

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

Over the course of the summer, between now and August, questions will arise and some of the items I discussed with you today may be forgotten. I am providing you with this written reminder to eliminate unnecessary long distance phone calls and confusion among you as tenants with me, and between you and your parents, if they are involved. **As an adult over the age of 18, and the one who has signed the lease, legally I must deal directly with you as the LESSEE.**

**PLEASE PLACE THIS INFORMATION SHEET WHERE YOU CAN FIND IT NEXT SUMMER WHEN YOU NEED IT.**

1.) **RENT DEPOSIT/SECURITY DEPOSIT:** The money you paid me today was your rent deposit on page one, \$200.00. This is totally separate and has NOTHING to do with your Security deposit on page three. Please make a note on your calendar that **your security deposit of \$300 is due on or before Tuesday, August 6, 2024.**

2.) **I REQUIRE ALL SECURITY DEPOSITS** (for the unit) to be paid before I hand out any keys. As well as any rent that is owed/due up to August 6, 2024. For example: If you have a 4 person apartment, all FOUR security deposits must be paid and depending on the payment plan(s) chosen, all rent that is owed up to 8/6/24 must be paid – in order for ANYONE of you four to pick up your key and move-in. Communicate with your roommates to eliminate the problem of arriving and not being able to move-in, even though you personally are paid up. Please allow a minimum of 3 days for in-state mail delivery.

**ALL LEASES** start on Tuesday, August 6, 2024.

**OFFICE HOURS to pick up your key are:**

**Tuesday, August 6 and Wednesday, August 7, from 11 to 5.**

**Each tenant must check in and pick up their own key/code (and parking permit if applicable) themselves.**

**PLEASE NOTE: If you do not come in to the office on August 6th or 7th, you must call IN ADVANCE to set up a time for me to meet you at the office for you to check in and pick up your key. This will be a Monday – Friday 10 to 5 appointment ONLY. I will not be available on Saturdays or Sundays.**

Please note: Vehicle registrations are required for 1022 and 1020 S. Main. The vehicle must be in your name or your parents to receive a permit.

**DO NOT CALL AND ASK TO MOVE IN EARLY, or drop some of your belongings off prior to 8/6.**

**Classes start on Monday, August 26, 2024.** If you wish to measure rooms or windows, do so before you leave in May. We are very busy in the summer getting the units ready for fall occupancy and will not be available for special appointments for such.

3.) **RENT PAYMENTS DUE:** **Mark on your calendar** the payment plan you have chosen today and the dates and amount due. You will be glad in December (2024) that you paid your rent on time. **Payments accepted by Cash, Check and Money order. No credit or debit cards.** Your cancelled check is your receipt. Receipts given for CASH payments made at the office only.

**\*\*Make your checks payable to: Nancy McGuirk\*\***

**DO NOT MAIL it to 600 S. University. USE P.O. Box 263, Mt. Pleasant, MI 48858**

**DO NOT send Certified, UPS, FED EX, or special delivery of any kind!**

4.) I recommend that you get all of your prospective roommates summer addresses and phone numbers NOW (if you don't already have it) prior to classes ending in May. This will eliminate last minute calls next August trying to track them down to see if they have made their necessary payments (for you to pick-up your key). And now is the time to make a copy of the lease for yourself for future reference.

5.) Do not call *ME* in August wanting numbers for the utility companies. The numbers are on your lease and you may also get them from the website. There is a lot of information and FAQ on the website! I strongly suggest you contact DTE (for hot water) at least **two weeks prior to 8/6/24.** As I discussed with you: Consumers Energy is to be on and in your name as of 8/6/24.

**WEBSITE and Email address:** [www.qualityapts.com](http://www.qualityapts.com) and [nancy@qualityapts.com](mailto:nancy@qualityapts.com)

8.) Summer Leasing: Summer Leases are signed the week of April 8, 2024. Rent will be \$725 per person for the summer. Summer Rent and Security deposit (you will not pay your SD again) are due and payable at the summer lease signing.

ONLY THOSE TENANTS ON THE FALL LEASE may sign for summer. NO leasing to others or subleasing for the summer. *There will be a limited number of leases signed, with a move-in date of May 11th. NO NEW leases will start after 6/15/24.*

*Please note: Do not contact us and ask to move some furniture/items in your unit for summer. We are not a storage facility. For multiple reasons, a lease must be signed if you want to move "stuff" in for the summer. Moving items in...IS occupancy.*

HAVE A GOOD SEMESTER!

## **NOTES:**

MY Payment plan choice as given to Quality Apartments when I signed my lease was  
Plan \_\_\_\_\_.

(**Plan A:** One payment of \$\_\_\_\_\_ due on or before 8/6/24)

(**Plan B:** Three equal payments - \$\_\_\_\_\_ due : June 1, August 1, and November 1, 2024.)

(**Plan C:** Two equal payments - \$\_\_\_\_\_ due: July 1, and October 1, 2024.)

\$90 rebate possible with Plan A, B, & C

(**Plan D:** 3 equal payments - \$\_\_\_\_\_ due: August 1, October 1, and December 1, 2024.)

(No rebate with plan D)

**Financial Aid Students Please Note:** You must have notification to me - in writing from CMU **prior to 8/6/24.** (a copy of your award notice)

If you have chosen plan A (and note to me the financial aid plan), your \$300 Security deposit and \$500 (minimum) in rent is due **on or before 8/6/24.** **Balance of rent** is then due upon receipt of Financial Aid to receive rebate. This is a total of \$800 due on or before 8/6/2024.

