**MOVE-IN INFORMATION**

**(607) 257-3578**

**info@oconnorapartments.com**

**Oconnorapartments.com**

**KEY PICK UP POLICY**

**The Rental Office is open for key pick -ups**:

(311 Dryden Road on the Bryant Ave side, under red awning)

**Monday-Friday** 9:30 am -3:30 pm **(Hours may vary so please call or email in advance.)**

**Saturday & Sunday**- **CLOSED**

* You must show an ID to receive your keys. A Cornell ID is acceptable. You will be **SIGNING** for the keys you take out.
* You may pick up keys for any roommate but once you have signed them out you are **100% responsible** for getting them to your roommate(s).
* If you lose your key it is a **$20 replacement fee**. You will also be asked to sign for the replacement key. You will only be able to get one key placement after, that you will need to call a locksmith (**607-272-9535)**.

\*Please contact your roommates and pick up keys for anyone who may be arriving late or on a weekend.

**In person key pick up:**

All keys should **be picked up in person** at the rental office by the original tenant, a roommate, or the official subtenant. When this is not possible, a tenant or official subtenant may designate a friend to pick up their keys at the rental office during regular office hours.

**ELECTRIC**

**Electricity/Gas:**

* IN ORDER TO RECEIVE YOUR KEYS AND BE ABLE TO MOVE-IN YOU NEED TO TURN OVER ELECTRIC AND/ OR GAS INTO ONE OF YOUR NAMES. [www.NYSEG.com](http://www.NYSEG.com) or 1-800-572-1111

**LOCKOUT POLICY**

* If you lock yourself out of your room or apartment and **staff is available**, they **may** unlock your room or apartment if you are a Tenant named on the Lease and have ID available.
* However!!!!! **Lost keys and lock outs are** **NOT AN EMERGENCY**, and if you cannot reach the Rental Office you will have to contact a locksmith at your own expense.
* **Pop A Lock (607-272-9535**) is the lock Smith we use**.** You must have proof of residence if you call a locksmith. If you use another locksmith from ours then you will have to pay the fee for everything.
* **ALL LOCKS ARE CHECKED DURING TURNONVER SEASON TO MAKE SURE THEY WORK PROPERLY & ARE NOT BROKEN.** If your lock is not working properly upon arrival please let u know and we will take a look at it. From then on it will be your responsibility to call a lock smith(Lock smith Number 607-272-9535).

**HOW TO PAY RENT:**

* Rent can be paid in person during office hours (**311 Dryden Road on the Bryant Ave side**, **under the red awning**) by cash or check.
* If you are dropping off a check or cash when the office is closed, please put it in an envelope with your name and apartment then slip the envelope through the mail slot in the door.
* Rent can be paid by mail by sending checks to 701 The Parkway, Ithaca NY, 14850 (**Depending on where you live, you will either make the check out to John O’Connor or Kevin O’Connor, SO PLEASE DOUBLE CHECK THIS**). If you are planning on sending a check through the mail to pay rent please make sure to send it enough in advance so you are not late with your payment!
* **WE DO NOT ACCEPT CHECKS MADE OUT TO O’CONNOR APARTMENTS!!!** If this happens this will be a $50 fine.
* Rent may also be paid online by going to our website (**oconnorapartments.com**) and clicking on **paypal** then click the apartment you are living in.
* If rent is not received on time it will be considered late and you will receive a late fee.

**HOW TO PAY WITH FINANCIAL AID:**

* If you are planning on paying with FA please make sure you file for this on time!!!
* We work with students on FA as a courtesy, so please make sure you communicating with us about your FA.
* We will need to see documentation from the FA office on when you will be receiving your FA into your account.
* All students on FA will pay 6months at a time to us once they receive their FA.

**IMPORTANT NOTES:**

* Place your name and property address on the check to ensure that you are properly credited with rental payment.
* Leaving cash or an incomplete check on the premises is not the management company’s responsibility.
* When the office is closed, place your rent in the mail slot in the door and please be sure the envelope is properly labeled with your name and address.
* **If a rent check is returned for insufficient funds (NSF), it will be a $50 fee.**

**GARBAGE/ RECYCLING POLICY**

* For those of you with dumpsters please **ALWAYS** lock up dumpsters when you are finished.
* **ONLY** garbage can go in the dumpster! If we find you are throwing recycling into the dumpster you will be fined as per your lease. For questions on what is recycling and what is garbage please visit: [www.recycletompkins.org](http://www.recycletompkins.org).
* **NO GARBAGE** can be left sitting by the dumpster or visible outside your apartment. If this happens the city will fine us and in return you will get fined, so please put all garbage in the dumpster. If the dumpster is full, keep garbage inside till the dumpster is emptied.
* **If O’Connor apartments has to pick up any garage we will charge you $100/hour.**
* **Recycling** should be put out the night before your recycling is scheduled to be picked up (You can use any type of bin for recycling). To find your recycling day please visit [www.recylingtompkins.org](http://www.recylingtompkins.org). If you put recycling out on the wrong day or are leaving it visible outside your apartment the city will fine us and in return you will have to pay the fine! So please leave the recycling somewhere in your apartment till it is time to take it out

**HEAT**

* With the fluctuating temperatures during the spring and fall. It is very hard to regulate the temperatures in the apartment. We ask that you be patient during these times and give the thermostats in the house a chance to catch up.
* Please leave your doors open (especially your bedrooms) so that the warm air can circulate throughout the apartment.

**MAINTENACNE REQUESTS**

* If you have something in your apartment that’s needs to be looked at please go to our website at **oconnorapartments.com** and fill out a **maintenance** **request form**.
* Please do NOT put too much toilet paper down the toilet or ANY feminine products down the toilet. If you do and the toilet clogs it is your responsibility to plunge the toilet or call a plumber.
* We only change fluorescent light bulbs that go out in the apartment. If an incandescent light bulb goes out it is your responsibility to change it.