

# LEASE SIGNING

## WHAT IS NEEDED TO SIGN A LEASE?

- **First Months Rent** – one check posted dated for July 1<sup>st</sup>. The check will be kept in a secure box and processed July 1<sup>st</sup>. Current tenants of Apartments Downtown can postdate checks for August 1<sup>st</sup>.
- **Security Deposit** – one check/money order presently dated. Generally the security deposit is equal to one or two months 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?

- Generally the security deposit is equal to one or two months 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 (1) – Security Deposit (generally equal to one or two months rent)
  - 2 (2) – First Months Rent – one check posted for July 1<sup>st</sup>
  - 3 (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)
  - 902 North Dodge Street (QL)
  - 316 South Dodge Street (QM)
  - 317 South Johnson Street (XG)
  - 509 South Linn Street (XH)
  - 618 East Court Street (XI)
  - 221 Summit Street (XO)
  - 635 South Dodge Street (XQ)
  - 909 East Burlington Street (XR)
  - 650 South Johnson Street (XX)
  - 328 North Dubuque Street (XZ)
  - 814 East Market Street (XJ-19)
  - 321 South Dodge Street (XJ-20)

## WHEN DO APARTMENT SHOWINGS BEGIN?

- Apartment Showings begin Tuesday, January 20, 2009 between 11am-6pm.

## MOVE IN

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

- Call the utility companies at least **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 fine and a \$50.00 per month service charge.
- MidAmerican Energy (electric / (gas - where applicable))  
888.427.5632      [www.midamericanenergy.com](http://www.midamericanenergy.com)
- City of Iowa City (water / sewer)  
319.356.5064      [www.icgov.org/utilities/water/asp](http://www.icgov.org/utilities/water/asp)

## HOW DO I GET A PARKING SPOT?

- All parking spots go on sale in August (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.
- Mail orders will be processed at 4:00 p.m. on the assigned day only if paperwork, payment, and a copy of registration has been returned to the office. There is a \$50 fee due on all mail-in orders in addition to the permit fee.

## LEASE YEAR

## WHEN IS RENT DUE? \*reference lease article 12: Rent\*

- Rent is due in **one (1) payment by the 1<sup>st</sup> of each month** even if the 1<sup>st</sup> is a holiday or weekend.
- A 24-hour drop box is located at the office: 414 E Market St (next to Mercy Hospital)
- 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 1<sup>st</sup> 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 1<sup>st</sup> of the associated month. The check(s) will be kept in a security box and processed on the 1<sup>st</sup> of the appropriate month.
  - Set up bill pay through your bank. Have your bank send a rent check each month before the 1<sup>st</sup> of the month. The check will be kept and processed on the 1<sup>st</sup> of the month.

## 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
  - (319-351-8391) during Apartments Downtown office hours

## WHAT IS THE SUBLEASE PROCESS?

The following tabs are requirements to complete a sublease:

- All current Tenants must sign an Individual Sublease Permission Form which discloses the Subleasee to move in (the permission form can be printed off the website – under Office Forms)
- The Sublessor and Subleasee 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 Subleasee 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 <sup>st</sup> )	\$350	\$550	\$750	\$950
Entire Unit (After Oct 1 <sup>st</sup> )	\$100	\$150	\$225	\$300
Individual Sublease	\$100	\$100	\$100	\$100

- It is the subleasing Tenant's sole responsibility to find someone to assume the Rental Agreement.
- A deposit increase of one month's rent may be required upon a sublease.
- Subleasing does not release the Sublessor from liability for the rental term.

## WHAT IS COMMON AREA DAMAGE (CAD)?

- If damages occur in common areas (stairways / hallways/ entryways...), and Landlord and Tenants are not able to determine who caused the damage within 7 days, then each apartment shall pay pro-rata share of costs to repair damages.

## WHAT IF MY CAR GOT TOWED?

- 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 (where available) will be turned on from November 1<sup>st</sup> to March 1<sup>st</sup> weather permitting
- Your air conditioning unit may also have an electric heat pump. The cost of using an electric heat pump is the Tenants.

*Apartments Downtown  
414 E. Market Street  
Iowa City, IA 52245  
(319) 351-8391 or  
(319) 354-APTS*