

MOVE IN INSTRUCTIONS

Contact Carol Blue at 740-591-5594 to schedule the date and time of your move in. A representative of JDS Rentals will meet you at your location to unlock doors and let you in the apartment/house. The first person on the contract that contacts us will receive **ALL** keys to the apartment/house and bedrooms, and it will be that person's responsibility to distribute keys to their housemates. If you are not the first to arrive, make sure your roommate who has the keys is available to get you into the house and give you your keys. We will not have extra keys.

Communication with us and with each other is imperative. Matters of responsibility affect not just one tenant, but everyone on the lease contract. JDS Rentals will send out emails whenever we need to share information; make sure you read these messages.

Utilities

City of Athens Apartments – Contact each of these utility companies and have the account for your address transferred into your name as of the contract date on your lease. This must be done prior to your arrival in May or August.

- Electric (American Electric Power): 1-800/277-2177
- Gas (Columbia Gas): 1-800/344-4077
- Water/Sewer/Trash/Recycling (City of Athens Utilities Office): 740-592-3347
- Time Warner Cable: 1-800/934-4181. Do not allow them to drill holes or otherwise alter the installation of wiring.

City of Nelsonville Apartments – Contact each of the utility companies (gas and electric) listed above and have the account for your address transferred into your name. City of Nelsonville water department is 740-753-2151. Contact us before calling Nelsonville Cable.

Move In Inspection

A move-in inspection will be conducted shortly after your move-in date. Note any maintenance issues that need to be handled or damages that need to be repaired. This information and maintenance repair records will be held in the apartment file, and will be used for final security deposit disposition.

Rent Payments

In accordance with your lease contract, discounted rent payments must be received (postmarked) no later than the 1st day of the quarter (or the month) as specified in your lease. Full rent amounts are due for any payments received after that date.

Maintenance

You are the custodian of your rental unit. According to laws in the State of Ohio, you are responsible for reporting to us all issues of regular maintenance and damage. It will be your responsibility to:

- Contact JDS Rentals to report maintenance issues (slow drains, leaky faucets, etc.) to JDS Rentals; DO NOT try to fix a problem yourself or by others. There is no charge for regular maintenance issues.
- Not damage this property.
- Prevent non-residents from damaging this property.

If damage occurs under your watch, whether you have done the damage or it was done by someone else, you will be billed for labor and materials to fix the damage.