

PROSPECT PLAZA APARTMENTS MOVE-IN INFORMATION

304 W. Prospect Rd., Fort Collins, Colorado 80526

Office Phone: 970-482-9513

Hours: Monday – Friday, 8 am – 3 pm

(Closed daily, 12 – 1pm)

EMERGENCY ONLY: 970-217-1194

Please contact management with any questions or concerns:

Apartment Manager- Olga Van Rees, olga.van_rees@colostate.edu

Assistant Apartment Manager- Scott Winnegrad, scott.winnegrad@colostate.edu

NEW TENANT CHECK-IN

We must receive your signed lease and first month's rent **PRIOR to issuing your apartment key**. Check-in will also include:

- 1) Parking Permit paperwork. (See PARKING below).
- 2) Inventory & Damage Forms concerning the condition of your apartment. Please list any *permanent* damages in detail and return to the office **within five days of move-in**. Please note: *Two-bedroom residents may wait until the last roommate has moved in to complete the Damage Form.*

MAINTENANCE REQUESTS

Please use our **Online Maintenance Request form** located on the website.

If you have a maintenance emergency, call 970-217-1194.

USPS, UPS and FEDEX

UPS and FEDEX deliver packages to the foyer located on the east side of your building.

USPS will also deliver it to the same area if packages larger than your mailbox.

FURNITURE

Apartments come furnished as listed:

- a) **Studio:** kitchen table set (2 chairs), 1 standard twin size bed
- b) **1 Bedroom:** living room set (couch, chair, 2 side tables, 1 coffee table), kitchen table set (3 chairs), 1 standard twin size bed per resident.
- c) **2 Bedroom:** living room set (couch, chair, 2 side tables, 1 coffee table), kitchen table set (4 chairs), 1 standard twin size bed per resident.

Please note:

- We must have notice of furniture to be added/removed at least 30 days prior to move-in date.
- Furniture moving requests made after the notice date will be billed to the resident at \$25.00/hr. with a minimum of 1 hour.
- Removal of furniture does not change the rental rate.
- We will not break up living room, kitchen, or bed sets. Each set must be removed completely.

PARKING

Vehicles must be registered with CSU Parking & Transportation Services to receive a Parking Permit (one per resident, no charge).

This permit will allow parking in all of the green highlighted zones shown on the Parking Lot Map located in the office. The remaining parking in this lot is reserved for commercial employees and customers only.

CSU Parking and Transportation Services patrol the property and will issue citations. They are conveniently located a block away on 1st floor of the Lake Street Garage.

GUEST PARKING

STRICTLY ENFORCED Mon-Fri, 9am-3pm.

Guest parking is for **OCCASSIONAL GUESTS ONLY (SUCH AS VISITING FAMILY), IT IS NOT FOR REGULAR USE.**

Guest parking is located in the southeast corner of the lot (please see Parking Lot Map located in the office).

- All guest vehicles must be registered at the Prospect Plaza office.
- The resident, not the guest, must come to the office to obtain a Guest Parking Pass.
- The Guest Parking Pass must always be displayed in front of vehicle-hung on the rearview mirror.
- Guests must park in the designated Guest Parking Lot only.
- Vehicles without the Guest Parking Pass properly displayed will be towed at owner's expense.

FOOTBALL HOME GAMES

A special parking permit will be issued for football home games and will be required in order to access the parking lot. The Guest Parking Lot will not be accessible during home games.

LAUNDROMAT

The laundromat is open for resident use daily, 8am - 10pm. A FOB is required for access after 5pm.

INTERNET/ROUTER

Xfinity 855-307-4896

To receive your new Router (required for internet service) bring the old router from your apartment to the Xfinity Store (located at Foothills Mall -215 E Foothills Pkwy Unit 860, Fort Collins, CO 80525). They will exchange old for new.

Please provide Xfinity the following information:

- 1) Address (**BUILDING #**) W. Prospect Rd (**APT #**), Fort Collins, CO 80526
- 2) Prospect Plaza's Bulk account number: **#8497-60-600-3416218**

RENT (CHECK OR MONEY ORDERS ONLY)

Rent payments are due by 5pm on the **1st day of each month**. Any payments made after 5pm on the 5th day of the month will be assessed an initial late fee of \$35 and an additional \$2 per day if the balance is not paid in full. All payments can be delivered directly to office during office hours or placed in the drop box located in foyer at the rear entrance of laundromat.

FEES

Apartment Key Replacement	\$100
Mailbox Key Replacement	\$30
Laundromat FOB Replacement	\$85
Lockout (5pm – 11pm)	\$80
Locksmith (After 11pm)	Paid by Resident
NSF	\$35
Sublease Administration	\$350
Prospect Plaza Furniture Move	\$25/hr. (1 hour minimum)

LIGHT BULB REPLACEMENT and Recycling (Compact Fluorescent Lamp – CFL) Please bring all CFL light bulbs to the office for proper disposal.

Apartment fixture replacement bulbs (ex. ceiling lights, etc.), will be issued at no charge.