



Detailed Move-In Booklet



MORUCCI
— REALTY —

Greetings Students!

Welcome to your Morucci Rental!

We are happy to have you as tenants.

We value you and want your stay to be enjoyable and comfortable.

This booklet is designed with you in mind. It outlines mostly everything you need to know to get started in your rental and provides the answers to questions you may have as the year progresses.

It is **required** to be read thoroughly and any discrepancies to be handled immediately & prior to move in.



I. Morucci Realty Important Info

- A. **PROHIBITED USE:** Non-living spaces (attics, basements) should 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 Team Green @ (570) 336-7330. They offer discounted semester based pricing.
- C. **NO PARTIES:** As per your lease, no kegs of alcohol or open parties will be tolerated: Lease Section 5 "Use of Property." Violation of this policy will result in immediate eviction from the property without rental refund per your lease and with financial responsibility of lease in tact.
- D. **DISRUPTIVE CONDUCT REPORT - IMPORTANT:** If you are cited a disruptive conduct report (DCR), a \$250 fee will be charged on the first occurrence & must be paid to landlord immediately. 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. DCR's are written by police if they are called to your property for noise, unlawful conduct, too many people, property damage, etc.
- E. **PROPERTY INSPECTION:** A routine inspection of the property will occur during the weeks of October 15th and December 1st.
- 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 weeks after move 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 the 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 garbage and clean the exterior of the property, a \$50 minimal fee will be charged. Removal of garbage will be \$25 per bag. If a dumpster is located on site, a \$5.00 fee per month per tenant will be deducted from your security deposit.
- J. **NO PETS:** If you have a pet, you will be evicted from the premises per your lease. No pets are allowed on the property. If we come to find pets were at the premises, all security deposits will be non-refundable.
- K. **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/WINDOW COVERINGS:** We do not provide bedroom door locks OR window coverings. If you wish to put your own lock on you may but only exchange the door knob. 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 new knob installed, but we ask you kindly leave bedroom keys in knob at time of move-out for next years tenant.

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 termination of your lease while still upholding financial responsibility. Non-compliance with these ordinances can also justify a disruptive conduct report (see D.)

***NOTE:** First disruptive occurrence = \$250 fine due immediately;
Second occurrence = Eviction while upholding financial responsibility.

N. **VERY IMPORTANT SEWAGE BILL INFORMATION:**

Sewage goes along with water. It is wastewater. When you turn your water on, that comes from your water provider (Suez). Any used water leaving via drains such as water from washing dishes, bathing, laundry, toilets flushed, is sewage (Bloomsburg Municipal Authority -570-317-2600). Sewer bills are always sent to the owner of the property. But, per your lease, **TENANTS ARE RESPONSIBLE FOR THE COST OF SEWER SERVICE**. I will forward this monthly bill to your attention on a monthly basis with an expectation of you paying for the service. Our Manager will deliver this bill to your address via the mailbox. The bill will be opened and addressed to Michael Morucci. Do NOT disregard.* It is you as the tenant's responsibility. You can (1) mail payment in (address on bill), (2) go to First Columbia Bank on East Street in town and pay in person (you'll need account number or the actual bill), or (3.) pay online (**DO NOT** select paperless billing). Per your lease, failure to pay this bill or any sewage bills sent to collections, will forfeit security deposits at reflective address.

***NOTE:** Bills have a month lag time, so you will receive your first sewage bill in October and it will cover August – September's bill. Again, the bill will be forwarded to your residence monthly via the mail. Please call Nikki @ 570-854-2301 if this is at all unclear.

II. Rent/Notarized Parental Guarantee Forms: 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. Rent checks should be made out to Mike Morucci & mailed to 15 Forest Road Bloomsburg, PA 17815. If you are unable to pay in full by these due dates as you are waiting for loans/financial aid/or need more time, then a parent must fill out and have notarized the parental guarantee form*. You can find this on our website @ moruccirealty.com. If you are interested in paying monthly, please contact Nikki @ 570-854-2301 & she will explain the process. (**NOTE:** Monthly payments are set up electronically. There is an additional processing fee for monthly payments and a notarized parental form is still required.)

*To move in, all students on lease must have either paid Fall rent in full or have turned in a notarized parental guarantee form.

III. Utilities: Unless there are specified included utilities in your lease, 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.

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| • PPL | 1-800-342-5775 | Electric |
| • P.G.Energy | 1-800-432-8017 | Gas (Heat) |
| • United Water of Pennsylvania (Suez) | 1-888-299-8972 | Water |
| • Service Electric | 1-800-522-2389 | Cable/Internet |
| • Team Green | 1-570-336-7330 | Garbage |
| • Bloom Recycling | 1-570-784-4532 | Recycling |
| • Bloom Municipal | 1-570-317-2600 | Sewage |

*There is an automatic charge for recycling of \$40 per apartment per year. This is described in the lease under utilities. Although not required, we suggest you utilize this service by going to Bloom Recycling (click here for map), picking up recycling bins and getting a calendar for their pick up days and information on how to properly sort.

IV. Parking: 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 payment of \$350/year is due by July 1. You can find a copy of the parking form on our website. (**NOTE:** If your lease indicates free parking, you must still register your car and pick up a pass.)

- i. 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 time of move-in. Call Nikki @ 570-854-2301.
- ii. If someone is parked in your lot without a permit or if you've been booted, please call: AAT Parking Management @ 888-390-1114. You can also find them online at attparking.com.
- iii. Guests are only permitted where lots allow them. AAT Parking & Morucci has the final call on guest allowance. You must call or text guests in to AAT Parking prior to your guests' arrival to avoid a boot.
- iv. Parking lots are restricted to those with parking permits or those who have called/texted guests in (where lots allow this). There are **NO EXCEPTIONS**. Lots are monitored very regularly and boot removal is expensive.
- v. If you have a temporary replacement car or a new car altogether, please call the info in to AAT Parking Management.
- vi. 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 & street parking is also limited. Their # is 570-784-6779.

- V. Furniture:** All provided furniture (furniture included in lease or rented furniture) in your apartment will be inspected thoroughly after move 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. Christmas lights strung around rooms and ceilings will leave black burn marks that require full primer and paint. Therefore you will be charged a full paint job where lights are strung. (**NOTE:** We rent full beds/dressers @ \$475/year/person or single beds/dressers @ \$375/year/person. Payment is due in full by July 1. Rented furniture paid for by July 1 will be set up in your apartment labeled with your name at time of move in.)
- 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. 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 @ time of lease signing. Students who re-sign also receive free summer rent. This free summer rent offer expires October 1. (**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 number to our current on site maintenance guy. This number 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 or foreign objects down the toilet. We will take care of any problems that result from a mechanical malfunction or defect.

- VIII. Move In Dates:** Some leases have specified early move in dates and if that is the case, your rental will be available on those dates. Otherwise, the move-in dates are the “Friday-Saturday-Sunday” before classes start on Monday. If 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 either Fall rent is paid in full OR a notarized parental form has been turned in from all tenants on your lease.
- 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” in order 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 latest remodels, tenant shout-outs, lease signing, interior design, location reveals and more. Feel free to tag us in your posts too!
- XI. Forms:** If you decide on using the parental guarantee form (must be notarized) or the off -street parking option, these forms are our website at moruccirealty.com under “Info”. They should be filled out and mailed to Mike Morucci 15 Forest Road Bloomsburg, PA 17815 . To reiterate, notarized parental forms or rent in full, parking form and payment (if using), and furniture rental payment (if using) is due by July 1. Please forward to above address and make it clear for whom and which unit you are paying for.
- XII. Enjoy:** College has the potential to be a very treasured time in your life. We hope you are able to savor the experience and enjoy your moments. We are happy you are here.

NOTE: There is to be **NO** working on on houses without 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.

We appreciate you!

Thank you kindly,

The Team @ Morucci Realty



Thank You...



We appreciate you!

Morucci Realty