"18-19" SCHOOL YEAR   "MOVE IN" INFORMATION

WELCOME!! <u>MPM IS READY TO SERVE YOU. IN RETRUN WE EXPECT YOU TO</u>
<u>Behave Respectfully, Responsibly, and Neighborly</u>.

FYI MPM OFFICES WILL BE OPEN   SATURDAY (5/19) 8:00 A.M. -12:01 PM
MPM OFFICES WILL BE OPEN   SUNDAY (5/20) 11:00 A.M. - 2:00 PM
M-F   5/21-5/25 Regular Office Hours 8:00 AM - 5:00 PM
MPM OFFICES WILL BE OPEN   SATURDAY (5/26) 8:00 AM -4:00 PM
MPM OFFICES WILL BE OPEN   SUNDAY (5/27) 9:00 A.M. -4:00 PM
MEMORIAL DAY MONDAY {5/28}- 9:00 A.M. -4:00 P.M.
T-F   5/29-6/1 Regular Officel Hours 8:00 A.M. - 5:00 P.M.

"THE TRANSITION" THE MAJORITY OF MOVE-INS WILL OCCUR B/WN MAY 27, - MAY 31.
MOST <u>CURRENT LEASES</u> (" 1 7 - 1 8 ") OFFICIALLY EXPIRE FRIDAY, MAY 26, 2018 AT 12:01 P.M. <u>NEW LEASES</u> (" 1 8 - 1 9 ")
COMMENCE FRIDAY, JUNE 1, 2018 AT 12:01 A.M. MPM IS "STRATEGICALLY POSITIONED" BETWEEN 5/27-5/31 WITH **NO LEGAL**
OBLIGATIONS TO PREVIOUS, OR "IN COMING" TENANTS. THEREFORE, **MPM CAN "HELP" WHERE WE CAN; WHEN WE**
CAN. HISTORICALLY, 80-95% OF OUR NEW TENANTS ARE MOVED IN BEFORE 6/1. <u>**HOWEVER, THERE ARE NO GUARANTEES**</u> **! ! !**

Generally, students focus on their finals (4/30-5/4); **moving plans are not their/ your top priority**
in early May. Uncertainty of "moving plans" prevents MPM from coordinating **"THE TRANSITION"**
before **Thursday, May 17.**

THURSDAY, MAY 17, 2018 MPM WILL GEAR UP FOR "THE TRANSITION/MOVE-OUT".   NEW TENANTS ARE
ENCOURAGED TO **CALL MPM BEGINNING MAY 18,** TO INQUIRE INTO YOUR GROUP'S "MOVE-IN"
POSSIBILITIES.   ONCE A CALL IS RECEIVED MPM WILL "CHECK INTO THE STATUS" OF THAT PARTICULAR UNIT AND REPORT BACK TO
YOU WITH A "PROGRESS REPORT" (**EASY, AVERAGE, DIFFICULT, COMPLICATED**) WITHIN 24 HOURS. IF MPM DOES NOT
RESPOND, CALL AGAIN-IT IS HECTIC!

"EASY"/PRIORITY TURNOVERS - ON **MAY 22 & 23** MPM WILL SCHEDULE MOVE-INS FOR **MAY   26-28.**

"AVERAGE" - B/WN **MAY   24-26** MPM WILL SCHEDULE MOVE-INS **FOR MAY 28-29.**

"DIFFICULT" - B/WN **MAY   24-26** MPM WILL SCHEDULE MOVE-INS **FOR MAY 29-30.**

"COMPLICATED" -ON **MAY 26 & 27** MPM WILL SCHEDULE MOVE-INS FOR **MAY 31,   OR JUNE 1.**

MPM WILL ONLY SCHEDULE ONE "MOVE-IN TIME" PER UNIT. ONCE A HOUSE/ APT. IS "OPENED FOR
ONE" IT IS CONSIDERED "OPENED FOR ALL".   <u>YOU AND YOUR ROOMMATES MUST COMMUNICATE WITH EACH</u>
<u>OTHER</u>.

ITEMS TO EXPECT ONCE A HOUSE OR APT. IS "OPENED":
- EVERY APT. OR HOUSE WILL BE INSPECTED FOR DAMAGES AND CLEANLINESS.
- ALL APT./HOUSE KEYS AND BR. KEYS WILL BE PRESENT WHEN A HOUSE/APT. IS "OPENED".
- MPM POLICY IS TO REKEY ENTRY DOORS OF 3 BR. UNITS AND LARGER.
- PAINT WHERE NEEDED; EVERYTHING **DOES NOT** GET PAINTED.
- ALL CARPETS WILL HAVE BEEN PROFESSIONALLY CARPET CLEANED.
- CARPET IS ONLY REPLACED ON AN **AS NEEDED BASIS.**
- A **"MOVE-IN SHEET"** WILL BE IN THE HOUSE/APT. IT DOCUMENTS THE STATUS OF SMOKE & C/O
  DETECTORS, FIRE EXTINGUISHERS, LIGHT BULBS, PERSONAL PROPERTY AND UNIT CLEANLINESS.

"CLEANLINESS OF UNIT" - "PERFECT CLEANLINESS" IS OUR BENCHMARK
AS PER THE LEASE AGREEMENT EACH TENANT IS REQUIRED TO <u>**"GIVE" 1 HOUR OF CLEANING**</u>. MPM'S OBJECTIVE IS TO DELIVER THE
HOUSE WITHIN THE PARAMETER OF HOURS TO BE GIVEN (**I.E.** A HOUSE FOR 6 PEOPLE WILL BE WITHIN 6 HOURS OF **"PERFECT**
CLEANLINESS".   THAT IS PRETTY DARN CLEAN!!!!
A.   OCCASIONALLY A LITTLE EXTRA CLEANING IS TRADED FOR AN EARLIER MOVE-IN.
B.   ALSO, MPM WILL COMPENSATE ANY EXTRA CLEANING AT $15 AN HOUR IF A HOUSE IS
     DELIVERED TO THE NEW TENANTS WITH MORE CLEANING TO DO THAN WHAT IS REQUIRED.
     IT WILL BE **PREDETERMINED** AS TO HOW MANY HOURS WILL BE COMPENSATED.

PUNCH LIST: THE HOUSE/APT. SHOULD BE IN VERY RESPECTABLE SHAPE. HOWEVER, THERE ARE ALWAYS ITEMS THAT NEED
FIXING OR TLC. TENANTS CAN GENERATE A "PUNCH LIST" OF ITEMS/ISSUES YOU FEEL NEED ATTENTION. IT IS MUCH EASIER/EFFICIENT
TO HAVE A LIST TO WORK OFF OF. GENERALLY, IT TAKES 2 WEEKS TO GET COMFORTABLY SETTLED INTO YOUR "NEW HOME".

DAMAGE LIST: THERE IS NO FORMAL INSPECTION/DAMAGE SHEET. MPM HAS A RECENT INSPECTION ON FILE. HOWEVER, YOU
ARE ENCOURAGED TO GENERATE YOUR OWN; SOMETIMES WE MISS "THIS OR THAT".

GOOD LUCK WITHE YOUR "TRANSITION". ANY QUESTIONS CALL TAMI/DAN AT 251-1925.

DAN BORGERT-BUSINESS MANAGER/MCDONALD PROPERTY MANAGEMENT