

Charlottesville Apartments, LLC

1940 Blue Ridge Road

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Thank you for choosing 1815 Jefferson Park Avenue as your next residence! We are committed to making your rental experience enjoyable and look forward to having you stay with us. As your move-in day approaches, please read the following information, respond as necessary, and let us know if you have any questions.

Move-In Date

Unless otherwise stated your lease, you may start moving into your residence at noon on **June 5th**.

Utilities

Contact your utility providers by May 20th and request that your service begin on June 1st. Utilities are billed monthly and can be managed and paid online. The service providers require the property address, some personal information, as well as a deposit and connection fee.

- **Water:** The City of Charlottesville, Utilities Office, (434) 970-3211, or, <https://www.charlottesville.gov/606/Moving-in-or-out>
Select *Application for Service: Residence* and complete the form.
- **Electricity:** Dominion Virginia Power, (888) 782-0455, or, <https://www.dom.com/home-and-small-business/manage-service/start-service>
Select *Register to Begin*; once registered, sign in and *Add New Account*.

Information We Absolutely Need From You

If you have not already done so, your group should designate a “contact person” with whom we will primarily communicate; in that way, one person will be able to keep track of all communications.

The contact person should e-mail us at info@CvilleApartments.com and let us know:

- The date when the first people in your group are moving in.
- If they will be staying or just dropping off furniture and other belongings.
- If there will be anyone subletting during the summer. If so, we will need their names and contact information, as well as the dates of their stay and the room(s) they will be in.

Rent

Your first month’s rent must be postmarked no later than June 5th. Thereafter, rent is due on the 1st of every month and should be paid by one check, not several. You may also pay each month’s rent electronically with the online rental payment platform, Rentler. Online Rental Payments are due between the 1st and 5th of each month; please do not pay rent earlier than the 1st of any given month. You must submit each month’s rent either by check or electronically; we will not accept a combination of checks and online payments. *Please see the Online Rental Payment section below for more information.*

If paid by check rent is considered on time if it is postmarked no later than the 1st. If rent is submitted electronically it is considered on time if the transaction is initiated between the 1st and the 5th of each month. There is a \$50 late fee plus \$10 per day for each day your rent is late. The residence is priced and leased by the year and the rental payments are divided into 12 equal portions. There is no prorated amount for the first or last month’s rent.

Other Requirements

- Submit the Refurbishing Fee of \$295 per person with the first month’s rent; it may be paid with one check or with separate checks. You may also pay the Refurbishing Fee online through the online rental payment platform. If you prefer to pay online please let us know so we can it to the online portal. The Refurbishing Fee is \$195 per person for the ground floor apartments because they have tile floors and do not need annual refinishing (Apartments 1, 2, 11, 12, 13, and 14)
- If your group has added or changed members since your lease was signed have any new members submit the required lease documents: a signed Lease Agreement, a Residential Guaranty, and a Security Deposit. Required forms are available at www.CvilleApartments.com under the *Prospective Residents* menu tab.

Door Locks and Keys

The front door of your apartment has a keypad combination lock. Before you move in, we will give you an access code that can be changed by your group at any time. Bedroom doors are lockable and the keys are in their respective doorknobs on a key ring with a mailbox key. There will also be a spare set of bedroom door keys on a single key ring on the kitchen counter that can be used to unlock your door if you accidentally lock yourself out of your room. *Do not place your spare bedroom key in your bedroom.*

Subletting

If you sublet your room or apartment for part of the summer we highly recommend that you obtain a security deposit and have a signed contract between you and your renter. The Lease Agreement for your apartment is between your group and Charlottesville Apartments. The sublet agreement would be between your group and the people renting from you. Having a deposit and a signed agreement will help protect you and your group from any damages caused by your renter. There is a Sublease Agreement Template on the *Current Residents* page of our website. Provide us the contact information for all subtenants and the dates that they will be subleasing. Do not have any summer subtenants use any of the permanent parking passes that are provided in the move-in packet; they do not need a parking pass as long as they park exclusively in your apartment's assigned spaces. We can provide temporary parking passes for tenants who are staying for a full semester.

Parking

Your apartment has three, numbered, reserved parking spaces. The parking assignments and parking permit stickers will be included with the move-in information packet which we will place on your kitchen counter when you move in, along with a map of the parking lot and a list of each apartment's assigned parking spaces. If you need additional parking spaces they are available for \$595 for a year, \$495 for 9 months, and \$395 for 6 months or less. Additional parking is sold on a first-come, first-served basis. Let us know if you would like to purchase additional parking and we will provide you the list of available spaces from which to choose.

Internet

Your apartment is equipped with a wireless router and Gigabit Fiber Internet service through Ting; it will be active when you move in. Each apartment's network is protected and the network name and password are located on the top of the wireless router located in the laundry room in the end-unit apartments and in the large hall closet in the center-unit apartments. If you are having issues with your Internet connection contact Ting's technical support at 1 (844) 846-4994. Each bedroom also has a hard-wired Ethernet connection that will give you faster speeds than with the wireless connection.

Carpeting

To minimize noise and to protect hardwood floors, you're required to carpet approximately 75% of the floor area of each room, other than the bathrooms and kitchen. If the required carpeting is not installed, abnormal wear of the hardwood floors will occur and you will automatically incur an additional charge of \$250 for each room that was not properly carpeted. The tile floors in the ground floor apartments do not require carpeting.

As a practical matter, you should install your carpet and padding *before* you move your furniture into your apartment. Once furniture is in place, it is much harder to put the carpet down. Proper carpet sizing for your apartment can be determined using the floor plans and room dimensions that are on our website. Generally speaking, an 8' x 10' carpet will sufficiently cover most bedroom floors. If in doubt, contact us.

Online Rental Payment

We are continuing to offer an online rental payment option on a platform called Rentler. With the online payment system you can have one individual pay the entire apartment's rent each month or you can divide each month's rental payment and pay individually. In order to pay online we will need to send you an email request/invitation, specific to your apartment and the total monthly rental amount associated with your lease. Please let us know whom in your apartment will be participating and we will send the request(s)/invitation(s) accordingly. If you choose to pay electronically you must initiate each month's payment between the 1st and 5th of each month and if it is submitted after the 5th it will be considered late. For accounting purposes do not pay rent early, doing so will incur an additional processing fee of \$5 per premature transaction. Rentler allows you to schedule automated recurring monthly payments so you will not need to initiate a payment each month. If your group prefers to pay with a single check for the entire apartment's rent each month you may do so but we will not be accepting a combination of checks and online payments, only one or the other.

For more information about Rentler see their website @ <https://www.rentler.com/tenant/pay-rent-online>