



Tenant Move-In Packet & Resource Information

DuBois Rentals LLC.

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GUIDELINES FOR TENANTS

Below you will find guidelines that will address and hopefully answer any questions you may have about your DuBois Rental property. PLEASE read this information and keep this packet to refer to throughout the school year to help you if a problem arises. This information is also available on our website. We encourage you to review your lease agreement to note any items not covered below.

General Maintenance

General maintenance of the unit is your responsibility. General maintenance includes the following: Replacement of light bulbs, smoke detector batteries, etc. If you contact DuBois Rentals for repair due to negligence, the tenant(s) will be billed for the repairs. Examples include clogged toilets, clogged garbage disposal, broken windows, etc.

Breaker Box

Your breaker box is located in the utility room. Keep a flashlight handy in case your electricity goes out. If your electricity does go out, you may have tripped a breaker. THIS CAN HAPPEN IF YOU OVERLOAD THE CIRCUIT. Inside the breaker box, look for the switch that indicates "OFF" and flip it to the "ON" position. If none of the switches are off, start flipping each switch, one at a time. If this fails to turn your electricity back on, contact DUKE ENERGY at 800-543-5599.

If DUKE ENERGY is unable to help you, contact our maintenance personnel at 513-322-6460. REMEMBER: If you call DuBois Rentals first and the trouble is in your breaker box you will be charged accordingly.

APPLIANCES

Your unit is equipped with several major appliances. If a serious problem occurs, report it to our maintenance personnel at 513-322-6460 or maintenance@duboisrentals.com and he will schedule a repairman. However, many problems can be remedied or even prevented by proper use and care of the appliances.

DISPOSAL: If the disposal jams, turn off the power and clean out the disposal as much as possible. Turn the water on and try running the disposal again. Be careful with bottle caps and silverware - These items can seriously damage a disposal; and, as a result, become a costly repair for you.

SECURITY-ELECTRONIC LOCKS

Campus View Apartments has an electronic locking device on the outside doors of the building. The front door is unlocked from 8am to 6pm.

TO ENTER FROM THE OUTSIDE: When the door is locked you place the electronic key into the key hole. You do not need to turn the key. The light will flash green and you can pull the door open. There is a limited amount of time for which the door can be opened before the system will secure the door again. The alley doors require a key 24/7. If you have a visitor during the time that the doors are locked, you can push the door release button inside your apartment front door.

TO EXIT FROM INSIDE: When exiting the building there is a motion detector inside each exit door that will recognize movement of someone approaching and unlock the door. NOTE: This will time out and if someone does not exit in a timely manner, the door will relock. If this should occur, there is a RED BUTTON that can be pushed to allow the door to unlock again.

TOILETS

Clogged toilets/overflows are common problems resulting from tenant misuse. To prevent clogging and/or overflowing, DO NOT flush items such as paper towels, tampons, or facial tissues. Preventing overflows is

much easier than cleaning up the mess and damage that an overflow can cause. You should keep a plunger handy in case the toilet becomes clogged.

YOU WILL BE CHARGED IF TOILET IS CLOGGED FROM TENANT MISUSE.

PETS

NO PETS of tenants or guests are allowed in any apartment at any time. If we see a pet in your apartment, you will be contacted immediately and charges will be assessed as per your lease.

HOUSING A PET IS GROUNDS FOR EVICTION.

ROOFS

At no time are tenants permitted on the roof of the apartment complex. Not only does a city ordinance prohibit this activity, but you can also be evicted. If we catch you on the roof, you will automatically lose your entire deposit amount.

PUBLIC AREAS

No personal items (i.e. bikes, sports equipment, garbage, etc.) are to be left in the hallways or stairwells at any time. A bike rack is located behind the building for storage of bikes.

DISHWASHER

The dishwasher switch is located below the sink. This switch must be set on the "up" position for the dishwasher to operate.

STOVE

When operating the stove, the exhaust fan must be turned on.

EMERGENCIES

An emergency is defined as a situation in which either the tenant(s) or the property will suffer a loss if the situation goes uncorrected until the office is open. Examples of an emergency would be a water line break, fire, gas leak, vandalism, etc. PLEASE DO NOT CALL THE OFFICE FIRST, OUR NOTIFICATION COMES SECOND. Please be advised that in the event of vandalism, such as a broken window, you must contact the police immediately. Any repairs that need to be made will be charged to you without proof of vandalism. A police report will be required in such an event.

An emergency is not defined as being locked out of your room or apartment, having a clogged toilet, etc. These are examples which can be handled by the tenants or if necessary through our maintenance department during our working hours of 8:00-5:00 Monday through Friday.

If the Fire department, Police or Oxford Natural Gas has been called, or in the case of a Non Public Authority Emergency such as an inside plumbing line break, sewage backup, call 513-200-9713.

EMERGENCY NUMBERS

EMERGENCY: 911 POLICE: 513-523-4321 FIRE: 513-523-4321 NATURAL GAS: 513-523-5050

FIRE SAFETY

The fire extinguisher for your apartment is located under the kitchen sink. If you use the extinguisher, you must notify the office so we can have it recharged.

FIRE HAZARDS

The utility room has your hot water heater and furnace in them. Please do not store anything in front of the water heater or furnace area. Plastic bags and/or any paper items are a huge fire hazard.

Stay away from extension cords. Please use power strip when plugging in multiple items. (i.e. phone chargers, computers, blow dryers, etc.)

We suggest that you keep all of the information provided in this packet in a safe location. When your lease expires, the information will be helpful for the move-out process. You might want to consider keeping your key tags in the envelope to ensure all the keys are returned at move-out (you will be charged for any lost keys). Any key not returned within 14 days upon vacating property will be considered non-refundable.