



# TRIDENT

## REALTY, INC.

*...because where you live DOES matter.*

---

## Official Move In Handbook

**Inside:** *All you need to know about moving into your new apartment.*

- **Rent Due Dates**
- **Utility Contact Information**
- **General Guidelines**

**YOUR NEW ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

*Don't forget to forward your mail and add your last name to the mailbox.*

## Live Large! PAY LESS! Have Fun!

# RENT REMINDERS



***RENT IS ALWAYS DUE ON THE FIRST OF EACH MONTH.***

**THERE IS A 3 DAY GRACE PERIOD. IF RENT IS PAID ON OR AFTER THE 4<sup>th</sup> OF EACH MONTH, THERE WILL BE A LATE FEE.**

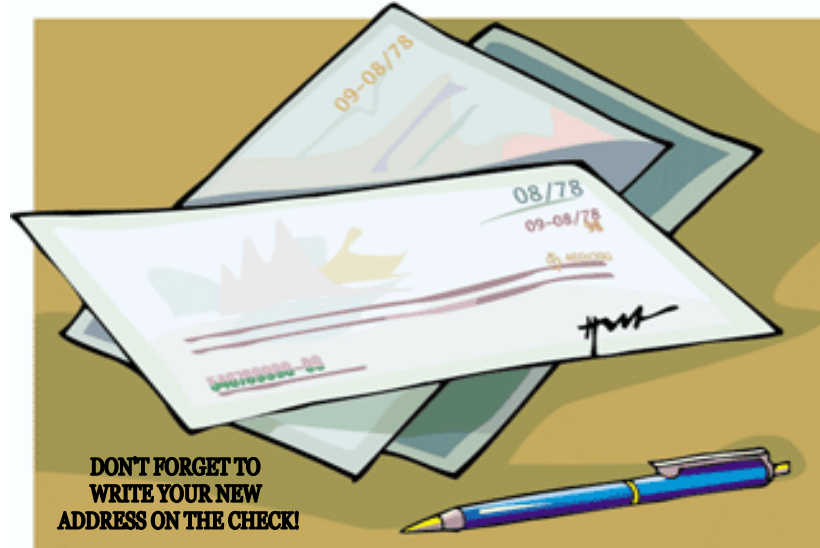
***THIS RULE APPLIES EVEN DURING HOLIDAYS AND WEEK-ENDS.***

## **PAY RENT ONLINE\***

**Log into the MyTrident Portal through our website,**

## **GoTrident.com**

**\*Please include a \$10 convenience fee when using credit or debit card. There is no charge for e-check.**



**DON'T FORGET TO WRITE YOUR NEW ADDRESS ON THE CHECK!**

**PLEASE MAKE YOUR CHECK PAYABLE TO:**

**TRIDENT REALTY, INC.  
4525 W MAIN STREET  
KALAMAZOO, MI 49006**

**A RENT DROP BOX IS LOCATED OUTSIDE OUR OFFICE FRONT DOOR FOR YOUR CONVENIENCE.**

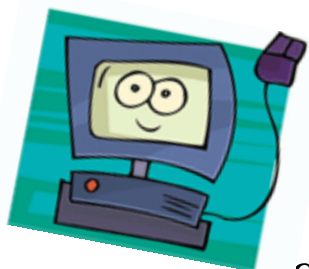
**We encourage rent to be paid each month with 1 single check per unit. If this is not possible, please make sure to drop off all checks for the apartment together.**



# UTILITIES AND OTHER CONTACT NUMBERS



**You are responsible for contacting and setting up an account with any utilities you wish to have that the landlord does not include with rent. We have provided some helpful contact numbers below.**



Internet and Cable TV  
Charter Communications  
1-888-GET-CHARTER

Water and Sewer Services  
City of Kalamazoo, Water Division  
269-337-8149



Gas and Electric  
Consumer's Energy  
1-800-477-5050



Weekly Trash Removal  
Allied Waste Industries 269-381-2226  
Best Way Disposal 269-388-3300  
Waste Management 269-382-1081

Towing Services  
T & J Towing  
269-349-4088



## OTHER NUMBERS

Trident Realty, Inc.  
Embassy Terrace Apartments  
Carriage Green Apartments  
Police Non-Emergency  
Western Michigan University  
Kalamazoo College  
Large Item Trash Removal  
Change of Address  
Bus Information

Trident Realty, Inc 269-388-8178  
Embassy Office 269-342-1069  
Carriage Office 269-388-8178  
Dept. Public Safety 269-337-8120  
General Info. 269-387-1000  
General Info. 269-337-7000  
Student Haulers 269-345-4285  
US Postal 1-800-ASK-USPS  
Metro Transit 269-337-8222

## A note from Maintenance...

*We want your living experience to be the best ever. My team has worked very hard to get everyone's apartment ready for your move in day. Our staff has been working non-stop to ensure all the apartments are in excellent condition. If, for any reason, we have overlooked something, we do apologize and will get it fixed as soon as humanly possible. During this busy time, emergencies are handled first, such as A/C's and water leaks. All non-emergency maintenance requests can be made by e-mail on our website at [www.GoTrident.com](http://www.GoTrident.com) or you may contact the office in person or by telephone at 269-388-8178. We hope you had a great summer and look forward to your year ahead with us.*



### 2011-12 Academic Calendar

#### Fall Semester

Classes Begin	Tuesday, September 6
Thanksgiving Recess	Wednesday, November 23
Classes Resume	Monday, November 28
Final Exam Week	December 12-16
Commencement	Saturday December 17

#### Spring Semester

Classes Begin	Monday, January 9
Dr. Martin Luther King, Jr.	Monday, January 16
Day-Holiday	
Spirit Day	Friday, March 2
Spring Break	Monday, March 5
Classes Resume	Monday, March 12
Final Exam Week	April 23-27
Commencement	Saturday, April 28

#### Summer Session I

Classes Begin	Monday, May 7
Memorial Day Recess	Monday, May 28
Session Ends	Wednesday, June 27

#### Summer Session II

Classes Begin	Thursday, June 28
Independence Day Recess	Monday, July 4
Session Ends	Friday, August 17

### 2011-12 Academic Calendar

#### FALL QUARTER

Orientation Begins	Wednesday, September 7
Classes Begin	Monday, September 12
Classes End	Friday, November 18
Finals	Nov. 20 – 22 (Sun – Tues)

#### WINTER QUARTER

Classes Begin	Tuesday, January 3
Martin Luther King Jr. Day (Holiday)	Monday, January 16
Classes End	Friday, March 9
Final Exams	March 12 – 14 (Mon – Weds)

#### SPRING QUARTER

Classes Begin	Monday, March 26
Memorial Day (Holiday)	Monday, May 28
Classes End	Friday, June 1
Final Exams	June 4 – 6 (Mon – Weds)
Commencement	Sunday, June 10

# THE GENERAL POLICIES

YOU ARE REQUIRED TO READ THESE POLICIES AND INITIAL THAT YOU HAVE READ THEM.

## THESE ARE IMPORTANT RULES AND REGULATIONS THAT YOU MUST FOLLOW!



### **PET POLICY**

**NO PETS ALLOWED!** Under NO circumstances are pets allowed on property without the written consent of the landlord. If your friends or parents come to visit, they MUST leave their pet at home. Any violation of this rule will result in a \$1000.00 fine and the pet shall be removed from the premises immediately. Further violations may result in higher fines and eviction.



### **PARTIES, DISTURBANCE AND NOISE POLICY**

**NO PARTIES ALLOWED.** We all enjoy having friends visit our houses, but some people take this to an extreme that can have disastrous results. Please be courteous of your neighbors and the city noise regulations. **If we discover anyone not behaving properly regarding noise, parties and disturbances, we will give you one warning before addressing the issue with your guarantors and possibly commencing with FINES OR EVICTION.** We are very strict about this because every year we have people who do not take it seriously. If you are evicted, you will be held liable for the balance of the rent through the remaining lease period as well as damages. It is a bad situation that hurts all of us. Just as a warning Public Safety is ruthless with MIP's (Minor in Possession) and noise violations that can cost \$100's of dollars for just a stereo that can be heard.



### **SMOKING POLICY**

**SMOKING IS NOT ALLOWED INSIDE ANY OF THE APARTMENTS OR WITHIN THE COMMON AREAS OF ANY APARTMENT BUILDING OR HOME.** Please limit smoking to outside or on the porch or balcony. Please do not dispose of cigarette butts or ashes in the lawns, bushes, sidewalks or parking lots. Damage to the unit caused by burns, odors or clean up of improperly disposed of cigarette butts will be charged to the tenant(s). Violating this policy can be deemed sufficient reason for eviction.



### **CLEANING POLICY**

Your unit has been cleaned by a professional cleaning service. This service is designed to leave your apartment in a "generally clean" condition. We normally do not provide spotless or "white glove" cleaning. Each person has his or her own standards of cleanliness. As such, our intent is to bring your unit to a level at which you can finish cleaning to your personal standards.

# GENERAL POLICIES CONTINUED



## SHOWINGS POLICY

**TENANT(S) AGREE TO LET THE LANDLORD ENTER UNIT IF NOTICE IS GIVEN BY 5PM THE DAY BEFORE A REQUEST TO REPAIR, INSPECT, OR SHOW THE UNIT.** Occasionally, we may need to have access to your apartment. If this does happen, we will be respectful to your privacy rights. Immediate entry may be necessary and permissible for emergency conditions.

## TRASH, ITEMS LEFT IN COMMON AREA OR BALCONIES

Please do not put your trash bags or any other personal belongings in either the front or rear common area hallways or on your balconies or patios or outside your front doors. It is unsanitary and inconsiderate to your neighbors. It may also cause potential problems with pest infestation. **ANY TRASH AS DESCRIBED ABOVE WILL BE REMOVED BY OUR MAINTENANCE PERSONNEL WITHOUT NOTICE AND BILLED TO THE TENANTS AT A COST OF \$25 PER BAG OR ITEM.** So please, be responsible and take a couple of minutes and walk your trash to the dumpster and recycling containers provided for you.

Also, fire code prohibits the storage of any personal items in either the front or back hallways or any common areas. In case of a fire, emergency personnel need unimpeded access to the apartment. If you have items stored in the hallways or common areas, please remove them either into your apartment or off premises.

## FURNITURE

**CITY HOUSING CODE REQUIRES THAT FURNITURE PLACED ON THE PORCH OR DECK MUST BE MADE OF METAL, WICKER OR PLASTIC ONLY.** Interior furniture such as upholstered sofas and loveseats cannot be outside. The fines imposed by the City of Kalamazoo vary as to the amount of debris, but a \$70-\$400 fine is not unusual. They are relentless about this and will not allow any exceptions.

## BEDROOM DOOR LOCKS AND INSTALLATION OF PAD LOCKS

**LANDLORD EXPRESSLY PROHIBITS THE INSTALLATION OF DOOR LOCKS OR PAD LOCKS ON INTERIOR BEDROOM DOORS.** Any door locks or pad locks found will be removed by the landlord and the tenants will be charged for the cost of removing and replacing the locks and any physical damage caused to the door or door frame from installation of the locks

## FIREPLACES

**ALL FIREPLACES IN RENTAL UNITS ARE NON-WORKING AND DECORATIVE ONLY** unless previously agreed to in writing. TENANT(S) understand they will not attempt to use these non-working fireplaces and claim full liability for any attempt to alter or make these fireplaces useable.



# GENERAL POLICIES CONTINUED

**THE FOLLOWING POLICIES ARE SPECIFIC TO GREENBRIAR RESIDENTS.**



## **SCREWING, NAILING DRILLING HOLES IN THE CEILINGS**

There are electric heating cables woven into the ceiling of your apartment. **IF YOU PUNCTURE THE CEILING IN ANY WAY, YOU MAY DAMAGE THESE CABLES AND CAUSE A FIRE HAZARD.** Tenants are responsible for any damage caused to the wiring or heating systems.

The exterior of your apartment cannot have any holes or puncture either. Please do NOT install anything into the brick or stucco surrounding your patio or balcony. Tenants are responsible for any damage to these surfaces as well.



## **MOISTURE AND CONDENSATION ON NEW WINDOWS AND WINDOW SILLS AT GREENBRIAR**

In the past we have experienced condensation on and around the bedroom windows. This is an occurrence that will only happen in the winter times when the temperature in the apartment is warm but the windows are cold. It happens during or after such things as hot steamy showers or when water is being boiled in the kitchen. To help prevent this, just run your bathroom fan during showers and when you cook anything that causes steam. Keep it running least 15 minutes afterwards too. This should alleviate the problem. Make sure both the bathroom door and bedroom doors are open when you run the fan. Closing the bedroom and bathroom doors during and after showers will also help alleviate this condensation before it can start. If you do still experience this condensation, please take a moment to wipe it up with a towel.



## **DISHWASHER USE AND UPKEEP**

**USING A RINSE AID IN THE DISHWASHER WILL HELP THE CLEANING CYCLE.** Hard water sometimes causes build-up and soap residue. If you use a rinse aid, it will prevent the build-up of minerals and leave your dishes spotless.



## **NO GRILL POLICY**

**NO GRILLS ARE ALLOWED ON BALCONIES OR PATIOS.** The heat and flame from the grills are a fire hazard to the wood balconies. You are more than welcome to use any indoor grills such as the George Foreman. We hope to build a grilling area in the back of one of the buildings but until such time, no outside grilling is permitted.

**REMEMBER...YOUR INITIALS ON THE ACKNOWLEDGMENT FORM INDICATES  
THAT YOU HAVE READ AND UNDERSTAND THE POLICIES. YOU ARE ALSO  
RESPONSIBLE FOR TELLING ANY ROOMMATES NOT PRESENT OF THESE POLICIES.**

*A NOTE FROM THE MANAGERS...*

*WE ARE SO EXCITED ABOUT THE UPCOMING YEAR AND HAPPY TO HAVE YOU AS A RESIDENT. OUR GOAL IS TO PROVIDE YOU WITH THE BEST SERVICE AND LIVING EXPERIENCE IN KALAMAZOO. PLEASE FEEL FREE TO CONTACT US AT ANYTIME WITH ANY SUGGESTIONS OR COMMENTS ABOUT YOUR STAY. WELCOME TO OUR COMMUNITY AND WE LOOK FORWARD TO ANOTHER FANTASTIC YEAR!*

*SINCERELY,*

*DAVE, STEVE AND AMY*



WELCOME  
TO YOUR  
NEW HOME!



**Trident Realty, Inc.**

4525 W Main Street  
Kalamazoo, MI 49006  
(269) 388-8178



