

Queen City Apartments – Move In Procedure

Prior to Move-In:

It is IMPORTANT that you make arrangements for all utilities to be switched into your name in early May. **Even if you do not plan to be here for the summer, your utilities must be on for safety**, specifically so that your smoke/carbon detectors and appliances will be fully operational. When calling the utility, you should have your address and apartment number readily available.

Utility Vendors to Contact:

Vermont Gas: (802) 863-4511

Burlington Electric: (802) 658-0300

Comcast: 1-800-COMCAST [local contact: Sara Hammond (802) 777-6013]

USPS: go to usps.com >manage your mail to forward your mail to your new address - please be sure to forward your mail in advance, otherwise it will be returned to the post office.

Move-In on June 1st: Our current renters move-out on May 26th at 12 Noon. While we always work to accommodate early move-in, until our current renters have departed we will not know whether this is possible. You may contact us after May 26th about move-in. Please note that we are unable to accommodate renters moving their belongings into their new apartment while the current renters reside there. There are storage facilities available in Burlington if you need temporary storage. See Help Numbers/Vendor list on our website.

Contact us: Ruth Hill

c: 704.728.9077

e: ruth@queencityapartments.com

Queencityapartments.com

Key Pick-Up: We expect someone from your group to make arrangements for key pick up during the first two weeks in June. During this window, we will offer daily accommodation Monday through Friday and on the weekend. Weekend hours are by appointment (contact Ruth at the above cell number/email). Please call in advance (in late May) to schedule. After June 14th, key pick-up is available Monday through Friday only. Once the first person in a unit has picked up keys, we will leave all keys for the rest of the roommates in the apartment. We expect the remaining roommates to coordinate with the first person checked in to ensure that upon arrival in town, your roommate is available to let you into your new apartment or has made other arrangements to pass along your keys to you.

Parking Permit Rental Agreement:

If you wish to purchase a parking space for the upcoming year, please complete the parking permit agreement (available on our website) and return with your payment to Queen City Apartments: c/o Ruth Hill 33 Lakeview Terrace Burlington, Vermont 05401.

*Parking is first come, first served.

Rent for June and Subsequent Months: A reminder that your rent plus your \$20 association fee will be debited from the account information that you provided beginning on June 1 and then for every subsequent month on the first of the month for the duration of our lease agreement. If for some reason your account has changed since your lease signing, please provide us with a new ACH Debit Authorization, no later than May 5th.

Lock-Out or Key Loss: There is a \$50 fee if you have locked yourself out of your apartment and need a Queen City Apartments staff person to let you in. Replacement keys are \$25; and an apartment door rekey by Dion Security is \$85 plus keys. If you have lost or misplaced your key, you and your roommates need to evaluate the level of risk in the loss to determine if a re-key is needed. Never attach your name or address to your keys. If you or your roommates use forced entry due to lock-out, you will be charged for the associated repairs.

Smoke/Carbon Detector Information: Safety is our Priority. Please make certain that your smoke/carbon detectors are functioning at all times. NOTE: DO NOT FOR ANY REASON REMOVE YOUR SMOKE/CARBON DETECTORS. Not only is this illegal, there is a **\$1500 fine for tampering with or removal of the detectors**. The detectors are often the only thing between life and death.

Help Numbers/Vendor List: This is our service vendor list that we provide to you so that you may call our vendors directly for service. This is a privilege and a tool so that you may ensure that everything in your apartment is functioning properly and in good repair. You will find the list posted on your refrigerator as well as on our website: <http://queencityapartments.com/wp-content/uploads/2013/12/QCA-Common-Vendors-List.pdf>.

Inspection Checklist: The purpose of this checklist is to ensure that all aspects of the dwelling are in good working condition and that the previous tenants have left the premises clean. http://queencityapartments.com/wp-content/uploads/2013/12/apartment_checklist.pdf

Roommate Agreement: Please review, complete, and retain for your records. <http://queencityapartments.com/wp-content/uploads/2013/12/RoommateAgreement.pdf>.

Green and Eco-Friendly: Please join us in being as "green" as possible: Always use the trash/recycling containers provided. Trash and recycling are not to be left in hallways, on porches, or on the green space surrounding your unit at any time. The pick-up schedule is online. http://queencityapartments.com/wp-content/uploads/2013/12/QCA-Trash_Recycling-Schedule.pdf. We have transitioned to longer life fluorescent lighting. We have upgraded our heating systems and insulated our properties as both a safety measure and as our way to help you conserve on your utility bills. Please do not bring dorm size refrigerators into your apartments as they are very inefficient and can add as much as \$30-\$50/month to your electric bills.

Good Neighbor Policy and NOISE: It is very important to us that our renters be good neighbors. The City of Burlington is taking noise in our neighborhoods very seriously. Please review the ordinance so that you are in keeping with the City quiet periods. A noise violation is very expensive and also puts you at risk for eviction:
<http://www.burlingtonvt.gov/CJC/Noise/>

Cleanliness: Our apartments and houses offer some of the nicest student housing in Burlington. We ask that you be good stewards and take good care of them while you are with us. When we give you advance notice that a service vendor or City official is coming by, we really appreciate your effort to ensure that your apartment/house looks nice and is clean. If cleaning is going to be a problem for you and your group, we are happy to make cleaning service recommendations that you can hire at your expense throughout the year.

Porches and Porch Furniture: Per City of Burlington Ordinance, only outdoor furniture may be used on porches. Interior couches and chairs may not be used on porches at any time. Nothing should be hung over the porch or balcony railings. There are bike racks at all properties and bikes should not be attached to porch railings. The City of Burlington will assess fines for any indoor furniture or other inappropriate items found on exterior porches.

Cooking Grills, Decorative Light Strands, Candles, and Smoking: For safety reasons, grills, decorative light strands, candles and smoking are not permitted at any of our properties.

Basements: If your property has a basement, it is only to be used for laundry. You may not set up habitable living space in your basement, nor may you store boxes or furniture in your basement due to fire safety.

Subletting for Academic Semester Abroad Trips: With the increase in semester abroad traveling, we will approve semester-long sublets on a case-by case basis. We will not approve any summer sublets. Please be sure to plan well in-advance if you are planning to go abroad so that you and your roommates may find someone who will be a good fit in your absence. Please see the specific detail regarding subletting on our website:
<http://queencityapartments.com/wp-content/uploads/2013/12/QCA-Sublet-Form.pdf>.

Bedroom Door Locks: Per City of Burlington Rental Code, you may not put a padlock or any type of exterior door lock on your bedroom door. All bedrooms have "privacy" locks meaning they can be locked from the inside while you are in your room.

Please use our website www.queencityapartments.com as a source of information and support throughout the year. All of the links/documents here can be found on our website. If you have any questions, please feel free to call or text me on my cell phone at 704.728.9077 or email me at ruth@queencityapartments.com. I'm here to help you.