



RENTERS *2024/2025* HANDBOOK

HANDBOOK FOR THE RECENTLY RELOCATED



WELCOME MESSAGE

This handbook is for informational purposes only and should not be used as a substitute for legal counseling or advice from an attorney or other qualified professionals. Information contained in this handbook does not constitute as legal advice. Please note that the laws and ordinances discussed herein can change or be amended due to subsequent court decisions or legislative actions.



TABLE OF CONTENTS



Chapter 1: First Steps	1
------------------------	---

Chapter 2: Managing a Budget	3
------------------------------	---

Chapter 3: Leases	5
-------------------	---

Chapter 4: Moving In	8
----------------------	---

Chapter 5: Moving Out	16
-----------------------	----

Chapter 6: Appendix and Citations	19
-----------------------------------	----



This handbook is designed to help you make a successful transition into the Laramie community. After reading this booklet, it is our hope that you will know what to look for when choosing a place to live. Additionally, you will learn about city codes and ordinances unique to Laramie and will be provided with helpful tips on signing a lease, being a good neighbor, managing parties responsibly, and healthy roommate relationships.

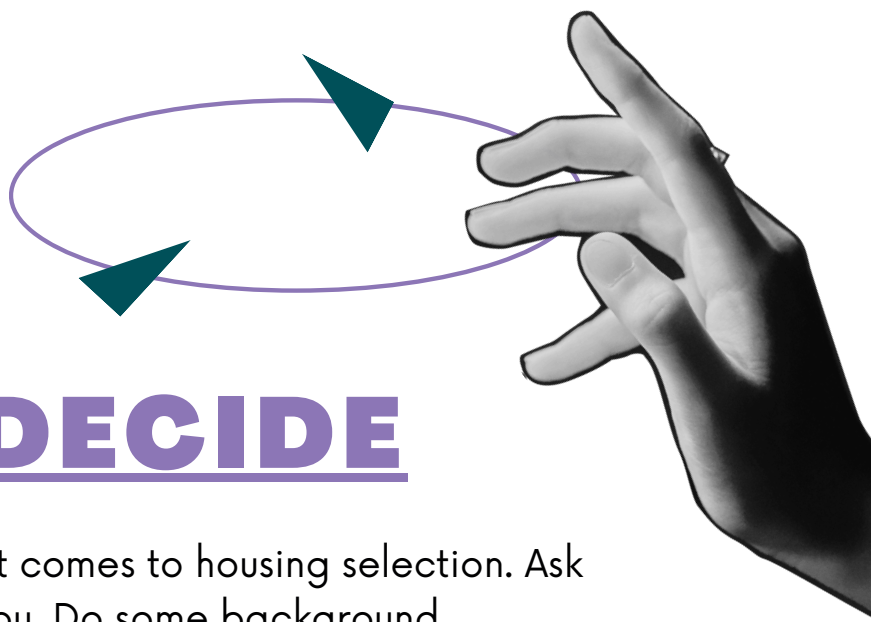
FIRST STEPS

Design Thinking: Practical Applications

As you consider living off campus, ask yourself these questions to help make the right decision for you:

- Can I afford to live off campus?
- Do I know what type of housing I want?
- Am I ready to be independent and take on additional responsibilities?
- Will I be able to afford new expenses such as bills?
- Am I willing to spend extra time to commute to class?
 - Do I know what transportation I will use?
- Am I familiar with city codes/ordinances and how they can affect me?
- Do I have time to cook?
- Am I willing to travel back to campus for co-curricula events or study sessions after class?

Chapter 1



01.

HOW TO DECIDE

Priorities are important when it comes to housing selection. Ask yourself what is important to you. Do some background research, reach out to previous and current tenants. Ask them about their experiences with landlords and neighbors. Have they experienced problems?

02.

WHAT RESPONSIBILITIES DO I HAVE?

Make sure that you have an idea of what you will be taking on as a renter:

- Is there snow shoveling provided or would you be responsible for that?
- Are you responsible for your own maintenance, or is there a service provided?
- Has the unit been cited for a code violation recently?
- Are you in charge of furnishing and appliances? If so, can you afford that?
- Are you responsible for repairs? If not, what does my landlord expect when requesting repairs?

03.

HOW DO I DECIDE ON A LOCATION?

Do not sign a lease or rent a place you have not looked at in person. Make sure you tour the property and ask yourself the following questions:

- How long will my commute be?
- What method of transportation will I need to get to campus?
 - If driving, how much will it cost to park?
- Are all windows and doors in good condition and lockable?
- Are all appliances in working order?
- Are the ceiling and walls in good repair?
- Are the floors clean?
- Does the plumbing work?
 - Check that the shower runs and heats up
 - Check that your sink drains well
- Is there enough storage space for you?

Chapter 2

MANAGING A BUDGET

How do I reduce my expenses?

If you're struggling with expenses, start by cutting variable costs such as:

- Streaming services & subscriptions
- Dining out & entertainment
- Non-essential credit card purchases

Living off-campus comes with additional financial responsibilities, including rent, utilities, transportation, food, and furniture. Many students underestimate these costs, so it's essential to create a budget ahead of time to stay financially stable.

50/30/20 Budgeting Rule

50% Needs:

- Housing
- Groceries
- Utilities

30% Wants

- Dining Out
- Shopping
- Hobbies

20% Financial Goals

- Savings
- Investments



Managing money can be one of the biggest stressors for students. To help, the University of Wyoming offers iGrad, a financial wellness platform designed to improve your financial literacy and money management skills both during college and beyond. Get Started today at uwyo.igrad.com.

Pokes Center for Community Resources

The PCCR is a centralized location where students and their families can access basic life resources such as food in the PCCR Food Pantry or obtain free clothing at the Campus Community Closet.

The Center is located in the basement of the Union, Room 012. For more information reach out: pccr@uwyo.edu

EVERY POKE NOURISHED

CAMPUS RESOURCES

Meal Swipe Program

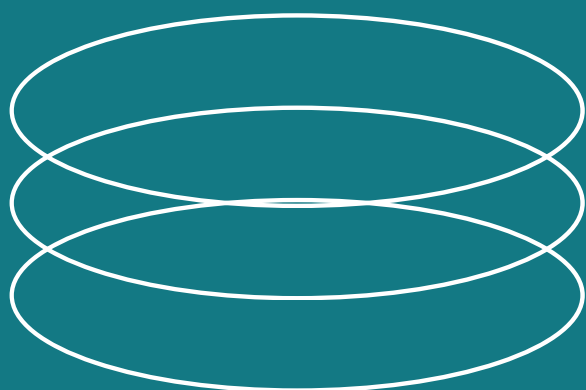
This programs enables students to share meal swipes at the Washakie Dining Center.

For more information go to:
uwyo.edu/dos/student-resources/meal-swipe-sharing.html

Food Share Pantry and Cabinets

Located across campus, food share cabinets give students access to factory-sealed, shelf-stable items that do not require refrigeration.

Check out the interactive map of food cabinets on campus here:
<https://uploads.knightlab.com/story-mapjs/0091eda84b3172c108c2ff8f0c3a6b2c/every-poke-nourished/index.html>



Cen\$ible Nutrition Program

If you're seeking nutritional education and assistance, this program proves free cooking and nutrition classes to eligible individuals and families. Go to: uwyocnp.org for more information



RESOURCES:

Student Legal Services offers Landlord Tenant Law assistance. Check out their website for more information!

The ASUW Approved Lease is drafted rental agreement approved by local landlords and students. You can use this to check with the landlord provided lease or offer this as your contract.

LEASES

Leases are legally binding documents. Before you sign a lease, make sure your new home is registered with the City of Laramie* as this ensures that landlords meet local codes.

What should be on the lease?

- Even if you don't think that you will need to break your lease, make sure that your lease has terms and conditions that outline how to break the lease early.
- The amount of rent
- The date you're expected to pay rent
 - Are there any late fees? If so, how much?
- The length of the rental period
- The security deposit amount and return date
- Who is responsible for paying utilities
- Who is responsible for any damages or repairs
- When a landlord may enter your rental unit
- What the pet policy is for the unit
 - Is a pet deposit required

Documentation is key. Aspire to get everything in writing. Not only should you have a digital version but physical copies as well.

Any modifications or living changes should be documented in writing. This includes everything from introducing a pet, adding an additional roommate, or any modifications (i.e., painting).

EXTRA GUIDANCE

01. SUBLEASING

Subleasing is when an existing tenant rents their property to a new third party for the remaining portion of the tenant's existing lease.

Although subleasing seems like a good alternative to breaking your lease early, it is important that you follow the terms of your original lease. Whether or not your lease allows you to sublease, it's important that you contact your landlord and express interest in the process.

If your lease allows subleasing, you're in luck! Make sure to talk to your landlord and follow the agreed upon steps. If not, you can try and add new subleasing terms onto the original lease.

NOTE: Landlord duties such as privacy and habitability requirements are not the same between an original tenant and a sublease tenant.

02. MONTH-TO-MONTH LEASES

A month-to-month lease is a flexible rental agreement that gives either party the ability to end the lease with proper notice.

Although a good option for students in need of short-term housing, make sure that you have a place to live in within 30 days of notice as your landlord has as much right as you to terminate the contract.

Legal Advice

Student Legal Services (SLS) provides free, confidential, legal advice to all full-fee paying University of Wyoming students. Contact us via email with your name, email, and W# to set up an appointment.

Visit uwyo.edu/studentatty to learn more about the services SLS provides.

SLS is limited legal advice and not full representation.

MOVING IN

tips and guidance



Moving into your new place can be an exciting and stressful experience. Between making sure that you have all the basics, packing, and getting all utilities hooked up, there is a lot to keep track of. Here is some helpful information to make this process easier:

As a tenant, you have the right to a landlord that fulfills their obligations as a property owner. The following list details the minimum Rental Housing Habitability requirements of the Laramie Rental Housing Code:

- All structures (roofs, exterior walls, foundations, etc.) must be visually intact with no signs of cracking
- Plumbing systems are in good working order
- All water taps must run hot & cold water, and toilets must flush.
- There is a permanent heat source that can maintain 68F
- All doors and windows must lock, weather-tight, and prevent water intrusion into the building
- A smoke and carbon monoxide alarm must be installed
- All electrical systems, light fixtures, and electrical outlets are in good working order.
- Your unit should be pest-free
- All rooms used for sleeping must have a window.
- Units should have no visible signs of mold.

If you ever feel that your housing violates one of the Minimum habitability standards, visit:

<https://cityoflaramie.org/1207/Rental-Housing-Code>.

NOTE: Landlord responsibilities default to Wyoming State Law that considers a habitable living space one with a heat supply, running water, and electricity. The totality of Wyoming landlord responsibilities to tenants are in the following sections of the Wyoming State Law: W.S. §§ 1-21-1201 THROUGH 1-21-1213.

TENANT CHECKLIST

___ Have you thoroughly inspected the apartment, furnishing, fixtures, plumbing, heating, appliances, locks, windows, common areas, etc.?

___ Have you inquired about the landlord through other tenants, friends, the Chamber of Commerce, etc.?

___ Have you received information about utilities, deposits, repairs, etc.?

___ Does the lease contain in writing all of the promises or representations the landlord has made to you about the information received above?

___ Have you taken a copy of the lease and any rules or regulations of the landlord to an attorney to be reviewed before signing it?

___ Have you and your landlord completed a check-in sheet listing all damages, defects, furnishings and appliances, and fixtures and describing your overall cleanliness of the premises?

___ Have you obtained written receipts for all monies paid to the landlord noting what each is for?

Remember to thoroughly document the condition of the property by taking pictures and videos before you move in. Make sure to date stamp and save it until you move out. If possible, take a narrated video describing the cleanliness of the unit, the pre-existing conditions of items, and any other existing faults.



UTILITIES & CONNECTIONS

If this is your first time connecting utilities and are not sure who to call or how to move forward, don't worry and follow this quick guide to utilities in Laramie.

Rocky Mountain and Power

Rocky Mountain Power is the only energy provider in the City of Laramie.

To start or stop service in your unit go to <https://csapps.rockymountainpower.net/idm/my-account/start-stop-move>

Internet

Laramie has two main internet providers: Bluepeak and Spectrum. Each provider has different sets of plans and connections, we encourage you to shop around to determine what will work best for your household.

City Utility Services

City Utility Services include garbage and recycling, water, sewer, and mosquito control.

Start or stop these utility services online at <https://cityoflaramie.org/103/Requesting-Discontinuing-City-Services>

PAYMENT

PAY YOUR BILL

01.

- For City of Laramie Utility Bill you can pay with any of the following:
 - By automatic payment
 - By drop box
 - By mail
 - By phone
 - Online
 - In person

Visit:

<https://cityoflaramie.org/105/Paying-Your-Utility-Bill> for more information

- For Rocky Mountain Power the following options are available:
 - Credit Card
 - Electronic Checks



ASSITANCE PROGRAMS

02.

Energy Share of Wyoming is a nonprofit program that provides energy assistance with donated fund from the Salvation Army. For more information, visit:
<https://www.energyshareofwyoming.org/>

Low Income Energy Assistance Program (LIEAP) helps low-income households with energy costs. For more information:
<https://wyoming211.org/>

LOWERING YOUR UTILITY BILL

03.

- Take shorter showers and shut the faucet off while brushing your teeth
- Wash clothes in full loads using cold water
- Turn off lights and appliances when they are not being used
- Only run the dishwasher when you have a full load

INSURANCE

Be sure to protect yourself and your belongings by purchasing renter's insurance. It may save you from paying thousands of dollars on damages or losses.

Before you select your plan and provider check with your family's homeowner insurance to see if you are covered.

If you're not covered, the first step is to determine your coverage needs by assessing your property for how much money it would cost to replace your belongings. Make note of any items you would want to have fully covered such as jewelry, collectibles, and electronics.

Once you have an idea of the total value of your belongings use that number to guide your liability coverage. Try and contact at least three companies for quotes to find the best rate.

Note that you may be able to get discounted rates if you bundle your car and renter's insurance. It's always valuable to check with your existing insurance providers for any deals or discounted rates.

MUST KNOW TERMS

Deductible: This is a specific amount of money deducted from every claim you file. It is, in essence, the amount of money you have to pay out of pocket before insurance can pay. Deductibles may vary based on the type of coverage needed.

- Tip: make your deductible equal to the amount that you can afford to spend to replace your belongings.

Liability: This type of coverage protects you up to a certain amount in cases where you caused civil suit, and/or medical damages for you and others.



EVICTIIONS



Evictions can be stressful, disruptive, and have long-lasting consequences, including affecting your credit and future housing opportunities. This section will break down the eviction process, common reasons landlords may try to evict tenants, and what steps you can take to protect yourself.

01. NOTICE TO QUIT

The first step in the eviction process starts when you receive a written “notice to quit” or “notice to cure or quit” from your landlord. This is your chance to either get back in compliance with your lease this may look like paying rent, cleaning, or fixing damages or move out. Take this opportunity to **CONTACT** your landlord and ask them for steps moving forward. This notice should not be taken lightly as how you resolve this issue can affect your rental history record.

NOTE: You will only be allowed to re-comply with your lease, if your landlord agrees upon it. Get their written consent before proceeding and a written statement once the problem is “cured.”

02. FORCIBLE ENTRY AND DETAINER

You will be served with a “Forcible Entry and Detainer” notice in person by a process server or the Sheriff if after the “Notice to Quit” you are still in the property. At this stage it is unlikely that your landlord will want to work with you to fix any issues, but it is always worth trying to fix the issue. Please document in writing if any issues are resolved prior to your set court date.

DO NOT skip the hearing for any reason! Without a dismissal of the case, if you do not attend, there will be an automatic judgement made against you.

At this stage it is best to start moving out your most important belongings. If your landlord proceeds with the hearing, the judge will determine how much you owe to the landlord and how many days until they expect you to move out (usually 2 or 3 days).



03. WRIT OF RESTITUTION

A Writ of Restitution allows the landlord to reclaim their property, and as such is the final step in the eviction process. Once this order is issued, it gets passed to the county sheriff for enforcement—though the exact timeline can vary. Once the sheriff arrives to serve the writ, you'll likely have just a few minutes to grab your most critical items, such as paperwork, medications, and pets. You won't have time to gather everything, so prioritize wisely. The sheriff will then escort you off the property. Some officers may give you an hour, others only minutes—it often depends on their discretion.

Because of this, it's critical to start moving your belongings—quickly and strategically. Focus first on the essentials: important documents (like your birth certificate, passport, or Social Security card), medications, family heirlooms, photo albums, and anything else that can't be easily replaced. Items like dishes, toasters, and TVs should be the last things you worry about. If time is tight, consider renting a storage unit, and make sure your belongings are packed in a way that protects them from weather and damage.

It's also important that you understand the long-term consequences: a Judgment for Damages and Writ of Restitution can severely impact your rental history and credit. In some cases, the judgment can lead to wage garnishment. Even having an eviction filing (known as an FED—Forcible Entry and Detainer) in your court record can make future landlords hesitant to rent to you.

NOTE: your landlord cannot legally remove or dispose of your personal property while your lease is still valid or a court case is ongoing.

Let me know if you'd like this shortened, made more conversational, or even formatted as a checklist!





WHAT CAN I RECYCLE?



MIXED PAPER



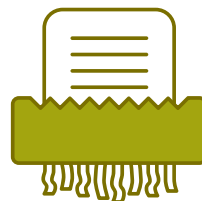
PAPER



NEWSPAPER



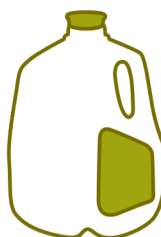
BOOKS



SHREDDED
PAPER *IN BAG*

BOTTLES & CANS

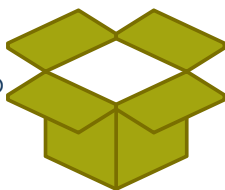
CLEAR, SOLID OR OPAQUE
PLASTIC CONTAINERS
RECYCLE SYMBOL



ALUMINUM
CANS

OUTSIDE BIN

CORRUGATED
CARDBOARD



POSTER
BOARD



FOR MORE INFORMATION PLEASE CONTACT **Waste Services** at **307-766-3590** or recycle@uwyo.edu.

WHAT TO **KEEP** OUT

MATERIALS FOR LANDFILL

GLASS



PLASTICS #3-7
e.g. UTENSILS & STRAWS



DIRTY PIZZA
BOXES



FOOD WRAPPERS
*FOOD CONTAMINATED
ITEMS*



WAX LINED BOXES
*e.g. BOXES FROM
CATERING*



SATURATED PAPER
PRODUCTS
e.g. TISSUES & NAPKINS



STYROFOAM



MOVING OUT

security deposit



If you've fulfilled the terms of your lease, have paid the rent in full and on time, and caused no damage beyond normal wear and tear, you are entitled to the return of the full security deposit.

In the state of Wyoming landlords have to abide by the following timeline to return your security deposit:

- If there is no physical damage and all terms of the lease have been met, landlords have 15 or 30 days to return security deposits
 - 15 days after you've provided a forwarding address or 30 days after the lease term ends
- If there is physical damage, a due rent balance, and not all terms of the lease were met, landlords have 45 or 60 days to return any portion of the security deposit.
 - 45 days after you've provided a forwarding address or 60 days after the lease ends

In the state of Wyoming, landlords must abide by the following definitions and terms when deciding whether to deduct money from your security deposit:

- "Normal wear and tear" is defined as any damage or deterioration to a property that happens over time using an ordinary and reasonable level of care.
- "Excessive damage" means any careless or intentional damage that occurs to a property

COMMON **QUESTIONS**



01. **CAN MY LANDLORD CHARGE ME FOR REPLACING CARPET?**

Yes. Landlords can discount your security deposit if carpet is damaged beyond normal wear and tear.

02. **CAN MY LANDLORD CHARGE ME FOR NAIL HOLES?**

Yes. Landlords can discount your security deposit if:

- It directly violates the terms of your lease
- The holes damage the walls beyond reasonability (i.e. large holes from drilling, multiple nail holes)

03. **WHAT DO I DO IF I DON'T GET MY DEPOSIT BACK?**

Get advice from our Student Legal Services as you will likely have to file for damages in court.

TENANT CHECKLIST

___ Have you and your landlord completed a check-out sheet listing all damage, defects, furnishings and appliances, and fixtures and describing the overall cleanliness of the premises?

___ Does the checkout sheet correspond to the check-in sheet?

___ Have you provided the landlord with an address where they can send your deposit?

Prepare all photographic and video evidence you have of the apartment prior to moving in. If needed, show pictures of the apartment to your landlord as you do a final walkthrough. This can help resolve issues and guarantee a full return on your security deposit.



APPENDIX & CITATIONS



- ASUW
Approved
Lease
Agreement
- Roommate
Agreements
- Contact List

SAMPLE LEASE-RENTAL AGREEMENT

PARTIES. This contract for the rental of residential property, made this ____ day of _____, 20____, is between _____ ("lessor") and _____ ("lessee").

LEASED PREMISES. For and in consideration of the rent and covenants, hereinafter set forth, lessor hereby leases to lessee the following described property: (Street Address) _____, (Unit No.) _____, Laramie, Albany County, Wyoming. The premises shall also include: _____

_____. (Specify furniture [inventory attached], parking space, garage, storage space, etc.)

TERM, RENT AND LATE FEES. (Cross out either Paragraph A or Paragraph B.)

A. Month-to-month. The term of this contract shall begin at _____.m. on _____, 20____, and end at _____.m. on _____, 20____, and shall be automatically renewed for additional periods of one month thereafter until terminated by either party giving 30 days written notice prior to the end of the rental month. The rental month shall begin with the due date of the monthly rent and any 30 day notice of termination shall be given on the due date of the monthly rent. If the contract term does not begin on the first day of the rental month, the first month's prorated rent is \$_____, due on _____, 20____. The full monthly rental price is \$_____ monthly, due on the _____ day of each month, beginning _____, 20____. The monthly rent due may not be changed without 30 days written notice prior to the end of the rental month.

B. Fixed Term.

The term of this contract shall be from _____.m. on _____, 20____, to _____.m. on _____, 20____. No notice to terminate at the end of such fixed term is necessary. The total rent for the term of this contract is \$_____. Of this amount, the first rental installment, in the amount of \$_____, is due on _____, 20____. The remainder is payable in monthly installments of \$_____ each, due on the _____ day of each month, beginning _____, 20____. Upon the expiration or termination of the term of this contract, lessee shall surrender and deliver up possession of the premises peacefully and in the same condition as when received by lessee unless lessor has given his prior consent to retention of possession of the premises by lessee. Rent payments shall be made to _____ (name) at _____ (address). In the event the rent remains unpaid for 5 days after it becomes due, lessor shall have the right to assess a late fee (not to exceed \$25.00 total per month or 5% of the amount of rent installment then due whichever is greater) according to the following schedule:

_____. Said late fee may be collected immediately by lessor, but if not so collected, said collection by lessor shall be deemed waived, unless lessor notifies lessee in writing within 30 days of the date the late fee is incurred that he shall not waive his right to collection.

A charge of up to \$_____ may be imposed for any lessee's check returned to lessor because of non-payment, whether the check is for rent, security deposit, or other payment. A returned check charge shall be a reasonable estimate of the costs incurred

by lessor.

SECURITY DEPOSIT. (Cross out either Paragraph A or Paragraph B.)

A. Lessee has paid lessor the sum of \$_____ as a security deposit to secure the performance of this contract.

B. By optional and mutual agreement between lessor and lessee, lessee agrees to pay a security deposit to secure the performance of this contract, in the total amount of \$_____, according to the following payment schedule:

Any deposit of money, other than pre-paid rent, whether termed damage deposit, cleaning deposit, or security deposit constitutes a deposit under this section to secure the performance of this contract and is and shall be and remain the property of the lessee advancing the same. Lessee may not use the security deposit in place of rent without the written permission of lessor.

It is the duty of lessee to return the premises, including any outside areas, yards or driveways required to be maintained by lessee under this contract, to their condition at the commencement of this contract except for normal wear and tear. "Normal wear and tear" is defined as that deterioration which occurs, based upon the use for which the rental unit is intended, without negligence,

carelessness, accident or abuse of the premises or its equipment, appliances, furniture or furnishings by the tenant or members of his household, or his invitees or guests. "Normal wear and tear" is not to be defined as including dirt or soil which might accumulate during the term of the contract.

Lessor shall return the security deposit to lessee within 30 days after termination of this contract. If actual cause exists for retaining any portion of the security deposit, lessor shall provide lessee with a written statement listing the exact reasons for the retention of any portion of the security deposit. When the statement is delivered, it shall be accompanied by payment of the difference between any sum deposited and the amount retained. Lessor is deemed to have complied with this paragraph by mailing said statement and any payment required to the last known address of lessee. The failure of lessor to provide a written statement to lessee within 30 days after termination of this contract shall work as forfeiture of all of lessor's rights to withhold any portion of the security deposit, unless good cause exists for extending the period of time beyond 30 days. Good cause shall be narrowly defined in this circumstance and shall include the failure of lessee to provide a forwarding address and the inability of the lessor to determine within 30 days repair or replacement costs in regard to assessments for damage caused by the lessee and for which lessee is to be held responsible under this contract.

Lessor at lessor's option, may use security deposit during the term of this contract to fulfill lessee's obligations under this contract, but nothing in this paragraph shall relieve lessor of his obligation in regard to the return of the balance of the security deposit as set forth directly above.

OCCUPANCY. No more than _____ persons may reside in the premises.

PETS. No pets of any kind, including visiting pets, shall be allowed upon the premises, other than as approved by lessor.

Lessor reserves the right to reject approval of any pet and this paragraph is not to be construed as granting automatic approval of a pet. (Description of approved pet.) _____

(Additional terms [if any].) _____

USE AND CONDITIONS. Lessee agrees to use the premises for residential purposes only and to comply with all city, county, and state laws in regard to the use of the property. Lessee shall not engage in any illegal activities on the premises.

Lessee agrees not to make any excessive noise or to create any nuisance such as will disturb the peace and quiet enjoyment of neighbors.

Lessee agrees to abide by all rules and regulations in effect at the time of execution of this contract (a copy of which is attached and hereby made a part of this contract) and to such amended or additional rules and regulations to which lessee agrees in writing. Lessee accepts the premises in the condition as shown upon the inventory and check-in/check-out sheet which is to be completed, executed by the parties and attached to this contract and made a part hereof within 10 days of the commencement of the lessee's occupancy.

Lessee agrees not to make, or cause to be made, any alterations to the premises or its contents without the advance written consent of lessor.

UTILITIES. Lessee shall be responsible for paying for the following utilities and/or services during the term of this contract, whether or not actually occupying the premises:

Further, lessee agrees to indemnify lessor for any failure in his obligation to pay for the above-described services. Provision of and payment for utilities and services connected with the premises and not listed above shall be the responsibility of lessor. Lessee further agrees to maintain the following utility meters and/or utility and service accounts in his name:

MAINTENANCE AND REPAIR. Lessee shall, at his own expense, and at all times maintain the premises in a clean and sanitary manner including all equipment, appliances, furniture and furnishings provided therein.

Lessor shall, at his own expense, maintain the interior and exterior of the premises including, but not limited to maintenance of and repairs of sewers, heating system, electrical wiring and plumbing facilities, hot and cold water, common areas, doors, locks, windows, stairs, floors and any equipment, appliances, furniture or furnishings provided therein in a safe and operable condition and in compliance with all applicable city, county and state laws and codes. Lessee shall immediately notify lessor in writing when the need for any maintenance or repair arises during the term of this contract and lessor shall be responsible for payment of the costs of such maintenance and/or repair unless the costs were necessitated by the negligence or willful acts of the lessee, members of his household, invitees or guests. Lessee shall pay upon demand the reasonable charges for the repair of damage to the premises or common areas including all equipment, appliances, furnishings and furniture therein provided necessitated by the negligence or willful acts of the Lessee, members of Lessee's household, invitees or guests. Lessee shall be responsible for the routine care and maintenance of the yard and outside areas as follows (Check where appropriate: mowing lawn ____; watering lawn, shrubs and trees ____; removing weeds ____; raking leaves ____; removing snow and ice from sidewalks and walkways ____, driveways ____, parking area ____; other _____).

Lessee's obligation to perform the outside care and maintenance tasks checked above is subject to lessor's supplying resident with the following equipment: lawn mower ____; hoses and sprinklers ____; rake ____; snow shovel ____; other _____. The routine outside care and maintenance tasks listed above and not checked shall be the responsibility of the lessor.

LIABILITY OF LESSOR.

Lessor shall not be liable for any damages or losses to person or property caused by the negligence, willful or unlawful acts of lessee, his household members, invitees or guests, the elements of fire, theft, or other catastrophes unless the same is due to the negligence (including lessor's breach of his duty to disclose hidden or latent defects known to him or of which he has notice) or willful or unlawful acts of lessor. Losses sustained by the lessee from such causes are not covered by lessor's insurance policy and lessee is strongly advised, but not required, to secure insurance to protect his property from such occurrences and to insure himself against his personal liability.

RIGHT OF PRIVACY AND ACCESS.

The lessor shall preserve the quiet enjoyment and peaceful possession of the premises by the lessee and shall not enter except with prior notice to and consent of lessee, which consent shall not be unreasonably withheld. However, if an emergency threatens life or property, or when it is impracticable to get consent in order to inspect the premises, the lessor may enter the premises without the consent or notice to the lessee, but only after knocking.

DEFAULT BY LESSEE AND REMEDIES OF LESSOR UPON LESSEE'S DEFAULT. _____ Any one of the following shall constitute a default by lessee and shall be construed as a breach of this contract:

- Failure to pay any installment of the rent when due.
- Vacating premises before the term of this contract expires.
- Substantially violating any other or further term or provision contained in this contract.

Lessor shall give lessee written notice of a default and lessee shall be allowed _____ days to cure said default. At the expiration of said _____ day period, lessor, if said default has not been cured and at lessor's option, may exercise the following rights singularly or in any combination permitted by law and not inconsistent therewith:

- A. Declare this contract to be terminated and release lessee from any further obligation to lessor under this contract.
- B. Declare this contract to be terminated and retain \$_____ from the security deposit and/or pre-paid rent as fixed and liquidated damages in lieu of any other actual damages and costs.

Continue this contract in effect, but upon vacation of the premises by lessee, retake possession and re-rent said premises to new lessee and upon execution of a Lease-Rental Agreement with the new lessee, terminate this contract, holding, however, the vacating lessee liable for any rent due to lessor under this contract until such time as a new lessee executes the new Lease-Rental Agreement. It is agreed that if lessee's early vacation of the premises is caused by an unforeseen change in his life's position, necessitating his moving prior to the expiration of this contract, lessee's obligations shall continue until such time as lessor shall secure a new lessee. Lessor agrees that he will use all due diligence in securing a new lessee as provided by the terms of this paragraph.

D.

Continue this contract in effect, but upon vacation of the premises by lessee retake possession and sublet said premises on behalf of lessee for the balance of this contract term and at such rent as may be reasonable, holding lessee liable for the expenses of re-rental and for any deficiency between the amounts so obtained on behalf of lessee and the amount of rent due by lessee to lessor under the terms of this contract. Lessor agrees that he will use all due diligence in mitigating damages by attempting to sublet the premises.

E.

Lessor may evict lessee from the premises for non-payment of rent or for a lessee in possession holding-over without the consent of lessor after the term of this contract has expired. Lessee shall continue to be liable for rent and be bound by the other provisions of this contract during the time lessee remains in possession of the premises even though lessor has chosen to seek eviction. Eviction procedures, including notice requirements, shall be issued in strict compliance with Wyoming law and involve no breach of the peace and/or damage to person or personal property.

F.

If lessee is in default and has vacated the premises or if lessee is holding-over after the expiration of this contract and without the consent of the lessor and another lessee is waiting to move in, lessor after notifying lessee, may remove lessee's belongings so long as there is no breach of the peace, and store them and charge the removal and storage costs to the account of the lessee. Lessor shall exercise reasonable care in moving and storage of lessee's belongings and shall be liable for damage to the same caused by this negligence.

CONSTRUCTIVE EVICTION. If lessor has substantially failed to protect the occupancy of the premises by lessee and/or when conditions beyond the control of lessee cause the premises to become legally uninhabitable and when lessor is responsible for remedying those conditions but has failed to do so within a reasonable time after notification by lessee, lessee may exercise constructive eviction. Constructive eviction should not be construed by lessee as providing a tool to validate "lease breaking" without cause, and it is highly recommended that lessee consult legal counsel prior to exercising the remedy of constructive eviction.

DELAYED POSSESSION.

If the lessor is unable to deliver possession of the premises or if it is unfit for occupancy at the commencement of the term of this contract, this contract shall be voidable to the lessee if possession is not delivered within _____ days after the commencement of the term. If lessee elects to terminate the contract, all money previously paid to the lessor shall be refunded.

ASSIGNMENT AND SUBLEASING.

Lessee may not assign this contract or sublease the premises or any portion thereof for any part or all of the term of the contract or substitute any lessee on said contract without prior written consent of lessor, which consent shall not be reasonably withheld.

NOTICES.

Any notice which either party may give or be required to give under the terms of this contract must be in writing and be given by mailing the same, postage prepaid to lessee at the address of the premises or to lessor at the following address: .

WAIVER.

~~Any waiver, by either party, of a breach~~ Any waiver, by either party, of a breach of any provision of this contract shall not be considered to be a continuing waiver or a waiver of a subsequent breach of the same or a different provision of this contract.

JOINT AND SEVERAL LIABILITY.

It is expressly understood that this contract is between the lessor and each signatory jointly and severally. Joint and several means that if more than one person has signed this contract, then each of these persons individually and all of these persons collectively are fully responsible for fulfilling all of the obligations of this contract, except where expressly otherwise agreed between lessor and lessee. For example, one person signing the contract may be liable for any or all damages to the premises even if caused by another person signing the contract; and one person signing the contract is liable for the total amount of rent due, even though other persons have also signed the contract.

OTHER PROVISIONS.

Unless the context requires otherwise; words denoting the singular may be construed as denoting the plural and vice versa and words of one gender may be construed as denoting such other gender as is appropriate.

THIS CONTRACT contains the entire agreement of the parties and may not be altered or amended except by mutual written agreement signed by both parties. No prior stipulation, agreement or understanding, verbal or otherwise, of the parties shall be valid or enforceable unless embodied in the provisions of this contract.

SIGNED this _____ day of _____, 20____.

Lessor

The above signatory is:

_____ The owner of the leased premises whose address
and telephone numbers are:

Lessee

Permanent Home Address

Home Telephone

_____ The agent authorized to manage the leased premises
for the owner and to enter into this Agreement whose
address and telephone numbers are:

Lessee

Permanent Home Address

Home Telephone

_____ The owner of the premises and his address and
and telephone numbers are:

Lessee

Permanent Home Address

Home Telephone

_____ Holder of leasehold on premises with right to sublet
whose address and telephone numbers are:

Lessee

Permanent Home Address

Home Telephone

Tenant Checklist

Moving In:

____ Have you thoroughly inspected the apartment, furnishings, fixtures, plumbing, heating, appliances, locks, windows, common areas, etc.?

____ Have you inquired about the landlord through other tenants, friends, the Chamber of Commerce, etc.?

____ Have you received information about utilities, deposits, repairs, etc.?

____ Does the lease contain in writing all of the promises or representations the landlord has made to you about the information received above?

____ Have you taken a copy of the lease and any rules or regulations of the landlord to an attorney to be reviewed before signing it?

____ Have you and your landlord completed a check-in sheet listing all damages, defects, furnishings and appliances, and fixtures and describing your overall cleanliness of the premises?

____ Have you obtained written receipts for all monies paid to the landlord noting what each is for?

Documents for your file:

____ Lease

____ Check-in sheet

____ Receipts, canceled checks for deposits, rent, money spent on cleaning and repairs, etc.

____ Correspondence with the landlord

____ Tenant's insurance policy

Moving Out:

____ Have you and your landlord completed a check-out sheet listing all damage, defects, furnishings and appliances, and fixtures and describing the overall cleanliness of the premises?

____ Does the checkout sheet correspond exactly to the check-in sheet?

____ Have you provided the landlord with an address where he or she can send your deposit?

ROOMMATE CONTRACT

This contract should be used by roommates prior to entering into a lease agreement to define the rights and responsibilities of each roommate before a problem has arisen. Be sure to keep a copy for your records.

This agreement is between _____ full name _____,
_____ full name _____, and
_____ full name _____ pertaining to the property located at
_____ address _____
_____ city /state /zip _____.

Agreement

I. Payment of Rent and Utilities:

Each resident agrees to pay _____ % of the rent and _____ % of the gas, water, electricity and fixed monthly telephone charges. A record of long distance calls made by each resident will be kept and each resident will be responsible for prompt payment of their portion of the long distance calls billed each month. Each resident is responsible for the calls placed by their friends or relatives. The rent will be paid on the _____ day of the month by (designate person) _____ full name and the utility bills will be paid by (designate person) _____ full name within 10 days of the day the bill is received.

II. Written Notice Required:

If any roommate wishes to leave, they will give the other tenants and the landlord/lady 30 days written notice. In order to be acceptable, written notice must be provided to all parties no later than the first day of the last month of residency. In addition, the person moving will pay his/her rent before he/she leaves for the entire 30 day notice period, even if he/she leaves sooner. The exception will be if the residents have signed a lease for a specified period of time. A 30 day notice will not release the leaving resident from his/her legal responsibilities to the landlord/lady or the other residents.

III. Overnight Guests:

No person(s) will be invited or allowed to stay overnight (or longer) without permission of all residents.

IV. Who Gets the Apartment:

If, at the end of the lease period, the roommates do not wish to continue to live together but both/all wish to remain in the above-named residence, a third party will be mutually agreed upon to draw the name of the roommate who will retain the right of sole occupancy. The person(s) who lose(s) will vacate the apartment within 30 days.

V. Late Fees:

If any of the tenants cannot pay their portion of the rent on the date it is due, the tenant who cannot pay or pays late will be responsible for any late charges accrued and consequences of a contractual landlord's lien, if exercised.

VI. Security Deposit:

Each resident will pay \$ _____ for the security deposit. Each resident will be responsible for damage done by them, their guests and family. If damage exceeds the amount of resident's security deposit and money is deducted from other resident's security deposit(s) by the landlord, the responsible resident will repay the amount deducted to the other residents within 30 days of the date of deduction.

VII. Property Division:

Property acquired together to furnish the residence will be disposed of by one of the following methods:

A. Property will be sold and money divided equally, or

B. Resident will buy out other resident(s). Sales receipts for the property will be kept and buying out price shall not exceed original price paid minus 10% for depreciation.

VIII. Other Agreements of Residents:

ANY OF THESE PROVISIONS MAY BE CHANGED BY WRITTEN MUTUAL CONSENT . THIS AGREEMENT WILL BE ATTACHED TO ALL RESIDENT’S COPIES OF THE LEASE CONTRACT . PROVISIONS MAY BE OMITTED BY MARKING OUT AND INITIALLING BY ALL RESIDENTS . THIS AGREEMENT IS ONLY BINDING ON THOSE WHO SIGN IT .

I DO HEREBY CONSENT TO ABIDE BY THIS AGREEMENT .

Name	Date
------	------

Name	Date
------	------

Name	Date
------	------

WITNESSED BY : (not relatives or roommates)

Print Name

Address

City / state / zip code

Sign Name	Date
-----------	------

ROOMMATES' AGREEMENT

THIS AGREEMENT is entered into on _____, 20_____, by and between the undersigned Roommates.

1. PREMISES. The Roommates agree to occupy jointly the residential rental Premises at the following address:

_____.

2. LEASE AGREEMENT. All Roommates will sign a Lease agreement to rent the Premises from the following Landlord: _____. The term of the Lease begins on _____, 20_____, and ends on _____, 20_____.

The Roommates agree to abide by the terms of the Lease.

3. RENT, SECURITY DEPOSIT, AND LATE FEES. Each Roommate agrees to pay in a timely fashion an equal share of Rent in the sum of \$_____ per month as required by the Lease.

Each Roommate also agrees to pay in a timely fashion an equal share of the Security Deposit in the sum of \$_____.

If Late Fees are assessed for the delinquent payment of Rent or Utilities, the Roommate(s) responsible for the late payment will be solely liable for the Late Fees.

4. UTILITIES. Each Roommate agrees to pay in a timely fashion an equal share of all Utilities and other common household expenses (such as cleaning supplies) incurred during the term of the Lease.

5. COOPERATION. The Roommates agree that mutual consideration and cooperation are essential to the success of a joint living arrangement. Each Roommate is entitled to make reasonable use of the premises, and agrees that his/her reasonable use will not interfere with the reasonable use of the premises by any other Roommate.

The Roommates agree to exercise care in regard to the furnishings or possessions of other Roommates, to refrain from making unreasonable noise, and to respect the privacy of other Roommates.

All Roommates will bear equal responsibility for maintaining the premises in a clean and sightly condition.

Each Roommate will ensure that his/her occasional overnight guest will not interfere with the privacy or reasonable use of the premises by other Roommates. No other person will be permitted to actually reside at the Premises except upon the agreement of all Roommates and then only if otherwise permitted by the Lease.

6. DAMAGES. Each Roommate agrees to be solely liable for any loss or damage to the premises, furnishings, or appliances caused by the negligent or intentional act of that individual Roommate or his/her guests.
7. EARLY MOVE-OUT AND SUBLEASING. Each Roommate agrees that his/her obligations under this Roommates' Agreement and the Lease continue for the full term of the Lease.

A Roommate who moves out before the expiration of the Lease term remains fully liable for his/her share of Rent and Utilities through the end of the Lease term unless otherwise agreed in writing by all Roommates (except where a Roommate has been wrongfully evicted, actually or constructively, by other Roommates).

Where permitted by the Lease, a Roommate moving out before the expiration of the Lease term may obtain a Subtenant upon the consent of all other Roommates, consent not to be unreasonably withheld. A Subtenant may not move into the premises until he or she has signed this Roommates' Agreement. In the event of a breach by a Subtenant, the original Roommate remains liable for the full performance of his/her obligations under this Agreement.

8. MOVE-IN AND MOVE-OUT INSPECTIONS. The Roommates agree that upon moving in, they will perform an inspection of the Premises, including photographing the entire Premises and recording the condition of the Premises in writing in the presence of witnesses. Upon moving out, the Roommates will clean and repair the Premises and remove all trash and rubbish, and then repeat the photography and inspection procedures. *(This is to help ensure the refund of the Roommates' Security Deposit.)*

9. ADDITIONAL PROVISIONS: _____

SIGNATURES

DATE

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

NOTE: *It is recommended that the Roommates obtain renter's insurance for their personal property kept on the premises.*

Housemate Agreement

This is a legally binding contract among:

_____, Roommate 1
_____, Roommate 2
_____, Roommate 3
_____, Roommate 4

who are, or anticipate being, roommates at the premises at _____.

PURPOSE

1. This agreement is to determine the rights and responsibilities of all those dwelling at this property. Its purpose is to bind them all to the responsibilities set forth herein and to the shares of the costs set forth below. The responsibility for payments is enforceable under this contract.

AMENDMENTS & CONSIDERATION

2. Any changes to this document must be done in a written addendum signed by all parties. Consideration is the exchange of promises contained in this agreement and the parties' agreement to live together and share expenses.

PAYMENT OF RENT

3. All parties are aware that the property mentioned above is rented for the amount of \$_____ per month, with each party paying the agreed sum of \$_____, which is payable according to the period stated in the lease. If roommates are not paying equal amounts of the rent or utilities, their proportional shares are set forth in paragraph 15 below.
4. All parties understand that they are all responsible for the lease obligations, and that by law, any one of them may be held responsible for the total bill; this Agreement gives each one a right to collect the agreed upon shares from the others. The full amount of the rent shall be paid to the landlord when due, as well as any late fees and all costs related to any legal action having to be taken.

PAYMENT OF UTILITIES

5. All parties are aware that they are each responsible for a portion of the shared utilities, in addition to the rent amount. These utilities may include electric, water, trash removal, basic phone and basic cable as set forth in the lease for the premises if any.
 - a. All bills are to be paid on a timely basis.
 - b. Each roommate is responsible for his/her own long distance bills, as well as those of his/her guests, and any special cable bills or other individually contracted items.

- c. If a shared bill is overdue by more than 30 days, the roommates will decide on an alternate means of payment.
- d. Bills shall be put in the name of the following roommate(s):

Electric: _____

Heat: _____

Water: _____

Cable: _____

Internet: _____

Other _____: _____

Other _____: _____

Other _____: _____

EARLY TERMINATION OF LEASE

6. If any roommate wishes to be released from their portion of the lease:
- He/she must obtain the landlord's permission if so required by the lease, and must give _____ days' notice to the other roommates, and make all reasonable efforts to find an acceptable replacement for their portion of the property. Until a new roommate has been accepted and has signed a new lease with the landlord and this agreement, however, the initial roommate will still be responsible for his/her share of rent, utilities, and other charges until the vacancy is filled.
 - Once a new roommate is identified, it is up to the remaining tenants as to whether or not the replacement is approved within _____ days. Any refusal to accept must be reasonable (i.e. - different sex or a smoker may be considered reasonable) and acceptance is not to be unreasonably withheld.
 - All outstanding charges and debts will be settled before the departing roommate may be released from his/her obligations under this agreement.
 - The departing roommate is responsible for resolving all issues related to his/her portion of the security deposit prior to leaving the premises. Each tenant's signature on this agreement signifies his/her agreement that any portion of the security deposit that remains with the landlord after the departure of the roommate shall be paid to the remaining roommates unless otherwise agreed in writing.

DOMESTIC RESPONSIBILITIES

7. Roommates will be responsible for their own personal room cleaning and laundry.
8. The common areas are to be cleaned through a joint effort with responsibilities rotating by week:
- Kitchen
 - Bathroom(s)
 - Common Living Space
 - Yard and/or Trash Removal
 - Snow removal

Other: _____

The premises will at all times be kept in compliance with local health and safety regulations.

The chore rotation shall be as follows: _____

-
-
9. Roommates will also be responsible for their own cooking and food, unless otherwise agreed upon. All roommates shall pay for basic supplies for the apartment, each paying an equal amount.

PETS AND ANIMALS

10. There will be no pets in the apartment at any time. Should one roommate or their guest bring an animal, that individual will be responsible for all charges and penalties incurred as a result of having the pet.

PARTIES AND NOISE

11. Parties shall be allowed on weekends, to end at _____ p.m. a.m. (circle one) Roommates agree to comply with all relevant laws if they host a party on the premises and agree to be responsible for all damages caused by them, their guests and invitees and any persons attending the party whether specifically invited or not. If the lease or the town in which the premises are located contain specific limitations on parties or noise, all roommates agree to comply with such by-laws, regulations, or terms. At all times noise levels will be kept within a reasonable volume, with no roommate causing noises deemed excessive through the playing of stereos, televisions, or instruments louder than necessary to hear within the room being played.

STUDY HOURS

12. The hours of _____ to _____ Sunday through Thursday are designated as hours for studying. At this time, the property should be quiet and free from distraction. Additional quiet hours are: _____ to _____ on the following days: _____.

LEASE

13. If there is a written lease, all roommates acknowledge that they have received a copy of the lease for the premises and that they all agree to be bound to its terms. Each roommate will comply with all of the lease terms.

CIRCUMSTANCES NOT COVERED BY THIS CONTRACT, ENFORCEMENT

14. Should there be a circumstance encountered by the renters of the property which is not covered by this contract or the lease, the roommates will need to resolve their disagreement in a mature and fair fashion. If the roommates cannot solve the dispute, all parties agree to seek the help of a mediator or an alternative resolution agency. The cost of such alternative dispute resolution (ADR) will also be equally divided among all parties. All parties agree to not resort to emotional, verbal, or physical violence or attacks, harassment, and intimidation in order to resolve the conflict. If ADR is not successful in reaching an agreement, then the conflict may be resolved through court process; jurisdiction will be in Wyoming in the county where the premises are located.



CITATIONS

Information for this Handbook was obtained from the following sources:

City of Laramie. "Chapter 8.80 - LARAMIE RENTAL HOUSING CODE." Municode Library, 20 Dec. 2022, library.municode.com/wy/laramie/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.80LAREHOCO.

City of Laramie. "Paying Your Utility Bill." Paying Your Utility Bill | Laramie, WY - Official Website, cityoflaramie.org/105/Paying-Your-Utility-Bill.

Gilmore, Maya Kate. "Resources for Wyoming Renters: Know Your Rights and Responsibilities." AgNews, 12 Feb. 2025, uwagnews.com/tenant-resources/.



Valenzuela, Roberto. "Wyoming Security Deposit Laws (2025): Returns & Deductions." iPropertyManagement.Com, 18 Dec. 2024, ipropertymanagement.com/laws/wyoming-security-deposit-returns.

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

MAKE A DIFFERENCE AT THE
UNIVERSITY OF WYOMING
THROUGH STUDENT GOVERNMENT



CONTACT ASUWVP@UWYO.COM TO
GET INVOLVED OR LEARN MORE!

 [ASUWSTUDENTGOV](https://www.instagram.com/ASUWSTUDENTGOV)
 WWW.UWYO.EDU/ASUW