landlord or the tenant may also terminate week-to-week tenancies with at least ten days written notice (Section 33-1375A).

#### **Getting Your Money Back:**

Usually, if you have satisfied your landlord's requirements (returned keys, cleaned your rental, etc.) you should expect the return of your security deposit within fourteen days. In any event the law states that the landlord must, fourteen days after DEMAND, return deposits and give you written, itemized statements of any charges deducted from your security deposit. Thus it is important you demand the return of your deposits, in writing, at the time that you move out (ARS 33-1321C).

#### **Renter's Insurance:**

As you move into your apartment or house, it would be wise to purchase insurance to cover theft, fire, and water damage to your personal belongings. Before buying insurance, however, check your parents' (if applicable) homeowner's policy. You may be covered for your personal property while living away from home. If you are not covered by your parents' policy, you may want to purchase your own protection. Many local insurance companies offer various forms of renter's insurance. Before you buy, compare the plan of each company and purchase the one that suits your needs.

## How to Start Looking Setting Your Priorities

1. What can you realistically afford?
  - a. Move in cost and/or security deposits
  - b. Cleaning deposits (if any)
  - c. Utilities:
    - Telephone
    - Electricity
    - Gas/Water
    - Cable/Internet
2. Determine your personal needs for physical and psychological space and do not make compromises that you cannot live with.
3. What kind of luxuries do you want to have? Pool, spa, etc.
4. Consider location, transportation, store convenience, so forth.
5. Consider living arrangements and the roommate(s) expectations.
6. Look at a variety of places (houses, apartments, condos, trailers, etc.)
7. Consider the security of the neighborhood and the apartment complex.

## What to Look for in a Place

1. Purchase a small notebook, and note each viewed apartment. Dedicate one page for each viewed apartment.
2. Write down landlord's/complex manager's name, phone, and address.
3. Thoroughly inspect each unit.
4. Note the monthly rent, furnished or unfurnished, lease or month-to-month, number of rooms and baths, utilities included, etc.
5. Check the water pressure, closets, cabinets, bathrooms, lights, kitchen appliances, and heating and air conditioning units.
6. Walk around the neighborhood to give yourself a better idea of the surrounding area.

# Looking for a Roommate

Do you want to live with someone else? Consider the following pros and cons.

## Roommate Pros

1. Economically, pooling resources can help keep costs down.
2. Companionship can also be a big plus. Going home to an empty apartment may not be your idea of pleasant living.
3. Living with someone else can contribute to safety, which is a major factor in the decision to share an apartment.

## Roommate Cons

1. Privacy is probably the most common reason for living alone.
2. Potential conflicts with roommates over responsibilities such as cleaning apartment, bills, etc.
3. Size of living space: feeling too crowded.

## Selecting a Roommate

If you decide to live with someone, the most important thing to do is to list the things, which, in your opinion, make the ideal roommate, and the things you absolutely cannot live with. When you have a good list, number these things by priority. You are now ready to advertise for a roommate(s).

The Glendale Community College Office of Student Life provides a Housing Board for the purpose of advertising for roommates and apartments. The office hours are 7:30 a.m. – 6:00 p.m. Monday through Thursday, and 7:30 a.m. – 4:30 p.m. on Fridays (closed on Fridays during June and July). For further information, please call 623.845.3525.

\*When interviewing possible roommates, your list of questions could include topics like these:

1. Personal background—school, activities, hobbies/interests.
2. Opinions and activities involving smoking, drugs, drinking, parties, etc.
3. Study habits—when, where, and how often, how quiet you need to be, etc.
4. Possibility of overnight guests—boyfriend, girlfriend.
5. Budget—how much is affordable in rent and utilities.

This list includes only a few of the important topics that should be discussed with potential roommates. Your own list will include those things most important to you. The best way to avoid the possibility of future problems is to discuss what you expect in the beginning so be honest about what you expect from a roommate. Be equally honest about what you feel your responsibilities should be.

# Sample Roommate Agreement

**Statement:** This agreement is provided as an example, which might be followed.

A.S.U. Tenants Computer Students Association hereby disclaims any liability for the use of this form. If you have any questions about the consequences of entering into a rental agreement, please contact your attorney or real estate advisor.

We \_\_\_\_\_, and \_\_\_\_\_ agree to abide by the lease with \_\_\_\_\_  
dated \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and to share rent and expenses for the premises commonly known as

(Note: Deposits for utilities, phone, etc., should be considered in this agreement.)

**Termination:** Any roommate may terminate this agreement by giving at least 30 days notice to all remaining roommates or by coming to a mutual agreement with all roommates. Such notice shall not relieve the terminating roommate from any liability contained herein or from any responsibility or liability under a lease agreement with the landlord.

## Security Deposits:

1. \_\_\_\_\_ shall pay \$ \_\_\_\_\_ of the total security deposit of \$ \_\_\_\_\_ .
2. \_\_\_\_\_ shall pay \$ \_\_\_\_\_ of the total security deposit of \$ \_\_\_\_\_ .

In the event that one of the roommates leaves for any reason prior to termination of the lease with the landlord, the terminating roommate shall be entitled to a refund of his/her portion of the security deposit. The remaining roommate(s) shall be responsible for payment of said amount and that payment shall be due and payable before:

1. Subletting of the departing roommate's portion of the lease / OR
2. Termination of the lease, whereupon the security deposit will be refunded by the landlord.

Should the landlord not refund all of the security deposit, the portion refunded shall be divided proportionately among the roommates.

THE ABOVE IS NOT INTENDED TO REDUCE ANY LIABILITY A TERMINATING ROOMMATE MAY HAVE FOR DAMAGES HE OR SHE CAUSED TO THE PREMISES.

ALL ROOMMATES SIGN AND DATE BELOW:

_____	_____
_____	_____
_____	_____
_____	_____

## Important Numbers

### Emergency

Police / Fire Department 911

### Hospitals

Arrowhead  
18701 N. 67<sup>th</sup> Ave., Glendale, AZ 85308 623-561-1000

Banner Thunderbird  
5555 W. Thunderbird Rd., Glendale, AZ 85306 602-865-5555

Boswell Memorial  
10401 W. Thunderbird Blvd., Sun City, AZ 85351 623-977-7211

Banner Estrella Medical Center  
9201 W. Thomas Rd., Phoenix, AZ 85037 623-327-4000

John C. Lincoln – Deer Valley  
19829 N. 27<sup>th</sup> Ave., Phoenix, AZ 85027 623-879-6100

Maryvale  
5102 W. Campbell Ave., Phoenix, AZ 85031 623-848-5000

St. Joseph's  
1919 W. Thomas Rd., Phoenix, AZ 85016 602-546-1000

### Utilities

Arizona Public Service 602-249-0212

Salt River Project 602-236-8888

Southwest Gas 602-861-1999

**24 Hour Emergency** 602-271-4277

Water and Wastewater Utilities 623-930-3190

Qwest 800-244-1111

Cox Communications (cable) 623-594-1000

### Miscellaneous Numbers

Glendale Community College 623-845-3000

Glendale/Phoenix Transit System (Valley Metro) 602-253-5000

AZ Tenant's Advocates (free service) 602-957-7000

Apartment Locators (free service) 602-992-1300

Roommates and More (free service) 602-278-9111

Apartment Store 602-214-1166

Premier Locations (free service) 602-298-9000

# Fair Housing Resource List

## City of Phoenix

### Equal Opportunity Department

251 W. Washington Street 7<sup>th</sup> Floor

Phoenix, AZ 85003

(602) 262-7486

(602) 534-1557 (TTY)

1. For information on application of Fair Housing laws, both city and federal.
2. To file a housing discrimination complaint under city and federal laws.

## Arizona Civil Rights Division/Attorney General's Office

1275 West Washington Street

Phoenix, AZ 85007

(602) 524-5002 (TDD)

1. To file a housing discrimination complaint under state law.

## U.S. Department of Housing and Urban Development

### Office of Fair Housing & Equal Opportunity

1 North Central Avenue Suite 600

Phoenix, AZ 85004

(602) 379-4461

[www.hud.gov](http://www.hud.gov)

1. To file a housing discrimination complaint under Title VIII of the Federal Rights Act of 1968.
2. For information on the new federal Fair Housing amendments which prohibit discrimination against families and the handicapped.

## Arizona Department of Housing

1700 West Washington Suite 210

Phoenix, AZ 85007

(602) 771-1000

(602) 771-1001 (TTY)

[www.housing.az.com](http://www.housing.az.com)

1. Searchable database of vacant affordable apartments

## Arizona Fair Housing Center

13201 N. 35<sup>th</sup> Avenue Suite B-19

Phoenix, AZ (602) 548-1599

[www.azfairhousing.net/friends.html](http://www.azfairhousing.net/friends.html)

1. For information on application of Fair Housing laws, both state and federal.
2. To file a housing discrimination complaint under state and federal laws.

## Housing Resources: Mediation and Reconciliation

### Community Mediation Services

455 N. 5<sup>th</sup> Street Suite 400

Phoenix, AZ 85004

(602) 256-4309

<http://www.theleadershipcentre.org/si/default.htm>

1. Mediate tenant/landlord disputes.
2. Mediate neighborhood disputes.

## State of Arizona

Secretary of State's Office

1700 W. Washington St. 7<sup>th</sup> Floor

Phoenix, AZ 85007

(602) 542-4286

[www.sos.state.az.us/](http://www.sos.state.az.us/)

1. Carries copies of the Arizona Landlord/Tenant Act.
2. Carries copies of the Arizona Mobile Home Parks Residential Landlord and Tenants Act.

**Chicanos Por la Causa, Inc.**

1112 E. Buckeye Road  
Phoenix, AZ 85034  
(602) 253-0638

[www.cplc.org](http://www.cplc.org)

1. Housing, landlord/tenant and mortgage counseling.
2. Provides housing discrimination referral service.

## Phoenix Area Resources: Handicapped

**Arizona Bridge for Independent Living (A.B.I.L.)**

1229 East Washington Street  
Phoenix, AZ 85034

[www.abil.org](http://www.abil.org)

1. Can refer disabled persons to adapted apartments in the private housing market.
2. Does counseling and research in housing and transportation problems of the disabled.
3. Is a source for trained personal care attendants to assist disabled persons in maintaining their independence.

## Phoenix Area Resources: Elderly

**Arizona Senior Citizens Law Project**

Human Resources Center 3  
1818 South 16<sup>th</sup> Street  
Phoenix, AZ 85034

[www.ilresource.com/ResourceOrgs.htm](http://www.ilresource.com/ResourceOrgs.htm)

1. Assists senior citizens in landlord/tenant problems.
2. Assists senior citizens with other housing related legal problems.

# Apartment Complex Listing

## Acacia Pointe

ONE BEDROOM	\$499
TWO BEDROOM	\$599

6344 N. 67<sup>th</sup> Ave. Glendale, AZ 85302  
(623) 842-1522

## \*\*Alexan Paradise Lane

ONE BEDROOM	\$708-912
TWO BEDROOM	\$867-1125
THREE BEDROOM	\$1125 & UP
ONE BEDROOM TOWN HOME	\$821 & UP
TWO BEDROOM TOWN HOME	\$937-1042

8092 W. Paradise Ln. Peoria, AZ 85382  
(623) 412-2272

## Cambridge Square

STUDIO	\$344
ONE BEDROOM	\$464
TWO BEDROOM	\$528

*INCLUDES WATER, TRASH, AND SEWER*

6060 W. Royal Palm Rd. Glendale, AZ 85302  
(623) 939-8615

## \*\*Camelback Villa

ONE BEDROOM	\$499
TWO BEDROOM	\$599

*INCLUDES TAX, WATER & CABLE*

5045 N. 57th Ave. Glendale, AZ 85301  
(623) 937-7213

## Cimarron Village

STUDIO	\$395
ONE BEDROOM	\$475
TWO BEDROOM	\$628

*INCLUDES TAX, WATER & CABLE*

6015 W. Olive Ave. Glendale, AZ 85302  
(623) 931-5385

## \*\*Cottages at Hayward

TWO BEDROOM ONLY	\$579-649
------------------	-----------

2021 W. Hayward Ave. Phoenix, AZ 85021  
(602) 973-5322

## Coppertree

ONE BEDROOM ONLY	\$590
------------------	-------

*INCLUDES BASIC CABLE*

8530 N. 59<sup>th</sup> Ave. #80 Glendale, AZ 85302  
(623) 435-1226

## The Courtyards

STUDIO	\$469
ONE BEDROOM	\$577
TWO BEDROOM SPLIT	\$679

6500 W. Olive Ave. Glendale, AZ 85302  
(623) 939-4882

## \*\*The Galleria

ONE BEDROOM	\$620
TWO BEDROOM SPLIT	\$800

10654 N. 60<sup>th</sup> Ave. Glendale, AZ 85304  
(623) 486-3165

## Glendale Shadows

STUDIO	\$496
ONE BEDROOM	\$531
TWO BEDROOM	\$599-609

5902 W. Royal Palm Rd. Glendale, AZ  
(623) 930-5773

## \*\*Hidden Village

ONE BEDROOM	\$499
TWO BEDROOM	\$549

8605 N. 59<sup>th</sup> Ave. Glendale, AZ 85302  
(623) 931-2941

## \*\*Indigo Creek

ONE BEDROOM	\$650
TWO BEDROOM	\$809

14221 N. 51<sup>st</sup> Ave. Glendale, AZ 85306  
(602) 439-4400

## \*\*Madera Court

ONE BEDROOM	\$349
-------------	-------

81535 N. 35th Ave. Phoenix, AZ 85051  
(602) 841-0236

## \*\*Maryland Gardens

ONE BEDROOM	\$625
TWO BEDROOM	\$670
THREE BEDROOM	\$860

*INCLUDES UTILITIES*

4529 W. Ocotillo Rd. Glendale, AZ 85301  
(623) 931-9060

## Northern Greens

ONE BEDROOM	\$544
TWO BEDROOM	\$690

8150 N. 61<sup>st</sup> Ave. Glendale, AZ 85302  
(877) 351-4578

## \*\*Northern Terrace

STUDIO	\$475
ONE BEDROOM	\$525
TWO BEDROOM	\$730

*INCLUDES WATER, TRASH, AND SEWER*

5520 W. Northern Ave. Glendale, AZ 85302  
(623) 931-9301

## \*\*Olive Tree

SMALL	\$434
MID	\$459
LARGE	\$470
TWO BEDROOMS	\$674-689

6201 W. Olive Ave. Glendale, AZ 85302  
(623) 937-3069

## \*\*Renaissance

ONE BEDROOM	\$620-655
TWO BEDROOM	\$790-850

*INCLUDES BASIC CABLE*

13421 N. 43<sup>rd</sup> Ave. Phoenix, AZ 85029  
(602) 938-5996

**Riverstone**

ONE BEDROOM \$544  
TWO BEDROOM \$690

8150 N. 61<sup>st</sup> Ave. Phoenix, AZ 85029  
(623) 435-9988

**\*\*Spring Meadows**

ONE BEDROOM \$419  
TWO BEDROOM \$549

10030 N. 43<sup>rd</sup> Ave. Glendale, AZ 85302  
(602) 264-2626

**Stone View**

STUDIO \$430  
ONE BEDROOM \$511  
TWO BEDROOM \$583

*INCLUDES TAX & UTILITES*

7841 N. 59<sup>th</sup> Ln. Glendale, AZ 85302  
(623) 847-3211

**\*\*Sunflower**

STUDIO \$400  
ONE BEDROOM \$500  
TWO BEDROOM \$750

6003 W. Olive Ave. Glendale, AZ 85302  
(623) 931-1052

**Sunset Landing**

ONE BEDROOM \$499

8450 N. 67<sup>th</sup> Ave. Glendale, AZ 85302  
(623) 934-8151

**\*\*TelaVerde Apartment Homes**

ONE BEDROOM \$525  
TWO BEDROOM \$715

5020 W. Thunderbird Rd. Glendale AZ 85306  
(602) 978-2882

**\*\*Woodstone**

ONE BEDROOMS \$425  
TWO BEDROOMS \$519  
THREE BEDROOMS \$799

2529 W. Cactus Rd. Phoenix, AZ  
(602) 870-7800

**\*\*Call For Discounts, Fees, Deposits, Pet Policy and Any Existing Move-In Specials\*\***

## Need more options?

Please check out the following websites:

[www.apartmentguide.com](http://www.apartmentguide.com)

[www.forrent.com](http://www.forrent.com)

[www.move.com](http://www.move.com)

[www.apartments.com](http://www.apartments.com)

Apartment Guide Courtesy of  
**Glendale Community College**  
Office of Student Life  
6000 West Olive Avenue  
Glendale, AZ 85302  
623.845.3525

<http://www.gc.maricopa.edu/studentlife>