

# PROCEDURES FOR CHECK-IN

**Saturday August 22, 2015**

To help alleviate the downtown traffic congestion and long lines, all keys will be issued from 9:00 am - 4:00 pm on Saturday August 22, 2015 in the Hills Plaza (2137 South Atherton Street, State College, PA 16801). Watch for signs in the parking lot! There is a Taco Bell and McDonalds in the shopping plaza.

You will be required to produce a photo ID for your keys. **The office will be closed SUNDAY, August 23, 2015. If you are moving in on Monday, August 24 or after, please check in at the Rental Office at 456 East Beaver Avenue.** Our regular business hours are Monday-Friday 8:30 am to 5:00 pm.

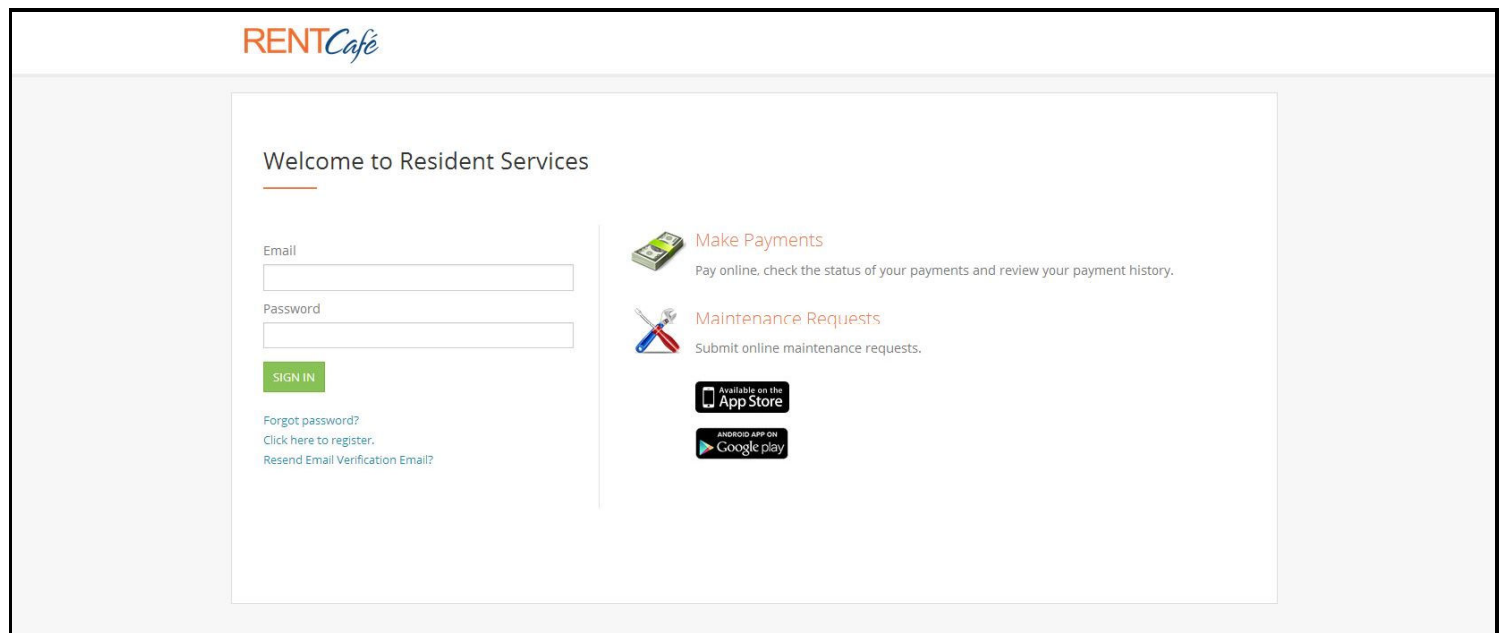
**If you and your roommates have completed all of your paperwork and everyone has paid rent, the first person to arrive will be given all of the keys.** If you receive an **orange warning notice in the mail, keys may not be issued.** Call the office (814-231-3333) immediately to rectify the situation.

If you have already rented a parking space for the 2015-2016 lease term and your *August parking rent* is paid, you may also pick up your agreement and parking permit at the same location as the key pick up. **You will need to know the lot and space. You should receive an email with your parking information provided you rented the parking space before this letter was generated.**

\*\* Please be reminded that the information provided in this document is true and accurate to the best of our knowledge. However, the lease documents that you (and your group) have signed supersede any inaccuracies herein.

## **\*\*NEW INFORMATION REGARDING MAKING ONLINE PAYMENTS\*\***

We have a launched a new user-friendly online payment system! Information has been emailed to you from RENTCafé regarding how to set up your online payments. If you have not received this email with your registration code, please be sure to contact our office so that we may check that we have the correct email address on file for you.



RENTCafé


Welcome to Resident Services


Email


Password


**SIGN IN**

[Forgot password?](#)  
[Click here to register.](#)  
[Resend Email Verification Email?](#)

 **Make Payments**  
Pay online, check the status of your payments and review your payment history.

 **Maintenance Requests**  
Submit online maintenance requests.

 Available on the App Store

 ANDROID APP ON Google play

# IMPORTANT MEMO FOR TENANTS RENTING

## A PARKING SPACE

All parking passes will be at the key pick-up location on August 22, 2015.

If you have already rented a parking space, you should receive a separate email with information that will remind you of your parking lot and space number. This information will need to be placed in the memo section of your check for payments. For online payments, you will receive a registration code in a separate email. Please be advised that you will have separate registration codes for both your apartment and parking space rentals. You must know your parking lot and space number when you come to pick up your pass. **Be sure to contact the office if you do not receive an email with this information or if you forget your lot and space number before key pick-up day.**

If you rented a parking space that was not paid in full for the year, rent will be due on your parking space by August 1, 2015. This amount is equal to one full month of parking rent. Since the agreement begins and ends in the middle of a month, this payment will cover the second half of August 2015 and the first half of August 2016. As with the apartment rent, this can also be paid online or with a personal check mailed to: **Associated Realty, 456 E. Beaver Ave., State College, PA 16801.**

As stated in your Parking Agreement, the down payment that you paid on the parking space when you applied **DOES NOT** cover rent for August and September 2015. The down payment will be applied to rent for June and July 2016, the **LAST TWO** full months of rent for the lease term, provided there is a zero balance on your parking rent account on June 1, 2016.

\*\*When making rent payments each month, please remember that your parking rent and apartment rent are under separate accounts and **must be paid separately**. It is your responsibility to note the correct lot and space number on every payment. If someone else will be paying rent for you, please make sure they are aware of these policies. If you do not note your correct lot and space number on your payment, your parking rent may accidentally be applied to your apartment rent account and late fees could accrue on your parking space account.

If you call the office for account information, please be specific as to whether you are referring to your parking rental or apartment rental. Because they are completely separate accounts, we cannot reference information about your **parking** account through your **apartment** account.

If you have not leased a parking space and are interested in doing so, you can view our list of available spaces by visiting <http://www.arpm.com/parking-rentals>. To secure a space, complete a parking application (<http://www.arpm.com/forms>) and mail it to our office with the appropriate down payment.

If you have any questions, please feel free to contact our Account Office at (814)231-3333.

## **\*\*IMPORTANT\*\***

If you are responsible for paying your electric service, YOU MUST CONTACT WEST PENN POWER ([www.West-Penn-Power.com](http://www.West-Penn-Power.com)) or 1-800-686-0021) TO ESTABLISH ELECTRIC SERVICE. It is the responsibility of your group to designate one person from your group to contact West Penn Power by August 1, 2015 to put the service in their name beginning on your lease start date. After service has been established, you must fax (814-234-6697) or scan/email ([knh@arpm.com](mailto:knh@arpm.com)) the confirmation number.

**\*\*This MUST be done before keys will be issued to anyone in your group. Please reference your building and apartment number when you provide the West Penn Power confirmation number to ARPM.**