



PENNSYLVANIA ACADEMY
OF THE FINE ARTS

PAFA Housing Guide





PENNSYLVANIA ACADEMY
OF THE FINE ARTS

Table of Contents

Welcome Letter.....	3
Institutional Mission Statements.....	4
PAFA at Park Towne Place.....	5
Living at Park Towne Place from A to Z.....	6
PAFA Housing Policies.....	8
Off Campus Housing.....	13
Choosing a roommate.....	14
Leases and Security Deposits.....	15
Moving In/Moving Out.....	16
Apartment Insurance.....	17
Tenant and Landlord Rights.....	17
Community Relations.....	18
Parking In Center City.....	18
Safety and Security.....	19



PENNSYLVANIA ACADEMY
OF THE FINE ARTS

Welcome to the Pennsylvania Academy of the Fine Arts!

Congratulations on your acceptance to The Pennsylvania Academy of the Fine Arts (PAFA). As PAFA is the first school of fine arts and museum in the United States, we believe the school is a unique place. Part of what makes going to school here a positive experience is living and working in a nurturing and supportive community of artists. Here, people from many different regions and backgrounds live, work, grow and learn together.

We are located in the heart of Center City, Philadelphia, easily accessible from many neighborhoods, and suburbs. The greater Philadelphia area offers a broad variety of housing options appropriate to students' needs and budgets. As Philadelphia is a competitive real estate market, students should plan ahead when looking for housing. We strongly recommend that you begin your housing search six to eight weeks before the semester begins.

Our Student Services staff makes every effort to assist PAFA students in their search for accommodations in the Philadelphia area. The resources listed in this guide and on our website offer a wealth of direct contacts as well as general suggestions for approaching a housing search. In addition, our online bulletin board provides students with options for shared housing.

We hope this guide will help inform you of the benefits of living either in PAFA housing or in the greater Philadelphia area. It is your guide to the variety of choices and possibilities offered through PAFA and the city. Inside you will find details about our housing option, off campus housing, as well as answers to frequently asked questions about life at PAFA and Philadelphia.

We welcome you as a part of this unique *“Community of Artists.”*

Student Services Staff



PENNSYLVANIA ACADEMY
OF THE FINE ARTS

Institutional Mission Statements

Mission Statement

PAFA promotes the transformative power of art and art making.

Vision Statement

PAFA will inspire the future of American art by creating, challenging, cultivating, and celebrating excellence in the fine arts.

Student Services Mission Statement

The Student Services Office is committed to promoting students' academic achievement, their creative process and professional development in an artistic community.

Residence Life Mission Statement

We are dedicated to creating a safe, supportive and inclusive community for all students. We advocate for the enrichment of the student artist's experience by promoting self-awareness, providing healthy social opportunities, and identifying resources for success.

PAFA at Park Towne Place

PAFA is pleased to provide a housing option for students. Students live on a dedicated PAFA floor at Park Towne Place, located at 2200 Benjamin Franklin Parkway which is less than a mile from the PAFA campus.

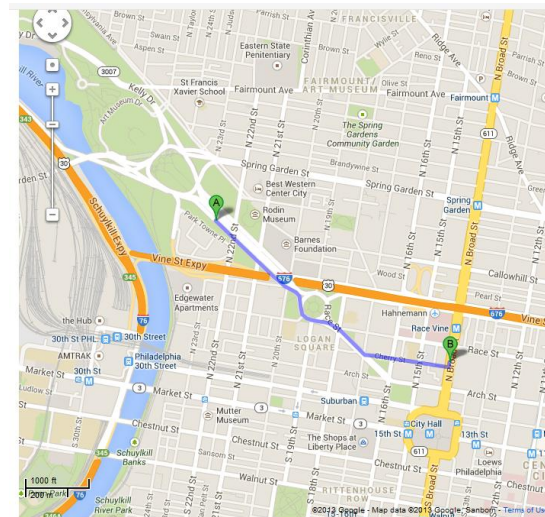


Apartments are available on a first-come, first-served basis to newly admitted students. Complete the online [Roommate Preference Form](#) here. Spring transfer students should contact the [Office of Admissions](#) directly to see if there is available space before completing the form.

For more information on Park Towne Place please visit: <http://www.parktowneapthomes.com>

Walking Directions to PAFA

1.	Head southeast on Benjamin Franklin Pkwy toward N 22nd St
2.	At the traffic circle, take the 4th exit onto Race St
3.	Slight left toward Benjamin Franklin Pkwy
4.	Slight right onto Benjamin Franklin Pkwy
5.	Turn left onto Cherry St
6.	Turn left onto N Broad St Destination will be on the left



Amenities at a glance

- Fitness Center
- Movie Screening Room
- Pool (for summer residents only)
- Free Wi-Fi lounge
- Laundry centers on each floor
- Central a/c
- Parking – available for a fee
- Controlled Access Building
- On-site Recycling
- Near Public Transportation
- University Shuttle Service
- Convenience Store
- ATM

Living at Park Towne Place from A-Z

A

AIR CONDITIONING

All of the apartments are equipped with air conditioning for your comfort. When it is turned on you are requested to keep windows closed, as open windows upset the balance of the air conditioning and prevent it from operating at a maximum level of efficiency.

Please do your part to conserve energy!

C

CABLE TV

Cable TV is not provided in apartments.

Residents are responsible for supplying their own television set and cable connecting cord. Comcast and FIOS are two local providers for cable television.

F

FIRE HAZARDS

Candles, incense, oil lamps, halogen lamps, etc., are not permitted in the apartments. These items produce an open flame or hotspot that produces smoke. They may inadvertently start a fire or set off the smoke alarm system causing a false alarm. Candles are not to be used, even as decorative items.

FURNISHINGS

A bed, dresser desk, chair and closet space are provided for each resident/space. The apartments also include sofa, chair, dining table and chairs. Apartments have kitchens with appliances such as a *stove, oven* and *refrigerator*. The apartments are partially carpeted. You are responsible for the furniture.

H

HOUSEKEEPING

Park Towne Place is responsible for the proper maintenance and appearance of apartment complex areas, such as lounges, halls, and stairwells. Cleaning services are not provided for residents' rooms or apartments. You are responsible for cleaning

your own space. Remember that Park Towne Staff are not responsible for cleaning up your mess. Please respect them and your neighbors and clean up after yourself.

K

KEYS

Residents are given a room key at check-in.

The key is the property of Park Towne Place. There is a fee for lost keys changing the lock should you lose your key. There is also a charge should you get locked out of your room—after hours. Please see the RA or Housing Coordinator for lock outs.

L

LAUNDRY FACILITIES

Card-operated washers and dryers are provided on the PAFA floor; additional washers and dryers are located in the South Tower. Laundry can only be operated with a laundry card. Laundry cards costs \$5 and machines are located in the lobby. The machine only accepts \$5, \$10, and \$20 bills.

M

MAILBOXES

Mailboxes are located in the lobby of North Tower. All residential students will have a mailbox assignment that coincides with their room assignment. The apartment key will be the same key for the mailbox.

Your address should contain the following:

Your Name

2200 Benjamin Franklin Parkway

NO Room Number

Philadelphia, PA 19130

This is also the address for UPS shipments. Packages may be sent to the South Tower desk to be picked up. Please be vigilant about your mail.

MAINTENANCE

PAFA shares the responsibility for maintenance services with Park Towne Place. All repairs need to be reported to the Housing Coordinator. Students are expected to take reasonable care

of the facilities and furnishings in their apartments. Unwarranted damage or abuse will result in disciplinary action and/or payment for the damages.

P PETS

Pets or animals are not allowed in the apartments for any length of time. This includes but is not limited to dogs, cats, birds, hamsters, snakes, mice and other rodents. Only certified and trained guide dogs are permitted. Any pets found in violation of this policy may be removed and turned over to the Humane Society.

R ROOM CHANGES

All residents must stay in their assigned room for the first two weeks of Fall semester. Room changes are allowed during the third week with the approval from the Housing Coordinator. A second room-change period will be offered during the Spring semester. Changes will not be approved after the room change period unless there are extenuating circumstances. The Housing Coordinator and the Dean of Students will determine when such changes are allowed. Unauthorized room changes will result in disciplinary action.

ROOM DECORATION

Decorations can add immensely to the comfort of your room and make it more attractive and home-like. Keep in mind while you decorate that you are responsible for maintaining the condition of your room.

The following policies must be observed in decorating your room or apartment:

- **Tacks, nails, screws and any type of adhesive that may remove the paint or mar the walls may not be used on room walls.** Charges will be made for damages considered to be excessive.
- Students will be charged for replacement of missing furniture.
- Furniture may not be stacked.
- Bed frames may not be placed on top of other furniture. A fee will be charged for

structural damage to furniture and/or stacked furniture.

- Mattresses must remain on the bed frame and off the floor at all times due to health hazards.
- Furniture may not be disassembled or placed in hallways or stairwells.
- Decorative tapestries, drapes, sheets, bedspreads or any other materials may not be suspended from ceilings or attached to furniture.
- Any conditions regarded by the staff as fire hazards must be corrected immediately.
- Existing lighting fixtures/wiring must not be changed or modified.
- All furniture must remain in the student's room. Unauthorized removal of furniture will result in disciplinary action, which will include being charged for the item(s).

ROOM INSPECTIONS

The living areas in the apartments are inspected for health and safety hazards during the course of the year. Inspections occur once a month. Inspection times by student staff will be posted 48 hours prior to an inspection. Students are given an opportunity to be present during the inspection. If there is a health or safety condition needing correction the staff member must complete and issue a Room Inspection Checklist. The student then has 24 hours to correct the problem. A follow-up inspection by the staff member will be conducted on these rooms to ensure the condition is corrected.

W WIFI

WIFI is available for all students living on the PAFA floor at Park Towne Place. You can get the WIFI password from your RA.



PENNSYLVANIA ACADEMY
OF THE FINE ARTS

PAFA Housing Policies

*****All policies and the Student Code of Conduct in the PAFA Student Handbook apply to the PAFA at Park Towne Place residents*****

By taking occupancy of a space, you accept its condition “as is” at such time and assume responsibility to maintain the space and any common areas in which the assigned space is located in a clean, safe, and undamaged condition at all times. Common areas including kitchens, bathrooms, and lounges are the responsibility of all community members. When you vacate the assigned space, you must remove all your personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when you assumed occupancy.

Checking In

Students residing at PTP must complete a room inventory form at check-in, indicating the condition of the room and its furnishings. The room inventory form system for checking in and checking out has been designed to protect the student, as well as PAFA property. Students are encouraged to be accurate when completing the room inventory form, since charges can be levied for damages, missing items, or lack of cleanliness. A charge may be assessed for improper check-in when students fail to complete any of the above.

Checking Out

Students are responsible for checking out of their rooms through the Student Services staff / RA before vacating the premises. The student and the staff member will compare the current room condition with the original inventory form. Students will be held responsible for the condition and cleanliness of their rooms and furnishings and any loss or damage other than normal wear that might occur during their occupancy. Furniture and other items may not be left in hallways, refuse rooms, and public areas. Residents will be held accountable for appropriate replacement costs, for any such items left. A charge may be assessed for improper check-out when students fail to complete any of the above

Room Lockout Policy

Students are expected to carry their ID Card and/or key with them at all times and are expected to keep their rooms locked. If a student locks themselves out of their room, they are to follow these steps to gain access to their room:

Students should attempt to find an onsite PAFA staff member / RA to gain entry to their room. If unavailable, students should report to the PTP front desk to request entry to the room. If a student is requesting an excessive number of lockouts, Student Services may request to meet with the student and/or take formal disciplinary action.

Responsibility for Personal Property

PAFA and Park Towne Place assume no responsibility for loss of, or damage to, a student's personal property. Each student is encouraged to take appropriate steps to safeguard and insure his/her property through appropriate personal property insurance. Doors should be kept locked to prevent theft. In case of theft, or suspected theft, PAFA Security and Park Towne Place Safety should be notified immediately so that an official record is available if needed.

Right to Enter

PAFA reserves the right to enter any affiliated residential space at any time for the purpose of responding to emergencies, maintaining acceptable health and safety standards, establishing order, making repairs, routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of PAFA rules and regulations, securing buildings during vacation and break periods, and for any other reasonable purpose. The resident's absence will not prevent such entry. Entry will be made by authorized PAFA or Park Towne Place personnel.

Accountability

All occupants of shared living space are responsible for all activities taking place in their space whether they are present or not. All occupants will be held responsible for any prohibited activity or illegal items found in the space.

Compliance with Staff

Students and their guests are required to follow all reasonable directions issued by authorized representatives of PAFA and Park Towne Place.

Withdrawal

Upon withdrawal or suspension from PAFA, the individual student has forty-eight hours or a time frame as determined by Student Services and Dean of Students to vacate the premises, and return his/her key to the Park Towne Place Leasing Office.

Animals/Pets

To preserve student health and safety, no pets/animals of any kind are permitted in any PAFA at Park Towne Place spaces.

Furniture

Furniture belonging to PAFA may not be removed from rooms/suites/apartments and common space. This furniture is for all current and future residents. This regulation includes, but is not limited to, removal of beds, mattresses, trash cans, desks, chairs, tables, bookshelves, couches, loveseats, and appliances. Students are expected to comply with requests to return furniture indoors or to its original location.

Guests

PAFA allows guests (including PAFA students and non-students) for up to three nights, with the permission of all roommates. Requests to stay for longer periods of time must be approved in advance by Student Services. It is very important that students be considerate of their roommate and residence community. Any room, suite, or apartment-mate or other PAFA student who feels inconvenienced by a guest should first discuss the matter with their roommate. If that brings no result, the student should contact his/her RA, or Student Services. PAFA students who bring guests to campus or Park Towne Place are responsible for violations of PAFA policies committed by their guests. If possible, the guests will also be held responsible for their actions.

Lofts and Waterbeds

Homebuilt lofts and waterbeds are not permitted.

Smoking

Smoking is not permitted in any of the PAFA rooms at Park Towne Place, nor is it permitted on any outdoor grounds belonging to Park Towne Place. Please ask your RA where you are allowed to smoke outside.

Destruction of Property

Students are obligated to report to PAFA staff any destruction they witness or in which they are involved. Damage and destruction costs will be recovered through the security deposit and/or additional billing to the student. Excessive damage to a residence hall room or to common areas may result in termination of the contract.

Fire

Tampering with fire equipment, including the fire extinguishers, exit signs, smoke detectors, fire alarms and fire doors is a serious violation of Pennsylvania law and PAFA regulations. A \$200 minimum fine will be charged for any person in the group found responsible for pulling the alarm, and that student can expect to be removed from PAFA housing immediately and may be subject to additional civil or criminal liability. Unauthorized use of fire extinguishers will result in an automatic fine of \$50 and possible disciplinary action for the individual. Failure to evacuate during a fire alarm or emergency will result in a \$25 fine and possible disciplinary action for the individual. Tampering with fire alarms, smoke detectors, and fire extinguishers may also constitute criminal violation of the Pennsylvania fire regulations and subject the violator to other civil and criminal liability.

Community Charges/Common Billing

Students, as members of their residence hall community, are encouraged to share responsibility for community problems, including report damage and provide information to aid in appropriate identification of person(s) responsible. Any fines or problems that cannot be linked to an individual resident, or are the result of an indeterminate group of residents, will be shared by the community. At the end of each year (or semester if necessary), fines are divided evenly among all residents of a given area or as appropriate. Repeated acts of unidentifiable vandalism may result in fines in addition to the cost of labor and repair.

Reporting Maintenance

Residents are responsible for reporting items that need repair to Student Services. This includes items in the rooms, common areas and bathrooms. Park Towne Place will notify PAFA Residence Life staff of all PAFA maintenance requests.

Quiet Hours/Noise

Students have the right to study or sleep in their rooms without being disturbed by excessive noise. It is expected that the students in each residence hall will adhere to the policies of quiet and courtesy hours, to keep noise to a minimum so that fellow residents can sleep or study.

Noise

Noise is disruptive whenever it disturbs others. If disturbed by noise, talk to the person making the noise - explain that the noise is a nuisance and ask him/her to quiet down. If this fails, contact the RA who will confront the person causing the disturbance. If this alternative fails or the RA is unavailable (out of the area or after 11:00pm), call the Security Office at Park Towne Place.

Quiet Hours

Quiet hours for all residence halls are Sunday-Thursday, 9:00 pm to 7:00 am, and Friday-Saturday, 12:00 am. to 9:00 am. During quiet hours no sound should be audible outside residence rooms.

Courtesy Hours

Sound levels, at all times, are to be kept at a minimum. At no time should sounds reach an unreasonable level that will disturb roommates, other residents or members of the community. In a residential setting, each student's right to quiet study, sleep and privacy at all hours is regarded by PAFA to be of paramount importance and, as such, persistent violators will be subject to disciplinary action. Residents should always comply with requests from their neighbors to cease bothersome noise or activity.

Violent Behavior

As stated in the PAFA Student Handbook, behavior of a violent nature cannot be tolerated in a community living situation. Residents and guests who commit actions of a violent nature including, but not limited to, fighting, physical and verbal threats, and vandalism may be immediately removed from housing.

Weapons

Weapons of any kind are not permitted at PAFA – whether at Park Towne Place or on Campus.

Alcoholic Beverages

Students or guests who are under legal drinking age (21 years of age) may not drink or possess alcohol anywhere on college or affiliated property. Providing alcohol to underage individuals may subject a guest to housing termination. Any person who violates PAFA's alcohol policy or the Pennsylvania law regarding the use of alcoholic beverages may be subject to being barred from the campus. Any alcohol may be confiscated by PAFA, and anyone who violates these regulations may be subject to other penalties including any requirements PAFA may have to report such violations to the appropriate Pennsylvania authorities.

Illegal Drugs

The use, possession or sale of dangerous illegal drugs or controlled substances (as defined under applicable federal and local law) is strictly prohibited. Violations of this regulation will result in contract cancellation and may be referred to the Philadelphia Police.

Health and Safety Checks

Will be required in all PAFA @ Park Towne Place units. These checks are conducted to increase safety within our residential spaces by timely identification and removal of prohibited appliances and other violations from student rooms. These checks also allow our staff an opportunity to educate residents through positive, personal contact.

During the check, Student Services conducts a non-invasive scan of the room. They do not open drawers, refrigerators, or closets, but may move (or ask the resident to move) items blocking outlets.

During the Holiday Break in December and January, inspections are conducted by Student Services in every room.

Room Changes

Any requests for a room change must begin with a discussion with the resident advisor and/or area director. Student Services must approve all room changes before the change takes place. A request should normally be made through the resident assistant after a trial period, when a student is unable to resolve a roommate or personal conflict in his or her living area. There is a two-week period at the start of each semester when room changes are not permitted. This is intended to allow time for students to adjust to their living environments. Since it is important

that PAFA have accurate information regarding housing assignments, students who make unapproved room changes will be subject to disciplinary action. The consequences for making an unapproved room change may include, but are not limited to, the requirement to return to the original assigned room and other specified statements.

Failure to Comply

Failure to comply with any PAFA policy, including any Student Services policies or procedures stated here or in any other PAFA student publication, may constitute a violation of the PAFA Student Code of Conduct and result in disciplinary action. Such action may include but is not limited to, repair/replacement costs, monetary fines, or official PAFA disciplinary action including Warning, Disciplinary Probation, and conditions including removal from PAFA housing, Suspension, Dismissal, and/or possible State or Federal Charges.

Off Campus Housing

Management / Rental Companies

Philadelphia Management
<http://www.pmcpropertygroup.com>
1229 Chestnut Street
215-568-5800

Michael Singer Real Estate
www.MichaelSingerRealEstate.com
1117 Spruce Street
215-925-RENT

Property Management Group
www.propertymanagementgroup.com
311 S 13th Street
215-545-7007

JMH Realty
www.jmhrealty.com/index.html
2200 Fairmount Avenue
215-763-6300

Signature Investment Realty
<http://www.signature-investment.com/>
801 S. 47th Street
215-222-2220

William Penn Realty Group
<http://www.williampenrealty.com/>
215-636-0300

Common Ground Realty
www.oncommonground.com
3937 Chestnut Street
215-222-2300

Prudential Fox & Roach Realty
www.prufoxroach.com
530 Walnut St #260
215-627-6005

Volpe Real Estate, Inc.
www.volperealestateinc.com
215-545-5414
The Philly Apartment Company
www.phillyapartmentco.com



Helpful Websites

University of Pennsylvania
Off-Campus Living
Browsable listing of rentals & apt shares
<http://cms.business-services.upenn.edu/offcampusservices/>

Drexel University Off-Campus Housing
www.drexel.edu/oca/och

Craig's List
A listing of apartments around Philadelphia, also including sublets, shares & roommate searches
<http://philadelphia.craigslist.org/>

Philadelphia Weekly
Real estate section of a local free paper; browse listings in "classified" section
www.philadelphiaweekly.com

City Paper
Real estate section of a local free paper, browse listings in "classified" section
<http://citypaper.net>

South Philly Review
www.southphillyreview.com
Click on the "real estate" section to search listings.

4 Walls in Philly
www.4wallsinphilly.com/

Center City District- Living in Philadelphia
www.centercityphila.org/living/living_center.aspx

Choosing a roommate

Rules To Live By

- Communication is the key to establishing a healthy roommate relationship.

Consider the following

- Personality/Compatibility
- Financial Responsibility
- Independence
- Discuss and agree on the rules of the house
- Put all agreements in writing

Issues to Discuss Before Moving In

- Rent and payment options
- Dividing space and/or utilities
- Household chores
- Shared expenses
- Food sharing
- Personal property sharing
- Quiet hours
- Independent transportation
- Entertaining (smoking, drinking, drug use)
- Privacy
- Overnight guests
- Moving out

Dealing with Roommate Conflicts

Roommate conflicts can be difficult to work out. Contact Student Services for guidance.

Leases and Security Deposits

Guidelines

- A lease is a BINDING, LEGAL contract
- Read the lease thoroughly before signing
- Don't be pressured into signing the lease or any other documents
- Don't sign the lease until you have decided to rent that space
- Negotiate any changes
- Get all changes initialed by the landlord
- Keep a copy
- Upon signing the lease, be prepared to pay the deposit
- Date check for the first month of occupancy
- Know your rights

Sample Lease/Letters and Provisions - A sample lease is available on the website

Provisions That Should Be Included In the Lease:

- Parties – Names of Landlord and tenants
- Premise – Location of unit
- Length of Term – Beginning and end
- Notice – Termination stipulation
- Rent – Amount, when and where it is due
- Multiple lesser obligations; occupant limit
- Penalty for late payment
- Utilities, appliances, furnishings included
- Damage and repair provisions
- Additional cost – parking, pets
- Deposit – amount, what it covers, when returned, interest provisions
- Subletting provisions
- Landlord entry
- Tenant and Landlord Promises
- Unit rules and regulations
- Eviction provisions
- Renewal options
- Early termination provisions

Security Deposit

- A security deposit usually equals 1 or 2 months rent
- The landlord is required by law to place your security deposit in escrow for the length of the lease
- The landlord is required by law to return your security deposit or give a written list of the claimed damages within 30 days of the end of the lease. After 30 days, the landlord loses the right to withhold any of the deposit
- To protect your security deposit, carefully inspect the property before you move in. Photograph and make a written list of the conditions of the unit. Date and sign the list. Send one copy to the landlord and keep a copy for your records

Subletting

Subletting allows someone else to temporarily take over the lease. However, if it is not handled properly, it can cause problems for both the original tenant and the sub-lessee.

- When signing a lease make sure subletting is permitted
- Be aware that the original tenant is still bound to terms of the lease. Use a subletting contract; do not rely on a verbal agreement
- Inspect the premises carefully and document in writing its condition
- Make sure the utility accounts do not remain in your name
- If in an apartment/house share situation, be aware that you are jointly and severally responsible for the total rent payment

Basic Leasing Laws

The “Plain Language Contract Act” was enacted in July 1994. According to this act, all residential leases after this date must be written, organized, and designed so that they are easy to read and understand. Some leases still contain unfair clauses or ask tenants to waive important rights. Some leases may ask leases to waive their right to notice or reduce it to 5 days. The law requires 10 days notice for non-payment on rent and 15 days notice for other violations. Make sure you understand that the right to notice in case of nonpayment or other violations is a waivable right. Another waivable right is the right to continue a lease when the property has been sold. By waiving this right, the new owner may have the right to terminate your lease. Since 1995 all leases for properties built prior to 1978 must contain a “Lead Paint Disclosure” clause.

The Pennsylvania Rent Withholding Act provides assistance to tenants living in substandard housing. Once the leased premises have been inspected and declared unfit by the local housing code enforcement agency, the tenant may deposit his or her rent with a specific, approved escrow agent, rather than paying it to the landlord. These payments continue up to six months. After six months have expired, if the premises are still unfit, the deposited rent is returned to the tenant.

Moving In/Moving Out

Before You Move in:

- Inspect your rental before moving in. Ask you landlord to join you
- Consider photographing your rental’s condition
- Have your landlord sign an agreement to fix things by a certain date

After You Move in:

- Keep organized records
- File all receipts, notices, changes and repair requests
- Put all correspondence between you and the landlord in writing

Moving Out:

- Put your notice to leave in WRITING!
- Clean your rental thoroughly – inside and out!
- Read your lease to see what it requires for notice
- Inspect your rental before handing in your keys
- Make sure your landlord has your forwarding address
- Any deductions must be itemized and sent to you within 30 days after the end of the lease

Apartment Insurance

If you have items that would be costly to replace, consider getting apartment or renter's insurance. The property owner's insurance policy for a rental property does not cover the tenant's personal belongings nor does it offer the tenant any liability coverage. Students can obtain renter's insurance through their parent's homeowner's insurance policies or a reputable insurance agent.

- Keep an inventory of all your possessions
- Photograph the items and store photos off premises

Tenant and Landlord Rights

Tenants have the right to:

Fair Housing

Title VIII of the Civil Rights Act of 1968 is otherwise known as the Fair Housing Act. It states that you cannot be discriminated against in any type of housing related transaction because of your Race, Gender, Religion, National Origin or Color. This act was amended in 1988 to include Familial Status (i.e. presence of children) and Handicap. In Pennsylvania, the human Relations Act also includes the protected class of Age (for those over 40). In this area, the City of Philadelphia also has local coverage and include other protected classes such as Marital Status, Sexual Preference and Source of Income. It is wise to determine if your state or locality has its own Human Relations Act that includes different protected classes.

Eviction

A landlord must first present you with a written notice.

- Failure to pay rent
- Undue damage
- Disturbing others
- Overcrowding
- Impairing safety
- Illegal Activity

Community Relations

The relationships between institutions of higher education and the communities in which they are situated are by nature both symbiotic and fragile; the Pennsylvania Academy of Fine Arts is no exception. We simply ask you remember that you will reside in a neighborhood alongside people who are not college students.

Here are a few helpful hints for living in the city:

1. Be courteous to the residents in your community. Don't litter.
2. Operate stereos and other electronic equipment at reasonable sound levels.
3. Apartment walls are thinner than you think!
4. Maintain an orderly residence. Put trash in containers and out the night before or the morning of trash day.
5. Find out about the recycling policy in your neighborhood.
6. Hang appropriate window coverings for privacy on windows.
7. Put only outdoor furniture on your porch. Couches and other indoor furniture looks tacky.

Zoning and Ordinances

Living in the community also means that as a resident you must abide by local ordinances and codes. An ordinance is an authoritative rule or law having to do with quality of life issues. A zoning code is a city law related to its physical development. All violations of area ordinances and codes are subject to punishment by law. For more information, please visit <http://www.phila.gov>

Parking in Center City

Please be mindful of others and follow the parking rules set forth by the city of Philadelphia. Remember – it is illegal to:

- Park within 20 feet of a street corner
- Park on a sidewalk
- Park on a crosswalk
- Double Park
- Park within 15 feet of a hydrant
- Block a residential or commercial driveway
- Park in a bus zone
- Block mass transit vehicles

Certain neighborhoods in center city require parking permits for any long term parking. For more detail on this please visit the Philadelphia Parking Authority's website at <http://www.phila.gov/parking>

Safety and Security

- Security Checklist
- Keep doors and windows locked
- Cover windows completely with blinds, curtains, etc.
- Never answer the door without knowing whom it is
- Do not give out keys, entry cards or lock combinations
- Call 911 for emergencies
- Park and walk in well lit areas
- Try not to walk or exercise alone
- Always lock your car
- Always be aware of your surroundings
- Mark and take pictures of your personal possessions

Fire Safety

- Portable heaters can be dangerous if used improperly. Read instructions carefully
- Remember that kerosene heaters are illegal in any multi-unit dwelling
- Don't leave your cooking unattended
- Don't overload electrical outlets
- Store flammables safely. This includes a large number of art supplies. Read the warning labels on any product you purchase
- Never leave a burning candle unattended
- Never burn a candle near drafts or anything that can catch fire