

MOVE-IN INFORMATION
Frequently Asked Questions (FAQ)
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This is a listing of the commonly asked questions about the Move-in Process. If after reading this you have other questions please feel free to contact our office by e-mail or phone.

WHEN IS THE MOVE-IN APPOINTMENT SCHEDULED?

The date and time of the appointment is located on the first page of your lease. It is automatically set for the first hour of the lease (2:00 PM). If your House Manager decides to reschedule the appointment to a later time we will send an e-mail to the group (Tenants and Co-Signers). To see the current move-in appointment for your property press here: www.castleproperty.com/Move-In-Schedule.htm or select the "Move-In Schedule and Info" at the bottom of our web site.

HOW DO I CONTACT MY HOUSE MANAGER? The name, phone number and e-mail address of your house manager is located on page two of your lease. For reasons of privacy, we do not list Tenant names or contact information on the web site.

DOES EACH PERSON NEED TO SCHEDULE A WALK-THROUGH?

No, there is one move-in inspection for the entire property. To have the move-in inspection later than the lease start date and time, please coordinate this with your House Manager. There is no cost for a later inspection of the house but no one can move in before the inspection is complete. Utilities must begin on the first day of the lease without regard to move-in date.

DO I NEED TO ATTEND THE WALK-THROUGH?

Only the House Manger or someone the House Manager selects needs to attend the walk-through. All Tenants and Co-Signers are welcome to attend but it is not required.

WHERE DO WE MEET FOR THE WALK-THROUGH?

We will meet at the property for the walk through. You may begin to unload furniture or boxes when you arrive, however nothing is allowed in the property until we have agreed on the starting condition.

HOW IS THE STARTING CONDITION OF THE HOUSE DOCUMENTED?

Castle Property will perform a walk through with the House Manager and anyone else that is present. We use a property condition check list and also a video camera to document the condition of the property and grounds. Tenants and Co-Signers are also welcome to bring video or still cameras to document the condition.

WHEN CAN WE MOVE INTO THE PROPERTY?

As soon as the walk through and video inspection are completed, the property is available for occupancy and move in.

WHEN DO I GET MY KEYS?

Key envelopes for each Tenant will be given to either the Tenant or the House Manager at the time of the walk-through. It is the responsibility of the House Manager and the Tenants not attending the walk-through to coordinate the transfer of the keys.

DO YOU CHANGE THE LOCKS BETWEEN TENANTS?

The outside deadbolt locks are changed each year there is a change of Tenants. The interior bedroom locks are not changed between lease terms.

DO I NEED RENTERS INSURANCE?

YES. All Tenants must covered by some form of Renter's Insurance. For many full-time students that are also dependants of their parents, free coverage is available under their parent's home owner's insurance. Because there are many restrictions and limitations on policies, please verify this coverage with the issuing insurance agent directly.

Proof of Insurance must be supplied to Castle Property LLC prior to occupancy in the form of either:

Certificate of insurance from the issuing Agent - or -

A letter on Agency letterhead stating coverage including: Tenant name, policy number and coverage dates.

Proof of Insurance can be faxed, mailed or e-mailed to our office prior to occupancy and should also include the rental property address and Tenant name to insure proper crediting.

WHAT FURNITURE IS PROVIDED?

The major appliances are supplied with each property however no furniture is included. Unless otherwise noted in the lease, Tenants will supply any needed furniture at the property including the common area and the bedrooms.

WHAT ARE THE CARPETING REQUIREMENTS IN THE LEASE?

Carpeting is required in the bedrooms and the living rooms. If a bedroom or living room has wood floors and does not have wall-to-wall carpeting, the Tenant is required to supply equivalent carpet to cover at least 75% of the floor. Tenants have 2 weeks from the start of the lease or the day they move-into their room, whichever is later, to supply the carpeting/floor covering. Laying the carpet prior to moving in the furniture is obviously a lot easier than adding it under the furniture.

HOW DOES THE INTERNET AND CABLE SERVICE WORK?

The lease lists the availability for Cable and Internet. For properties where Castle Property supplies the internet and cable service, these services will be functional at the time of the move-in and nothing is required to activate service. Tenants will need their own 8-pin Ethernet cord to connect their computer to the internet and piece of coax cable to connect their television to the cable jack. Each bedroom has both a cable TV jack and an Internet jack.

If Castle Property does not supply the Cable and Internet the house manager will need to make these connections if they are wanted. Contact information is listed on the 2nd page of the lease.

HOW DOES THE UTILITY BILLING SERVICE WORK? (GROUP vrs. INDIVIDUAL UTILITIES)

Unless the group selects Individual utilities the utilities are GROUP UTILITIES. With GROUP UTILITIES it is the responsibility of the house manager to make all the utility connections listed on page 2 of the lease no later than the first day of the lease. The house manager will make arrangements and appointments for connections, pay deposits and pay the monthly utility bills directly to the utility companies. The house manager will then bill and collect from each tenant.

If the group chose to have INDIVIDUAL UTILITIES, Castle Property will do all the items listed above including the monthly individual invoicing of each tenant portion of the utilities. The utilities will be ready on the first day of the lease. A \$4 service fee per person is added to the Tenant's monthly utility bill to cover our expenses. The utility bills are e-mailed on the 20th and due on the first of the following month with the rent.

To see the current utility choice for your property: www.castleproperty.com/Move-In-Schedule.htm or select the "Move-In Schedule and Info" at the bottom of our web site. The house manager may change the utility option from GROUP to INDIVIDUAL by contacting our office as soon as possible and no later than 10 days prior to the start of the lease. This time is needed for so that we can get each Tenant/Co-signer to sign and return a utility addendum before setting up the accounts.

WHY IS THERE A CHARGE TO PAINT MY BEDROOM?

As stated in the lease, Castle Property does not paint each room each year. We do fill nail holes and touch up with the same color paint each tenant change. If there is an area of a wall that is damaged or the paint is stained, we will repaint that area as part of the normal change over process.

CP offers a full repainting of any bedroom as long as it occurs during the change-over. If the Tenant requests this painting, the Tenant would pay the first \$75 and the owner would pay the remainder. It typically costs between \$250 - \$350 to completely paint the bedroom walls, ceiling and trim. By making this an optional service instead of painting every room every year we are able to reduce the rent for the property each month and target the rooms that need painting the most.

To see the current painting requests for your property: www.castleproperty.com/Move-In-Schedule.htm or select the "Move-In Schedule and Info" at the bottom of our web site. The Tenant or Co-signer may change the painting option no later than 10 days prior to the start of the lease. This time is needed so that we can have sufficient labor and materials available for the painting.

HOW DO I ADD A/C TO MY ROOM?

For many of our properties, central A/C or installed A/C units are included as part of the rent. For properties where A/C is optional, Tenants had the option at lease signing to increase the rent by \$10 per month to add A/C. This information is on the first page of the lease with the monthly payment and also listed in the: www.castleproperty.com/Move-In-Schedule.htm.

If you would like to add A/C to your room, you may either supply your own unit, or make a request to our office as soon as possible. Requests after June 1 are handled on a first come first served basis and we cannot guarantee the availability of units late in the summer. If A/C is added to a room, the Tenant will be billed an annual fee of \$120. A/C units are permanently installed into a wooden frame and remain in the window the entire year. This installation method provides for greater security and avoids drafts and gaps for bugs to enter the property. If the Tenant supplies their own unit, Tenant may not drill, screw or make any holes in either the walls, window sill or window frames.