

**University of Colorado**

**Boulder**

**Real Estate Services**

Research Lab No. 2, Room 101

444 UCB

Boulder, Colorado 80309-0444

(303) 492-6883

Dear Tenants of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We would like to welcome you to your new home. We hope you are getting moved in, comfortable, and getting everything unpacked and arranged.

Should you find anything that requires maintenance, please notify us no later than August 29, 2020. All maintenance requests should be submitted by e-mail (**Sandra.Grover@colorado.edu**) or by phone (**303-492-6883**). If submitting by e-mail, be as specific as you can about the problem (location, symptoms, how long you’ve had the problem, aggravating factors, etc.) to avoid delay in scheduling a technician.

**For after hours maintenance emergencies (floods, electric outages, etc.), contact**

**303-492-5522 for 24 hour assistance.**

Attached to this letter you will find a check-in damage sheet. Please use this as a guideline when inspecting your house for damage. The more detailed you are in filling this out now, the better chance you have in getting your deposit back.

**Your rent payment of $\_\_\_\_\_\_\_\_\_\_\_ is due on the 1st day of each month to:**Real Estate Services
1540 30th Street, RL2, Room 101
444 UCB
Boulder, CO 80309

Checks may be made out to University of Colorado and must be in our office by the 10th day of the month. Any checks received after this date will incur a $75.00 late fee, **no exceptions**. You may submit multiple checks, please ensure they add to the monthly rent total in your lease agreement.

Please note, our office is currently closed due to COVID-19 and all staff is working remote, so we ask that you mail your rent check every month to the address listed above. It is expected that you plan accordingly and pay your rent on the 1st of the month.  The additional days are only a buffer should something unexpected come up.

**Trash, recycling, and compost pickup** is on Wednesday, please ensure your trash/compost bin is outside prior to 7:00am (not applicable if you have a dumpster). See attached schedule and guidelines for your house.

Utilities must be switched over to your name by **5:00pm on Saturday, August 22nd**. You will be given a confirmation code, which you must send to us by the deadline.

Your best source of information regarding your tenancy can be found on our website: **www.colorado.edu/res**. Let us know if you have any suggestions on additional information to include on our website for you.

Move In To-Do List

**BY 5:00PM ON AUGUST 22, 2020**

Make 1st rent payment

Switch the gas and electric to your name
Call Xcel at 1-800-895-4999 or visit their website at: [http://www.xcelenergy.com/My\_Account/Service\_Requests/New\_Customer/1\_Start,\_Stop\_or\_Move\_Services](http://www.xcelenergy.com/My_Account/Service_Requests/New_Customer/1_Start%2C_Stop_or_Move_Services)
Please e-mail proof (either a confirmation code or screen shot) that this was complete

**BY 5:00pm ON AUGUST 29, 2020**

* Notify landlord of any maintenance issues within the property (**Sandra.Grover@colorado.edu**) or phone (**303-492-6883**)
* Complete move-in inspection and submit to us—you may mail it, or scan and e-mail it
* Notify landlord of any pictures you would like hung. Please remember that the walls have lead paint/asbestos and you are not to make any holes in the walls yourself. This first time will be free of charge.

**PARKING PERMIT**

* Parking permits for the Grandview area can be obtained through the office of Parking Services. Please ask for Nancy Sprague.

Your yard is mowed every **Wednesday**.

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Please keep it clear of debris, slacklines, sporting equipment, grills, yard furniture, etc. for this service to be completed.