

## Charlottesville Apartments, LLC

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

### Move-In Date

You may move-in at noon on **June 5<sup>th</sup>** unless otherwise stated in your lease.

### Utilities

Contact your utility providers by May 20<sup>th</sup> and request that your service begin on June 1<sup>st</sup>. 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 and Gas:** 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](mailto: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’ll 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, or submitted electronically, no later than June 5<sup>th</sup>. Thereafter, rent is due on the 1<sup>st</sup> 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. For online payments you can have one person pay the entire rental amount each month or you divide each month’s total and pay individually. You must submit each month’s rent either by check or electronically; we will not accept a combination of checks and online payments. See the *Online Rental Payment section below for more information*. Rent is considered on time if it is postmarked, or submitted electronically, no later than the 1<sup>st</sup>. 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. The first and last month’s rent are not prorated.

### 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 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 \$500 per person Security Deposit. Required forms are available at [www.CvilleApartments.com](http://www.CvilleApartments.com) under the *Prospective Residents* menu tab.

### **Door Locks and Keys**

The front door of your house 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. The bedroom door keys are in their respective doorknobs. However, if you are moving into a single bedroom apartment there may not be a keypad combination lock or a bedroom door key so let us know when you plan on arriving and we will meet you at the property with the front door key.

### **Subletting**

If you sublet your room or residence 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.

### **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.

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 your residence does not have hardwood floors then this would not apply. If in doubt, contact us.

### **Online Rental Payment**

We recently implemented an online rental payment option on a platform called Rentler. With the online payment system you can have one individual pay the total rental amount 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 address and the total monthly rental amount associated with your lease. Please let us know whom in your group 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 1<sup>st</sup> and 5<sup>th</sup> of each month and if it is submitted after the 5<sup>th</sup> 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 residence'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>