

## **Welcome to Campus Park!**

As the managers, we are excited to serve you and help make you comfortable in your new home. Our goal is to provide you with the best service possible to make your time with us an enjoyable and positive experience.

**You are scheduled to move in on January 1st. If that has changed, please advise by e-mail: [campusparkapts@gmail.com](mailto:campusparkapts@gmail.com) of your expected date of arrival.** You may text as well: 208-270-7011. Your address will be:

332 S. 4th W. #1101  
Rexburg, ID 83440

**ARRIVAL NOTIFICATION:** Please notify Kim by email or text of expected arrival day and time at least one day before arrival.

**Keys: First month's rent, parking permits and any other applicable fees are required prior to move-in.** You may pay with Money Order or Cashier's Check or by ACH if you get the attached ACH authorization form back to us in a timely manner. ACH authorizes management to transfer money from your bank account to ours; Instructions attached. Provided we have received funds, your door will be unlocked upon arrival with the keys on the counter inside. There should be 2 apartment keys and one mail key for each apartment. Please let us know if you do not have all of your keys.

**Parking Permits:** You should have paid for your parking permit(s) with the application process. If you have paid for them, you will find your permit(s) with your keys. You risk being towed without a permit **so apply them immediately. The sticker needs to be placed on the rear bumper.**

**Phone Main Office Hours:** M-F 4:00-6:00 except during rent week (the 1st thru the 5th). During rent week, the Office will be open M,W,Th&F 1:00-6:00, Tuesday 4:00-6:00 & Saturday, 2:30-5:00. We will be closed on Tuesdays, unless the Tuesday falls between the 1-5th of the month.

**Rent** is due on or before the 1st day of the month but you have until the 5th to pay before late fees start accumulating. You can pay by ACH or by check. A check can be dropped off at the **Theiss Apt #1106 on January 4<sup>th</sup> & 5<sup>th</sup> 5-7 p.m.**, or you can mail it to arrive before 5 p.m. on the 5<sup>th</sup> of the month to:

**Squaw Peak Properties**  
c/o Kim Rogers  
520 W. 7th S. #207  
Rexburg, ID 83440

**Apartment Condition Checklist:** You will find the move-in checklist on your kitchen counter. For your protection, fill out and mail or e-mail the **move in checklist within 5 days of moving in**. Making note of any damages present upon your arrival protects you from being charged for them when you leave.

**Contract:** To ensure an amenable relationship between Tenant and Management, we ask all tenants to become very familiar with the terms of the contract. The contract can be viewed on our website (presently in construction process.) If you have contracted through the Campus Married Housing Website the contract can be viewed there under "Residents" portal.

**Utilities: Call Rocky Mountain Power today** and have the power changed into your name. You will need to give them the first date of your contract, even if you moved in after that date.

**Internet:** Optix is our server and the password is "onmyhonor." **No personal routers are allowed.**

**Nail Holes:** Please do not put any nail holes in the wall. We have screws in the walls for you to use. Extra holes in walls result in charges.

You will notice that one of the **outlets** in the living room does not work. You must have the light switch by the front door turned on for it to work. This is a common maintenance request but it is by code law that we are required to wire it this way. The outlets are also child protected which is required by law. You must have both prongs of a plug enter the outlet at the same time and there is a safety flap behind the holes that will open up.

**Maintenance Requests:** Any maintenance issues should be placed through text or e-mail. If the maintenance request does not get taken care of within 1-2 business days, please don't hesitate to email again with a reminder. We do our best to solve any problems promptly, but we are human and can overlook something by mistake.

**REPORT LEAKS OR ISSUES THAT ARE UNSAFE IMMEDIATELY.**

**QUIET HOURS** are 10pm until 8am. We expect you to honor these hours. Please be respectful and keep the noise level down after 10 pm. If you have concerns or have a neighbor who is not abiding by quiet hours, please let us know and we will be happy to address the situation kindly.

**Garbage:** If dumpster is full, please do not put garbage next to it nor on the ground. The garbage man will not unload the dumpster if there is garbage on the outside and in the way.

The office phone number is [208-270-7011](tel:208-270-7011). **Please only use this number during office hours**, except in case of EMERGENCY. Non immediate concerns can be taken care of any time by text or email: **campusparkapts@gmail.com**

We are excited to work with you this semester and in the future!

Campus Park Management