

ANSWERS TO THE MOST COMMONLY ASKED QUESTIONS 2012-2013

LEASE SIGNING-

What do new/current tenant(s) need to sign a lease?

NEW TENANT(S) –

- ◆ **1st month's rent (August) –** (choose one option below)
 - One (1) voided check per unit to sign up for Automatic Monthly Withdrawal Payments for the lease term.
 - One (1) check dated 7-1-12. The check will be kept on file and processed July 1st toward your August rent.
- ◆ **Deposit -** One (1) check dated for the day of lease signing. Generally the security deposit is equal to 1 months rent, depending upon the location. The security deposit cannot be used for rent and/or fees at any time. Your deposit will be returned to you 30 days after the expiration of your lease.
- ◆ **50% of Tenants must be present** – at least half of the tenants need to be present to sign the lease. All tenants must sign the lease before the lease start date.
- ◆ **Photo ID –** State ID, Drivers License, Passport, Green Card, Visa

CURRENT TENANT(S) –

- ◆ **Check dated 8-1-12 for August rent–** (choose one option below)
 - One (1) voided check per unit to sign up for Automatic Monthly Withdrawal Payments for the lease term.
 - One (1) check dated 8-1-12. This check will be held in a secure location and will not be cashed until 8-1-12.
- ◆ **50% of Tenants** – This will include the Deposit Holder on the account.
- ◆ **Photo ID -** State ID, Drivers License, Passport, Green Card, Visa

Will we/I need to fill out an application or pay an application fee?

- ◆ No pre-approved application is needed.
- ◆ There are no application fees to sign a lease.

Are pets allowed?

- ◆ No dogs are allowed at any location at anytime! Fines will be assessed according to the lease.
A cat is allowed at the following locations with a \$25 per month charge per cat and a \$150.00 non- refundable pet deposit.
 - * 211 E Church St Apt #1, #2, #3
 - * 621 S Dodge St
 - * 330 D Dodge St
 - * 922 E College St
 - * 518 S Van Buren St

When do apartment showings begin?

- ◆ Apartment showings begin on December 13, 2012.
- ◆ A 24 hour notice to schedule a showing is required, except in model units.

MOVING INTO YOUR NEW APARTMENT –

When should we have the utilities set up?

- ◆ Utility companies must be called at least one month prior to the lease start date.
- ◆ Reference your lease to see what utilities you are responsible for.
- ◆ All Tenants pay for electricity – No Exceptions!
- ◆ If tenants do not have all the utilities in their name from the first day of the lease through the last, they will incur a \$10.00 a day fine and a \$50.00 per month service charge.

How do I get a parking spot?

- ◆ All parking spots go on sale in April. You will receive a parking sales calendar at your lease signing or go to our website at www.apartmentsnearcampus.com
- ◆ You must provide proof of current vehicle registration at the time of stall purchase.
- ◆ Full year payment is required at the time of purchase. No monthly payments will be accepted. Sorry, no credit cards. Payments must be made in check, money order, or cashiers check.
- ◆ All parking is sold on a 1st come 1st serve basis.
- ◆ Moped/Cycle permits are available at most locations at the cost of a vehicle permit. (Max 2 moped/cycle per stall)

- ◆ Mail orders will be processed starting in May 2012 only if all required information and payment plus a \$50.00 service fee are included. These payments need to be made in cashiers check or money order only!
- ◆ No parking will be sold prior to posted dates.
- ◆ Stalls may be purchased by a 3rd party if you are unable to be present.

What if my car gets towed?

- ◆ Call the non-emergency Police Department at 319-356-5275 or Big Ten Towing 319-354-5936. They will direct you in your next step in retrieving your car.

DURING THE LEASE YEAR –

When is rent due?

- ◆ Rent is due in one (1) payment by the 1st of each month, even if the 1st is a holiday or weekend.
- ◆ A 24 hour Drop Box is located at the entrance of Apartments Near Campus for your convenience.
- ◆ Payments may be mailed to:
 - ANC 318 E Burlington St Iowa City, IA 52240
 - Mailed payments are paid upon physical receipt, not by government postmark.
- ◆ There is a \$10 per day late charge for rent received after the 1st of the month.
- ◆ Put your unit code and apartment number in the memo of each check- Ask your leasing agent for your code.

Helpful hints to pay rent on time –

- Postdate all rent check(s) for the 1st of the associated month. The check(s) will be kept in a secure location and processed on the 1st of the appropriate month.
- Set up bill pay through your bank. Your bank will then send a rent check directly to Apartments Near Campus each month on or before the 1st.
- Automatic Withdraw through one account.

Who do I call if I have a maintenance issue?

- ◆ Iowa City Maintenance – for general maintenance: 319-351-6000
- ◆ Emergency Maintenance – after hours - 5pm – 8am 319-338-0209
 During business hours – 8am – 5pm 319-351-7676
 *A heat outage / electrical outage / no water / sewer back up / water main break are all consider an emergency *

When will the heat be turned on?

- ◆ The boiler heat (where applicable) will be turned on from November 1st to March 1st, weather permitting.
- ◆ Your air conditioning unit may also have an electric heat pump. The cost of using an electric heat pump is the Tenant's responsibility.

What is the sublease process?

- ◆ The following are requirements to complete an Individual Sublease:
 - All current Tenants must sign an Individual Sublease Permission Form.
 - The Sublesor and Subleasee need to sign the Sublease Rental Agreement.
 - A sublease fee of \$125.00 needs to be paid at the time the Sublesor and Subleasee sign.
- ◆ The following are requirements to complete an Entire Unit Sublease:
 - A deposit increase of one (1) month's rent is required upon an entire unit sublease.
 - The units account must reflect a \$0 balance.
 - Sublease Addendum must be signed by ALL subleasees and sublesors.
 - A sublease fee needs to be paid at the time of signing.

Entire Sublease before October 1st – 1 BR = \$350 2BR = \$550 3BR = \$750 4/5BR = \$950

Entire Sublease after October 1st – 1 BR = \$125 2BR = \$200 3BR = \$275 4/5BR = \$350

**It is the subleasing Tenant's sole responsibility to find someone to assume the Rental Agreement.

**Subleasing does not release the Tenant(s) from liability for the rental agreement.

**Please ask your leasing agent for suggestions on free advertisement ideas.