

Important Information Regarding Your Apartment

Please read the following information regarding occupying your apartment. If you are a new tenant paying by the semester, your lease starts August 15th. If you already live at the apartment, act only on information that pertains to you. **Rental Company One, Inc. is also referred to as RCO below.**

Call NYSEG (New York State Electric and Gas) to have electric and gas turned on by August 1. Their number is 1-800-572-1111. NYSEG will be too busy to fit you in to have your power turned on in late August when students are moving back to Oneonta. You need to be at apartment to turn off breakers and to let NYSEG in to check your gas stove.

Call Spectrum for TV and/or Internet at 855-855-4575.

1. Please pay the rent on time to avoid a late fee. Payment dates and the amount you owe, with and without a late fee, are on the enclosed bill. **Make rent checks payable to: RCO Escrow Acct.**

2. We will mail the keys to your home address on or about August 7.

3. Please be sure to put your **expected arrival date** on the attached form.

4. RCO strongly recommends **renter's insurance** for your belongings in case of flood, fire, or theft. Neither RCO nor your Landlord will be responsible for the loss of any items placed in the apartment either before or after the lease start date. It is recommended you purchase theft insurance locally if you have valuables.

5. Garbage is usually picked up on Tuesdays. Please put all garbage in bags and put in the garbage bins located outside of your house.

6. Lease states "Do not paint without approval." If you wish to paint, it will be at your expense. Light pastel colors are the only acceptable colors. If the paint job is incomplete or not done on a professional level, you will be charged for repainting that room when you leave. **You must receive permission to paint and paint colors must be approved by RCO first.** Some of the landlords we manage for do not allow painting.

7. For your safety, do not sit on or sunbathe on the roof surface. This damages the roof surface. If you or your guests are found on the roof, **you will immediately forfeit your security deposit.**

8. Do not barbecue on porches! All grills must be used and stored at least 10 feet from the house. Do not grill on porches as they are wooden structures that can burn. Grills often tip or burn a hole through the bottom of the grill. This could result in serious injury or loss of life. **Never leave your grill unattended when you barbecue! Do not store grill next to garbage bins, it can be disposed of by mistake.**

9. We do not allow pets in the apartment under any circumstances! Pet sitting or pets in the apartment, even a short stay, is not permitted. **There is a \$100 charge and the pet must leave!**

10. Please treat the apartment and surrounding grounds with respect. Clean up the grounds if you have company or cook outside. Gatherings of more than 10 people in or out of the apartment are not permitted.

11. Please be considerate of your neighbors and other tenants in the building. Do not have loud parties or party until the middle of the night. Loud music and TV disturbs others sleeping or studying. Do not infringe upon their right to peacefully enjoy their apartment.

12. You did not rent the attic or basement. Do not store anything in there. If there's laundry in the basement, you may use it, but keep the area clean. **Clean the dryer filter of lint after each use to prevent a fire.**

13. Label your mailbox to ensure your mail gets delivered properly and on time.

14. We would prefer that you not put anything in the apartment prior to your lease start date. Rental Company One, Inc. may not clean, paint, or make repairs in your apartment once you move items into your apartment.

Fill out the form on the next page and return it to us.

Return this page with your payment

(Please circle)

Have you enclosed the rent payment with your apartment address on it?

YES NO

Make check payable to: RCO Escrow Account

What date do you plan to move your *belongings* into the apartment? (Month & Day) _____

When will you actually occupy the apartment to live? (This may be the same time you move your stuff in, or you may be moving in later in the summer. Give Month & Day for when you plan on physically living there. This allows us to know how to schedule work that may need to be done.)

Month & Day you plan on moving in is: _____

What is your cell phone number? _____ - _____ - _____

I have read and understand all the information contained on page 1.

Signature

Date