

RUNCO RENTALS / FCA PROPERTIES
1073 Philadelphia Street * Indiana, PA 15701
724.349.0152 * runcorental@verizon.net
www.runcorental.com

YOUR MOVE IN DATE BEGINS ON FRIDAY, AUGUST 26th, 2011 @ 9:00 AM

Our business office will be open the following dates and times for check-in:

FRIDAY, AUGUST 26th	9:00 AM TO 5:00 PM
SATURDAY, AUGUST 27th	9:00 AM TO 3:00 PM

ANY OTHER TIME MUST BE ARRANGED WITH OUR BUSINESS OFFICE.

You will pick-up your keys, information package, and sign any necessary paperwork at our business office
1073 Philadelphia Street * Indiana, PA

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To ensure smooth check-in for you and your roommates all files must be complete.

- 1) Parental Consent Form must be signed.
- 2) Financial Aid Form must be signed. * *Only for those students paying by this manner.*
- 3) Security Deposit must be paid.
- 4) Fall Semester's rent balance must be zero - \$ 000.00
- 5) Utility Services must be transferred into your name or one of your roommates' name by August 15th, 2011.

We suggest that you contact our business office to confirm that you or your roommates are current.

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UTILITY SERVICE REMINDER:

If you pay any or all of your utilities, you need to contact the utility company no later than July 28th, 2011 to be placed on their schedule for a transfer and meter read. Your utilities must be transferred by August 15th, 2011. We have enclosed a Utility Company's Contact Number Sheet for your use.

ANY UTILITIES PAID BY TENANTS, THAT HAVE NOT BEEN CHANGED INTO THEIR NAME BY THE FIRST DAY OF THE LEASE, WILL BE CHARGED THE FULL AMOUNT OF THE UTILITY BILL FOR SERVICE USAGE PLUS BE ASSESSED A \$25.00 BOOKKEEPING FEE. IF UTILITIES ARE NOT TRANSFERRED IMMEDIATELY UPON CHECK- IN RUNCO RENTALS WILL CONTACT UTILITY COMPANY AND HAVE THEM PLACE A TEN - (10) DAY DISCONTINUENCE SERVICE LETTER AT YOUR UNIT. IF TERMINATION OF ANY UTILITY SERVICE DOES OCCUR ALL TENANTS MUST VACATE PREMISES UNTIL UTILITY SERVICE RESUMES, AS STATED IN YOUR SIGNED LEASE AGREEMENT WITH RUNCO RENTALS.

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PARKING INFORMATION:

Enclosed you will find a registration for for parking with Runco Rentals/ FCA Properties. Parking will be \$ 150.00 a semester or to retain the space all year, \$ 250.00. Please return complete and signed form as soon as possible along with full payment, a copy of each: vehicle's registration, insurance card and driver license. These spaces are on a first come first serve basis. Missing items will delay your place in line for a parking space. NO parking permit will be issued unless all paperwork is present in our business office.