

HELPFUL INFORMATION

INVENTORY CHECKLIST

Within 7 days of moving in, submit your Inventory Checklist to the Office and check to make sure your smoke detectors are functioning properly. Inventory Checklist is used to determine the condition of your apartment upon move-in, **not to list work requests**.

MAILBOX

Be sure to place a label in the back of your mailbox (on the inside) with all names of residents in order to receive your mail. We ask that your **DO NOT** place any names on the exterior of the mailbox.

SHOWER CURTAINS

Shower curtains are required. When taking a shower, please leave the shower curtain **inside the tub** to prevent water from going onto the floor.

AIR CONDITIONER

For best results when using the **air conditioner**, close all drapes, windows, and doors. Be sure the outside vent of the air conditioner is **CLOSED**; air conditioner filters should be cleaned once a month.

MAINTENANCE REQUESTS

Maintenance requests can be placed in your resident portal or by contacting the office. Requests placed online may be given priority.

Please complete a maintenance request or requests at the time of move in for any issues/repairs noted in your move-in checklist.

EMERGENCY MAINTENANCE REQUESTS

If your maintenance request is an emergency, call the leasing office during business hours OR call and select the emergency maintenance prompt after hours for assistance.

EMERGENCY FIRE PROCEDURES

If a fire alarm goes off, if there is a fire in your building, or if there are fire engines in front of your building, you are to vacate the premises immediately in an orderly fashion. The Fire Marshall will tell you when it is safe to go inside.

KEYS/LOCK CHANGES

A charge of \$30.00 for each brass lock, \$15.00 for each electronic apartment door key and \$15.00 for mailbox lock, will be assessed if: *1. All keys are not returned upon move-out. 2. A request to change the locks is made. 3. A key is lost and a replacement key is requested.*

LOCK-OUTS

If you lock yourself out of your apartment, a staff member will let you in upon verification of residency. Call the leasing office during business hours OR call and select the emergency maintenance prompt after hours for assistance.

DISHWASHERS

If you have a dishwasher, please be sure that the garbage disposal is free of all foods and there is not standing water in your sink before using. This will prevent the dishwasher from overflowing. **USE POWDERED, AUTOMATIC DISHWASHER SOAP ONLY.**

GARBAGE DISPOSALS

Do not throw grease, celery, coffee grounds, bones, bananas, or the outside peelings of onions down the garbage disposal. If your disposal is not working, open the cabinet doors below the sink. Under the disposal, near the center of the unit, is a red button. Be sure the button is pushed in and the plug is in the outlet. If the disposal still does not work, call the office.

HEAT REGISTERS

Keep furniture approximately 18" to 24" away from all heat registers throughout the apartment.

LAUNDRY FACILITIES

The washers and dryers in the laundry rooms are coin or prepaid card operated. Please read the directions on the lid of the washers before using. If, for any reason, you have problems with the washers or dryers, please call the Office. Laundry room hours are posted. All laundry rooms may be locked according to their hours, so we strongly urge you to be considerate of these hours when beginning your laundry.

MICROWAVES

If you have a microwave oven from us or have your own, please do not use metal objects, dishes with metal trim, or aluminum foil in your microwave.

PARTIES

All parties **MUST** be kept inside your apartment, with your entrance door closed except for ingress and egress. No partying is allowed in any of the common areas such as the halls or outside lawns. Excessive noise at any time is a violation of your lease and could result in termination of your lease. Additionally, the apartment responsible for having a party must clean up all debris on the property which may have been a result of said party. If said apartment fails to clean up debris resulting from the party, if damage occurs because of the party, or we have to clean up the property, the responsible party will be charged for clean-up immediately.

PAYMENT OF RENT

Rent payments are to be made online through your resident portal. If necessary, payments also can be made to your leasing office by check or money order. We cannot accept cash.

PLUMBING

Do not flush foreign matter such as paper towels, sanitary napkins, tampons, diapers, etc. down your toilet. It is a good idea to have a plunger in your apartment in case your toilet becomes plugged.

SECURITY

The buildings do not have a security system; please use common sense and caution when letting people into your apartment, in the common areas, the grounds, and the laundry rooms. Please report anything suspicious, destructive, or dangerous to the proper authorities and the office immediately. If you see something, say something. Valuables such as televisions, radios, and recorders should be marked with driver's license number in case of theft. The police department will often loan you an engraving pen at no charge.

TRASH

Trash, newspapers, bikes, etc. are not to be left in the halls, stairwells, or laundry rooms -- even temporarily! If trash is left in the common areas and/or grounds and we have proof it came from your apartment, you will be charged for each bag of trash and for cleanup and disposal of that trash. Dumpsters are located in the parking lots for your convenience.

VERTICAL BLINDS

Before pulling your blinds open, please be sure the slats are in the open position (using the chain or chord). This will help avoid damaging the blinds and make operation easier.