

Hello and Welcome to Campus Realty Property Management!

In order to make your leasing experience run as smoothly as possible, here is a step by step guide to some of our most important policies and procedures:

STEP ONE: SECURING YOUR PROPERTY

Now that you have viewed our properties and selected the one that is perfect for you, you must turn in your reserve deposit to hold the property until your application is approved. A deposit disclosure will be provided for your signature which explains the policies for reserve deposit returns, time frames and other important information at the time you pay the reserve deposit. Here is a checklist of what you will need to do to place your reserve deposit:

- 1) Call GRU at 334-3434 for an average utilities bill. Older houses often have higher than expected utilities bills. Also think about cable, internet, lawn service and pest control services, have an idea of **all** costs before placing a deposit on a house.
- 2) If you are leasing a single family zoned property with more than 3 bedrooms, please sign and understand city code restrictions.
- 3) Provide your **drivers' license** (we'll make a photocopy), ALL CONTACT PHONE NUMBERS, and email addresses for proposed tenants and guarantors.
- 4) Pay the FULL **reserve deposit** (**We do not accept any type of debit or credit cards. We accept checks, money orders, cashiers checks and of course, cash- exact change, please!**) Your reserve deposit will be \$100 less than one month's rent unless otherwise noted and will become the security deposit for your executed lease if everyone is approved.
- 5) Fill out our rental **application** and pay **\$35 application fee per tenant**.
- 6) Provide needed documents like the **notarized parental guarantor form**, if applicable. This form must be signed by a parent and notarized if your monthly income is not three times the amount of the monthly rent. If one tenant must have a guarantor form, then all must have one or special disclosures must be signed by parents who are providing guarantee. Provide any **notarized affidavits**, if applicable.
- 7) Schedule a **leasing appointment**. **All forms MUST have been received by the property manager before you can sign your lease**, please keep this in mind in reference to time deadlines for your parent's guarantor form and any affidavits as they must be notarized (we can also send and receive via fax and scanned email, than snail mail originals).

STEP TWO: SIGNING YOUR LEASE

Our lease is VERY thorough. **READ THE LEASE IN ITS ENTIRETY BEFORE COMING TO YOUR LEASING APPOINTMENT.** Please allow yourself at least an hour for your leasing appointment to ask questions and sign the entire document. To speed the process you or your parents can view/print the lease online rentals.campusrealtygroup.com

Office: 352-692-3800

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propertymanager@campusrealty.org

- 1) Check to make sure all contact information is correct in our file.
- 2) Make sure you understand the full amounts of funds due before you will be able to move in:
 - a. Security Deposit-paid-this was your reserve deposit.
 - b. First Month's Rent must be paid upon move in.
 - c. Last Month's Rent must be paid upon move in.
 - d. Pet Fees, if applicable, must be paid upon move in.
 - e. You may pay these funds at any point after signing your lease and before you move in.

YOU WILL NOT BE GIVEN YOUR KEYS UNTIL ALL TENANTS PORTIONS OF FUNDS DUE ARE PAID.

- 3) Read and sign the lease. Make sure to print your name, DOB and social security number at the top of the front page, if not preprinted. Initial each page where indicated, and sign where indicated. NOTE: while some terms may not apply to your property, our lease is NON-NEGOTIABLE and will not be changed. Please do not ask us to make additions/subtractions or to alter it in any way. Additionally, once your lease is signed, you are committed to it for the entire term. We do not allow our tenants to break their leases under any circumstances, although there are provisions for subletting.
- 4) A move-in packet will be provided when you sign the lease or when you pick up keys. As many of our leases are signed months before the tenants move in, we recommend collecting all forms associated with the lease at move in. Move-in inspection forms which are included in the move in packet must be returned within 15 days of the start of the lease. We recommend you take pictures of the property BEFORE you move any belongings in to document condition, copies of these must be provided with your move-in report for them to become part of your file.

STEP THREE: MOVING IN

Here are a few quick tips for a smooth move-in:

- ✓ ATTENTION AUGUST MOVE INS!!!! Your move-in date was set in accordance with the end date of the previous tenant's lease. As practically everyone in town moves at the same time each year, we will have a large number of properties to prepare in a very short time period. This makes it impossible for us to allow you early access to your property. Sorry, no exceptions.
- ✓ PETS. Please ensure that all pet fees are paid and paperwork properly filled out. Our homeowners do not allow aggressive-breed dogs on their property for insurance reasons. Aggressive breeds include ANY type of Pit Bull, German Shepard, Rottweiler, Chow, or Doberman pincher. Additionally, any visiting dogs must be accepted in writing before having access to property. Visiting pets ARE NOT allowed on non-pet friendly properties. Finally, having a pet on the property is a privilege that may be revoked at any time. Please treat this situation carefully. If you are asked to restrain your pet for repairs, inspections, etc., please do so. If we are continually unable to access your property because you refuse to be present or secure the animal, we will be forced to revoke pet privileges.
- ✓ UTILITIES SERVICE. Unless otherwise indicated ON THE LEASE, your utilities are not included in the monthly rent. Please make arrangements to turn utilities on BEFORE move-in. There is a \$50 charge per time if we have to bill you for utilities charged to our account during your lease term. Do

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not assume the utilities will be on at move-in unless you scheduled turn on service in your name. If you have any gas appliances make sure you light your pilot light or have the gru technician do so.

- ✓ **MOVE-IN REPORT.** Please fill out your move-in report as thoroughly as possible. This protects you from deductions to your security deposit for pre-existing damages. The move in report is not a maintenance request, so do not assume everything will be fixed that is indicated on the report unless you have put in a separate request. All move in reports and pictures must be returned to Campus Realty within 15 days of moving in.
- ✓ **MAINTENANCE.** Because sometimes tenants do not report maintenance issues before moving out, you may experience maintenance issues upon move in. Your unit will have been inspected by a member of our staff, however, some issues such as dead electrical/ cable outlets are often times not discovered until a new tenant moves in. Please email all maintenance requests to propertymanager@campusrealty.org. Rest assured your problems will be dealt with; however, August move-ins may experience some delays due to a high volume of requests. In this instance, requests will be answered by level of importance, emergencies (health and safety issues, major electrical or plumbing, heating and air) first and cosmetic issues, if at all, last. Additionally, homes are rented on an AS-IS basis. This means if there is an issue (particularly, but not limited to, cosmetics) that does not affect your quality of life, health, or safety, and you were not specifically told it would be repaired, do not expect for it to be done. Finally, as per your lease, repairs that cost less than \$25 and can be done with common household tools and a little common sense are your responsibility.
- ✓ **UPGRADES.** We know how exciting it is to move into a new place, and we understand that there may be some upgrades you would like to do to make your living experience ideal. Please obtain written permission before altering anything in the house. A paint color sample will be required if you are wanting to paint any rooms.

OUR RELATIONSHIP WITH YOU AND OUR IMPORTANT POLICIES

Now that you know how important it is to read your lease carefully, we are confident that you will do so. Just for the sake of redundancy, here are a few of our most important policies:

- 1) **EXCLUDED AREAS-** Because we care about your safety, we do not allow our tenants to use fireplaces or attic space. Fireplaces are typically sealed off for this reason; please do not remove the seal. Do not store belongings in utility closets where ac/heat or water heaters are located.
- 2) **FIRE SAFETY DEVICES-** You will be provided with working smoke detectors and a fire extinguisher. Changing batteries on smoke detectors is a tenant responsibility, although we will be checking them quarterly to make sure they are operational.
- 3) **LATE RENT PAYMENTS-** Rent is due on the first of the month. As a courtesy, we extend a grace period until the close of the business day on the third. After that, a fee of \$50 plus \$5 per day is assessed. Please have these fees ready when you pay rent, payments without late fees included will have the late fees removed from the security deposit at the end of the lease term. For unpaid rents

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you will receive a 3-day Notice to Pay rent or Deliver possession on the fourth. This is the first step in the eviction process. Please do not ask to apply security deposits or last month's rent to "cover" you on a month you cannot pay. Your request will not be granted. NOTE: If you are experiencing extenuating circumstances and know you will not be able to pay rent on-time, come in and talk to us. This does not mean you will automatically be excused from any responsibilities, however, it allows us to communicate with your owner and at the very least, know what is going on. By the time we have to notice you, it is often too late to grant you any leniency.

- 4) **CONDITION OF THE PROPERTY**- Your rental was professionally cleaned (including carpets) upon move-in. While we do not expect you to keep it in pristine condition, sanitation is a concern and you will be expected to keep the premises in a reasonably clean manner. If the property is found to be excessively dirty, you will receive a notice that allows you (7) seven days to rectify the issue, at which point we will have the unit cleaned at tenant expense. The same goes for yard care and garbage left in yards. **We will be entering your property for quarterly inspections of a/c filters and smoke detectors, please be advised if the a/c filter is dirty or smoke detector batteries need changing, you can be billed for the cost as these things or any damages that result from misuse as they are your responsibility.**
- 5) **PARKING** - DO NOT PARK VEHICLES ANYWHERE OTHER THAN DESIGNATED PARKING AREAS UNLESS OTHERWISE NOTED IN YOUR LEASE. DO NOT PARK IN YARDS OR ON GRASS.
- 6) **MAINTENANCE**-All non-emergency maintenance requests must be submitted in writing. You may fill out a form in the office, or email propertymanager@campusrealty.org . **For emergency maintenance** outside of normal business hours, please call **352-692-3800**.
- 7) **If a frivolous maintenance request is filed, you will be billed for the service call.**
Examples of frivolous maintenance requests: Calling for an electrician when you needed to change a light bulb. Calling a plumber for shot glasses, beer caps, or anything else down the garbage disposal or toilet that does not belong. Tripped circuit breakers due to overloading them, etc.
- 8) **For locksmith service due to locking your self out you can call any locksmith or Strites lock service at 375-7406.** Remember to take your keys!
- 9) **ROOMATES**- Unless you are specifically told you are going on an individual lease, you and your roommates are jointly and severally liable for all money due. This means everyone is responsible for the TOTAL AMOUNT of the rent as well as any damages or bills connected to the property. Please be advised that if one roommate moves, graduates, or just runs for the hills, the other roommates must still pay the total rent amount. This being said, choose your living companions with good sense!

We look forward to a professional relationship with our tenants and are always available to answer any questions you may have. Contact information is provided below.

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