STUDENT RENTAL PROPERTIES
2016/2017

“IMPORTANT INFORMATION”

KEY PICK-UP FOR ALL PROPERTIES (EXCEPT KELLER & SPRECHER): Keys will be available for pick-up on or after August 1, 2016.

KEY PICK-UP FOR KELLER & SPRECHER: Keys will be available for pick-up on or after August 13, 2016.

Keys can be picked-up with Wittenberg Police (annex of Recitation Hall) at anytime on or after these dates. Please have with you your student ID. Each student needs to sign out his or her own key. Keys will not be released to housemates.

Your key will be in an envelope marked with your name and new address. With the envelope is a Move-In/Move-Out Form. This form needs to be returned to Student Development within 48 hours of moving into your house/apartment. It is very important that this form be returned, as we use this upon move-out. If there are damages not reported on this form, we have to assume that they happened while you were living there.

UTILITIES: If you are responsible for utilities in your house/apartment, they need to be in your name by August 1. If Wittenberg is billed for any of the utilities after your move-in, there is a $50.00 penalty charged to the tenants, and the utility charge will be billed to your student account.

Electric Company – Ohio Edison 1-800-633-4766
Gas Company 1-800-344-4077
Phone Company – AT&T (Optional) 1-800-660-1000
Cable – Time Warner Cable (Optional) 1-800-425-2225

RENTERS INSURANCE: It is highly recommended that you purchase renters insurance, so that in the event of theft or fire, your personal belongings are covered. Wittenberg carries the insurance on the dwelling itself, but you the tenant, would cover your personal things. Check with your parents, their homeowners insurance may cover your belongings.

TENANT IS RESPONSIBLE FOR:
A. Replacing light bulbs and smoke detector batteries.
B. Containing trash and putting out for pick-up and bringing cans back in.
C. Keeping your porches and lawns free of trash.
D. Removal of ice and snow from your sidewalk and steps.
E. Damage to walls and windows.
F. Lost or misplaced keys.

REPORTING MAINTENANCE NEEDS: To report routine maintenance needs, contact Physical Plant Work Order Desk at 327-7316 during regular business hours, Monday through Friday, 8:00 am to 5:00 pm, or through e-mail at ppworkorders@wittenberg.edu. Maintenance needs that arise outside of regular business hours, contact the Wittenberg University operator at 327-6231. Emergency maintenance needs are defined as those situations that could result in harm to you or your property.
**TENANT SHALL NOT:**

A. Keep or permit pets on the property at any time. A pet for these purposes is defined as any creature that cannot be caged 24 hours a day without being injurious to its health. In violation of this, student shall pay the sum of five hundred dollars ($500) per report of a pet. Payment does not cure the default caused by the presence of the pet. An unannounced inspection to verify the removal of the pet will be conducted.

B. Make repairs or alterations to the property.

C. Remove, change, or re-key locks.

D. Install a waterbed.

E. Have a halogen lamp.

F. Have kegs.

G. Have upholstered furniture on porches.

H. Be on the roof at any time.

**PARKING:** Parking is typically on the street, unless there is a graveled area or designated parking. You are not to be parked on the grass at any time. When you pick-up your keys, if you are living at Keller, Sprecher, or Faculty Court apartments you will be given a sticker for your car that identifies you as a resident.

**OWNER ACCESS:** Owner/Manager, will give 24 hours advance notice to enter your property. The only exception to this is; a work order called to Physical Plant is giving your OK to enter.

**CITY ORDINANCE:**

A. No trash bags or cans should be at the street more then 24 hours before pick-up time. **TRASH PICK-UP IS ON MONDAY EACH WEEK.** Once trash is picked-up, cans need to be taken from the curb.

B. Upholstered furniture (living room couches and chairs) is not permitted on porches, only furniture specifically designed for outside use.

There is a charge of $200.00 per property for any tenant in violation of these city ordinances. This charge comes from the City of Springfield.

**FIRE CODE:** Violations specific to the University are; a) Hasp locks on bedroom doors, and b) sleeping in attics and basements. Each house has a bedroom assigned to each tenant. Attics and basements are to be used for storage only.

**TENANT SHALL ABIDE BY THE LAWS OF THE STATE OF OHIO TO THE POSSESSION, USE AND CONSUMPTION OF DRUGS AND ALCOHOL BY PERSONS UNDER 21.**

**IF YOU HAVE ANY QUESTIONS CONCERNING YOUR RENTAL PROPERTY, PLEASE DO NOT HESITATE TO CONTACT RESIDENCE LIFE 937-327-7800.**