



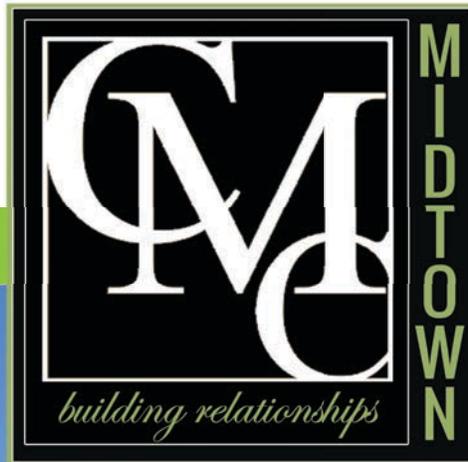
Campus View place

Lyn Court square

LYONS CORNER



UPPER WEST SIDE



WELCOME HOME



LET'S CONNECT



Hours: Mon-Fri: 9 - 6 pm
Sat: 10 - 4 pm
After Hours Maintenance
Call: (352) 505-6966

cmcapt.com

CALL or TEXT
the leasing office



(352) 415-2120

**YOUR NEW
ADDRESS:**

_____ Apt# _____
Gainesville, FL 32601

THIS PACKET INCLUDES:

- 2 | Your Apartment Basics
- 3 | Rent Policies
- 4 | Online Rent Payments, Insurance
- 5 | Reminders, Text Communication
- 6-7 | Maintenance Information
- 8 | Modems & Utilities
- 9 | Key Receipt Log



COMMUNITY INFORMATION

- ✓ OFFICE HOURS: Monday – Friday 9:00 am – 6:00 pm
Saturday 10:00 am – 4:00 pm
- ✓ OFFICE PHONE NUMBER: (352) 415-2120
- ✓ OFFICE FAX NUMBER: (352) 559-2955
- ✓ EMERGENCY MAINTENANCE
After Hours Emergencies: (352) 505-6966



PAYING RENT

Rent is due on the 1st of each month. A late fee equal to 10% of your balance is added at the end of business on the 3rd day for all unpaid rent. There is an additional late fee of \$50 assessed on the 10th of the month for any unpaid balance.

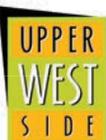
Checks, Money Orders, and Cashier Checks are accepted in the office, pay to the order of CMC LLLP. Please include your property name and apartment number and phone number on the payment. If you're using a money order, please print your name on the payment as well.

You can pay your rent and any balance online at your respective property's website with an eCheck, MasterCard, Visa, or Discover. There is a convenience fee for credit cards. If you use a Visa card make sure to complete the phone authorization with the phone number and ID number given to you.



REFERRAL BONUS

Earn \$50 off your next month's rent for every friend who signs a lease at any CMC property. There are no limits on how many friends you can refer.





ONLINE RENTAL PAYMENT INSTRUCTIONS

1. Open Internet Browser to your respective website. See URLs below.
2. Select "Resident Login" at the top of the screen.
3. Enter your Email and Password you set up previously when you applied online.
4. Enter payment account information.
5. Once logged in to your account, click "Make a Payment"
6. Enter the amount you would like to pay, and click Continue.

NOTE! The amount owed shown on the screen may not reflect all rent charges. Call the leasing office at (352) 415-2120 for any balance inquiries.

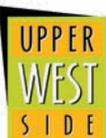
7. Enter the desired payment method and select "Continue."
8. Verify the information and select "Pay Now."
9. If you wish you can save your preferred method of payment and also create recurring monthly payments by choosing "Setup Auto Pay." You will receive a confirmation of payment at the email address on file once payment has been successfully submitted.

Note: Additional fees may apply, but are shown on the payment screen

Insurance: Contemporary Management Concepts IS responsible for the apartment buildings and common grounds; however, we are NOT responsible for you or your personal belongings. If your belongings become damaged or stolen while residing at one of our communities we are not responsible for repairing or replacing them. For this reason, we strongly recommend that you purchase renter's insurance.

Bus Routes: There are several bus stops located just steps from our UF communities. For the most current bus schedule please visit <http://go-rts.com>.

cmcalligator.com | campusviewplace.com | lyncourtsquare.com | lyonscorner.com | nantucketwalk.com | upperwestsideuf.com





RESIDENT REMINDERS

RESIDENT NEWS:

We frequently post notifications to inform our residents of outstanding balances, upcoming events, current issues and concerns. Please read the information posted to ensure that you have the most up-to-date information available.

CONTACT INFORMATION:

Residents are responsible for providing accurate phone numbers and email addresses to office staff at all times during the lease term. In order to receive text messages and emails, all contact information must be up-to-date at all times.

PEST CONTROL:

Lyons Corner, LynCourt Square and Campus View Place sprays on the first and third

Wednesdays, each month. Alligator Alley, Nantucket Walk and Upper Westside are treated for pests on the first Wednesday of each month. To schedule pest control in your unit, please call (352) 415-2120.

TRASH:

Help keep our community clean. We encourage you to take your trash out daily to prevent foul smells or pests from being attracted to your apartment. Please use the garbage and recycling receptacles that are conveniently located at each property.



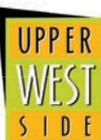
TEXTING SEND & RECEIVE ALERTS

We utilize text messaging at all CMC properties. You may receive information via text message to assist in your stay at our community, such as:

- ✓ Resident Activities
- ✓ Access Code Changes
- ✓ Property Inspections
- ✓ Scheduled Maintenance Alerts /
- ✓ Updates
- ✓ Rent Payment Alerts
- ✓ Renewal Rate Specials
- ✓ Local and Property Emergencies

OPTING OUT

At any time you may text STOP to be permanently removed from receiving text messages. CMC guarantees that your cell phone number will not be sold or given to any third party for solicitation purposes.





MAINTENANCE INFORMATION

This list of Helpful Work Order Tips provides the most common repair requests. If you have any Service Requests for your apartment during the term of your lease, we urge our residents to notify the office as soon as you realize a repair is needed. Our maintenance team is available Monday – Friday until 4:30 p.m.

You may also submit request online, but please call the leasing office at (352) 415-2120 to follow-up. After hours, please call (352) 505-6966 to report your work order.

- ✓ Floods MUST BE REPORTED IMMEDIATELY
- ✓ Water leaks MUST BE REPORTED IMMEDIATELY
- ✓ Non operational toilets when only one toilet is available
- ✓ A/C units not cooling when outside temperature is 75 degrees or higher
- ✓ Refrigerator quits cooling



HELPFUL WORK ORDER TIPS:

Electrical Issues

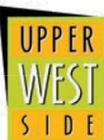
- ✓ First, check your breakers. If the outlet(s) in kitchen or the bathroom is out, then press the reset button on one of the G.F.I. outlets (located in kitchen and in ONE of the bathrooms).

Garbage Disposal

- ✓ Run water in the disposal while it is operating.
- ✓ If it is not working, try pressing the reset button located under or on the side of the disposal. The reset button is a red square button (call maintenance if that doesn't work).
- ✓ Do NOT use Drano or any other chemical drain cleaner.
- ✓ PLEASE be very limited to the items placed in your garbage disposal as the disposals are not industrial strength. The following items are NEVER to be placed in the garbage disposal: egg shells, potato peels, bones, pasta noodles, fruit peelings, cooked rice, pennies, utensils, plastic, glass or bottle caps.

Dishwasher

- ✓ Check the garbage disposal to see if it is full of food (could cause issues for dishwasher).





- ✓ If leaking: Did you use the correct dishwashing soap?
- ✓ Please do NOT use liquid detergent (i.e., Dawn, Joy, etc.).
- ✓ Please do NOT use the dishwasher until maintenance has made the repairs.

Toilet

- ✓ We recommend purchasing a plunger.
- ✓ If the toilet is overflowing, turn the water OFF (the handle is located on the wall below the toilet – twisty-knob).
- ✓ Please do NOT put female or male products in the toilet.
- ✓ Please do NOT put paper towels in the toilet.
- ✓ If the toilet is running constantly, it generally means that the flapper is not dropping down as it should. Carefully shake the toilet handle a few times to see if you can help the flapper drop. If that does not work, please contact the office.

Bathtub/Sink

- ✓ If tub/sink is not draining properly, please contact the office. DO NOT use Drano.

HVAC

- ✓ Make sure the heat/cool setting is on AUTO.
- ✓ Make sure the A/C filter is clean. Please note that apartments with pets require more frequent filter changes. A/C filters are available in the office.
- ✓ If the A/C is frozen, turn the system off and turn the FAN on. Call office immediately.
- ✓ If you smell some smoke when turning on the heat, keep heat on to burn off the dust that is on the heat strips.

Ceiling Fans

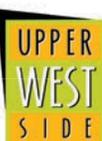
- ✓ If the ceiling fan and/or light will not come on, please check to be sure that the pull chain is turned on and a light bulb is in the fixture.
- ✓ Please do NOT put any type of stickers on ceiling fan blades, because they throw the fan off balance.

Washer

- ✓ Do NOT overload with clothes. They will NOT come clean, and it will throw the washer off balance.
- ✓ Washing your clothes in COLD water will save energy.
- ✓ Unfortunately, the units are not big enough for comforters, so PLEASE do not wash your bed comforters in the washing machines.

Dryer

- ✓ Keep the LINT FILTER clean after every load. Not only is it a fire hazard, if the lint trap is not cleaned, it can cause the drying time of your next load of laundry to be as much as 3x longer!





MODEM TROUBLESHOOTING:

SYNCING A MODEM AND A ROUTER

- ✓ 1. If you have a wireless router, unplug the power to the router.
- ✓ 2. Reboot the modem by unplugging from the power source.
- ✓ 3. When the online light comes back on in the modem, then plug the router back in.
- ✓ 4. Internet connection should be working.
- ✓ 5. Go back to Step 2 if you do not have a wireless router.
- ✓ 6. If you are still unable to connect, please call Cox directly 1-888-269-9693



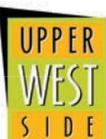
TIPS FOR KEEPING YOUR UTILITY BILL LOW:

Summer Months

- ✓ Set thermostat at 76 degrees or higher.
- ✓ Set thermostat at a normal temperature when turning it on. Setting the thermostat lower does not cool your home any faster.
- ✓ Use fans with or instead of your air conditioner and set thermostat 2 to 3 degrees higher.
- ✓ Shade the east-west facing windows from the sun.
- ✓ Keep windows and doors tightly shut when using the air conditioner.

Winter Months

- ✓ Set your thermostat at 68 degrees or lower during the day.
- ✓ Lower your thermostat 5+ degrees at night.
- ✓ Set your thermostat at a normal setting when turning on your heater. Setting the thermostat higher does not heat your home any faster.
- ✓ Keep your blinds or curtains open on sunny windows and close them at night.





KEY RECEIPT LOG:

Please print this page. This information must be filled out by EACH resident and authorized by a leasing agent on move-in day.

Name: _____

Unit: _____

Property Name: _____



RESIDENT SIGNATURE

CMC AGENT SIGNATURE

Front Door: _____

Bedroom: _____

Mailbox: _____



OFFICE USE ONLY

Checked Lease: Date: _____ Initial : _____ Entered into Yardi: _____ Date: _____ Initials: _____

Contact Information

I verify that the below contact information is correct: Agent Initials : _____

Resident Email: _____

Secondary Email: _____

Resident Cell Phone #: (_____) _____

Secondary Phone #: (_____) _____