

## **MOVE IN REMINDERS**

### **Upon move-in please complete your Tenant Check-In Inspection Form:**

This form is due back at the management office within 3 days of key pick up. This form will be kept on file for your deposit return. Please make a copy for your records.

- If additional painting or cleaning is needed please contact the office with specific requests at 319-351-7676 to schedule. (only valid with within 3 days of original lease start date) Tenants taking early possession of their unit relinquish these rights.
- After your form has been completed contact Iowa City Maintenance at 319-351-6000 with any damages still in need of repair. During move in time please allow approximately 10 days for general maintenance to be completed. You will receive a voicemail. Leave your name, address, apartment number, telephone number and a brief description of the problem.

**Emergencies:** The emergency line should only be called in the event of heat outages, major sewer backups, or water shortages. The emergency number is **319-338-0209**.

**Electricity/Power Off:** If the electricity or power is off to the stove, refrigerator, etc. please check the circuit breaker located in the hall, bedroom, or entry closet of your apartment. Turn the circuit breaker to the off position and then back on to reset. If you lose electricity to your whole apartment, please check with your neighbors! If all the electricity in the building is out, call Mid American Energy at 1-888-427-5632 to see if they are having a problem in the area.

**Garbage Disposal:** If your garbage disposal does not work, please unplug it under the sink by the disposal tank. Then, check the inside of the disposal by taking a flashlight and looking to see if anything is jammed in it. Plug the disposal back in. Find the reset button on the bottom of the disposal tank and press it. Turn on the cold water. If the disposal still does not work, call for general maintenance. Please: do **NOT** grind bones, celery, popcorn, gravy, grease, ect.

**Smoke Detectors:** Please check all smoke detectors monthly. Check by pressing the button on the front cover. If you hear a loud beep, it is working, if not, please check the battery. If you've replaced the battery and it still doesn't work, call Iowa City Maintenance at 319-351-6000.

**Parking:** If you have not yet purchased parking please come to the management office with a check for the full amount and a current vehicle registration.

- All parking becomes effective August 13, 2012. Please place your parking hanger facing outwards in your rearview mirror when parked in your stall.
- If you need to request a tow from your assigned stall contact the Iowa City Police Dept at 319-356-5275.
- ANY vehicle parking in the lot without a parking hanger WILL be towed.

\*\*\*Some living room outlets are controlled by one light switch. Plug something into each outlet to test which is the corresponding switch.

## Utility Numbers

### **Electricity/Gas** (if applicable)

Mid American Energy

**Must be in tenant's name at move in.**

1-888-427-5632

### **Phone**

Qwest

1-877-523-5945

### **Cable**

MediaCom

1-319-351-3984 or 1-800-332-0245

### **Internet**

MediaCom

1-319-351-3984 or 1-800-332-0245

### **Water/Sewer** (if applicable)

1-319-356-5064

City of Iowa City Utilities

Iowa City Civic Center

410 E Washington St

Office hours: M – F 8am to 5pm

\*\*\*All houses and applicable locations are required to put down an \$80 deposit. This receipt must be brought into the ANC office to pick up your apartment keys.

## Additional Phone Numbers

Emergency	911
Police Dept.	319-356-5275
Apartments Near Campus	319-351-7676
Iowa City Maintenance	319-351-6000
Emergency Maintenance	319-338-0209