

# CAMPUS WEST

## SUMMER MOVE-IN PACKET

This packet contains important information needed for your move-in experience. Please review carefully in order to facilitate an efficient move-in process.

Summer move-in begins on **JUNE 1<sup>st</sup>, 2017** (unless you've arranged something different with management). Rent is due in full by June 1<sup>st</sup>, 2017. Your next rental payment will not be until August 2017. Our office hours are Monday thru Friday between 9:00 a.m. and 5:00 p.m.

### **ALL MOVE-IN MATTERS WILL ONLY OCCUR DURING OFFICE HOURS.**

#### **REQUIRED PRIOR TO MOVE-IN:**

- Fully completed Application with Guarantor information signed and dated
- Full payment of the Security Deposit and Administrative Fee
- Signed Lease Agreement
- Turn on utilities

#### **COMPLETED AT MOVE-IN:**

- Payment of the rental installment
  - Campus West will no longer be accepting cash payments. Accepted methods of payment include check, money order/cashier's check, debit/credit card payment (\$10 processing fee for any payment exceeding \$100) or online payments.
- Sign a Move-In Acknowledgement Form
- Sign a Crime-Free Lease Addendum
- A completed "Inventory Inspection Checklist"

**TRANSFER OF UTILITIES:** (PLEASE CALL THE UTILITY COMPANIES AT LEAST 2 WEEKS PRIOR TO YOUR MOVE-IN DATE TO TRANSFER SERVICES INTO YOUR NAME. YOU ARE RESPONSIBLE FOR UTILITY PAYMENTS FROM THE FIRST DAY OF THE LEASE.)

- DTE (gas) – 1 (800) 477-4747
- Consumer Energy (electric) – 1 (800) 477-5050

Addresses for your unit are as follows: (map located online)

Green: 4832 West Campus Drive (Your Unit Number)

Red: 4932 West Campus Drive (Your Unit Number)

Yellow: 4984 West Campus Drive (Your Unit Number)

*DO NOT USE COLORS WHEN GIVING DTE/CONSUMERS YOUR ADDRESS*

#### **WHAT SHOULD YOU RECEIVE AT MOVE-IN?**

- A key to your unit
- The first tenant to move in will receive a mail-key
- A move-in inspection form

# CAMPUS WEST

## WHAT ELSE DO I NEED TO DO?

- Please go to our website [www.campuswest.net](http://www.campuswest.net) and REGISTER YOUR EMAIL ADDRESS. Email will be our primary method to contact you regarding events, notices, security issues, past due rent, etc. Tell your parents that they can register their email as well to stay informed and up-to-date. Failure to register will not be considered a valid excuse for missed notices.
- See what else we have to offer on our website; [www.campuswest.net](http://www.campuswest.net)
  - Schedule a tanning appointment
  - Submit a maintenance request
  - See what events Campus West has scheduled
    - If you would be interested in working at Campus West as an Event Ambassador contact us at [betsy@campuswest.net](mailto:betsy@campuswest.net) for more information!
  - Find more information about move-in and move-out
  - Follow us on Facebook, Twitter & Instagram as another way to communicate

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## Charter Information

### Cable

All units should have one digital box for expanded basic cable activated in the living room. In order to access cable in a bedroom you will need to contact Charter directly at:

**1-888-438-2427**

This service is free, but a digital box is required and the account must be activated under the tenant's name. You will have three options:

- 1) Stop at the following Charter location to pick up a box at no charge (bring a copy of your lease):
  - 12719 Riley St, Holland, MI 49424
- 2) Call Charter to have a box shipped to your unit at no charge
- 3) Call Charter to have a Charter tech install a box for an installation fee of \$29.95

### Internet

All units have wireless internet already set up and ready to go. To access your wireless internet you'll need to be aware of the two following things:

- 1.) **Wireless Signal:** ID is your unit # (i.e. B201, R-A4, Y-B6, H803)
- 2.) **Network Key:** begins with H2A.... (see illustration below)

**In Townhouses:** There should be a label on the gray router lock box (it may also be handwritten). This will either be located in a bedroom (in the Red Section) or under the stairs (in the Yellow Section)

**In Apartments:** There should be a label on the inside of the electrical panel door in one of the bedrooms that has your wireless network key (begins with H2A....)



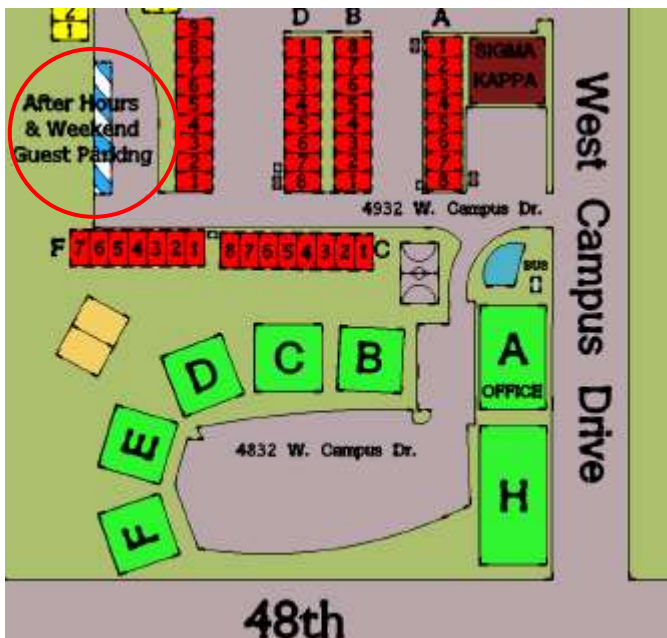
# CAMPUS WEST

## Guest Parking Regulations

(To avoid being booted you must purchase a parking permit or have a temporary guest pass. Parking is not enforced until August.)

There are 2 methods of Guest Parking at Campus West. They are as follows:

- 1.) Campus West tenants can visit the office during office hours and our staff will issue Guest Permits for visiting vehicles for 2 nights. Visitors can park anywhere on the complex as long as the Guest Permit is prominently displayed on the vehicle's dashboard (2 permits are permitted per week per tenant).
- 2.) If a tenant has an unexpected guest after our office is closed then guests may park in our after hours / weekend parking spaces. This limited space lot is located behind the Red E Building (Please park between the signs). Limited parking will be available from 5pm until 9am on weekdays and also available on the weekends. **These spaces will be strictly enforced and are not to be used during office hours – booting and/or towing may result.**



# CAMPUS WEST

## IN CASE OF EMERGENCY...

### Contact Numbers

- Emergency: **(9-1-1)**
- After Hours Maintenance Emergency: **(855) 651-9011**
- Ottawa County Sheriff: **(616) 994-7850**
- Absolute Security & Protective Services: **(616) 245-4500**
- DTE – Gas Leak: **(800) 477-4747**

### Fire

- Evacuate the building immediately.
- Call 911 and notify the authorities of the situation.
- Do not re-enter the building.
- Take account of the situation. Is anyone inside; have the neighbors been notified; etc.

### Thunderstorm & Tornado Watch

- Conditions are right for a tornado; remain alert to changing weather conditions.

### Tornado Warning

- Tornadoes have been sighted nearby.
- Seek shelter immediately in an internal, low area of safety. Bathrooms, hallways, and windowless rooms are good alternatives to basements.
- Close all doors and windows.
- Do not go outside and stay alert.

### Unfamiliar Odor (be cautious in signing an agreement with a 3<sup>rd</sup> party gas or electric affiliate)

- Evacuate the building as quickly as possible.
- Notify neighbors of a possible gas leak.
- Contact DTE at the number above.

### Suspicious Person

- Do not let anyone into your apartment or common area building that you do not know.
- Do not confront the person.
- Call 911 and our security company and provide the authorities of pertinent information.

### Medical Emergency

- If someone is injured or requires medical care contact 911 immediately and provide the authorities with appropriate information.
- Do not leave the injured person unattended.

### Violent Incident

- Remove yourself from the scene.
- Once safe contact 911 and our security company.

### General Precautionary Info

- Be sure to clean the lint traps in the dryer after each load of laundry. This will prevent fire and ensure the dryer works properly
- Fire extinguishers and smoke alarms are provided in all units
- Never tamper with smoke alarms or extinguishers.
- Extinguishers are meant for personal protection rather than property protection. Trained personnel will be responsible for extinguishing a property fire.
- Campus West staff should be notified immediately if a smoke alarm or fire extinguishers is not functioning properly or needs maintenance.
- Always cooperate with the authorities.



## Move-In Check-List

- Return my Housing Application with guarantor section completed to the office in person or via fax/mail/email
- Pay my Administrative/Application fee
- Pay my Security Deposit
- Turn on Consumers Energy to my (or one of my roommates') name(s)
- Turn on DTE gas in my (or one of my roommates') name(s)
- Obtain a Landlord/Disbursement Letter from the Financial Aid Office (if waiting on financial aid)
- Make sure I have saved the appropriate amount for rent to be paid at move-in
  - Campus West will no longer be accepting cash payments. Accepted methods of payment include check, money order/cashier's check, debit/credit card payment (\$10 processing fee for any payment exceeding \$100) or online payments.