



\*\*\*Important Tenant Information\*\*\*  
BLOOMSBURG UNIVERSITY STUDENTS

Carefully read all of the following details regarding your apartment.

**Move In Day: Friday before Classes Begin**

Keys will be presented when you check in at our JAG Housing Office located at 35 East Main St, across from Fog & Flame. Please stop by our office for keys and other important information before arriving at your apartment.

**Parental Guarantee Form:** Please visit our website [www.jaghousingbloomsburg.com/forms](http://www.jaghousingbloomsburg.com/forms) to retrieve form and send to: JAG Housing 35 E Main St Bloomsburg PA 17815. We are unable to work with financial aid payment without the return of this form.

**Contact Info:** Please keep your eye out for all text messages and emails from JAG Housing as it may pertain to your building and living arrangements. Notices may be posted in hallways and on your doors and on your kitchen tables upon moving in. Frequently Asked Questions should be addressed with these informational notices. If you have any further questions, comments or concerns please contact JAG Housing as soon as possible. If you are unsatisfied with the condition of your apartment upon moving in, we need to know as soon as the issue arises. If you wait to report any issues, you will assume responsibility for the damage repair costs.

Email: [jaghousingbloomsburg@gmail.com](mailto:jaghousingbloomsburg@gmail.com) Call or Text: Erin (570) 441-6876 or Joe (570) 205-2953

**Roommate Drops Out:** If you had a roommate that has dropped out prior to moving in, it is your responsibility to find a new roommate or make up their difference when paying your rent. If a roommate has dropped out, as written in your lease, you will be able to take legal action against the dropped-out roommate and their parents for their portion of the rent. But you must pay the full amount of the rent. It is much easier to find a new roommate. You can post a listing on Facebook or BU Residence Life for "roommate wanted" with your phone number on the listing.

**Utility Costs/Info:** Before moving in, please discuss with your roommates to ensure that all roommates have paid their rent and to decide how to distribute utility costs that you will incur throughout the semester. You may also consider setting up a joint account with your roommates and deposit \$350-450 per student to cover the costs of utilities throughout the semester. You will need to have your utilities turned on a few days prior to your move in date. During the first weeks of the semester, the utility companies are very busy connecting hundreds of accounts as the influx of students into town takes place. Therefore, if you wait to set up your utility accounts, you may be without services until the utility companies can get to your specific location. If you choose, Service Electric Cable takes the longest to activate each account and so it is suggested that you call early to make sure you have cable connected, otherwise it could take weeks to receive your service.

<u>Utility Company Contact Info:</u>	PP&L Electric	ppelectric.com
	Suez Water	mywater.veolia.us
	Service Electric Cable (optional)	sectv.com
	High Speed internet (DOJO)	Included (not applicable to all)

**Electricity Scams:** Please be aware that there are mailings and people that go around trying to get you to sign up for cheaper electricity rates. The safest way is to start your account on PP&L website. You can shop for supplier rates, but make sure there is no penalty for early contract cancellation. Your lease runs less for than 1 year.

**Smoking Policy:** NO SMOKING Smoking is NOT permitted anywhere in our buildings, including hallways and stairwells. Please go outside to reduce damage, odor, and to avoid setting off the fire alarms. Burning candles and smoking indoors is the number one reason for house fires and contributes to student deaths.

**Fire Alarms:** If the alarms go off, please contact John at 570-205-0299 immediately. Follow fire safety guidelines. If you see or smell smoke, please exit the building immediately. If it is just a false alarm, the fire companies will not turn them off, it is the responsibility of JAG Housing (John) to turn the alarms off.

**Pet Policy:** Absolutely NO PETS Having/holding/watching a pet is NOT permitted, as per your lease. These units were designed for students and are not animal friendly. ALL security deposits from your apartment will be forfeited if an animal is discovered in the building. If someone shows up with a pet, chase them! It is your deposit you will lose. Zero tolerance!

**Guest Policy:** You are responsible for all guests that come into and visit your apartments. All damages incurred by your guests will also be your responsibility. Please make your guests aware of this.

**Furnishings:** All of our apartments are furnished with beds, dressers, couch, and TV, but you will need kitchen utensils, a desk and desk chair, window coverings, shower curtains, accessory tables, lamps, etc. Area rugs are suggested to be used on hardwood floors to reduce damages.

**Walls/Decor:** You will be charged for any wall repairs that are needed after you move out from hanging items on the wall. Push pins and thumbtacks do the least amount of damage and are the easiest to repair. 3M Strips if not removed properly can be attributed to charges pertaining to wall damages. Tape of any kind and poster putty do the most amount of damage. Please, NO TAPE!

**Parking Info:** Please refer to the information on the next page to determine the best parking options. Parking with JAG Housing is extremely limited and spots will be sold on a first come, first served basis.

**Lease Renewals:** We will begin our lease signings starting in September of this year for the following school year. If you renew early, you will lock in your current rate and will be allowed to keep your belongings in the apartment over the summer break. If you are interested in living in the apartment over the summer, the rent is \$500 per person for the entire summer.

**Renters Insurance:** Insurance is not required but highly recommended. JAG Housing is not responsible for your personal items under any condition. If you have valuable items like clothing, electronics, etc it would be best to cover them with a renters insurance policy. Check with your parents to see if their homeowners insurance offers any extensions or coverage packages. There may be instances for liability coverage if someone is injured or damages occur beyond the costs of your security deposit.

**Maintenance Issues:** Maintenance staff is available from Monday thru Thursday 7am-2:30pm. Repairs are only made during this time. If you have any issues that need to be addressed by JAG Housing, please use the Maintenance Request option on our Contact Us page on our website [www.jaghousingbloomsburg.com](http://www.jaghousingbloomsburg.com) for reporting the issue. It is important to do this so that the issue is addressed as quickly as possible. You may also text Erin (570) 441-6876 with the request as well as a picture of the issue.

**Lock Outs:** Staff is usually available during the day to open locked doors. However if you do get locked out, it is best to call another roommate to let you in. If you get locked out after hours please call 570-205-0299, you will be charged a \$20 fee. Locks on your bedroom doors are not recommended. If you lock your keys in your bedroom, the only way to get in would be to replace the door which you will be charged \$350-500 depending.