

LEASE SIGNING

WHAT IS NEEDED TO SIGN A LEASE?

- **First Month's Rent:**

- *Current Tenants* - one check* posted dated for August 1st or set up to pay with [Auto Pay](#)⁺.
- *New Tenants* - one check* posted dated for July 1st or set up to pay with [Auto Pay](#)⁺.

**The check will be kept in a secure box and processed on post date.*

+With Auto Pay, your checking account will be debited on August 1st and the 1st of each month for the duration of your lease term. [Click Here for more details!](#)

- **Security Deposit** – one check/money order presently dated. Generally the security deposit is equal to one month's rent.
- **Fifty-percent of Tenants Present** – at least half of the tenants need to be present to sign the lease. All tenants need to sign the lease before the start date of the lease.

HOW MANY PEOPLE NEED TO BE PRESENT TO SIGN A LEASE IN ORDER TO SECURE A LOCATION?

Fifty-percent of the tenants need to be present to sign a lease in order to secure a location. All tenants need to sign the lease before the start date of the lease.

- Efficiency One Person
- One Bedroom One Person
- Two Bedroom One Person
- Three Bedroom Two People
- Four Bedroom Two People
- Five Bedroom Three People

HOW MUCH IS A SECURITY DEPOSIT?

- The security deposit is equal to one month's rent.
- The security deposit is due in one (1) check/money order the day a lease is signed.
- The security deposit cannot be used for rent and/or fees.

DO YOU NEED AN APPLICATION / FEE?

- No pre approved application or fee is required to sign a lease.
- A lease can be signed with the three following requirements:
 - (1) – Security Deposit (equal to one month's rent)
 - (2) – First Month's Rent (August Rent) – one check posted for July 1st or set up to pay with [Auto Pay](#)⁺.
(Current tenants – one check postdated for August 1st or set up to pay with [Auto Pay](#)⁺)
 - (3) – Fifty-Percent of the Tenants need to sign the lease to reserve the location.
 - (4) – All tenants need to sign the lease before the start day of the lease.

WHICH LOCATIONS ALLOW PETS?

- No Dogs are allowed at any location. No Exceptions.
- A Cat is allowed at the following locations with a \$25/mo charge and a \$150.00 non-refundable deposit.
 - 108 South Linn Street (IA)
 - 929 Iowa Avenue (QE)
 - 316 South Dodge Street (QM)
 - 317 South Johnson Street (XG)
 - 509 South Linn Street (XH)
 - 814 Market Street (XJ19)
 - 816 Market Street (XJ18)
 - 618 East Court Street (XI)
 - 221 Summit Street (XO)
 - 635 South Dodge Street (XQ)
 - 650 South Johnson Street (XX)
 - 328 North Dubuque Street (XZ)
 - 202 Fairchild (XL)
 - 321 South Dodge Street (XJ20)

WHEN DO APARTMENT SHOWINGS BEGIN?

- Apartment Showings begin Tuesday, December 13th, 2011 between 10:00 am – 5:00 pm.

MOVE IN

WHEN SHOULD THE UTILITIES BE SET UP? *reference lease article 6: Utility Rates*

- Call the utility companies at lease **one month prior to the start date** of your lease to set up the appropriate utilities.
- Reference your lease to see what utilities you are responsible for. **All tenants pay for electricity – no exceptions.**
- If tenants do not have all the utilities in their name from the first day of the lease through the last, they will incur a \$10.00 a day utility charge and a \$50.00 per month administrative charge.
- [MidAmerican Energy](#) (electric / (gas - where applicable))
888-427-5632 www.midamericanenergy.com
- [City of Iowa City](#) (water / sewer)
319-356-5064 www.icgov.org/utilities/water/asp

HOW DO I GET A PARKING SPOT?

- All parking spots go on sale in April (a calendar will be posted on the website)
- Must bring the vehicle registration to the Apartments Downtown office to purchase a parking spot.
- Parking spots are rented on a first come first serve basis
- Parking spots are paid in full the day the parking spot is issued.
- No month to month payment plans. No Exceptions.

LEASE YEAR

WHEN IS RENT DUE? *reference lease article 10: Rent*

- Rent is due in **one (1) payment by the 1st of each month** even if the 1st is a holiday or weekend.
- A 24-hour drop box is located at the front door of the office: 414 E Market Street.
- You may also mail your rent payment to the office;
 - Apartments Downtown, 414 E Market Street, Iowa City, Iowa 52245
 - Mailed payments are paid upon physical receipt, not by government postmark.
- There is a \$10.00 per day late charge for rent received after the 1st of the month.
- Please pay in one (1) payment. Additional payment charges are \$10.00 per payment.
- Put your unit code in the memo of each check.
- Helpful Hints to Pay Rent on Time:
 - Postdate all rent check(s) for the 1st of the associated month. The check(s) will be kept in a security box and processed on the 1st of the appropriate month.
 - Set up bill pay through your bank. Have your bank send a rent check each month before the 1st of the month. The check will be kept and processed on the 1st of the month.
 - Set up to pay with [Auto Pay](#). With Auto Pay, your checking account will be debited on the 1st of the month. For the duration of your lease term.

WHO TO CALL FOR MAINTENANCE PROBLEMS?

- Iowa City Maintenance (319-351-6000) for general maintenance
- Emergency Maintenance (heat outage / electrical outage / no water / sewer backup)
 - (319-338-0209) Emergency line (after regular business hours)
 - (319-351-8391) During Apartments Downtown office hours

WHAT IS THE SUBLEASE PROCESS?

The (3) following tabs are requirements to complete a sublease:

- All current Tenants must sign an Individual Sublease Permission Form which discloses the Sublessee to move in (the permission form can be printed off the website – under Office Forms)
 - The Sublessor and Sublessee need to sign the Sublease Rental Agreement (the agreement is part of the lease and needs to be signed in the office)
 - A Sublease Fee needs to be paid at the time the Sublessor and Sublessee sign the Sublease Rental Agreement.
- | <u>Type of Sublease</u> | <u>1 BR</u> | <u>2 BR</u> | <u>3 BR</u> | <u>4/5 BR</u> |
|--|-------------|-------------|-------------|---------------|
| Entire Unit (Prior Oct 1 st) | \$400 | \$600 | \$800 | \$1000 |
| Entire Unit (After Oct 1 st) | \$150 | \$225 | \$300 | \$375 |
| Individual Sublease | \$150 | \$150 | \$150 | \$150 |
- It is the subleasing Tenant's sole responsibility to find someone to assume the Rental Agreement.
 - Subleasing does not release the Sublessor from liability for the rental term.

WHAT IF MY CAR GOT TOWED?

- DO NOT park in any building's lots without an authorized sticker or you will be TOWED by the tenants or parking security.
- Call the non-emergency Police Department (319-356-5275) to see where your car was towed.

WHEN DOES THE HEAT GET TURNED ON?

- The boiler heat will be turned on from November 1st to March 1st weather permitting
- Your air conditioning unit may also have a heat pump and can be used at any time at the expense of the Tenant.