



The Detailed Guide for
MOVING IN



Bloomsburg University Student Off-Campus Housing Rentals

Nikki Morucci: 570-854-2301
www.MorucciRealty.com

Welcome Students!

We are so happy to have you as tenants.

We value you and want your stay to be enjoyable and comfortable. This Guide is designed with you in mind as it outlines in detail (almost) everything you need to know to get started in your rental and provides the answers to questions you may have as the year progresses.

This Guide is required to be read thoroughly so that any discrepancies can be handled immediately and prior to moving in.





Morucci Realty Important Info

A. PROHIBITED USE:

Non-living spaces (attics, basements) may not be utilized. They are closed for your protection.

B. TRASH SERVICE:

Unless trash is a provided utility per your lease, you are responsible for garbage removal.

We recommend Swisher Disposal: 570-784-2802.

C. NO PARTIES:

As per your lease, no kegs of alcohol or open parties will be tolerated: Lease Section 15 "Use of Property." Violation of this policy will result in immediate eviction from the property without rental refund per your lease and with the financial responsibility of lease intact.

D. DISRUPTIVE CONDUCT REPORT - IMPORTANT:

If your apartment is cited a disruptive conduct report (DCR), a \$500 fee will be charged on the first occurrence & must be paid to the landlord immediately (it is NOT taken from deposits). In alignment with town guidelines, any subsequent disruptive conduct report will result in immediate eviction. This should be taken very seriously. Eviction does not dissolve your financial responsibility to the lease. DCRs are written by police if they are called to your property for disruptive and often illegal behavior such as noise ordinances, unlawful conduct, property damage, and evidence such as open containers leaving the property, etc. These are just some examples.

***NOTE:**

First disruptive occurrence = \$500 fine due immediately to the landlord.

Second occurrence = Eviction while upholding financial responsibility.

E. PROPERTY INSPECTION:

Routine inspections will occur while tenants are away for Christmas Break as we make sure heat is ON and change air filters. We will also do routine inspections over Spring Break as well. Any damage found during this time but be paid within 2 weeks of found, recorded and billed damage.

F. RETURNING NEXT YEAR?

If you are interested in renting your house or apartment for the following school year, contact Nikki Morucci @ 570-854-2301. We begin to show apartments for the following year in September (a couple of weeks after moving in). You are not guaranteed your apartment until a lease for the following year is signed. It is first-come, first-serve.

G. KEEP THE HEAT ON:

During the winter, heat must be maintained in the home so that pipes do not freeze. When leaving for winter break, heat must remain ON and set to at least 63°. Any damage that results from negligence will be the responsibility of the tenants.

H. SMOKE DETECTORS:

Check your smoke detectors regularly. If they do not work or are chirping, contact Nikki immediately @ 570-854-2301.

I. GARBAGE & MAINTENANCE:

You are responsible for the disposal of garbage and general maintenance, such as keeping the exterior clean of debris and litter. At any time, if my staff or myself is required to pick up the garbage and clean the exterior of the property, a \$50 minimal fee will be charged. Removal of garbage will be \$35 per bag. If a dumpster is located on-site, a \$5.00 fee per month per tenant will be deducted from your security deposit. Please make sure garbage is disposed of weekly. If trash piles up noticeably on porches, you will pay for us to dispose of it. Please DO NOT place CARDBOARD/ CARDBOARD BOXES in our dumpsters if you have a provided dumpster at your property. These take up way too much space in our dumpsters and cause garbage overflow. Cardboard can be taken to Bloomsburg Recycling or put to the road via recycling service on the correct dates. See Part II Utilities for more info on recycling. Anyone caught in person or on camera placing cardboard in dumpsters will, unfortunately, be fined per occurrence.

J. NO PETS:

You will be evicted from the premises per your lease if you have a pet. No pets are allowed on the property. If we come to find pets at the premises, all security deposits will be nonrefundable.

K. MAIN ENTRANCE LOCK REPLACEMENT:

The lock on your entrance door is part of a master system. Removal or replacement by the tenant is not allowed. There is a \$100.00 charge for providing a new lock that was removed or replaced without the owner's approval.

L. BEDROOM DOOR LOCKS:

Most Often, we do not provide bedroom door locks. If you wish to put your own lock on, you may but only exchange the doorknob. There is to be no drilling, nailing, or damage to the actual door. Any damage to the door will become the responsibility of the tenants. You can leave the new knob installed at move-out, but we ask you to kindly leave bedroom keys in the knob for next years' tenant. If a lock/key came with your room, we ask you to leave that key in the knob upon move-out. We do not keep bedroom keys, so we highly recommend keeping a spare somewhere you can always access.

If you are locked out of your room and maintenance must drill the lock to get into the room, you will owe a service fee of \$100 that covers a new lock retrieval/installation and the maintenance call. Maintenance will do everything possible to get into the room without damaging the lock, but sometimes it is necessary. We ask you not to try to force your way into either the main entrance or bedroom doors, as you will likely cause excessive and expensive damage. For lockouts, call or text Nikki @ 570 854 2301.

M. NOISE ORDINANCE:

The Town of Bloomsburg has strict ordinances covering noise, litter, and lifestyle. Please behave in a manner that allows us to comply with these ordinances. Any behavior resulting in excessive noise, unlawful conduct, property damage, non-compliance with officers, and/or any actions that violate your lease could result in the termination of your lease while still upholding financial responsibility. Non-compliance with town ordinances can also justify a disruptive conduct report (see D.)

N. VERY IMPORTANT SEWAGE BILL INFO:

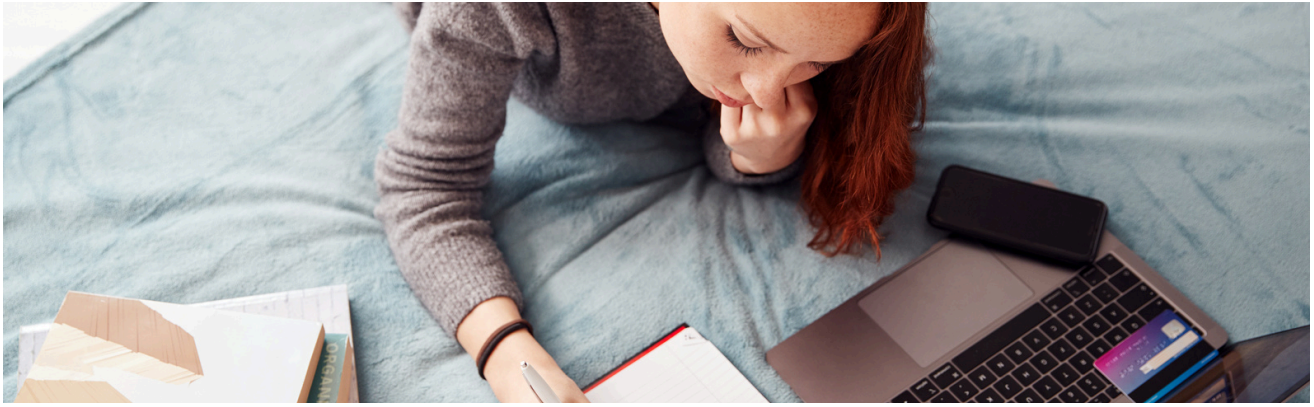
Sewage goes along with water; it is wastewater. When you turn your water on, that comes from your water provider (Veolia). Any used water leaving via drains, such as water from washing dishes, bathing, laundry, or toilets flushed, is sewage (Bloomsburg Municipal Authority: 570-317-2600). Tenants will NOT put this bill into their name as it must stay in the owner of the property's name. Therefore, we will forward this bill to you via your rental mailbox monthly. **TENANTS ARE THEN RESPONSIBLE FOR PAYING THE SEWAGE COMPANY DIRECTLY EACH MONTH.** Sewage bills have a month lag time, so you will receive your first sewage bill in October, and it will cover the cost of August – September's usage. I will notify each group that the first sewage bill will be delivered, and then you will receive this bill on a monthly basis until move-out. If you prefer I mail the bill to a parent each month, text Nikki to let her know.

TO PAY THIS BILL

The Bloomsburg Municipal Authority offers many convenient payment options for monthly sewer bills:

1. Checks can be mailed to: PO Box 859, Bloomsburg, PA 17815.
2. Bill payment by cash or check can be made at the East Street branch of First Columbia Bank: 232 East Street, Bloomsburg.
3. Payments can be made online using a checking account or credit/debit card by signing up through Xpress Bill Pay at xpressbillpay.com. Xpress Bill Pay offers the ability to make a one-time payment as well as monthly automatic payments. Paperless billing is also available through Xpress Bill Pay, although we ask you **NEVER** select this option as we always need to receive paper bills.
4. Payments by check and credit/debit card can also be made at the Municipal Authority's office at 1000 Market Street, Suite 9, Bloomsburg. Please note that this office cannot accept cash payments. Office hours are Monday-Friday from 8:00 am-4:00 pm. After-hours payments at the Municipal Authority office can be made by utilizing the convenient payment drop box located in front of the office.

Note: Per your lease, failure to pay this bill or any sewage bills sent to collections will forfeit security deposits at reflective addresses.



I. RENT:

Rent is based on 2-semester payments. For the Fall Semester, Rent is due by July 1, and for the Spring Semester, Rent is due by December 1.

A. Rent checks can be made to Michael Morucci and mailed to:
151 E. Ridge Avenue, Bloomsburg, PA 17815.

B. If you'd like to pay rent via Venmo, please contact Nikki for her Venmo link at 570-854-2301. Venmo payments must include a 2% transaction fee. Therefore, if your rent is \$3,000, you would add \$60 to that payment making your total \$3,060.

C. Our website also has an electronic payment option. If you link a bank account, there will be no additional fees/charges. To use the Rent Payment App on our website, please visit moruccirealty.com, then select the "Info" tab, then select the "Pay your Rent" tab. The Rent Payment portal is right in there.

D. Rent can be broken down into monthly payments if desired. There is an additional processing fee of \$200/semester to do so, and a notarized parental form is required. Monthly payments run July 1- April 1 (10 total payments) and are set up electronically. If you are interested in paying monthly, please contact Nikki directly @ 570-854-2301, and she will explain the process.

E. Morucci Realty does allow students to utilize loans/financial aid to pay their rent. We recognize that their dispersal can sometimes happen after move-in. If you plan on utilizing loans/financial aid, we require all students to have a notarized parental form on file with us and show proof of loans/aid before July 1.

II: NOTARIZED PARENTAL GUARANTEE FORMS:

Notarized Parental Guarantee Forms are required by all students who signed a lease. Therefore, if you cannot pay in full by the above-mentioned due dates as you are waiting for loans/financial aid, we should already have a notarized parental guarantee form on file.

When you receive our Welcome Letter/Fall Rent Due Notice (~May), it will denote if we have one on file or not, and if we do not, it will include that required form in that mailing. You can also find this form on our website @ moruccirealty.com under the "Info" tab.

****To move in, all students on the lease must have either paid Fall rent in full, shown financial aid or loan acceptance letters, or are on consistent monthly payments. All students MUST have notarized parental guarantee forms on file.***

III. UTILITIES:

Unless specified utilities are included in your lease (see "exceptions" 26A), setting up the utilities is your responsibility.

NOTE: Sewage is not set up by you- please see Part N above.

Utility numbers are below. Your lease and the Fall Rent Due Notice will denote whether you have gas or electric heat. It will also denote if any furnishings or off-street parking is included in your rental price & if you have central air or not. If furniture and off-street parking are not included in your lease, you may pay for them. Pricing will be denoted in your Fall Welcome Letter sent in May.

UTILITY NUMBERS:

- PPL 1-800-342-5775 (Electric)
- P.G. Energy 1-800-432-8017 (Gas)
- United Water of PA (Veolia) 1-888-299-8972
- Service Electric 1-800-522-2389 (Cable/Internet)
- JLink Inc 570-389-6400 (Internet) HIGHLY RECOMMEND

ABSOLUTELY NO SATELLITES ON OUR HOUSES, PLEASE. THEY ARE FORBIDDEN.

- Swisher Disposal 570-784-2802 (Garbage)
- Bloom Municipal 1-570-317-2600 (Sewage)
- Bloom Recycling 1-570-784-4532 (Recycling)

**There is an automatic charge for recycling of \$60 per apartment per year. This is described in the lease under utilities. Although not required, we suggest you use this service by going to Bloom Recycling (google map), picking up recycling bins, and getting a calendar for their pickup days and information on how to sort properly.*

**Please DO NOT place CARDBOARD/ CARDBOARD BOXES in our dumpsters if you have a provided dumpster at your property. These take up way too much space in our dumpsters and cause garbage overflow or prevent tenants from dumping garbage. Cardboard can be taken to Bloomsburg Recycling or put to the road via recycling service on the correct dates. Anyone caught in person or on camera placing cardboard in dumpsters will, unfortunately, be fined per occurrence. Thanks for understanding.*





IV. PARKING:

(OFF-STREET = Morucci Lots; ON-Street = Through the town of Bloomsburg)

Off-street parking in our lots is restricted to individuals who have paid a parking fee (\$350/year) and registered their car. Parking spots are not guaranteed and are often on a first-come, first-serve basis. The \$350/year payment is due by July 1 (we do not wait on loans/financial aid dispersal for this payment). You can find a copy of the parking form on our website under Info. Forms can be mailed in, or a picture of the form can be texted to Nikki @ 570 854 2301. To pay for off-street parking, you can mail a check to Michael Morucci @ 151 E. Ridge Avenue, Bloomsburg, PA 17815; pay via Venmo (add 2% transaction fee if using this method); or use the Rent Payment App on our website under the Info tab.

(NOTE: If your lease indicates free off-street parking (see Exceptions" 26A of your lease), you must still register your car via the submission of the off-street parking form and pick up a pass. Completed forms can be mailed in or a picture of the form can be texted to Nikki @ 570 854 2301. Your lease may have an alternative or discounted off-street parking cost. This would also be found under the Exceptions 26A part of your lease and would, of course, still require registration of your vehicle by July 1.

A. If you have paid for parking, would like to pay for off-street parking, or parking is included in your lease, you will need to pick up a registered parking permit at the time of move-in. Call Nikki @ 570-854-2301.

B. If someone is parked in your lot without a permit or if you've been booted, please call or text: AAT Parking Management @ 888-390-1114. You can also find them online at: attparking.com.

C. As of the 2022/2023 year, there will be NO guest parking in our lots. Guests can park on E. 3rd Street evenings and weekends (please refer to street signs for the correct times.)

D. Parking lots are restricted to those with parking permits. There are NO EXCEPTIONS. Lots are monitored very regularly, and boot removal is expensive.

E. If you have a temporary replacement car or a new car altogether, please text this info to Nikki @ 570-854-2301. *When calling or texting new info, you must include your full name, rental address, pass number, new car license plate number, and duration of replacement. If you get a new car before Dec 1, Nikki will get you a new pass. If you get a new car after Dec 1, AAT will just update your new car info in their system.*

F. On-street parking through the town is a cheaper option. You can go to the Town of Bloomsburg @ 301 E. 2nd Street with a copy of your lease to utilize street parking. Be cautious of street signs, which dictate street sweeping days, etc. Town parking violations are also expensive & on-street parking in front of your apartment is limited. Their number is 570-784-6779. Most of our locations have access to both On-Street/Off-Street parking options.



V. FURNITURE:

All provided furniture (furniture included in the lease or rented furniture) in your apartment will be inspected thoroughly after moving out. Rips, tears, stains, broken frames, broken TVs, & cracks will result in charges for removal of the old furniture and replacement costs, hauling and setting up of new furniture. (We highly recommend using a mattress cover for protection during your stay.) Christmas lights strung around rooms and ceilings will leave black burn marks that require a full primer and multiple coats of paint. Therefore, you will be charged a full paint job where lights are strung. LED Lightstrips will incur an additional \$85/room removal fee on top of additional painting/spackling costs. They leave behind a very sticky residue that takes hours to scrape off. Furniture replacement is extremely expensive as we do our best to provide high quality furniture. Damages to pieces will be the responsibility of the tenant/group.

A. If your apartment comes with furniture and you would like any of those items removed, the cost is a \$75 removal fee per item. Switching out placed furniture is time-consuming and requires multiple people and lots of storage space therefore, we have added this fee to compensate for our time and space.

NOTE: WE RENT THE FOLLOWING:

- *Full beds & dressers @ \$525/year/person*
- *Single beds & dressers @ \$425/year/person*
- *Payment is due in full by July 1 (we do not wait on loans/financial aid dispersal for this).*
- *Rented furniture paid for by July 1 will be set up in your apartment labeled with your name at the time of move-in.)*
- *Window coverings are not guaranteed but may come with your unit. If they are present, damage or replacement is @ \$40/window covering.*

VI. RENTING FOR NEXT YEAR:

If you are interested in staying in the same apartment next year or renting a new place with us, don't delay; it is first-come, first-serve. We begin renting for next year in early September. We will let one roommate from each apartment know when a showing will be (*or notification into the group text*). You are not guaranteed your same apartment until a lease is signed. Security deposits transfer over for students who re-sign the same apartment; therefore, an additional deposit will not be owed at the time of lease signing. Students who re-sign also receive free summer rent (exclusions may apply). This free summer rent offer expires on October 1 of your current Fall Semester. **NOTE: If you sign with us but to a new apartment, you will be required to pay a new deposit, and there is no free summer rent included.**

VII. MAINTENANCE:

If you have any maintenance issues during the year, please call Nikki @ 570-854-2301. You will also be provided with an additional direct access # to our current on-site maintenance personnel. This # will be found laminated on your fridge where it should stay during the year. You will be charged for service calls that fall to the responsibility of the tenants. For example, you will be required to pay for toilet or sink blocks. To minimize blocks, do not throw tampons/excessive paper/foreign objects down the toilet. *We highly recommend getting a hair catch accessory for drains to stop hair from getting lodged in plumbing and preventing extraction.* If toilets are running (you hear water continually), please call Nikki right away. We also recommend you turn off the water to the toilet. There will be a shut-off valve under the toilet (a lever or handle you can turn) that will shut off the water going to that toilet and prevent continual running. Keep in mind that you are now not able to flush/use the toilet. Running water needs to be addressed immediately, as any incurred high water bills remain the tenant's responsibility. Maintenance requests can be texted directly to Nikki. Texts received prior to 10 AM will typically be handled the same day. Texts received later in the day will typically be handled the next business day. If there is an emergency and you cannot reach Nikki, reference the maintenance number on your fridge!

A. LOCKOUTS: If you are locked out of your apartment, please call Nikki or maintenance. There will be a \$40 fee for someone to unlock the residence. This is due at the time of lockout or within 24 hours following lockout. We highly recommend keeping a spare key somewhere you and your roommates know where it is to prevent issues like these. Be creative and plan ahead! In addition, because we do not keep room keys, if you are locked out of your room and maintenance must drill the lock to get into the room, you will owe a service fee of \$100 that covers a new lock retrieval/installation and the maintenance call. Maintenance will do everything possible to get into the room without damaging the lock, but sometimes it is necessary. We ask you not to try to force your way into either the main entrance or bedroom doors, as you will likely cause excessive and expensive damage.

VIII. MOVE-IN DATES:

Some leases have specified early move-in dates; if that is the case, your rental will be available on those dates. Otherwise, the move-in dates are "Friday-Saturday-Sunday" before classes start Monday. If an earlier move-in is desired, you can check in with Nikki to see if sooner availability is possible (570-854-2301). We will do our best to accommodate you. Be advised that there will be no permitted early move-in unless all students on the lease have paid fall rent in full, OR have financial aid/loan acceptance letter turned in, OR have consistent monthly payments being made. All students MUST have notarized forms on file.

IX. GRADUATE STUDENTS:

Some of our housing is zoned specifically for graduates, and we have designed a niche in our off-campus business called "Pads for Grads" to cater to them. We offer specials for students who fit that category. View our website for more details @ moruccirealty.com. Click the "Pads for Grads" link.

X. SOCIAL MEDIA:

You can follow our Instagram page @moruccirealty for the latest remodels, tenant shout-outs, lease signing, interior design, location reveals, and more. Feel free to tag us in your posts too!

XI. WELCOME LETTER/FALL RENT DUE NOTICE:

This letter typically goes out to the home addresses I have on file in May. It should denote the specifics of your lease and include any forms you may need. If you did not receive that letter or have any questions regarding the letter, let Nikki know @ 570-854-2301.

**REITERATION:**

Rent or proof of loans, off-street parking form and fee (if using), and furniture rental costs (if using) are due by July 1. Payments can be made by check to Michael Morucci @ 151 E. Ridge Avenue, Bloomsburg, PA 17815, Or via Venmo (include a 2% transaction fee) OR Rent Payment App on our website under Info.

To move in, all students on the lease must have either paid Fall rent in full, shown financial aid or loan acceptance letters or are on consistent monthly payments. All students MUST have notarized parental guarantee forms on file. Nikki will be in communication with each group as it gets closer to move-in time. She utilizes the group text thread often. She can almost always be reached personally via call or text @ 570-854-2301.

COURTESY REMINDER:

After moving out, a thorough review of the apartment will be done. We will review any furniture that may be ours (see above V. paragraph). We will also inspect all walls. Rips to paint/drywall, marks/slices/nicks/indentations to the walls or trim, dark staining from lights or candles, pinholes from thumbtacks, or nail holes will all be accounted for and taken from the security deposit. Full-room paintings start at \$200/room. Major holes in the walls or major damage to walls (including rips to drywall paper from things like command hooks) require specialized spackling repair work and will incur additional costs. LED lights strung in rooms will automatically add an additional \$85/room to painting costs. If you are trying to receive a major refund on your deposit, refraining from hanging stuff on walls is in your best interest, along with maintaining cleanliness in your apartment throughout your stay. I included this paragraph as I find most major deductions from deposits come from painting work/cleaning costs.

NOTE: There is to be NO working on our houses without written approval from Morucci Realty. This includes but is not limited to drywall, painting, spackling, doors, etc. There will be major costs and consequences if evidence of unapproved work is found.



Thank you for taking the time to read this required informational move-in material. It helps everyone stay on track for a positive, productive, joyful year.

College has the potential to be a very treasured time in your life. We hope you can savor the experience and enjoy your moments.

We are so happy you are here!



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