



College Park & Springbrook Row Apartments  
921 Fahrenbrook Court, Madison, WI 53715  
Phone:(608) 255-4744 Fax:(608) 255-4870

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Dear Fall 2020 College Park & Springbrook Row Residents:

Congratulations on your new home! We are very excited that you picked College Park or Springbrook Row as your new home for fall 2020! We know you will love living here!

Now that you have chosen your new home and have signed your lease paperwork, I would like to give you additional information to make your move to College Park or Springbrook Row apartments easier.

**Please share this letter with your parents/guardians.**

**Please keep this letter in a safe place.**

**You will need to refer to it before your move in date.**

**MOVE IN DAY:**

Your lease starts at **12pm (Noon) on Saturday, August 15, 2020.** You can pick up your keys beginning at 12-Noon at the College Park rental office located at 921 Fahrenbrook Court. The office will be open until 5 p.m. You do not have to move in that day, but that is the soonest you are allowed. We are sorry **we cannot make exceptions to this date or time.**

A note about parking during move-in: Parking will be VERY difficult in this neighborhood during move-in week. Please be considerate when you park. Please do not block anyone in, please do not park in front of the garbage dumpsters, or in front of our driveway and please move your vehicle once you have finished unloading so that others can have your space to unload. We really appreciate your cooperation in this matter!

**CHECK IN:**

If you move in August 15th, you will find tables set up in the College Park community room. The tables are marked "COLLEGE PARK", "SPRINGBROOK ROW", "PARKING" and "BIKES & MOPEDS."

The first resident to move in will receive the "Welcome Packet" for your apartment. The Welcome Packet includes the following:

1. **All the keys to your apartment.** There will be an entry door and an apartment door key for each resident and one mailbox key for the apartment. If you will be moving in after the 15th, please make arrangements with your roommates to pick up your keys. **Please make sure the office will be open when you move in so that you can get your keys. Management cannot guarantee someone will be available to help you when the office is closed.**
2. A **Check-In Form** that we ask you to complete in detail, noting all damages and defects, and returned to the office within seven (7) days. You can attach extra paper to the form. We recommend taking pictures too.

**PAPERWORK:**

**Very Important!!!** Management requires all leasing paperwork to be complete (lease and addendums signed, co-signer forms turned in), along with full security deposits and rent payments before you can check in and pick up your apartment keys. You will not be able to move in if there are outstanding lease documents or payments that needs to be completed and turned in.

**Your apartment file is incomplete if the following documents and payments are missing:**

\_\_\_\_\_ All residents must sign the lease paperwork by **February 1, 2020.**

\_\_\_\_\_ Cosigner Forms due **February 1, 2020.**

\_\_\_\_\_ MG&E Form due **February 1, 2020.**

\_\_\_\_\_ Security Deposits (equal to a full month's rent) due **February 1, 2020.**

\_\_\_\_\_ Monthly Rent Breakdown Form **February 1, 2020.**

\_\_\_\_\_ Electronic Rent Withdrawal Forms (ACH) due **February 1, 2020.**

\_\_\_\_\_ Furniture Request Form due **August 1, 2020**

Other: \_\_\_\_\_

**SECURITY DEPOSIT:**

**The security deposit for your apartment is equal to one month's rent.**

**Your security deposit is due February 1, 2020.**

We will accept electronic rent withdrawal or 1 check per apartment. Sorry we do not accept cash or credit cards. Please make your checks out to either College Park or Springbrook Row depending on where your apartment is located. Please put your apartment number on the memo line.

I recommend that you divide your security deposit equally among all roommates. This insures that you are all equally responsible for the condition of your apartment at move out. It also makes returning the security deposit easier for the person you chose on the Rules & Regulations addendum.

Your security deposit is held for the entire year and returned within 21 days after your lease ends and you move out of your apartment. The security deposit cannot be applied to rent at any time.

**1st MONTH'S RENT:**

Your first month's rent amount covers August 15 – 31, 2020. You paid this rent at your lease signing.

**SEPTEMBER'S RENT:**

Your September rent is due September 1, 2020. If your rent is paid after the 1st of the month, you will be charged a \$40 late fee.

**TURN-OVER:**

Current residents move out at noon on August 14th. This gives us 24 hours to "turn-over" the 75 apartments (clean, carpet clean, paint, move furniture, repair damages, etc.) at College Park and Springbrook Row. As you can imagine, it cannot all be done in 24 hours.

Most likely your apartment and the carpet will be cleaned before you move in. The carpet may still be wet. The painters take 3 days to paint all 75 apartments. The maintenance staff will be working in the apartments through the end of August to fix repairs.

If your apartment has not been painted when you move in, please do not hang items on the walls. I would also ask that you move your furniture away from the walls that need to be painted. Do not use tape to hang anything or on the carpet.

**PARKING:**

Parking is optional and is on a first come, first serve basis. If you would like to rent an underground parking space, please let me know as soon as possible. If you signed up for parking at your lease signing and decide you do not want it, please notify the College Park office. There may be students on a waiting list.

The cost for parking is \$140 a month for garage parking at College Park & Springbrook Row and \$100 a month for the six (6) outdoor parking spots at Springbrook Row. You will always be asked to sign a parking addendum and to display a parking permit in your vehicle. We require a \$50 refundable garage remote deposit.

**BIKES/MOPEDS:**

Bike and moped parking are free. All bikes and mopeds parked on the College Park or Springbrook Row properties or in the underground garages must have a bike permit. Please pick up the free permits at the table marked "BIKES/MOPEDS" on August 15th or in the office after August 15<sup>th</sup>.

**FURNITURE:**

Furniture is a first come, first serve basis:

1. Couch
2. Chair
3. One end table
4. One coffee table
5. Dining room table
6. Four dining room chairs
7. A regular **twin** mattress and xl frame. **Frames may be longer than the mattresses.**

**You must have the furniture request sheet turned in by August 1st. Any changes after August 1st, there will be a \$30 fee per item.**

**RECOMMENDATIONS:**

Students and parents often ask what other items the residents should bring. Here is my list:

**Kitchen:** Each kitchen includes a refrigerator, stove, double sink with garbage disposal, dishwasher and microwave. There are cabinets in all the kitchens. Most multi-level apartments have pantries off the kitchen. The one-level apartments have hallway closets that the residents use either as a pantry or linen closet. I recommend bringing dishes, silverware & utensils, pots & pans, small appliances (toaster, coffee pot, etc.), a broom, a mop, vacuum and garbage cans for trash and recycling (mandatory in Madison).

**Living/dining room:** Lamps, television, small stereo and a small entertainment center or TV stand.

**Bedrooms:** A bed or futon. Bring all bedding for twin mattress size including mattress covers (highly recommended). Residents bring lamps, computer desks, bookcases and shelving. Free-standing lofts are allowed and recommended. Unfortunately, our staff cannot assemble them, but they can assemble the provided bunk beds.

**Bathrooms:** Shower hooks/rings & shower curtains, trash can and plunger. There are two full bathrooms in each apartment.

I also recommend a vacuum and small tool kit (for hanging pictures, assembling furniture, etc.) for the apartment. We do not have vacuums, mops, brooms or tools the students can borrow.

#### **REMINDERS:**

1. You may hang items on the apartment walls. We would ask that you use small nails & screws (1/8") or thumb tacks. Small thumb tacks are great for hanging posters. **Screws larger than 1/8", bolts, two-sided sticky tape and sticky putty are not allowed. Do not hang mirrors on the doors.**
2. The city of Madison passed grill legislation. Grills (gas or charcoal), no matter what the size, are not allowed on apartment patios and balconies. **Please do not bring a grill. If we determine that you have a grill, we will have no other choice but to confiscate the grill.** The small, electric grills (George Foreman type) are becoming very popular and are perfectly acceptable if they do not have an open flame.

#### **UTILITIES:**

1. Heat – Paid by landlord. Thermostats in each apartment that the residents can control.
2. High Speed Internet – Paid by landlord. Your internet service will be set up when you move in. Please call ResTech for questions about the internet 608-663-3868.
3. Electricity – Paid by the residents. All apartments completed a Madison Gas & Electric Application for Service when the lease was signed. I will deliver them to MG&E in February. Service will be set up when you move in. Each apartment will receive monthly bills from MG&E starting mid-September. Residents pay MG&E directly. If you have billing questions, please call MG&E at: (608) 252-7222

#### **MAIL:**

Each resident will need to complete a **United States Postal Change of Address Form** to start receiving mail at your new apartment home. You can also change your address online at [MoversGuide.usps.com](http://MoversGuide.usps.com). We will provide the mail carrier current resident rosters.

#### **OFFICE HOURS:**

There will be a calendar posted on the office door at College Park, in all laundry rooms in the basement at both College Park and Springbrook, and in the window facing outward of Springbrook's 928 Spring Street entry door.

Please note: The office becomes **EXTREMELY** busy in early August! If you have questions, please try to call or e-mail me before August. Thanks for your consideration!

I hope this letter has answered your questions. Please don't hesitate to email or call the office if you have additional questions. The entire College Park & Springbrook Row staff and management look forward to seeing you in August!

Sincerely,

*Shannon Redden* 😊