

SOLAR POWERED



**SUBURBAN
APARTMENTS**

Specials Available Studio, 1-2-3 BR

Call Us: ☎ (815) 758-8124



New Tenant Move-In Packet

Welcome to New Suburban. We hope your move in process is going smoothly, and we are here to help you in the best way possible. Please read all documents to ensure you obtain all necessary information.

**NO SMOKING IN THE
UNITS!**



**TENANTS MUST SMOKE
AT LEAST 15 FEET FROM
THE BUILDINGS!**

FAILURE TO PAY / LATE RENT POLICY

Rent is due on the first (1st) of the month, with a grace period until the fifth (5th) day of each month. Failure to pay by this date will result in the following:

- **A late fee to be charged:**
 - ❖ **\$50** if paid on the 6th-10th of the month, then
 - ❖ **\$100** if paid on or after the 11th of the month
- **If rent is behind by one month:**
 - ❖ We reserve the right to invalidate your parking pass.
 - ❖ Your vehicle(s) can be towed, and you will be liable for the \$170.00 fee plus storage charged by *Tri-State Towing*.
 - ❖ You may receive a 5-day notice
- **If rent is behind by two months:**
 - ❖ If no attempts to make a payment have been made (aside from Section 8 payments), and you have not spoken with us; we will start the eviction process.
 - ❖ You may be given the option to move out without going through eviction, however, this means that you will forfeit your security deposit and your balance will be turned over to a collection agency.

Parking Policy

New tenants will receive 1 free parking permit per adult on their lease. Tenants will be charged \$30 for any additional parking permits.

To receive a parking permit, the following information is needed:

- License Plate Number
- Year, Make, & Model of vehicle

Tenants must place parking stickers on the top left corner of the driver's side of their vehicle (windshield).

***TENANTS CARS WILL BE TOWED IF PARKED ON GUEST PARKING SIDE!!!**

***NO PARKING** near the garbage dumpster areas. Violators will be towed.

Guest Parking

Tenants must register all guests' vehicles on our website at <https://newsburbanapt.com/guest-parking>. Click on **"Guest Parking"** at the top right corner in Main Menu. The following information is needed for registering a guest's vehicle:

Tenant Info

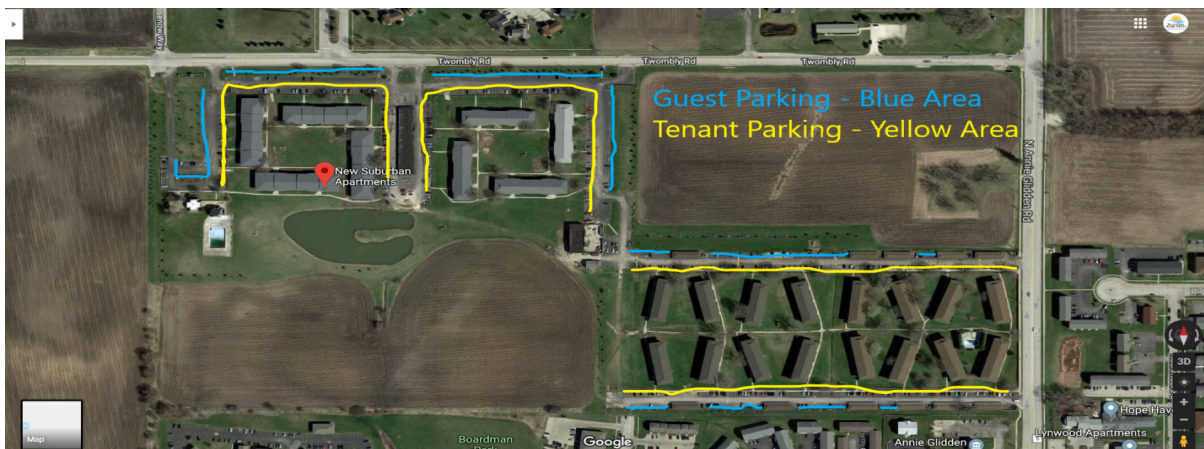
- ❖ Tenant Name
- ❖ Unit #
- ❖ Email address
- ❖ Tenant Primary Phone

Guest Info

- ❖ Guest Name
- ❖ Guest Cell Phone
- ❖ Vehicle Make
- ❖ Vehicle Model
- ❖ Vehicle Color
- ❖ License Plate #

Tenants are responsible for informing all guests of the parking policy at Suburban Apartments.

***Please note that this registration is valid for 72 hours from the time of registration. False information, expiration, or failing to register any vehicles could result in the towing of the vehicle.**



*****The Management Office will not reimburse for any towing fees. *****

Renewal of Lease Terms

Before a lease term has expired, tenants and management have the option of deciding to end or renew a lease. The lease term options available are:

- 6 month term (short term)
- 9 month term (student)
- 12 month term (standard)
- Any lease that is 6 months or under is acceptable with an extra rent payment of **\$50 per month**.

PLEASE NOTE:

Failure to renew a lease while continuing to live in an apartment will result in a double rent payment per month until a renewal has been signed.

**For more information, please refer to your lease, under “LEASE COVENANTS AND AGREEMENTS,” page 5, section 50:*

50. HOLDOVER TENANTS: *If a tenant neither moves out nor renews their lease, but remains living in the apartment beyond the lease term, the rent will **increase** to double the stated rent per month on the lease.*

UTILITIES TRANSFER

Tenants are required to transfer utilities into their name on the day of move in. Meter numbers can be supplied by the office.

Any violations are subject to a processing fee of 15% penalty per electric bill, along with full payment of electric bill at the leasing office.

**Please refer to page 3, paragraph 15 of your lease under the "Lease Covenants and Agreements" section:*

19. UTILITIES: Lessee is responsible for the provision and direct payment to utility providers of the following utilities: telephone, cable/internet, electricity. Tenant shall transfer electric account to their name at the time of lease signing with service starting before or on the lease start date; tenant shall provide leasing office with their electric service account number at lease signing. Any electric charges due by landlord due to electric service not being in the tenant's name during the lease term will result in the charges due immediately by tenant along with 15% penalty. Eviction can be pursued if this charge is not reconciled within 48 hours. The electric service must remain in the name of Lessee at all times during the Lease term. In the event that Lessee's name is removed from service during the lease term, Lessor will send Lessee an invoice for any charges during this lapse. Lessor may also at their discretion, terminate the lease for non-compliance with maintaining service in Lessee's name.

TENANT FEES LIST

| | |
|--|--|
| Lost key | \$25 |
| Lock change | \$125 |
| Lock out | \$25 |
| First time free during office hours | |
| Pet clean up | \$50 |
| Blind replacement | \$30 Regular \$50 Patio |
| Toilet seat replacement | \$25 |
| Window Screen | \$15/per Window |
| Plumbing sink/toilet unclog (Tissue/ Garbage/ Toys/ Misc) | \$25 |
| Pest infestation due to dirty living environment- ticket | \$50 |
| Exterior garbage clean up | \$25 |

Pet Policy

Tenants are allowed to have 2 pets (cat or dog). **No exotic pets are allowed.** Tenants will be charged a **\$250 nonrefundable fee per pet**, an **additional \$50 per month for each pet** (in addition to their rent), and must provide a written receipt of the following:

- Evidence of rabies & distemper vaccinations (Tag Number & Exp. Date)
- Evidence of spaying/neutering
- Evidence of declawing

*Service dogs are allowed but tenants must still provide a **\$250 nonrefundable fee**. Tenants will not be charged \$50.00 per month but must provide the dog's certification or medical documentation for emotional support animals.*

Tenants are responsible for their pet(s) and must comply to the following:

- Pet(s) must be on a leash at **all times** when they are outside of the units.
- All feces must be picked up from the grounds, balcony, porch, and all other areas of the buildings.
- Pet(s) must be quiet at all times. (No incessant barking or howling)
- Tenants are liable and will incur all costs resulting from any damages or injuries caused by their pet(s).

All pets must be at least one year in age and weigh no more than 35 pounds. There is a restriction on the type of dogs that are allowed. **We do not allow the following breeds:**

- Pit Bull (or any mix containing this breed)
- Terriers of any kind
- American Bulldog
- Rottweiler
- Doberman Pinscher
- German Shepherd

**All breeds that are considered to be dangerous will be added at our discretion.*

No pets or any other animals shall be kept or allowed on the premises until approved by management and all the above requirements are met.

****Failure to comply with the pet policy may result in a \$500 fine plus \$50 per day until the pet is removed or proper documentation is completed. Termination of lease may be considered upon discretion.**

MOVE OUT PROCESS

**Obtain the same clean look as
when you first moved in.**

Then please do the following:

- 1. Complete a written and signed notice required by tenants (include full name, unit number, and move out date)**
- 2. Return your keys**
 - **Main keys - Front door keys (Bolt and Knob)**
 - **Mail keys**
 - **Laundry keys**
 - **Garage key + Remote if applicable**
- 3. Fill out the “Forwarding Address” form (pick up from office)**

It takes 30 days to receive your security deposit by mail. Please wait at least 30 days before contacting us regarding receiving your deposit.



Signature Page and Acknowledgements

I / We have read and acknowledged the following lease addendums in the move-in packet:

- ❖ No smoking flyer
- ❖ Failure to pay/late rent policy
- ❖ Parking policy
- ❖ Renewal of Lease
- ❖ Utility transfer
- ❖ Tenant fees list
- ❖ Pet policy
- ❖ Move out process

Tenant Name (Please Print) Apt # _____

Tenant Signature Date

Tenant Name (Please Print)

Tenant Signature Date

Tenant Name (Please Print) Date

Tenant Signature Date

Agent Name Date