

## **DEAR TENANTS,**

We would like to take this opportunity to welcome you! We would also like to provide you with the following reminders pertaining to the terms of your lease.

### **\*\*IMPORTANT\*\***

**UTILITIES FOR WHICH THE TENANT IS RESPONSIBLE FOR SHOULD BE IN THE TENANT'S NAME PRIOR TO OCCUPANCY. UTILITIES NOT SWITCHED MAY BE DISCONNECTED WITHOUT NOTICE.**

**NO MOVE-INS/MOVE-OUTS BETWEEN 6PM AND 8AM DAILY**

#### **Check-in procedures:**

Check-in lists should be returned to us within 3 days of moving in. If we have not received an inspection checklist from you, we will assume that there are no defects in your apartment.

#### **Parking Assignments:**

We will be maintaining a list of vehicle descriptions and license plate numbers for the cars assigned to specific parking places. Please provide us with a description of your vehicle within one week of your move-in date. If you have problems with someone parking in your stall, please leave them a note and notify us of the situation.

#### **Maintenance:**

If you have a repair that needs to be done, please let us know. We would like to be informed of even minor problems before they become worse. Reporting of problems also protects you. All repairs will be prioritized by the management and we will attend to those we feel necessary as soon as we are able. When a maintenance request is submitted, we will do our best to have maintenance there within 1-2 business days

For **GENERAL** maintenance requests call 887-2187.

For maintenance **EMERGENCIES** (ie, no heat and fire or water issues) call 541-5360

**For any gas emergencies, please contact your gas provider.**

#### **Tenants' Responsibilities:**

Please conduct yourself in a manner that will not disturb a neighbor's enjoyment of the premises. This includes, but is not limited to the following:

- A. Laundry facilities - Please only do laundry between 7:00 a.m. and 10:30 p.m. There may be tenants on either side of laundry facilities and we ask that you use your sound judgment in the use of the facilities. Please clean dryer filters after every use.
- B. Conscientious use of stereos, televisions, vacuums, etc. Noise carries easily in a complex, so please be courteous.
- C. As per your lease, "tenants shall not deliberately or negligently destroy, deface, damage, impair or remove part of the premises or knowingly let another person do so." You are responsible for the behavior of your guests and their activities while here. Please act accordingly.

#### **Rental Payments:**

Rent is due the 1st of every month. Please deliver to River City Property Management at 1550 S. Gilbert Street, Iowa City, Iowa 52240.

#### **Vacations, School Breaks, etc.:**

If you plan to leave for an extended period of time, please let us know in case an emergency arises.

***Please do not hesitate to call us with any suggestions or complaints. We also have a drop box located outside the front of the building for after hour drop offs. We look forward to having you as one of our tenants.***

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## Area Utilities and Services

The following is a list of items you may need to attend to prior to moving:

### **Iowa City:**

MidAmerican Energy – Gas & Electric	1-888-427-5632
City of Iowa City – Water	1-319-356-5066
CenturyLink – Telephone/Internet	1-319-351-2242
Mediacom – Cable/Internet	1-888-299-9647

### **Coralville:**

Linn County REC – Electric	North of I-80	1-800-332-5420
MidAmerican Energy – Gas/Electric	South of I-80	1-888-427-5632
City of Coralville – Water		1-319-248-1715
South Slope – Telephone/Internet		1-800-272-6449
CenturyLink – Telephone/Internet		1-319-351-2242
Mediacom – Cable/Internet		1-888-299-9647

### **North Liberty:**

Linn County REC – Electric	1-800-332-5420
Alliant Energy – Electric	1-800-822-4348
MidAmerican Energy – Gas	1-888-427-5632
City of North Liberty – Water	1-319-626-5700
South Slope – Telephone/Internet	1-800-272-6449
Mediacom – Cable/Internet	1-888-299-9647

### **Solon:**

Alliant Energy – Electric	1-800-822-4348
City of Solon – Water	1-319-624-3755
South Slope – Telephone	1-800-272-6449
Mediacom – Cable/Internet	1-888-299-9647

### **Tiffin:**

Tiffin Post Office: Located at: 484 E. Stetzel St.	1-319-545-2729
MidAmerican Energy – Gas	1-888-427-5632
Alliant Energy – Electric	1-800-822-4348
Iowa Telecom – Telephone	1-877-901-4692
South Slope – Telephone	1-800-272-6449
City of Tiffin – Water	1-319-545-2572
Mediacom – Cable/Internet	1-888-299-9647

**NOTE:** Gas & Electric and Water Services must be established under your name **prior to obtaining keys** to the unit. You will need to provide copies of receipts for your file.