



MOVE IN INFORMATION

Strong's Student Rentals

442 Kimmel Rd. Home, PA 15747

Office: 724-463-7222

KEEP

Tenants,

Hello and welcome to Strong's Student Rentals. This packet contains important information, which you should READ VERY CAREFULLY! Some papers need filled out and returned to us while others you should keep for your reference. **Please note that the top right of each paper informs you to keep or complete & return by email to us (or mail).** Be sure to keep the information provided in the email this was attached to as it contains information which you will also need.

PLEASE Read all information. Your signature will be required on next page to indicate that you have read and understand all information.

WHEN YOU MOVE IN, FILL OUT THE PAPERS THAT NEED RETURNED IMMEDIATELY AND EMAIL THEM BACK TO US BY the end of the first week of classes. WE MUST RECEIVE ALL FORMS ON TIME!

- **COMPLETE THE HOUSE CHECK LIST/DAMAGE SHEET - EMAIL BACK TO US**
- **READ YOUR "SCHEDULE A- LIST OF RULES" (this was attached to your lease). PLEASE BE FAMILIAR WITH THESE RULES AS THEY ARE STRONGLY ENFORCED! Especially NO PETS & NO PARTIES OR BULK BEER!**

PHONE NUMBERS:

ALL calls should be directed to the Office number: 724-463-7222 If we miss your call, PLEASE LEAVE A MESSAGE! IF YOU DON'T WE WON'T KNOW TO CALL YOU BACK! DO NOT call any other number or SSR agent who met with you for lease signing. THE OFFICE HANDLES ALL SITUATIONS FROM THIS POINT ON. Feel free to also contact us by email: ssriup@hotmail.com

☞ EMERGENCY NUMBERS ☞

These numbers are ONLY to be used for URGENT EMERGENCIES!!! Please do not call unless it is an emergency that needs URGENT attention as the numbers will ring into our personal homes where we have children. PLEASE leave a message on the office machine (if it is after hours) for non-urgent situations!

For EMERGENCIES: FIRST CALL OUR OFFICE NUMBER – 724-463-7222! IF no one answers THEN use the following numbers in the designated order ONLY IF IT IS AN EMERGENCY:

1) 724-840-0293 2) 724-349-2811 3) 724-349-2018

MOVING-IN-DAY NOTICE

- 1). Check apt./house to make sure it is in a clean, neat, livable condition. Anything unsatisfactory must be reported immediately.
- 2). Please note that each apt./house has been videotaped to show contents & that the apt./house was in a neat condition.
- 3). Each apt./house has a smoke alarm & a carbon monoxide detector (if natural gas is used) in working condition and a fire extinguisher. REMOVING, DISMANTLING OR UNPLUGGING SAID ALARMS IS ABSOLUTELY NOT PERMITTED! If a detector starts to "chirp", it needs a new battery. Please call our office and we will provide you with a new one. DO NOT unplug the detector when it chirps.

- 4). Keeping your apt./house clean is to YOUR BENEFIT, because when you leave, YOU WILL BE CHARGED A CLEANING FEE OF \$200 (TWO HUNDRED DOLLARS) OR MORE IF UNIT IS NOT IN SIMILAR CONDITION.**
- 5). You are responsible and required to abide by the terms and conditions of the lease agreement. Rules are attached to your lease. Make sure you have read them.**
- 6). If you or your guests smoke in your apt./house, YOU WILL BE RESPONSIBLE FOR FULL REPLACEMENT OF DAMAGED FLOORING, FURNITURE, ETC... AND ANY ADDITIONAL CLEANING COSTS ASSOCIATED WITH SMOKING.**
- 7). Tenants must take care of their garbage as listed in the garbage and recycling section of the email.**
- 8). If the basement or any other area of the premises is locked, you are NOT permitted to enter. If you disregard this regulation, you are subject to criminal trespassing charges.**
- 9). If during the course of the year anyone decides to move out of the residence we should be notified immediately and you need to find your own replacement.**
- 10). Individuals not listed on the lease are NOT permitted to live at the residence. Those on the lease will be in direct violation of the lease and held accountable.**
- 11). If you do not need some of our provided furniture, please call the office to arrange for us to pick it up. YOU ARE NOT PERMITTED to move unwanted furniture or mattresses outside or onto the porch. They must be kept in the apartment until we are available for pick up.**

Complete & email or mail to us:
ssriup@hotmail.com

**SIGNATURE VERIFICATION TO HAVE READ THE MOVING IN DAY NOTICE & FILLED OUT
THE HOUSE DAMAGE SHEET**

**READ, SIGN & DATE BELOW TO SIGNIFY THAT YOU HAVE READ & UNDERSTAND ALL CONTENTS OF THE
MOVING IN DAY NOTICE & THAT ALL MEMBERS HAVE HELPED TO COMPLETE THE HOUSE DAMAGE SHEET**

For your signature, please sign (electronically signing is fine) & email the form back to us. Or simply mail back to us.

**PLEASE NOTE THAT THIS DAMAGE SHEET IS NOT A WORK ORDER! If you are in need of maintenance, you MUST
call the office to schedule an appointment.**

DAMAGE SHEET

PLEASE LIST YOUR APT./HOUSE ADDRESS: _____

Names of all tenants: _____

**List (by room) any significant damages you notice so as not to be held responsible for them when you move out.
All group members must sign and date this paper at the bottom where indicated.**

Signature of each Tenant:

Date:

KEY INFORMATION

KEEP

KEEP THIS FORM FOR YOUR RECORDS.

1. Your key will be provided on the day you move into your apt./house.
2. DO NOT give or copy this key without owner's permission or knowledge! Doing so will make you liable for break-ins and stealing due to duplication of keys.
3. If you lock yourself out- it will be a \$25 charge to come and let you in your door each and every time! Lost keys will cost \$25 to replace.
4. At NO TIME OR FOR ANY REASON are you permitted to "break-in" your doors or windows to gain entry without your key! Any damage incurred by "break-ins" will be charged to the student and payable immediately!

PARKING INFORMATION

Strong's Student Rentals have lots where parking permits are MANDATORY to avoid being towed (at your own expense). All individuals parking a vehicle in one of our lots or outside our houses/apartments MUST fill out a vehicle information form (this includes tenants residing in our School, Rice Ave., Maple and Church Street apartments and provide payment where required).

Be aware that permit parking is STRICTLY ENFORCED by Buggy's towing. Buggy's perform a RANDOM PATROL of the lots. Strong's Student Rentals ARE NOT AWARE of when they patrol nor does Strong's Student Rentals receive any funds from towed cars. This is a service that is offered for your protection. If someone parks in your spot, it is YOUR RESPONSIBILITY to call Buggy's towing at: 724- 463-3851 to have the illegally parked car towed. You must park in your assigned spot and make sure your vehicle does not take up any space in another spot to avoid being towed. Please make sure all guests are aware of this policy. If you drive a car that does NOT have a permit (even if you are parked in your correct spot) YOU WILL BE TOWED AT YOUR OWN EXPENSE!

If you are interested in purchasing a parking spot, CALL Strong's Student Rentals 724 - 463-7222. These parking spots are sold on a first come first serve basis and do not last long! We will sell spots to non- tenants as well. Parking forms to fill out can be found on our website:
<http://www.strongstudentrentals.com/>

KEY SIGNATURE PAGE

PLEASE LIST YOUR APT./HOUSE ADDRESS: _____

1. Your key will be provided on the day you move into your apt./house.
2. DO NOT give or copy this key without owner's permission or knowledge! Doing so will make you liable for break-ins or if stealing occurs due to duplication of keys.
3. If you lock yourself out- it will be a \$25 charge to come and let you in your door each and every time! Lost keys will cost \$25 to replace.
4. At NO TIME OR FOR ANY REASON are you permitted to "break-in" your doors or windows to gain entry without your key! Any damage incurred by "break-ins" will be charged to the student and payable immediately!

Resident #1

I have read and understand the above information on keys for my apartment. I have received my key/keys.

Number of keys received _____

Print Name _____

Date _____

Sign Name _____

Resident #2

I have read and understand the above information on keys for my apartment. I have received my key/keys.

Number of keys received _____

Print Name _____

Date _____

Sign Name _____

Resident #3

I have read and understand the above information on keys for my apartment. I have received my key/keys.

Number of keys received _____

Print Name _____

Date _____

Sign Name _____

Resident #4

I have read and understand the above information on keys for my apartment. I have received my key/keys.

Number of keys received _____

Print Name _____

Date _____

Sign Name _____

Resident #5

I have read and understand the above information on keys for my apartment. I have received my key/keys.

Number of keys received _____

Print Name _____

Date _____

Sign Name _____