

FRED L. RUNCO
Runco Rentals
1073 Philadelphia Street * Indiana, PA 15701
724.349.0152 * runcorental@verizon.net

YOUR MOVE IN DATE BEGINS ON FRIDAY, AUGUST 25, 2017 @ 9:00 AM

Our business office will be open the following dates and times for check – in:

FRIDAY, AUGUST 25, 2017	9:00 AM TO 5:00 PM
SATURDAY, AUGUST 26, 2017	9:00 AM TO 3:00 PM

ANY OTHER TIME MUST BE ARRANGED WITH OUR BUSINESS OFFICE.

You will pick – up your keys, information package, and sign any necessary paperwork at our business office:
1073 Philadelphia Street

To ensure smooth check –in you and your room mates' files must be complete.

1. Parental Consent Form must be signed
2. Financial Aid Form must be signed and notarized. *Only for those students paying by this manner.*
3. Down Payments must be paid.
4. Security Deposits must be paid.
5. Fall Semester's Rent Balance must be zero - \$ 000.00
6. Utility Services must be transferred into your name or one of your room mates' name by August 15th, 2017.

We highly suggest that you contact our business office to inquire and confirm that you and your room mates' files are current.

UTILITY SERVICE REMINDER:

If you pay any or all your utilities, you need to contact the utility company no later than July 28th, 2017 to be placed on their schedule for a transfer and meter read. Your utilities must be transferred by August 15th, 2017. We have enclosed a Utility Company's Contact Number Sheet for your use.

Proof of Utility Transfers must be shown @ Check-In. Bring utility account numbers.

Any utilities paid by tenants, that have not been changed into their name by the first day of the start of their lease agreement will be charged the full amount of the utility bill for service usage plus be assessed a \$ 25.00 bookkeeping fee. If utility services are not transferred immediately upon check-in; Runco Rentals will contact the proper utility company and have them place a ten – (10) day discontinuance service letter at your unit. If termination of any utility service does occur all tenants must vacate premises until utility service resumes, as stated in your signed lease agreement with Runco Rentals.

PARKING INFORMATION:

Enclosed you will find a registration form for parking with Runco Rentals. Parking will be \$ 200.00 a semester or to retain the space all year, \$ 325.00. Please return completed and signed form ASAP along with full payment, a copy of each must accompany form and payment: (vehicle's registration card, insurance card and driver license). These spaces are all on a first come first serve base. Missing items will delay your place in line for a parking space. NO parking permit will be issued unless all paperwork is present in our business office.

GARBAGE CONTAINERS:

All units must purchase a 31 gallon galvanized steel storage container to accommodate your rubbish or garbage. 31 gallon galvanized steel garbage containers can be purchased @ LOWES. Tenants are responsible for providing enough trash containers for their unit. * Meaning if you need more than one – (1) trash container – purchase it. If we feel you need more than one – (1) trash container we will provide you with extra trash container for the cost of **\$ 85.00 - @ our discretion.** If trash violation are received by the Indiana Borough Code Enforcement Department for your property; we will charge your

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unit per violation. (Properties @ 16 South 10th Street and 24 South 10th Street will not need to purchase trash containers. Runco Rentals provides dumpster usage located in parking lot @ rear of 16 South 10th Street.)