



The Detailed Guide for **MOVING IN**



Bloomsburg University Student Off-Campus Housing Rentals

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

Welcome Students!

We're thrilled to have you here and want your stay to be seamless, comfortable, and enjoyable from day one.

This Move-In Guide is your go-to resource. Inside, you'll find everything you need to settle in smoothly—plus answers to common questions that may arise throughout your lease.

It is required to review this guide in full before moving in. Doing so ensures we can address any concerns promptly and avoid misunderstandings later on.





Morucci Guidelines & Expectations

A. NON-LIVING SPACES:

For your safety, attics and basements are not intended for use and should always remain locked.

B. TRASH SERVICE:

Unless otherwise stated in your lease (see “Exceptions” PG # 5) you are responsible for your own garbage removal. We recommend Swisher Disposal at ☎ 570-784-2802 for reliable service.

C. GATHERINGS & PROPERTY USE:

We love when tenants enjoy their home and create meaningful memories—but large gatherings, open parties, and kegs are not permitted, as outlined in Section 15 of your lease. These guidelines are in place to ensure a safe environment for everyone. Violations may result in eviction without refund and full lease obligations will still apply.

D. COMMUNITY STANDARDS & TOWN ORDINANCES:

To maintain a positive relationship with the neighborhood and town, it's important to avoid disruptive behavior. If a Disruptive Conduct Report (DCR) is issued by local authorities (typically for violations like excessive noise, public intoxication, open containers, property damage, or other infractions), the following applies:

- First Occurrence: A \$500 fine is due immediately to the landlord (this is separate from any security deposit).
- Second Occurrence: Per town ordinance, a second DCR will result in eviction, and the full financial terms of the lease will remain in effect.

POLICIES REFLECT BOTH TOWN LAW AND OUR COMMITMENT TO BEING RESPECTFUL MEMBERS OF THE COMMUNITY.

E. PROPERTY INSPECTION:

To keep your home in great shape, we perform routine seasonal inspections—typically over Winter Break and Spring Break when many residents are away. These check-ins allow us to ensure that heating systems are functioning and air filters are replaced.

If any damage is discovered during these inspections, we'll notify you with details and a timeline for repairs. Costs for damages are due within two weeks of the notice date. We do not use security deposits to repair damages caused by tenants during the lease.

F. KEEP THE HEAT ON:

To protect the plumbing during colder months, heat must remain on at all times during winter—especially when you're away. Please ensure your thermostat is set to no lower than 63°F before leaving for break.

Any damage from frozen pipes or similar issues due to heat being turned off or too low will be the tenant's responsibility.

G. SMOKE DETECTORS:

Safety first! Please test smoke detectors regularly. If one is chirping or not functioning properly, contact Nikki immediately at ☎ 570-854-2301 so we can replace it.

H. TRASH + PROPERTY UPKEEP:

We appreciate your help in keeping the property clean. Garbage should be disposed of weekly. The exterior of your home (including porches and yards) should be kept clear of trash and debris.

If trash is left behind and we need to step in for removal, the following fees apply:
\$50 minimum for exterior cleanup + \$35 per bag for garbage removal.

If your property includes a shared dumpster, a \$5/month per tenant fee will be deducted from your security deposit.

I. CARDBOARD POLICY:

Please do not place cardboard boxes in property dumpsters. These quickly fill the space and contribute to overflow. Instead: Break down boxes and place them curbside on designated recycling days, or take them to Bloomsburg Recycling Center. Anyone observed (in person or on security footage) placing cardboard in dumpsters may be fined.

J. PET POLICY:

While we love animals, pets are not allowed on the premises per your lease agreement. Violating this policy will result in forfeiture of your security deposit and may result in eviction.

K. MAIN DOOR LOCK SYSTEM:

The lock on your main entrance is part of a master key system and may not be removed or replaced. Unauthorized changes will incur a \$100 replacement fee. If you have questions or need additional keys, just let us know. Front door key replacements are \$25.

L. BEDROOM DOOR LOCKS:

Bedroom door locks are generally not provided. In the properties where locks are provided, you will notice a brushed nickel lever handle with two keys present and placed in door knob.

1. If you have a bedroom lock / keys provided please be aware, we do not keep bedroom keys on file, so we recommend storing a spare in a secure place. At move out, if a lock was provided with your room, please leave both keys in the lock as you found them at move in.
2. If a lock was not provided with your room, you're welcome to install your own doorknob-style lock (NO drilling, screwing, or damage to the door itself). Any damage to the door is the tenant's responsibility.
3. If you're locked out of your bedroom and maintenance must drill the lock, a \$100 fee will apply to cover the service and lock replacement. We always try non-destructive entry first, but drilling may be necessary.

Important: Do not attempt to force entry, as it can cause costly damage.
For help, call or text Nikki at 📞 570-854-2301.

M. TOWN ORDINANCES & RESPECTFUL LIVING:

The Town of Bloomsburg enforces strict ordinances related to noise, litter, and public conduct. We ask that you represent yourself and your property responsibly.

Examples of ordinance violations include: Excessive noise, Property damage, Unlawful behavior, Open containers, Non-compliance with officers.

- Violations may result in a Disruptive Conduct Report (DCR) and/or termination of lease, while still maintaining your financial responsibility. (See section D.)

N. SEWAGE BILL – READ CAREFULLY:

Sewage is wastewater from sinks, showers, laundry, and toilets. While your water service comes from Veolia, sewage is handled by the Bloomsburg Municipal Authority 📞 570-317-2600.

Important: Tenants cannot put the sewage bill in their name. It must stay under the property owner's name. Each month, we will place your sewage bill in your rental mailbox. You are responsible for paying the sewage company directly. Bills run on a one-month delay. For example, your first bill (delivered in October) will cover August–September. After that, you'll receive a monthly bill until move-out.

- If you'd prefer the bill be mailed to a parent each month, text Nikki with the request.

Reminder: Per your lease, failure to pay the sewage bill, or having it sent to collections, will result in forfeiture of your security deposit. All tenants on the lease will then owe a new security deposit.

OPTIONS TO PAY YOUR SEWAGE BILL**✅ Online via Xpress Bill Pay:**

Visit xpressbillpay.com

- Use a credit/debit card or checking account.
- Set up one-time or monthly auto-pay.
- DO NOT select paperless billing—we need to receive hard copies of all bills.

✅ In person (Check/Cash only):

Journey Bank – East Street Branch
232 East Street Bloomsburg, PA 17815

✅ Mail a check to:

Bloomsburg Municipal Authority
PO Box 859, Bloomsburg, PA 17815

✅ Municipal Authority Office (CC/Check):

1000 Market Street, Suite 9, Bloomsburg
Mon–Fri | 8:00 am–4:00 pm

- A drop box is available for after-hours payments.



O. RENT:

Rent is billed by semester. Fall Semester Rent is due July 1. Spring Semester Rent is due December 1.

HOW TO PAY:

CHECK: Make checks payable to Michael Morucci and mail to:

📍 151 E. Ridge Avenue, Bloomsburg, PA 17815

ONLINE: Pay rent electronically via bank account with no fees at:

🌐 moruccirealty.com → Info → Pay Your Rent

We recommend downloading and using the Rent Payment App for ease and tracking.

PAY HERE



P Parking payments can also be submitted via the App using the “Rent” option. If paying by check, you may combine rent and parking, but please specify the payment details in the memo section.

MONTHLY PAYMENT OPTION: Want to split your rent into monthly payments?

✅ Available with:

A \$200 processing fee per semester & a notarized parental form.

📅 Monthly payments run July 1 – April 1 (10 payments total) and are set up electronically using the Rent Payment App.

📞 To enroll, text Nikki at 📞 570-854-2301 for step-by-step setup.

USING LOANS OR FINANCIAL AID?

Tenants using Student Loans or Financial Aid to pay rent:

- Submit proof of aid before July 1.
- Provide a notarized parental form.

We understand some disbursements occur after move-in—just keep us informed and file the required documentation on time.

P: NOTARIZED PARENTAL GUARANTEE FORMS:

A Notarized Parental Guarantee Form is required for every student on the lease.

Your Welcome Letter and Fall Rent Notice (sent out in early June) will indicate if we have your form on file. If not, it will be noted in the mailing, and a blank form will be included.

You can also download the form at:

moruccirealty.com → Info → Parental Guarantee Form

PARENTAL GUARANTEE FORM

**Q. MOVE-IN REQUIREMENTS:**

Students must:

1.) Have a notarized parental guarantee form on file for each tenant on the lease.
 2.) Pay Fall Rent in full, or setup automatic monthly payments.
- OR -
3.) Submit proof of financial aid or loans to Nikki via email @ nikki.morucci@gmail.com

R. UTILITIES:

Unless otherwise stated in your lease (see "Exceptions" PG # 5), tenants are responsible for setting up utilities.

Important: You do NOT set up sewage. See Section N above for sewage billing instructions.

Your Welcome Letter & Lease will clarify:

- If your unit uses electric or gas heat
- If furnishings or off-street parking are included. If not included, your Welcome Letter will specify cost + instructions for obtaining.
- If you have central air

UTILITY CONTACT NUMBERS

ELECTRIC | PPL: 1-800-342-5775

GAS | U.G.I ENERGY: 1-800-432-8017

WATER | VEOLIA: 1-888-299-8972

CABLE | SERVICE ELECTRIC: 1-800-522-2389

INTERNET | J-LINK INC: 570-389-6400 (HIGHLY RECOMMENDED)

GARBAGE | SWISHER DISPOSAL: 570-784-2802

SEWAGE | BLOOMSBURG MUNICIPAL AUTHORITY: 570-317-2600

RECYCLING | BLOOMSBURG RECYCLING CENTER: 570-784-4532

CABLE & INTERNET INSTALLATION POLICY:

Satellite dishes are strictly prohibited. Do not allow any installer (including cable/internet) to drill into **ANYTHING**. Any damage will be charged to the tenant. If unsure, please request that we be present during installation.

RECYCLING & CARDBOARD DISPOSAL:

All leases apply a \$60/year per-apartment recycling fee (see the Utilities section of your lease). Although not required, we recommend you utilize this service by going to Bloom Recycling (map it), picking up recycling bins, and getting a calendar for your pick-up days. The calendar also explains how to sort your recycling correctly.

Reminder: Do NOT put cardboard boxes in dumpsters.

S. PARKING:

(Off-Street = Morucci Lots | On-Street = Managed by Town of Bloomsburg)

**OFF-STREET PARKING
FORM**Off-Street Parking (In Morucci Lots).

- Cost: \$395/year, due by July 1 (we do not defer this payment for financial aid or loans).
- Availability: First-come, first-served. Spaces are not guaranteed.
- Registration Required: Complete the Off-Street Parking Form, found at moruccirealty.com under the Info tab.
- Submit by mail or text a clear photo of the form to Nikki at 📞 570-854-2301.

PAYMENT OPTIONS:

CHECK: Make checks payable to Michael Morucci and mail to:

📍 151 E. Ridge Avenue, Bloomsburg, PA 17815

ONLINE: Pay rent electronically via bank account with no fees at:

🌐 moruccirealty.com → Info → Pay Your Rent

We recommend downloading and using the Rent Payment App for ease and tracking.

Select the “rent” option to pay for both rent and parking. After payment, text Nikki your form to complete registration.

If your lease includes free or discounted off-street parking (see “Exceptions” PG # 5), you still need to:

- Submit the parking form
- Pick up your parking pass
- Register by July 1

PERMIT PICKUP (HANG-TAGS):

If parking is paid for OR included in your lease, call or text Nikki at 📞 570-854-2301 to arrange pickup. Hang-tags must be hung from rear view mirror and easily visible. Tenant will return both keys and hang-tags at year end. There will be more instruction in the Move Out Guide. A lost hang tag= \$100.

PARKING ENFORCEMENT:

If someone is illegally parked in your lot or your vehicle is booted, contact:

AAT Parking Management 📞 888-390-1114 | 🌐 aatparking.com

GUEST PARKING:

No guest parking is allowed in Morucci lots. Guests may park on E. 3rd Street during evenings and weekends—always check street signs for restrictions.

PARKING ENFORCEMENT IS STRICT:

Only vehicles with valid permits may park in our lots. There are no exceptions. The lots are monitored frequently. Boot removal is costly.

TEMPORARY OR NEW VEHICLE?

Text Nikki with: Full name, Rental address, Parking Pass Number, License plate of Replacement/New car, Duration.

On-Street Parking (Town of Bloomsburg)

📍 301 E. 2nd Street

📄 Bring a copy of your lease to register

⚠️ Obey all street signs (sweeping schedules, etc.)

🚫 Parking in front of your unit is not guaranteed

📞 Town of Bloomsburg: 570-784-6779

T. FURNITURE / DECOR:

If your apartment includes furniture (whether provided or rented), please read carefully: All furniture will be thoroughly inspected after move-out. Charges will apply for:

- Rips, tears, or stains
- Broken frames, cracked items, or damaged TVs
- Burn marks or residue from lights
- Missing or heavily worn pieces
- Mattress covers are highly recommended to avoid staining or damage.
- LED Light Strips will incur an additional \$85/room removal fee on top of our normal painting costs. They leave behind a residue that takes hours to scrape off and extensive spackling repair.
- Christmas lights on ceilings/walls will cause burn marks and require full room repainting.
- Furniture replacement costs are high. Tenants are responsible for all damage.

WANT FURNITURE REMOVED?

If your lease includes furniture and you'd like something removed, a \$75 per item removal fee will apply. This covers labor, time, and storage.

TIPS TO AVOID DAMAGE & EXTRA CHARGES:

- Do not place curling irons/straighteners on carpet → Burn marks = Full carpet replacement
- Do not drag furniture → Causes floor scratches or carpet rips. We will help you if you need. Our furniture is often solid wood so they are heavy. Please ask if you need help moving anything. We recommend you secure furniture for your safety.
- Use coasters on rented table surfaces
- Avoid excess water on floors → Wipe spills immediately
- When mopping, use minimal water—flooring can easily warp or lift when wet.

FURNITURE RENTAL OPTIONS (OPTIONAL ADD-ONS):

We offer high-quality rental furniture, such as beds/dressers, if they are not included in your lease. Full Bed & Dresser= \$525 | Single Bed & Dresser= \$425

- Payment due by July 1 (no exceptions for loan/aid disbursement). This payment can be included with rent, but please specify the payment details in the memo section. Rented furniture will be set up and labeled before your move-in.

WINDOW COVERINGS:

- Light filtering blinds will be provided. Damaged blinds and their replacement is \$40 per window for stocked sizes. Custom ordered sizes are \$80/blind.

U. RENTING FOR NEXT YEAR:

Interested in renewing or leasing a new unit with us for next year?

HERE'S WHAT YOU NEED TO KNOW**How to Renew or Rent Again:**

- Leasing opens late August on a first-come, first-served basis.
- Showings will be coordinated via your group text.
- You are not guaranteed the same apartment unless you sign a new lease.

Benefits for Returning Tenants (Same Apartment Only):

- If you re-sign the same apartment, your security deposit rolls over (no new deposit required)
- You receive free summer rent
 - Some exclusions may apply

If You Sign a New Lease (Different Unit):

- A new security deposit will be required
- Free summer rent does not apply

V. MAINTENANCE:

If you experience any maintenance issues during the year text or call Nikki at 📞 570-854-2301

You will also find a laminated paper on your fridge with a direct number for on-site maintenance. This number should remain on your fridge all year. I recommend you save this number.

TENANT RESPONSIBILITY:

You are responsible for issues caused by improper use or negligence. This includes:

- Damage from improper use of appliances or fixtures
- Blocked sinks or toilets (e.g. flushing hygiene products, excessive toilet paper, or foreign objects)

HELPFUL TIP:

Use a hair catcher in all drains to prevent plumbing clogs. These are inexpensive and can save you from costly maintenance charges.

IF A TOILET IS CONSTANTLY RUNNING:

Call Nikki immediately and shut off the water supply using the valve under the toilet (small handle or lever). Running water must be addressed immediately—you are responsible for increased water bills from unresolved issues.

MAINTENANCE REQUEST TIMELINES:

- Texts before 10 AM: Typically resolved same day.
- Texts after 10 AM: Typically addressed the next business day.
- Emergencies: If Nikki is unavailable, use emergency maintenance number on your fridge.

LOCKOUTS: FRONT DOOR

If you're locked out:

- Call Nikki or maintenance.
- We recommend keeping a spare key in a safe, known location to avoid issues. Repeat lock out calls will result in charges.

LOCKOUTS: BEDROOM

- We do not keep bedroom keys on file so please store a spare in a secure place.
- If maintenance must drill the lock, a \$100 service fee will apply (includes new lock installation).
- Please do not attempt to force doors open. This can result in significant damage and charges.

W. MOVE-IN DATES:

- Move-in generally begins the Friday–Sunday before classes start.
- Some leases may specify earlier dates—if so, your unit will be ready on those dates.
- Want to Move In Early? We'll do our best to accommodate early requests. Use the group chat to specify if you're moving in together (at the same time) or individually.
- Move-in is only permitted if: Fall rent is paid in full OR consistent monthly payments are being made OR loan/financial aid acceptance letter is submitted. All notarized forms must be filed.

X. GRADUATE STUDENTS:

We proudly offer a special line of off-campus housing for grad students called Pads for Grads. These units are zoned and tailored specifically for graduate student needs.

For more info visit: [🔗 moruccirealty.com](https://moruccirealty.com) and click Pads for Grads.

PADS FOR GRADS





Y. SOCIAL MEDIA:

Follow us on Instagram: @moruccirealty

- Get updates on remodels, apartment tours, design inspo, tenant shout-outs, and more
- Tag us in your photos—we love seeing your space!

Z. WELCOME LETTER / FALL RENT NOTICE:

A welcome letter is typically mailed to the home address on file in early June. This includes:

- Important lease / move-in details
- Any required forms

Didn't receive it or have questions? Contact Nikki at ☎ 570-854-2301

FINAL REMINDERS:

To ensure your move-in, the following must be completed by July 1:

- ✓ Fall rent is paid in full, OR loan/financial aid acceptance letter is submitted, OR consistent monthly payments are being made
- ✓ Notarized parental guarantee forms are submitted for all students on the lease
- ✓ Furniture rental fees (if applicable) are paid
- ✓ Off-street parking form + payment submitted (if using)

Nikki will serve as the primary point of contact for your group via the group text thread. She will provide important updates related to move-in preparations, property showings, maintenance scheduling, helpful insights, and timely reminders.

COURTESY REMINDER: MOVE-OUT CLEANLINESS & DAMAGES

Once you move out, your apartment will undergo a full inspection. Here's what we check for and where most deposit deductions occur:

- Ripped/damaged paint or drywall
- Slices, dents, nail holes, or pinholes in walls or trim
- Smoke/dark staining from candles or LED lights
- Wall damage from command strips or hooks
- General cleanliness or excessive dirt/grime
- Painting starts at \$200/bedroom.
- LED light damage incurs an additional \$85/room on top of paint costs.
- Major wall repairs require specialized spackling and will be billed separately.

✨ Want your deposit back?

Keep your space clean, avoid hanging items on walls, and take care of furniture and fixtures throughout your stay.

🚫 IMPORTANT:

Absolutely **NO** DIY work is permitted without written permission from Morucci Realty.

This includes but is not limited to:

- Painting/Drywall/Spackling
- Replacing doors or trim
- Unauthorized repairs or modifications will result in significant charges



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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