

WELCOME TO THE UNIVERSITY TOWN HOMES

We are so excited that you have chosen the University Town Homes as your new home.

As you move in you will need to complete the attached move in **inspection form**. This form is for documentation of items that are either non-repairable or do not require repairs (i.e. frayed carpet, stain in tile, chip or burned countertop, etc.) This list is for your piece of mind so that you have it documented and can be sure that you are NOT charged upon your move out for the damage. Once completed please email it to ddavis.apslc@gmail.com.

While we feel that we have **repaired all items** and found everything wrong we are not perfect and therefore may have missed some things. For repairs, login to your on-line account and list items that require repairs. All maintenance items needing repaired must be entered/requested through your tenant portal. Go to www.university-townhomes.com and login to your tenant portal to request maintenance services. Please put all maintenance requests into one form.

Your apartment key will be on the kitchen counter – first person in is responsible for ensuring that all roommates have access to the town home so they can pick up their key. We do not have keys to your private bedroom. You are allowed to install your own door handle / lock to the bedroom so that you may lock your own private space. We have no specific instructions on the door handle to use and they can be purchased at Walmart, Home Depot and Lowes. You are not allowed to install a deadbolt as the doors are not cut for deadbolts unless a previous one exists.

Please make sure that all boxes, trash, etc. is placed in or **beside the dumpster**. **Please do not place any trash in front of the dumpster or the trash collector will not be able to empty the dumpster.**

In that we are out preparing other town houses and apartments at many properties for other residents to move in we are very difficult to contact via phone until after Labor Day; however, if you have an emergency please call me. Otherwise send me an email or message thru the on-line system and your question and/or concern will be addressed.

Again, we are excited that you have chosen the University Town Homes. I look forward to our year together!!

Debbie Davis, Community Manager
330-690-4812
University-townhomes.com
University Townhomes Online <https://linktr.ee/uthkent>