



HOW TO BE A GREAT LANDLORD

WHAT DOES IT MEAN TO BE A LANDLORD?

- Licensing & Inspection
- Finding the right tenant
- Fostering a positive rental relationship

WHO ARE OUR RENTERS?

- Transfer students
- Students moving out of resident halls
- Graduate students
- International students
- Faculty & Staff
- Families

HELPFUL TIPS

- Communication is key. Do your best to respond promptly and fully to housing seeker requests and tenant concerns. It can mean the difference between finding your perfect renter (or keeping the one you have) and months of searching.
- Detail, detail, detail! The more information you provide, the more likely residents are to follow up with you.
- A picture is worth a thousand words. Adding images of your property - rooms, common areas, yard, etc. - will help housing seekers get a better idea of what you're offering. It also places your listing higher in OCH101 search results.
- Request a FREE security survey of your property by county police. An officer will examine your rental for potential security risks and advise you on potential remedies.
- Be flexible! Students have a number of commitments and considerations while they're enrolled. Shorter-term leases, furniture, and popular amenities can make your property a more attractive option.
- Be patient. Peak traffic in Off-Campus Housing Services is at the end of the spring semester and over the summer. If you list in an off-peak time, you may find that you'll get fewer contacts and it may take longer to rent.
- Pay attention. Reach out to your renters periodically to see if there are any concerns regarding the property - such as when they pay their rent and at the change of seasons.

WHAT SERVICES DOES OCH PROVIDE?

- Off-Campus Living Fair
- OFF Campus Housing Database
- Bulletin board announcements
- Bulletin boards across campus

RESOURCES

Off-Campus Housing Services
www.och.umd.edu
(301) 314-3645
och@umd.edu

Off-Campus Housing Database
Ochdatabase.umd.edu
877-895-1234

City of College Park Code Enforcement
http://www.collegeparkmd.gov/government/public_services/code_enforcement.php
(240) 487-3570

Prince George's Property Owners Association
www.collegeparkhousing.org

Prince George's County
Department of Environmental Services,
Single Family Housing/ Multifamily Housing Unit
<http://www.princegeorgescountymd.gov/sites/EnvironmentalResources/Resources/DERPublications/Pages/default.aspx>
(301) 883-6100

Prince George's County Police
Security Survey
District 1 - (301) 699-2876
For other districts, call the police station and ask for the Community Oriented Policing Officer.

Montgomery County
Department of Housing & Community Affairs
Housing Code Enforcement Handbook
www.montgomerycountymd.gov/dhca
(240) 777-3600

Montgomery County Police
Security Survey
District 3 - (301) 565-7740
For other districts, call the police station and ask for the Community Services Officer.

TENANT SCREENING INFORMATION FOR LANDLORDS

As a landlord, it may be difficult to feel totally secure about applicants for your rental properties. One method to help you choose the best tenant is to utilize several options for tenant screening. This handout will help you understand what tenant screening includes and what considerations you should have while choosing among these options.

Use of Consumer Reports by Landlords

As a first step, you should review the information provided by the Federal Trade Commission regarding the use of Consumer Reports as outlined in the Fair Credit Reporting Act. The page provides information about what is included in a consumer report, types of adverse actions and the landlord's responsibility in the event an adverse action is taken against an applicant. This page can be viewed from the following website:
<http://business.ftc.gov/>

Credit Check

A popular option is to perform a credit check. According to the Federal Trade Commission, "a credit report includes information on where you live, how you pay your bills, and whether you've been sued, arrested, or filed for bankruptcy." Such a report can be obtained from one of the three major credit reporting agencies:

- o Experian (Experian.com)
- o Transunion (Transunion.com)
- o Equifax (Equifax.com)

Full Background Check

A full background check is more than just a credit check, and is usually obtained from a private business that specializes in tenant screening (see below). A full check typically offers a wider range of information that can include:

- Housing History
- Criminal records
- Sexual offender status
- Credit history
- Employment verification
- Reference check

Tenant Screening Agencies

Off-Campus Housing Services does not work directly with any credit reporting agencies. We have, however, included several businesses with which you can start your tenant screening process.

www.tenantscreening.org
www.thelpa.com
www.tenantverification.com

Please note that neither Off-Campus Housing Services nor the University of Maryland endorses these agencies/websites.