

WELCOME TO OUR AMBLING COMMUNITY!**MOVE-IN INFORMATION FOR 2015**

We are pleased you have chosen an Ambling Community as your new home! Please review the following information to familiarize yourself with our community. Do not hesitate to contact the leasing office with any other questions. We look forward to having you as our valued resident!

MOVE-IN INSPECTION

You will be provided with a move-in inspection form when you pick up your keys. Please inspect your apartment and complete the form before you move in. This will establish a record of the condition of the apartment upon your move-in and will allow us to take care of any items that we missed when we prepared the apartment for you. To be valid, the inspection form must be returned to the leasing office within 48 hours of the time you pick up your keys.

RENTER'S INSURANCE

We strongly recommend that you contact an insurance agent to purchase Apartment Dwellers Insurance to cover your personal belongings against fire, burglary, and water damage, as well as personal liability. **Your personal belongings are not covered by the property's policy.** If you are a legal dependant of a parent or guardian, you may be covered under that person's homeowners insurance. Your parent or guardian should check with their insurance carrier to determine this.

INTERNET CONNECTIONS

If your community offers an all-inclusive package, the internet service will be provided in every bedroom. The service is already activated and may require you to create an account during your first connection. If applicable, your community will provide you with log in instructions during your move-in day.

MISCELLANEOUS

All windows are equipped with white blinds. There are no other drapery rods in place.

Shower curtains are not provided and you will need to purchase and install a mattress cover on the bed you have been provided (if you have a furnished apartment).

DECORATING YOUR APARTMENT

Important: Painting and wallpapering of any nature is strictly prohibited in your lease.

- a. Do not use double sided tape in the apartment. It is extremely damaging to drywall and other surfaces.
- b. Small finishing nails, may be used to display pictures, but must be kept to a maximum of eight (8) per room within the apartment.
- c. Stick-um putty may be used to hang posters; however, only the white or gray color may be utilized as the blue will permanently stain the walls.
- d. Mirrors are not to be affixed to the walls, doors or any part of the premises and Resident will be charged for the removal of such.
- e. Dartboards are not permitted on the premises.

GENERAL INFORMATION

MAINTENANCE & SERVICE REQUESTS

You can request maintenance service by phoning the leasing office during business hours, through our website or emailing the office. For emergency maintenance issues after hours, please call the office number and your call will be answered by an answering service who will direct your call to the correct destination.

KEYS, LOCKS and LOCK-OUT PROCEDURES

At minimum, you will be given a key for your apartment, bedroom, and mailbox. There is a fee for replacing any individual keys, including electronic keys, and lock changes requested by the resident while residing in the apartment. There may also be an after-hours lockout fee if required after the leasing office has closed. Please refer back to your lease agreement for specific fees charged.

FIRE DRILL/EVACUATION

In the event of a fire or any emergency, please dial **911** immediately. For any fire drill or fire emergency, please evacuate the building immediately.

TRASH DISPOSAL

All trash and refuse should be placed in a trash chute which is located on each floor. Trash and refuse should not be left in the Premises or in any of the common areas, hallways, or similar places in Apartment Community. Resident **SHOULD NOT** deposit trash from the Premises in litter receptacles located throughout the grounds of the Apartment Community since these are intended for litter, not Apartment trash or garbage. Resident should deposit items to be recycled in the appropriately designated recycle room when available. A service fee in the amount of \$35.00 per bag will be immediately due and payable by Resident for any refuse which is left outside Resident's Apartment, placed in litter receptacles, or left elsewhere in the Apartment Community. Please work with us in keeping our community looking great!

PETS

If your community is pet friendly, please refer to Addendum B of your lease agreement for policies and procedures regarding your pet. If your community is not pet friendly, resident shall not permit any pet or animal, without prior written consent from Landlord, to be anywhere in the Premises or the Apartment Community. For animals allowed by this paragraph, Resident agrees to execute a separate animal agreement in such form as Landlord requires. If Resident is found to have a pet in the Premises at any time, for any length of time, without Landlord's consent, Resident will automatically be charged as Additional Rent a \$10.00 pet fine per day per animal per occurrence and the animal must be removed immediately or Resident will be subject to eviction. Resident is responsible for any damages to carpet, furniture and overall Premises and any necessary pest control service as a result of a pet.

PACKAGE ACCEPTANCE POLICY

Resident agrees and understands that packages accepted for Resident by the Apartment Community's management office will not be kept in an area locked or secured in any way. Resident further agrees that it will not hold Landlord responsible for packages if they are lost or damaged. Because package acceptance is available as a convenience to residents and space is limited, Landlord will only hold these packages for a short time. Therefore, packages left over seven (7) days will be returned to the sender. Please be aware both a photo ID and a signature will be necessary to pick up a package from the management office, and Landlord will only release packages to the addressee.

CAMPUS TRANSPORTATION

If your community offers private or public transportation to campus, please check with the leasing office for additional details on pick up schedules.

ROOMMATE REMEDIATION PROCESS

If you encounter issues with your roommates and would like help in remedying the situation, please fill out a Roommate Mediation Request form in the front office. A staff member will call and set up a time for you and your roommates to meet and resolve the problem.

QUARTERLY INSPECTIONS

To ensure that our community remains well maintained, we perform quarterly inspections. Per your lease agreement, we or any such serviceman may enter your apartment by key, leaving notices, at reasonable times for the purposes of repair, extermination, emergency, safety and fire inspections, or quarterly maintenance inspections. We will notify you of these inspections the best we can via email or flyer notices to your apartment. Please be aware that we will be entering your apartment periodically and appointments are **NOT** necessary.

PARKING

If parking is available for your community it is by permit only in specified areas. Possession of a parking permit does guarantee the availability of a space. The parking fee is for rental of space, which cost is borne only by those requiring such facility. Parking in more than one space, in fire lanes, in staff spaces or spaces assigned to other residents will result in the vehicle being ticketed or towed at vehicle owner's expense. Landlord is not responsible for damage that may occur during towing.



Vehicle reconditioning, repair, maintenance (including changing of oil or changing tires) is not permitted at the Apartment Community. Washing cars is not permitted unless designated at a specific time and area by Landlord. Vehicles deemed inoperable or in disrepair by Landlord may be removed at vehicle owner's cost if one day's written notice of intent to remove the vehicle is left in a conspicuous place on the vehicle.

Please contact the leasing office with any additional questions that you have or if any of the information provided is unclear to you. We look forward to your arrival!

Welcome Home!

Your Ambling Team