

UNIVERSITY TOWNHOMES

Next to Kent State

IMPORTANT ITEMS FOR YOUR MOVE-IN

1. Inspection Form

Please complete the move-in **inspection form** as you move in. The form is attached to this email and is also available on the [website here](#). Use it to document any existing items that are non-repairable or do not require repair, such as worn carpet, tile stains, countertop chips, or burns. This protects you from being charged for pre-existing damage when you move out. Email the completed form to the property manager **no later than FIVE DAYS after your move-in date**.

2. Maintenance Portal

Our crews have cleaned and repaired the units to the best of their ability, but some items may have been missed. Submit all repair requests through your tenant portal at <http://www.university-townhomes.com/residents>. Please include all maintenance items on one request form.

3. Apartment Keys and Locks

Apartment keys will be on the kitchen counter. The first person to arrive is responsible for making sure all roommates can access the town home and pick up their key. We do not have keys to private bedrooms. You may install **your own door handle / lock to the bedroom**, which can be purchased at Walmart, Home Depot, or Lowes. Unless one already exists, you are **not allowed to install a deadbolt** because regular bedroom doors are not cut for deadbolts.

4. Trash Disposal

Please place all boxes, trash, and move-in materials **in or beside the dumpster**. Do not place trash in front of the dumpster, as this will prevent collection.

5. Renewals for Next Year

Renewal typically opens during the **first week of November** and runs through the **end of December**. In January, unrenewed units are listed and shown for the following school year. Talk with your roommates early and **renew together** to take advantage of available promotions and secure the **best pricing** possible.

6. Parking

Watch for announcements about parking passes. Towing is strictly enforced by City Towing, and residents are responsible for ensuring visitors park only in designated visitor areas.

7. Follow and Like Us on Instagram

Follow us on [Instagram @uthkent](#) to be eligible for promotions and giveaways. Each year, University Townhomes awards followers and residents **thousands of dollars** in gift cards, prizes, renewal bonuses, and referral bonuses.

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<https://linktr.ee/uthkent>