

MOVE IN

Below is some helpful information for move in weekend and reminders for living off campus with us.

- Move in weekend begins Friday before classes start!
- Our office will be open 8:30 to 4:30 that day and you may come into the office to pick up your key
- Saturday will be by appointment only, so be sure to let our office know what day you will be in town to move in
- You may schedule a time with our office to pick up your key if you will not be in town by 4:30 pm that Friday
- All of our units have private locking bedroom doors. You will receive one key, this key will work for the main doors to your house/ apartment and whichever bedroom you choose.
- Bedroom choice is first come first serve basis, we do not assign rooms.
- Any unpaid security deposits **MUST** be paid before you will be permitted to move in and receive a key
- Rent is due by August 1st. If your fall semester rent will not be paid by then because of financial aid refunds and loan processing you need to be sure that you have notified our office for an extension on your due date.
- You must show proof of funds prior to move in to receive your house key if you are using loans to pay for rent
- If you are not sure who to make your rent check out to please ask!! Checks not made out correctly will not be accepted.

- Rent should be mailed or delivered to the office, if no one is there you may put it in the after hours drop box
- You can bring your rent check and pay rent on move in day!
- The condition inspection report you will receive upon move in must be filled out and returned to the office within 10 days
- Trash pickup is Monday and Friday mornings, please bag trash appropriately and break down cardboard boxes or they will not be taken
- Mini fridge charge is \$50 per semester and air conditioner unit charge is \$50 per month. You may pay this on move in day
- If you remove the screen to your window for an AC unit you must keep track of it, or you will be charged for a replacement if the screen is lost or damaged
- The monthly utility cap will be enforced, anything over this amount will be charged to the house, so please conserve energy when possible (AC's & lights should be off when not home) if you are not sure what your cap is check with the office
- If you will be receiving mail at the house put your names on the card in the mailbox to ensure proper mail delivery. If no names on the box mail will not be delivered
- For safety remember to keep windows and doors locked at night, and when no one is home!

If you have any questions or concerns you may contact our office at any time!!