General Information for the apartments of London House, located on Main Street
Physical Address: 480 Main Street, New London, NH

The information provided below is intended to give students interested in applying for an off campus apartment a general idea of what to expect as a tenant in an off campus apartment. Selected apartment groups (tenants) will meet with Doug Atkins (representative landlord for the college) in April to discuss in full the details and expectations of apartment living, and to sign lease agreements.

It should be understood by all applicants that the lease agreement is for one academic year. If one or more residents leave the college or the apartment space, either prior to or during, the academic year, the college reserves the right to fill the space.

Move in date: Monday, September 5, 2011 (If you need to arrive on campus prior to this date for a college related activity such as OL or pre-season sports, we will provide a temporary housing assignment for you on campus until your apartment is available). A key to the apartment, and a key for individual bedrooms, will be distributed at returning student check-in.

Occupancy throughout the year: Tenants must vacate off campus apartments during the holiday shutdown period between the fall and spring semesters. Tenants may remain in off campus apartments during other vacation periods throughout the year, but may not house other Colby-Sawyer students as guests during this time. Campus Safety will do checks and report any issues to Citizenship Education.

End of Year: Tenants will be expected to move out of the apartments following the same schedule as on campus residents. Non-seniors must move out within 24 hours of their last final, or by 10:00 am on Tuesday, May 1. Seniors must be moved out by 7:00 p.m. on Saturday, May 5, 2012.

Applicant groups for each apartment must be single gender. However, London House as a whole may be co-ed.

Eligibility: All rising Sophomores, Juniors and Seniors may apply. If all other factors are equal, preference will be given to groups with greater seniority.

Once you do move in, you should expect to find the following:

Basic furnishings are provided by the college, to include: beds, mattresses, desks, chairs, table, sofa and/or loveseat, etc. You may bring your own additional furniture, however you cannot request to have the basic furnishings removed from the apartment.

Basic cable television service.

Wireless internet service through TDS. Technical support will be provided by the college.

One land-line telephone provided for each living space. Numbers will be provided at the time you take residency.

Kitchen with range and refrigerator. There is a dishwasher in the four-person apartment.

Washer and dryer: access to Page Hall machines will be provided.

As the “landlord:”

The college will take care of the grounds. Snow removal will be done by the college, provided that the residents of the apartments coordinate to have the parking area cleared for plowing. Otherwise, residents will be responsible for clearing the area of snow.

The college will provide pick-up for trash that it is securely bagged and accessible in the garage on the established pick-up days.

The college will pay all of the utility charges associated with the house, to include a local phone line, basic television service, wireless internet, electric, heat, water, sewer, taxes, as well as building and liability insurance.
Your responsibilities as “tenants:”

To keep the apartment in good, clean condition.

All housekeeping of the interior of the apartment.

To notify Campus Facilities of any items in need of repair. If an immediate or emergency repair is needed after regular hours, contact Campus Safety.

To notify Campus Safety and/or call 911 in case of emergency.

While you certainly may have guests, no additional people may reside in the apartment on a continuing basis.

Remember, you are not living on campus, but in a residential neighborhood. Should there be any issues with neighbors concerning noise, parties, or disturbance, it is the jurisdiction of the New London Police Department.

- Tenants will be expected to complete Social Registration forms with Campus Safety, prior to any gathering where alcohol will be consumed;
- Violations will be addressed through the office of Citizenship Education and could result in loss of housing;
- Further details of this aspect of off-campus apartment living will by outlined at the mandatory Tenants Orientation meeting in April.

If desired, insurance covering your personal belongings.

No pets are permitted.

No smoking in any part of the building.

Cost: Included in comprehensive fee.

Meal Options: Each one of you will receive a bill that includes the meal plan. Since you will be living off-campus, you may have the option of electing not to participate in the meal plan at the college dining hall. If you elect that option, you must notify Doug Atkins by e-mail or in writing (contact info below). If you elect out of the meal plan, an $800 credit will be issued against your account per semester. This fee cannot be pro-rated, so you must decide before classes begin. You may change your election for the spring semester. It is important to remember that if you receive financial aid, your award will be affected by this election. Check those implications carefully before making your decision.

Parking: There is limited parking on site and it is recommended that you bring your vehicle only if necessary. There are approximately eight spaces available for eleven residents, so this could be tight parking, especially if many residents plan to have a car. Parking is not permitted on the lawn.

As a commuter student, you are eligible to receive a commuter parking decal. This will permit you to park in lots B and D when on campus. In addition, tenants with a commuter decal have permission to park overnight (7 pm through 6am) weekdays and 24 hours Saturday and Sunday) in the lot behind Sawyer Arts Center. Please contact Donna Brennan in Campus Safety at 526-3675 for further details.

Access to on-campus Residence Halls: Residents of Colby-Sawyer off campus apartments have access to all residence halls: Sunday – Thursday from 7:00am to 9:30pm and on Friday – Saturday from 7:00am to 7:00pm.

Contact person:

Doug Atkins
Vice President for Administration
(603) 526-3880
datkins@colby-sawyer.edu (recommended)