

Welcome 2012-2013 Students!



Website: IUPOffCampus.com

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B&L Properties

www.BloomsburgStudentHousing.com
www.IUPOffCampus.com

PO Box 723, Sellersville, PA 18960
Phone: 215-257-3853

July 2012

Dear Students and Parents,

Since the school year is fast approaching we wanted to take a moment to introduce ourselves to those of you who are staying with us for the first time and to say welcome back to those of you who are returning.

We pride ourselves in being one of the premiere off campus housing companies in town, and it is our goal to make your stay with us an enjoyable one. This welcome packet contains all the details you will need to know for moving in this fall.

Please read this entire packet of information so you do not miss anything. If you still have any questions after reading the entire packet, please feel free to call our office at 724-599-1460. I look forward to seeing all of you at move in.

Warm Regards,

Luke Martin
B&L Properties



New Students

Move in Instructions

Move in day: Wednesday, August 22 – Saturday, August 25th

Time: 9:00am to 3:00pm

Place: 835 Grant St, Indiana, PA - B&L Office

Map:



Directions:

From US-422 W take exit 286/Oakland Ave, Turn right onto 286/Oakland Ave, go about 2 miles and then turn left on Grant St, our office is 1/2 a block up on the right.

What to Bring: Any paper work or money/award letters still owed. **Please remember, no one from your house/apartment will be given keys until all the paperwork and money from everyone living in the house/apartment has been turned in.** So, if you still owe us money/award letters or paperwork, please get it to us so that you don't hold your friends up.

What we will give you: Keys and parking stickers if you purchased them.
(Some houses include parking; please refer to your lease to see if parking is included or not.)

What to do if you need help or have questions: We will be at the Office from 9am to 3pm each day. You are welcome to stop by to ask questions.

Maintenance during move in: Since your house/apartment has been vacant all summer, chances are you may find maintenance issues when you move in. We have inspected each apartment and caught as many of them as we could, but some of them may have been missed.

- 1) If it is an emergency item (i.e. no hot water) please come back and see us at the check in table.
- 2) If it is a non-emergency item (i.e. light bulb out, bedroom cable jack doesn't work etc) please go online to our website and fill out a maintenance request form and we will be out to fix it as soon as possible.

Early Move In

If you want to move in earlier than August 22nd, you must call ahead of time to make arrangements. Someone will meet you at your house with your keys.

We charge \$50 per week (or part of a week) you move in early. For example, if you want to move in on Tuesday, one day early, that will cost \$50. Or if you want to move in on the 20th, the Saturday prior, that would also cost \$50.

Prior to moving in you must have turned the utilities on in your name.

In order for you to get your keys, EVERYONE in your group must have turned in all their money/award letters and other paperwork owed. If they haven't then you can't move in early.

If we are doing major renovations to your house/apartment over the summer or if there are other Students renting your house during the summer, you most likely will not be able to move in early. The house/apartment will not be ready prior to the move in date.

Furniture

Our units come fully furnished with beds, mattresses, dressers, desks, kitchen table/chairs or stool for the breakfast bar, refrigerator, stove and a sofa. Some of our units also include a washer/dryer, microwave, coffee table and TV. Please refer to your lease to see what applies to your house.

With the exception of the beds all the furniture we provide for you must stay in the living area of the apartment (not in the basement). Beds are the exception, if you are bringing your own bed we will move the one we provide out for you if you let us know a head of time.

All the rest of the furniture we provide MUST stay in the apartment.

If you are bringing your own bed and do not want us to provide one for you, please let us know ASAP so we can make the proper arrangements.

Things to bring for your apartment

Please refer to your lease to see what furniture is included. Here is a list of commonly forgotten items which you may want to bring with you.

- Dishes for kitchen
- Reading lamp for bedroom
- Personal TV
- Coffee table
- Power strips for computer



Our Contact Info

We make every effort to be as responsive to your needs as possible, so please do not hesitate to call us. If we do not answer, please leave a message and we will get back to you. We return all calls within 24 hours.

When leaving a message, always leave us your name and phone number. We will not recognize your voice. If we don't answer, it means we are unavailable, so please leave a message and we will get back to you.

E-mails generally will be replied to faster than phone messages so please use e-mail when ever possible.

Emergencies: For any emergency like a fire, an accident, or when someone's life is in danger, please Dial **911**.

Web Site: **www.IUPOffCampus.com**

Luke Martin, Managing Partner

✉ e-mail: luke@BLPropertiesLLC.com*

☎ office: 724-599-1460

☎ mobile: 267-261-7600

*Please make sure to add luke@BLPropertiesLLC.com to your e-mail approved senders list so our messages don't end up in your junk e-mail folder.

Melissa Misleany, Property Manager

✉ e-mail: melissa@BLPropertiesLLC.com

☎ mobile: 724-541-3380

Tom Ringler, Maintenance Manager

✉ e-mail: Tom@BLPropertiesLLC.com

☎ mobile: 724-541-7770 ⓘ This number is for urgent maintenance requests only, like water pouring through your ceiling, etc. All other maintenance requests MUST be submitted via our web site (see next page).

Mailing Address 📍

B&L Properties

PO Box 723

Sellersville, PA 18960

Maintenance Requests

Routine Requests

When you have maintenance requests during the year, please submit them through our website, www.iupoffcampus.com/maintenance-request

This will help us to ensure your request is logged and does not fall through the cracks. **No maintenance will be performed unless you have submitted a request through the website.** Unless it is urgent DO NOT CALL WITH MAINTENANCE REQUESTS, please use the website.

We make every effort to respond to maintenance requests within 48 hours. For urgent items (i.e. no hot water) we try to respond the same day.

For the first several days after you move in and after Christmas break we are always inundated with maintenance requests. If you submit one during those times, we will respond to you as soon as we can.

Urgent Requests – 24 hour maintenance contact

If there is an urgent maintenance need, please call Tom's cell phone (724-541-7770). An urgent request would be something that will cause more damage if not taken care of right away, like a water leak.

For any emergency like a fire, an accident, or when someone's life is in danger, please Dial 911.

Office Hours

We have regular office hours Monday – Thursday at the office where you checked in. If you need to drop anything off, catch up some paperwork or pay a bill we will be available at the following times:

Monday – 11am – 1pm

Tuesdays – 11am – 1pm

Wednesday – 11am – 1pm

Thursdays – 11am – 1pm

There is also a drop box at the office for your convenience. If you use the drop box you must fill out and use the envelopes provided so we know who you are.

Please NEVER put cash in the drop box. All cash put in the drop box will be returned to you.



Security Deposit Returns

When we inspect your apartment at the end of the year, we expect that you give your unit back to us in the same condition we gave it to you.

Our goal is to provide you with top quality housing, so please help us do that by taking care of your apartment.

Notify us of any concerns

We do from time to time miss things. If you see something when you move into the unit that you do not want to be held responsible for when you move out, please bring it to our attention by September 1, 2012. Notify us via the form on our website:

www.iupoffcampus.com/pre-existing-issues-notification

When processing security deposit returns, we try to be as fair as possible. Our goal is to return them within 30 days of when the last person moves out of your unit.

If you are returning to your apartment from last year we are giving it back to you exactly as you left it..... so if you left your refrigerator full of food and didn't clean it out before you went home for the summer, it's probably moldy by now. We recommend you clean it.

Renewing your Lease for 2013-2014 School Year

We give students who are currently renting from us first dibs at our apartments for next school year. The rental market in Indiana is extremely competitive and students are already calling us to rent your apartment for next year.

If you want to sign a lease for next year, you must tell us no later than September 15, 2012, in order to be guaranteed a spot. We begin showing properties to other students on September 15th.



3 Reasons to Stay with Us Next Year

- 1) Summer is Free!!** – yes that's right, if your same group signs up for the same apartment next year we'll throw in the summer for free! Keep your keys, come and go as you please, stay for summer classes, come back early, it's all free.
- 2) Preferred Pricing!** – You will receive a \$50 discount off next years published rental rates!! Keeping your apartment for next year saves you money!!
- 3) Full return of this year's security deposit** - since you are coming back next year we won't be cleaning your apartment, so you won't be charged anything!!

It is critical that you tell us by September 15th if you are signing a lease for next year so that we can hold your spot.

Setting Up Your Utilities

You are responsible to turn on the utilities to your house/apartment in your name (or the name of a person in your group) PRIOR to moving in.

If you have not turned on the water before moving in, we will not give you the keys until it is turned on.

We would recommend calling the utility companies at least **2-3 weeks prior** to move in to make sure they are turned on in time. The utility companies are very busy this time of year and if you do not call ahead they might be booked. This often happens with cable/internet providers. We recommend calling them in July to make an appointment to have your cable and internet set up.

Please note, not all of you will need to set up all of these utilities, for example, not all of you have gas heat. Please refer to your lease if you are unsure of which utilities to set up.

The utility providers are as follows:

Electric: Pen Electric 1-800-545-7741

Gas: People's Natural Gas 1-800-764-0111

Water: American Water Company 1-800-565-7292

Cable/Internet: Comcast cable 1-800-266-2278 or Verizon 1800-837-4960

Trash/Recycling: We bill you for the trash along with your rent each semester.



Parking Regulations

Parking in Indiana is extremely limited. Because of this we adhere to very strict parking regulations.

You may only park in one of our lots if you have a parking permit for that particular lot. If you don't you will be towed, no exceptions. This includes visitors, parents, etc. We do not provide for visitor parking, unfortunately there is not room.

We do not tow on move-in weekend; towing will begin on Monday when classes start.

You must have your parking permit sticker in lower corner of your rear window. If it isn't there you will be towed.

You are assigned a specific numbered parking spot. That is your spot and no one else's. **You must park in that spot or you will be towed.** If someone has taken your parking spot you need to page the tow truck and have them towed.

We hire an outside towing company to patrol our lots; once your car has been hooked up to the tow truck there is nothing we can do to help you. We have no control over their pricing and policies.

Why do we tow violators? This helps ensure that when you need to park in the lot that you paid for, you will have a space to park.

If your car is towed please call **Buggey's Towing at 724-463-3851**. They will be able to help you get your car back.

If there is someone else parking in your parking spot please page the **tow truck operator at 724-463-3851** and they will come tow them out for you.

Just so it very clear, if you park in a spot and don't have an appropriate parking permit sticker in your back window, from the Monday classes start to the Friday of finals week, you will be towed. No exceptions.

Pet Policy

Our Pet Policy is very clear in the lease, but so that we are extra clear. The policy is as follows: **NO PETS**

No Pets ever, at any time. Not to stay over just for the night, no visiting pets. No pets at anytime, no exceptions.

If we find a Pet at your house/apartment, you will have until 5pm that same day to remove the pet and we will bill you \$325 for de-fleaing at the end of your lease. If the pet is not gone by 5pm, we will come and remove it and take it to the SPCA.

If we find a Pet at your house/apartment a second time we will remove the pet immediately and file for eviction of your entire group.



How to Party Wisely

1. Guests

Please remember that YOU are responsible for your behavior and that of your guests. If you have people over and they break things, you are the ones we bill for it, so please make sure you party responsibly. And make sure your friends do the same.

2. Alcohol Policy

No glass containers/bottles are allowed outside the house. Please remember the legal drinking age is 21 and the police strictly enforce the law.

3. Noise Ordinance

The town ordinance for noise is 10:00 p.m. Any loud noise after that may result in a noise citation from the town police. Please be considerate of the people around you.

4. Neighbor Conflicts

Quick suggestion: if you are planning to have people over, be considerate and get the "ok" from your neighbors first.

5. Cleanup

Cleaning up after your parties is your responsibility. You have until 10:00 a.m. the next morning to have the outside of your house cleaned up after a party. If you don't the Town will issue us a fine, and we will pass the bill on to you. If we have to clean up after you, we will bill you as well.

Grill Policy

During the beautiful fall weather we know a lot of you will be grilling.

Our policy for grilling is as follows:

- 1) No grills inside
- 2) No grills on porches, front or back
- 3) Please make sure you do not place your grills too close to the side of your house as it will melt the siding.

Roof Policy

Please remember you are not permitted to go on the roof your building. This includes all roofs, the main roof, porch roof or any other roof.

It is dangerous and is bad for the roof. If you do go on the roof it is a breach of your lease, which is grounds for eviction. Please make sure your friends follow the rules as well.



Recycling

The Recycling works differently for each building so please follow the instructions for your living area.



Bins will be emptied weekly on your scheduled pickup day. Your bin must be at curbside or at the end of your driveway by 7:30 a.m. on your pickup day.

If you are living at:

835 Grant Street – Bins will be in front of office on curb next to road on THURSDAYS.

925 – 927 Fleming Avenue - Bins will be on Fleming Avenue as close to road as possible on THURSDAYS.

13th Street – Bins will be in front of house on curb on MONDAYS.

1170 Oakland Avenue – Bins will be on Oakland Avenue on curb on THURSDAYS.

364 Carpenter Avenue – Bins will be on Carpenter Avenue as close to road as possible on WEDNESDAYS.

17 A & B Carpenter – Bins will be on Carpenter Avenue on curb on WEDNESDAYS.

70-80-90 S. 11th Street – Bins will be on 11th Street on curb on THURSDAYS.

9th Street – Bins will be on 9th Street on curb on TUESDAYS.

520 Grandview Avenue – Bins will be on Grandview Avenue as close to road as possible on THURSDAYS.

565 Maple Avenue – Bins will be on Maple Avenue as close to road as possible on THURSDAYS.

Questions?

If you have any other questions about recycling you can visit the Indiana County Recycling Center at: <http://www.indianapa.com/icswa>



Trash

We provide dumpsters for you to put your trash in. Please look around your building for them they are easy to find. Please make sure your trash makes it all the way to the dumpster.

Storing trash on porches, beside your house, under your steps, is not allowed as this attracts rats and other animals. When you have a full trash can please take it all the way to the dumpster.

The following apartments will have dumpsters. Please discard of your trash in the dumpsters.

835 Grant Street – Dumpster

925 – 927 Fleming Avenue – Dumpster

1170 Oakland Avenue – Dumpster

520 Grandview Avenue – Dumpster

The following apartments will have curbside pickup. Please have your trash out AFTER 5:00 p.m. the night before pickup. Trash cans need to be picked up on garbage day by 11:00 a.m. Garbage cans need to be kept in the back of the house.

Waste Management will be picking your trash up on the following days:

13th Street/Poplar – Thursday

70 – 80 – 90 S. 11th Street – Thursday

565 Maple Street – Monday

364 Carpenter Avenue – Monday

17 A & B Carpenter Avenue – Wednesday

24 N. 9th Street - Tuesday

If you live at the above addresses, you have curb side pick-up, which means you have to take your trash out to the curb on the appropriate days.



Emergency Guidelines

Call 9-1-1

If there is an extreme emergency such as a fire, car accident, or someone's life in danger, please call 9-1-1 before you call us. Please call our 24 hour maintenance phone number ONLY AFTER you have call 9-1-1.

If there is a fire in your building please evacuate the building immediately. If you live in one of our apartment buildings please pull the fire alarm located outside your door in the hallway.

Fire-Alarm and Smoke Detectors

If the smoke alarm in your building goes off please evacuate the building immediately. Move as far away from the building as possible. You will be instructed when it is safe to go back into the building by the fire department. If you do not evacuate you will be reported to us and we will issue the proper consequences. Do not make any judgments on when to or when not to leave the building when the alarms sound, you should ALWAYS leave no matter what.

ALL OF OUR APARTMENTS ARE NON-SMOKING. DO NOT SMOKE INSIDE YOUR APARTMENT.

If one of the batteries in your smoke detectors is beeping, submit a maintenance request online and we will replace it for you. DO NOT disable the smoke detector; they are there for your safety.

Loss of Power

If the power is lost to your apartment please notify our maintenance staff. Make sure you have a flashlight in your apartment that you can use during an outage. DO NOT burn candles if there is a power outage. The power company will be contacted and told of the outage. If the power outage is an extended amount of time you will be instructed to go home.

Loss of Water

If there is a loss of water in your apartment please contact our maintenance staff immediately. If it is after hours please call the 24 hr maintenance number and we will assist you.

Tornado

In the case of a tornado, open your windows approximately 1/2 inch. Doing this will relieve internal pressure and lessen the possibility of injury from flying glass. The safest place for you to stay during a tornado warning is in the bathroom, far from windows. You may also want to take a portable battery operated radio with you so that you can keep up to the minute on the current status of the tornado.



Blood or hazardous materials

If you encounter something that looks like blood or a hazardous material please DO NOT touch it. Please call our maintenance staff right away so that we can come take care of it.

Apartment Fire: Using a Fire Extinguisher

If there is a controllable fire in your apartment please try and use your fire extinguisher that is located in you kitchen. When using the fire extinguisher please remember PASS:

Pull the pin

Aim the hose at the base of the fire

Squeeze the trigger,

Sweep the extinguisher from side to side

If after you have used the fire extinguisher and the fire persists, immediately leave your apartment and pull the fire alarms located outside your door. Once you are outside please call 9-1-1.

