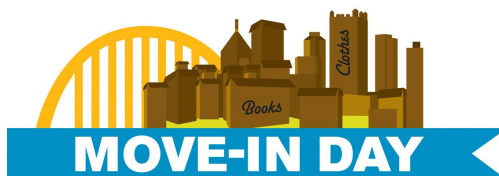


# **STUDENT HOUSING**

Home Away From Home in Bloomsburg

**BLOOMSBURG STUDENT HOUSING RESIDENT'S GUIDE TO SUCCESS!**

# *WELCOME!*



**CONTACTING US**



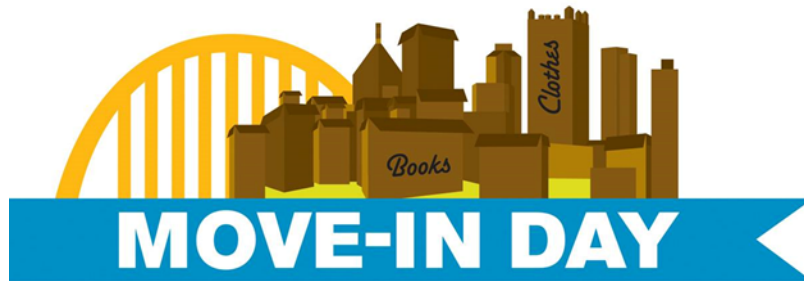


EMERGENCIES ARE NEVER PLANNED!!

All our apartments are equipped with a fire extinguisher. Please find out where that is in case of an emergency.

**As you are moving in make sure that the smoke alarms are in working condition, we have gone through all the apartments over summer, but batteries could have died.**

If an emergency happens, DIAL 911 IMMEDIATELY!



We have waited all summer for your arrival let's begin!

Our crews have been working all summer long to get your apartment/house in the best condition possible.

**MOVE-IN SHEET:** Attached is the Move-In Sheet. Please fill out if you have any issues or concerns. Complete and return it to our office within 7 days of Moving-In. This checklist will also help you not get charged for any damages at move-out if the issue was there at Move-in.

We will be keeping this on file to match with the Move Out Checklist.

If you have any question or concern on Moving Day, please call Jared at: **570-520-9062**

If there is a **Maintenance Concern**, please call at: **570-618-8340**

## Move in Instructions:

1. Non-Living Spaces (Attics, Basements) should not be utilized. They are closed for your protection.
2. Use poster Putty to attach posters, DO NOT use tacks or tape
3. Unless a dumpster is on site, **you are responsible for garbage removal, please sure to sign up with the Trash Company.**
4. Should you incur a Disruptive conduct report, a \$150 fee will be assessed on the first occurrence. In Occurrence with town guidelines, any subsequent disruptive conduct report could result in eviction.
5. Should you have any plumbing problems, please call Maintenance Immediately. To minimize any toilet blocks, **DO NOT throw Tampons, excessive paper, or foreign objects down the toilet.** If the Toilet of Sink is blocked due to such issues, you will be charged for the fix.
6. **You are responsible for the Disposal of garbage-** and the general maintenance, such as keeping the exterior clean of debris and litter. At any time, our staff is required to pick up garbage and clean the exterior of the property, a \$50 minimal fee will be charged.
7. If you are **cited by the town for any ordinance violation**, there will be a **\$150 deducted from your Security deposit**. Multiple offenses could result in Eviction.
8. As per your Lease, No Kegs of alcohol or Open Parties will be tolerated: *Lease Section "Use of Property".* Violation of this policy will result in Immediate eviction from the property without rental refund per your lease.
9. The lock on your entrance door is part of a Master System. **Removal or replacement by the tenant is NOT ALLOWED.**
10. Premises' Parking is restricted to individuals who have paid a parking fee and registered their car. Please make sure to get a parking Permit from us.
11. PETS ARE ONLY ALLOWED ONLY IF A PET AGREEMENT IS SIGNED IN ADVANCED, THERE IS **A \$400 PET DEPOSIT**, ALL STUDENTS MUST SIGN THE PET AGREEMENT MAKING ALL STUDENTS LIABLE FOR DAMAGE DONE BY THE ANIMAL.



## **Utilities**

Before anybody can move in, the utilities that you pay for must be transferred to your name. THIS IS IMPORTANT!

### **UTILITY COMPANIES:**

**Electric - PP&L- 1-800-342-5775**

**Gas – UGI – 1-800-276-2722**

**Water- United Water Company/Suez- 1-888-299-8972**

**Cable/Internet - Service Electric- 1-570-784-3933**

**Sewage- Bloomsburg Municipal Authority- 570-317-2800**

**(All Sewage Bills are mailed to the Landlord. We will send you a copy via email every Month. Please make sure to pay on time).** *This does not apply to tenants whose Sewage is included on the lease or if they have bought the \$99 Per Semester package from us)*



Our Maintenance Team is amazing! You will probably need them at least once during your stay, Maintenance needs are possible in any residence. If you have a need, that is when our maintenance team comes in!

**Appfolio:** The best way to reach the maintenance team is with our Property Management software, **Appfolio!** Log on to your personal portal, scroll down to "Request Maintenance". A textbox will open asking what the issue is, and if they have permission to enter your residence. Then just hit Submit Request! Our Maintenance Team will be in contact with you to work with your schedule to get your issue fixed.

**Phone:**

If it is an emergency, please call the maintenance number at **570-618-8340.**

If it is not URGENT or not during hours, please submit a request in Appfolio.

If it is **an emergency**, and maintenance does not answer **text or call Jared at 570-520-9062.**

**Who pays for Maintenance Requests?**

In short, if the problem is natural and not your fault, then we will pay for the maintenance that is done. If it is your fault (e.g. broken pipe because you didn't turn on the heat) or (a broken door or window) etc., you will be paying for such maintenance.

## JUST A FEW

## MAINTENANCE FIXES!



### Light Bulbs:

We do not provide any light bulbs to you. If your light dies, PLEASE attempt to replace it before calling our maintenance department.

### Vandalism:

If you see anything suspicious that might be criminal call the police AS SOON AS POSSIBLE. When the police come, tell all the information that you can. After the police report happens please inform our office about the incident via email or Phone. This will help us try to catch the individual(s) that damaged our property.

### Lock Outs:

Please attempt to get in via your roommate if you have locked yourself out. If it is between 9am-3pm, you can come to the office and get a "loaner key". If it is between 3pm-9am, then you would have to call Maintenance. **The will be a \$25.00 lockout charge if it is after 3pm.**

### Drains:

If your drain will not go down, please attempt to unclog your drain before calling maintenance. The best thing to us on drains is "Drano Max Gel". If it continues to not go down, then contact our maintenance department



### CONTACTING US

The best way to contact us during the week is in person or by email. Our office is located at 9 E. Main St., right across from Dollar General. The office will always be open from 10:00am-3:30pm Monday-Friday. If you can't stop by, then send an email at [info@bloomsburgproperties.com](mailto:info@bloomsburgproperties.com).

Jared is our Property Manager and will be your main point of contact for the duration of your lease. Please reach out to him if you have any questions during your stay.

If it is after 3:30pm and you need to get ahold of him, send him a text first, stating your name, building and apartment number, and what you need to get ahold of him for. He will give you a call at his earliest convenience.

#### **Jared's Contact Information:**

Email: [jared@bloomsburgproperties.com](mailto:jared@bloomsburgproperties.com)  
Cell: 570-520-9062

#### **Office:**

Email: [Info@bloomsburgproperties.com](mailto:Info@bloomsburgproperties.com)  
Phone: 570-618-8290  
Address: 9 E. Main St.  
Bloomsburg, PA 17815

#### **Maintenance:**

570-618-8340



## **Important Phone Numbers.**

All Questions.	570-618-8290	Main Office
General queries, questions/concerns	570-520-9062	Jared Harris
MAINTENANCE	570-618-8340	Matt Richards
Electric	800-342-5775	PP & L
Water	888-299-8972	Suez Water
Gas	800-276-2722	UGI
Sewage	570-317-2800	Bloomsburg Municipal Authority
Parking	570-618-8290	Parking Issues- Guest Passes, etc
TRASH	570-336-7330	Team Green
Bloomsburg Hospital	570-387-0236	Health
Bloomsburg University Police	570-389-4168	On-Campus problems



*We allow rent payment in many different ways and are willing to work with you as much as we can! **All rents are Due July 1<sup>st</sup> for Fall Semester and December 1<sup>st</sup> for Spring Semester.***

If you are on a Monthly Installment plan, the Total rent (Fall + Spring) is divided into 10 Installments. There is \$100 administrative fee added for each semester to the rent.

The First monthly payment is due in July and the last in April. The rent is due on the 1<sup>st</sup> of every month starting in July and ending April 1<sup>st</sup>.

### **Online Payments:**

**We accept electronic check with no surcharges! Go to:**  
**<http://mvstudenthousing.com/> and click "Pay Rent".**

### **Check, Money Order, and Cash:**

All checks or Money orders should be mailed to our office address at  
**9 E. Main Street, Bloomsburg, PA 17815**

If giving Cash, you can bring it to the office and give to Jared. You will get a receipt for the payment.

**Office :-9 E. Main Street, Bloomsburg, PA 17815**

### **Venmo:**

We do accept Venmo payments also for rent, Our Venmo name is:  
@mvstudenthousing

**If you are paying Venmo please include Name and Property**

### **Financial Aid Rent Payment(s):**

If you are receiving financial aid, then rent is due by October 1<sup>st</sup> and March 1<sup>st</sup>.



We hope that you will take care of our place like it is your home. We will make sure that our properties are in good condition you will be getting an inspection the week before you move out for winter break, you will receive an email telling you when your residence is scheduled for a walk-through inspection. This will also happen the week of Spring Mid-Terms. We will have a checklist of things that need to be fixed to avoid damages.

Below is the tentative schedule:

**Move in-** Friday, August 14<sup>th</sup>

**Fall Mid Inspection-** Monday November 9<sup>th</sup> to Friday November 13<sup>th</sup>

**Spring Mid Inspection-** Monday March 19<sup>th</sup> - Friday 23<sup>rd</sup>

**Move Out Inspections-** After May 15<sup>th</sup>

When you receive your email of the appointment, that is the set time, no exceptions. If you would like to have someone present, then please rearrange your schedule. The checklist will be left on the kitchen table or front door.



We will be doing a move-out inspection of your property in May. We have up to 30 days after the time you move out to refund your deposit to you.

Your security deposit is administered as follows:

1. When you signed a lease with us, we retained your Security Deposit money in a separate bank account for safe holding.
2. When your stay ends with us, we are required by law to return to you **less the following items:**
  - a. The Town Recycling Fee of \$15 per student- **Does not Apply to you if you have bought the \$99 Semester Package) (Also If you live at Glen Avenue.)**
  - b. The Bloomsburg Student License Fee of \$35.00- **(Does not apply if you have the \$99 Semester package)**
  - c. Any charges related to damage done to your residence or cleaning that we saw during the move-out inspection
3. The day of Move out, **leave your keys in your assigned room in an envelope with name and address** where we can send your security deposit back after we inspect your apartment.
4. If the key is not returned , you will be charged \$25.00 and will be deducted from you Security Deposit.

Your deposit **will be sent to your forwarding address** within 30 days of your move out date.

**PLEASE GIVE US A FORWARDING ADDRESS, IF WE DO NOT HAVE ONE, WE CANNOT ISSUE A REFUND TO YOU!!**



Please return your residence to the level that it was when you moved-in.

- The apartment needs to be completely empty with NO personal belonging left behind.
- The bathrooms need to be clean.
- **The refrigerator should be empty with no food left inside.**
- The apartments should be vacuumed and the floors clean.

Please follow instructions to get your security deposit back

- Each person is responsible for their own room. If the common areas are damaged everyone will be charged.
- **Leave your keys in your assigned room in an envelope with name and address where we can send your security deposit** back after we inspect your apartment.
- Please clean your room like it was your own. Don't make us have to hire someone to come in and clean it.

**IMPORTANT:** Please Confirm the forwarding address for the Security Deposit refund check before you leave for Summer. If you don't return the key , you will be charged \$25.00

If we hold anything from your security deposit (besides the Recycling Fee and Student Licensing Fee) we will send a detailed list of why you received the amount you did.

# **RENTAL RENEWAL NOTICE**

We begin Leasing Apartments for Fall 2021-Spring 202

Academic year **on September 1<sup>st</sup>**.

If you are interested in retaining your apartment for next year,  
Call 570-618-8290 or email [Info@bloombsburgproperties.com](mailto:Info@bloombsburgproperties.com).

If lease signed by September 15<sup>th</sup>, we guarantee the same rent  
with no increase.

Or if you are interested in any other apartment or Housing owned  
by **MV Student** for next year do call us and we can help you for  
next year.

Please see the last page for our portfolio of properties that we  
have to offer!

### **List of Properties:**

- 1 Bedroom Apt. Complex- 428 West Main Street (Four Apts)**
- 1-3 Bedroom Apartments- 5 East Main Street**
- 1-2 Bedroom Apartments- 2 East Main Street**
- 1-8 Bedroom Apartments- 53 West Main Street**
- 2 Bedroom Apt. Complex- 303 Glen Avenue Apartment**
- 2 Bedroom Apartments. - 375C, 377C Fetterman Ave.**
- 2 Bedroom Apartment- 391B Lightstreet Road**
- 2 Bedroom Apartments - 15A, 15B, 17A, 17B E. 3<sup>rd</sup> St.**
- 2-3 Bedrooms apt complex- 600 East 2<sup>nd</sup> Street**
- 3 Bedroom Duplex- 418 and 420 East Third Street**
- 3 Bedroom Duplex- 501 and 503 East Fourth Street**
- 3 Bedroom House- 419 East Anthony Ave.**
- 3-8 Bedroom Apartments- 223 Center Street**
- 4 Bedroom Duplex- 310 and 312 East Street**
- 4 Bedroom Duplex- 252 and 254 East Fifth Street**
- 4 Bedroom Duplex- 249A Center Street and 249B Center Street**
- 4 Bedroom Apt. Complex- 375A, 375B, 377A, 377B Fetterman Ave.**
- 4-5 Student House- 315 Catherine Street**
- 5 Bedroom Duplex- 258A and 258B Iron Street**
- 5 Bedroom House- 391 Lightstreet Road**
- 6 Bedroom House- 124 E. 1<sup>st</sup> St.**
- 6-7 Bedrooms- 440 Wood Street**
- 8 Bedroom House- 385 Lightstreet Road**
- 9 Bedroom House- 383 1/2 Lightstreet Road**
- 9 Bedroom House- 13 East Third Street**

**You can check out these properties at [MVSTUDENTHOUSING.COM](http://MVSTUDENTHOUSING.COM)  
Or if you have any questions, Call 570-618-8290**

## Charges for Damages

At the end of your lease term, Owner, expects that its property will be returned in the same condition as it was when you first took occupancy of it. Property Owner maintains detailed records and photographs of each property. Any changes to the property that occur during your lease term will be charged against your security deposit in accordance with the chart below.

Immediate Administrative Fee:		\$35 + 5% of Total Damages	
<b>REPAIR</b>	<b>FEE</b>	<b>REPAIR</b>	<b>FEE</b>
Heavy Cleaning, per room*	\$50	Cabinet door, small <sup>Δ</sup>	\$95
Light Cleaning, per room*	\$35	Cabinet door, large <sup>Δ</sup>	\$110
Cleaning, bathroom or kitchen*	\$85	Replace Broken Window	\$325
Paint, per wall*	\$80	Bathroom fixture or similar	\$35
Paint, per room*	\$300	Appliance Replacement, per item	\$450
Wall Repair, per hole, small†	\$35	Bathroom faucet	\$100
Wall Repair, per hole, large†	\$50	Bed or part thereof missing or irreparable	\$175
Wall Repair, 3+ holes/scars†	\$100	Door Frame Replacement	\$100
Tiny hole repair (tack holes only),		Interior Door Repair/Replacement	\$235
3+ holes, up to entire room†	\$50	Exterior Door Repair/Replacement	\$570
Wall Replaced†	\$250	Missing/Damaged Smoke Detector	\$55
Above damages, applied to		Refill Discharged Fire Extinguisher	\$95
ceiling†	+20 %	Replace Missing Fire Extinguisher	\$95
Ceiling tile	\$15	Replace Missing Keys—per Key	\$25
Carpet Cleaning, per room*	\$75	Remaster Key Tumbler	\$115
Carpet Replacement, per room*	\$425	Misc. Repair Cost of Labor & Materials	
Refrigerator Cleaning	\$50		

\* A “room” is any space of up to 200 square feet of floor with eight-foot-high ceilings; charges will be adjusted proportionately to reflect actual dimensions.

† Repair work only; Does not include paint.

Δ Cabinet door charge can increase dramatically if style of cabinet is no longer manufactured and/or entire cabinet replacement is necessary.