



**Strong's
Student Rentals**

Move In Day Packet with Forms to Complete & Return on Move In Day

***Read all material! Then complete indicated forms at end of packet. Scan & email the forms back to us at ssriup@hotmail.com. Keep packet for your reference throughout the year.**

Hello & Welcome to Strong's Student Rentals!

This packet contains important information you need to read. **Return the "Damage/Condition" sheet and the "Key Received Signature" page by the end of the first week of classes.** We must receive all forms on time.

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 (without landlord permission and fulfilled requirements) and 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 want us to return your call! Feel free to also contact us by email: ssriup@hotmail.com or texting the office ipad.

EMERGENCY NUMBERS - Contact 911 for any life threatening emergency.

In the case of a true rental emergency such as a water line breaking in the house or apartment, please use these numbers. **If the situation is not an immediate emergency and can wait till morning, please wait till 9 am to contact the office on the regular office line.**

FOR RENTAL 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 URGENT EMERGENCY that CAN NOT WAIT till MORNING:**

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

MOVING-IN-DAY NOTICE:

1. Check your rental to make sure it is in a clean, neat, livable condition. Anything unsatisfactory must be reported immediately.
2. Please note that each rental has been photographed/videotaped to show contents & condition prior to arrival.
3. Each rental 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 rental clean is to YOUR BENEFIT, because when you leave, you will be charged cleaning fees if not left in a similar condition. Ovens bottoms have been lined with aluminum foil to help keep them clean. Please replace with new foil as needed.**
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 rental, **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 provided information.
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 by all roommates and that tenant needs to find their own replacement accepted by all roommates and Strong's.
10. Individuals not listed on the lease are **NOT** permitted to live at the residence. **ALL** of 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.
12. Washer/Dryer care: Refer to the Washer/Dryer Care notice made available to tenants. **DO NOT** overload the washer or dryer. Too many wet clothes placed in the dryer will damage it! Keep your loads at no more than half of the drum's capacity and clean the dryers lint trap after each load. If wash loads are too wet and heavy, you are overloading the washer– also keep washer loads to no more than half of the washer drum's capacity!

DAMAGE/CONDITION SHEET



***Complete on Move In Day, then scan & email back to us at ssriup@hotmail.com**

Read, Sign and Date below to signify that you have read and understand all contents of the Move In Day Packet and that all tenants have helped to complete the house damage/condition sheet.

LIST YOUR RENTAL ADDRESS: _____

List (by room) any significant damages you notice so as not to be held responsible for them when you move out. All tenants must sign and date this paper. Feel free to use back of paper if more space is needed.

Kitchen:	Living room:	Bathroom:
Bedroom 1	Bedroom 2	Bedroom 3
Bedroom 4	Bedroom 5	Dining/Laundry (if separate)

Resident in Bedroom #1: Print Name: _____

Sign Name: _____

Date: _____

Resident in Bedroom #2: Print Name: _____

Sign Name: _____

Date: _____

Resident in Bedroom #3: Print Name: _____

Sign Name: _____

Date: _____

Resident in Bedroom #4: Print Name: _____

Sign Name: _____

Date: _____

Resident in Bedroom #5: Print Name: _____

Sign Name: _____

Date: _____



KEYS RECEIVED SIGNATURE PAGE

***Complete on Move In Day, then scan & email back to us at ssriup@hotmail.com**

LIST YOUR RENTAL ADDRESS:

Your keys will be provided on the day you move into your apt./house.

DO NOT copy the keys without owner's permission or give to another. Doing so will make you liable for break-ins and stealing due to duplication of keys.

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.

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 in Bedroom #1: I have read and understand the above information on keys for my apartment. I have received my keys.

Number of keys received: _____ Date: _____

Print Name: _____ Sign Name: _____

Resident in Bedroom #2: I have read and understand the above information on keys for my apartment. I have received my keys.

Number of keys received: _____ Date: _____

Print Name: _____ Sign Name: _____

Resident in Bedroom #3: I have read and understand the above information on keys for my apartment. I have received my keys.

Number of keys received: _____ Date: _____

Print Name: _____ Sign Name: _____

Resident in Bedroom #4: I have read and understand the above information on keys for my apartment. I have received my keys.

Number of keys received: _____ Date: _____

Print Name: _____ Sign Name: _____

Resident in Bedroom #5: I have read and understand the above information on keys for my apartment. I have received my keys.

Number of keys received: _____ Date: _____

Print Name: _____ Sign Name: _____