

Carriage House Apts., LLC
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Move-in

2010-2011

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**Welcome to Carriage House Apts.,
Off Campus Student Housing**

The staff at CH is committed to making your transition to university life a smooth and happy occasion and we look forward to your tenancy at CH. When you move into your apartment in August 2010, you will receive additional information about CH. In the meantime, this packet should answer most of your questions concerning the move-in process.

Move-In...What you need to know.

>>When to check in:

Move-in time is 9:00 a.m. – 4:00 p.m. on your scheduled move-in date.

>>Where to check in:

The rental office located at 728 West Marshall Street, Richmond, VA 23220

>>How to Unload and Park:

All unloading will take place either from the city streets surrounding Carriage House or you may park in the underground parking garage for that day. Please do not block other vehicles that are parked in the parking garage.

>> At check-in:

- There will be a line of other students checking in also, so your patience will be greatly appreciated.
- You will be required to read and sign a “Move-In Packet” before entering the rental office.
- **Any balance (s) owed to CH is/are due (No cash please)**
- **You will be issued your apartment number and key (s).**
- You will be issued mailbox key (s) and information
- You will be issued detailed information on parking.
- You will receive detailed information on rules and regulations for CH.

>> Tips for a successful Move-in:

- Please arrive at the designated time and date for move-in. Your cooperation and patience will greatly assist our staff and will help make your move-in go as smooth as possible.
- Please bring only one vehicle, parking is limited.
- If you have access to a hand truck or dolly, please bring it.
- Please read and complete the move-in packet before entering the rental office.

>>Decal Parking

- Space is limited.
- Parking is rented on a first come basis.
- The monthly parking fee is \$60, due on the 1st of each month
- If you would like to rent a parking space please have your first \$60 payment on move-in day.

>> Bicycles:

- There are two bike racks conveniently located in the covered parking garage.
- Bikes are not allowed inside of the building or the apartments.
- Choose a high-end bicycle security product to secure your bike (i.e. U-Lock shackle)

Important Details

>>Furnishings:

All apartments at CH are fully furnished throughout with beds, desks, computer chairs, dressers, living room sofa and chair, a coffee table, an entertainment unit, a dining room table with four chairs. The full appliance package includes washer, dryer, over the counter microwave, refrigerator, range, dishwasher and disposal. We do not offer unfurnished apartments.

>>Bed Size:

- We have standard **full and twin size beds**.
- The bed sizes are randomly placed throughout the building and inside each apartment. (i.e. your apartment may have 2 full and 2 twin size beds)
- **After** you check in on move in day, you will go to your apartment and choose your bedroom (reflective of your monthly rent).

>>What to Bring:

Dishes, kitchen utensils, pots and pans, toilet plunger, kitchen and bathroom cleaning supplies, broom and dust pan, sponge mop and bucket, shower curtain and hooks, throw rugs, alarm clock, desk lamp, flashlight, iron and ironing board, toiletries, wastebasket and non-flammable decorative items, plants, pillows. Any desired kitchen extras (i.e. blender, toaster, wok, coffee/tea pot)

>>What **not** to Bring:

Hookahs, items that require a flame to operate or that produce heat, such as Bunsen burners, candles (including decorative), incense and incense burners, alcohol burners, grills, lanterns. Personal air-conditioners, pets (caged or tank), illegal drugs, fireworks, chemicals, firearms and weapons of any kind are strictly prohibited. **Students are expected to abide by the laws of the Commonwealth of Virginia.**

>>Smoking Policy

All common areas (hallways, vending area and stairs) are smoke free. Students may smoke within their apartments only with the consent of their roommates. We cannot guarantee a smoke free apartment, however we make every effort to assign smokers together.

>>Visitation:

Invited guests must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommates. All guests must present a valid pictured identification and sign in with security. Overnight guests may not remain longer than three consecutive nights, not to exceed six total nights in one calendar month. Guests are not allowed to bring pets unless authorized by Management. You are responsible for the actions/inactions of your guests.

>> Your new mailing address:

The rental office, staff, or any representative of CH, cannot accept mail or packages addressed to students. Students that are expecting a delivery should make arrangements to be home to receive the delivery.

Mail to students living at CH should be addressed as follows:

John Doe
728 West Marshall Street
Apt # _____
Richmond, VA 23220

>>Which apartment will you be assigned to?

The preparation for your new apartment is a lengthy process. We assign apartments after the process is completed. On your move-in date during the check in process, you will be issued your apartment number. We cannot arrange for you to meet with your future roommate(s) prior to your move-in date. Lessor reserves the right to rearrange room assignments to comparable rooms where it deems necessary.

>>Internet and Cable connections

After you receive your apartment and room assignment, attempt to set up your PC as soon as possible. We want to make sure that the internet and cable are working properly in your bedroom. If you discover that there is not a proper connection, simply fill out a service request form and we will work expeditiously to get you connected.

>> Monthly electric bills

The housing charges for CH apartments include an allowance for electrical service in the amount of \$130 per month per apartment. According to past usage reports, this allowance will cover residents' electrical service. However, if monthly electric bills exceed this allowance, apartment residents will be billed for the difference by the owner of this facility.

>>Rental and Parking Payments

- The rent/parking is/are due on the 1st of each month. There is a grace period until the 5th at 12 noon. All rent/parking that is submitted after 12 noon on the 5th of the month will incur a late fee and must be submitted in the form of money order.
- We can accept personal checks, money order or cashiers check for payment. No cash or credit cards please.

Thank you for choosing Carriage House Apts., LLC