



Campus Lodge

Attention ALL Renewing Residents

***** If you live an apartment where ALL of the current residents have renewed ***
and nobody is moving out or moving in, please disregard this notice.**

On July 31st all leases expire for residents who have not renewed. Campus Lodge then must ready these units for our new residents moving in on August 16th. In order to properly prepare our apartments for new move ins we require contracted vendors (painters, housekeepers, carpet cleaners, maintenance) and additional Campus Lodge personnel to enter every apartment. We will not enter a unit where ALL the residents have renewed, however we will require access for all apartments with vacant rooms between the dates of 7/31/2015 through 8/16/2015 to complete necessary work. Please prepare accordingly.

Between the dates of 7/31/2015 → 8/16/2015 we require the following:

- ✓ All personal items that are in the common areas **MUST** be secured in your bedroom suite. The common area must be kept clean and free from any garbage and clutter. This area must be kept in proper condition at all times. We will not enter occupied rooms.
- ✓ Common areas include the living room, patio, & laundry room. Personal items are described as DVD players, CD's, video game systems, decorative items, plants, books, clothing, extra furniture, etc. All of these types of personal belongings should be kept **LOCKED** in your suite during this week period of time.
- ✓ Remove clothing piles and hanging clothes from the laundry room & remove anything on the floors... this includes all common areas as well.
- ✓ The kitchen counters, sink, and stove areas must be kept free and clear of all items.
- ✓ All refrigerated items **MUST BE** placed in a paper or plastic bag with your name on it. These bagged items will indicate to the cleaners **NOT** to throw away.
- ✓ Lock your bedroom door anytime you are not home and keep all valuable items in your suite.
- ✓ **DO NOT STORE ANYTHING IN THE COMMON AREAS OF THE APARTMENT.**

We recognize that this may be a slight inconvenience and we do apologize, however by following the above requirements ensures that your common area will be properly cleaned and that you will not risk having any personal items damaged. Your assistance is greatly appreciated.

For any further questions please contact our office.

Campus Lodge Management