



Move-In Reminder

Dear Resident:

Your move-in is soon approaching and we are looking forward to having you as a new resident. We would like to give you an overview of what to expect come August 15th, along with some helpful information.

All leases commence at 2 p.m. on August 15th. Please note that the contractors may still be in the unit preparing for your move-in on August 15th.

Key pick-up will take place in the lobby of your building. August rent is due prior to key pick-up. If you have not already received access to your on-line tenant portal, please let us know to set up on-line payments. We ask that one leaseholder pick up keys for the entire unit. This greatly helps expedite the move-in process.

If you need the assistance of a moving truck or van, we suggest planning this well in advance. Moving vehicles become limited in the Madison area during move-out and move-in time.

Mad City Moving: 608-274-9855
U-Haul: 608-256-3743 or 608-833-6610

Two Men and a Truck: 608-340-1557
Budget Truck Rental: 608-221-8566

Parking in downtown Madison on move-in day is very limited. LZ Management will open all of our lots on August 15th to accommodate our residents. Please be sure that you are parked at the correct address and actively moving belongings. Any vehicle parked without activity will be at risk of being towed. Please be respectful of others and move your vehicle out of the lot once you are done moving your belongings. If you have any questions or concerns regarding move-in parking, please talk to our staff upon key pick-up. We will have special accommodations for trucks with trailers, as well as large moving trucks. Neither of these vehicles will be able to fit in the garage. Please see the attached traffic map.

You may have additional questions that have not been covered in this e-mail. Please feel free to contact your property representative directly to assist with any additional questions you have. On behalf of our entire staff, we look forward to having you as our resident.

Sincerely,
LZ Management



Grand Central

--- APPLIANCE AND BATHROOM EXPECTATIONS ---

DISHWASHER

Do:

- Use dishwashing pellets for best results
- If using liquid dishwashing detergent, only use a nickel-sized blob

Don't:

- Do not use dish soap as an alternative to dishwashing liquid, this will cause water to leak and may cause damage to property

GARBAGE DISPOSAL

What not to put down your Garbage Disposal:

- Grease, oil or fat
- Stringy or starchy vegetables
- Pasta or rice
- Glass, plastic, metal or paper
- Hard stuff (*bones, pits and seeds*)
- Large amounts of anything
- Egg shells

How to maintain a properly working garbage disposal:

- Deodorize your garbage disposal with lemon or orange peels
- Run cold water when garbage disposal in use

*If the garbage disposal is clogged, please notify maintenance asap.
If after hours maintenance is called, a fee may be incurred.*

AVOID CLOGGED TOILETS AND NEVER FLUSH...

- Tampons, condoms, sanitary napkins
- Fats, oils and grease
- Paper towel
- Band-aids
- Pills, medicines, pharmaceuticals
- Dental floss, string or thread

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--- AVOID THESE COMMON CHARGES ---

LOCKOUT FEE

- \$50.00 during normal business hours (*Mon - Fri.: 8 a.m. - 4:30 p.m.*)
- \$100.00 during non-business hours

RE-KEY

- **Apartment key replacement:** \$50.00 (*entire unit must be re-keyed*)
- **FOB replacement:** \$25.00 (*per individual*)
- **Mail key replacement:** \$25.00

TOWING

- Unauthorized vehicles towed at vehicle owners' expense; up to a \$500 fee
- Window permit and parking puck must be visible at-all-times during valid contract dates

BALCONY

- Objects thrown or dropped from the windows or balcony of the unit will result in fines and possibly eviction:
 - **First violation:** \$300.00 fine per item (*ex; 3 items x \$300 = \$900*)
 - **Second violation:** \$300.00 fine per item + eviction

NOISE VIOLATIONS

- Tenant agrees to maintain a reasonable level of noise at all times of the day and night, so as not to disturb or disrupt neighboring apartments:
 - **First complaint:** warning
 - **Second complaint:** \$100.00
 - **Third complaint:** \$150.00

UNAUTHORIZED PET

- \$250.00 fee with \$25.00 charge per day until pet is removed

SHOWER CURTAIN - DRYWALL DAMAGE

- Always use the shower curtain when in the shower. If water leaks onto bathroom floor, this can cause drywall damage which is not considered normal wear and tear
- LZ Management provides shower curtains for the stand alone shower. Curtains for the tub can be purchased at any retail store, or, we have a limited amount for sale at the offices for Grand Central and X01 for \$10. **If you purchase one on your own, it must be 71"x74"**

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--- FREQUENTLY ASKED QUESTIONS ---

HOW CAN I PAY RENT?

Activate your payment portal from the link sent to your email:

- Pay manually online
- Set-up automatic withdrawal until July 31st and **pay last month's rent manually**
- No transaction fee if using E-check

By check:

- Drop a check off into the Deposit Box *(located in hallway off 1st floor lobby)*

HOW DO I MAKE A MAINTENANCE REQUEST?

Maintenance request can be made through your online Payment Portal:

- Log into your account, open the menu drop down and select Maintenance Request

WHERE DO I LOAD MONEY ONTO MY LAUNDRY CARD?

Mailbox area in the lobby:

- Insert laundry card chip side in
- Insert \$5 bills *(or higher)* into right side slot until screen reads desired amount

IS TEMPORARY PARKING AVAILABLE AND WHAT IS THE COST PER DAY?

\$10/day, limited availability when garage has vacancies:

- In-office requests for temporary parking, only. Requests for temporary parking outside of business hours or through email/phone, not accepted nor valid *(See Common Charges for towing expenses)*

--- *Can request temporary parking pass up to 7 days* ---

HOW DO I REGISTER MY BIKE/MOPED?

Request bike/moped registration during normal business hours *(Mon. - Fri.: 8:30 a.m. - 5 p.m.)*

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--- FREQUENTLY ASKED QUESTIONS ---

WHAT ARE YOUR PARKING CONTRACT TERMS??

Parking contract end date choices: *(non-negotiable and no month-to-month contracts)*

- May 31st
- August 13th
 - **\$175/month** *(resident rate)*
 - **1 month security deposit due at contract signing**

WHERE DO I SEND/RECEIVE MY MAIL?

Letters:

- Letters shipped via USPS will be delivered and placed inside apartment mail slot located on the first floor
- To mail letter(s), slip into any Outgoing Mail slot also located in the Mail Area

Packages:

- Packages shipped via courier services UPS, USPS, FEDEX, etc., will be delivered to Mail Area or to your door *(if your request is approved by the courier)*
- Packages shipped via USPS *(U.S. Postal Service)* may provide a key inside your unit mail slot with a tag attached, indicating the parcel locker number
- To mail a package, contact or visit your nearest courier service company

Disclaimer: *LZ management is not responsible for lost/stolen packages and will not accept packages on behalf of tenants*

Recommendation: *Schedule a delivery time and be available to sign the package yourself, or, schedule a pick-up with the appointed courier service after receiving your order/tracking number*

WHAT ARE THE TRASH AND RECYCLING POLICIES?

Trash:

- Throw bagged trash down Trash Chute *(located on every floor)*

Recycling:

- Neatly bag cans/bottles and flatten cardboard boxes, and place in the recycling receptacles on floors 2-14 outside of the laundry rooms
- Recyclables must be rinsed of food debris



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--- SPRINKLER HEAD CAUTION ---

PLEASE DO NOT HANG ANYTHING ON THE SPRINKLER HEADS!

If anything touches these, they will set off the alarm for the whole floor and flood it



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Items To Bring For Move-In

- Router
- Extra lamps
- Shower curtain *(for tub/shower)*
- Vacuum
- Extra shelving
- Small appliances *(toaster, blender, etc)*
- Pots and pans
- Plates
- Silverware
- Bedding *(all beds are regular length)*
- Over the door storage
- Dish soap
- Hand soap
- Dish/kitchen towels
- Cups/coffee mugs
- Tupperware
- Can opener
- Knives
- Pot holder
- Trash Can
- Trash bags
- Ziploc/Storage bags
- Paper Towels
- Food
- Clothes hamper

ONE WAY ←

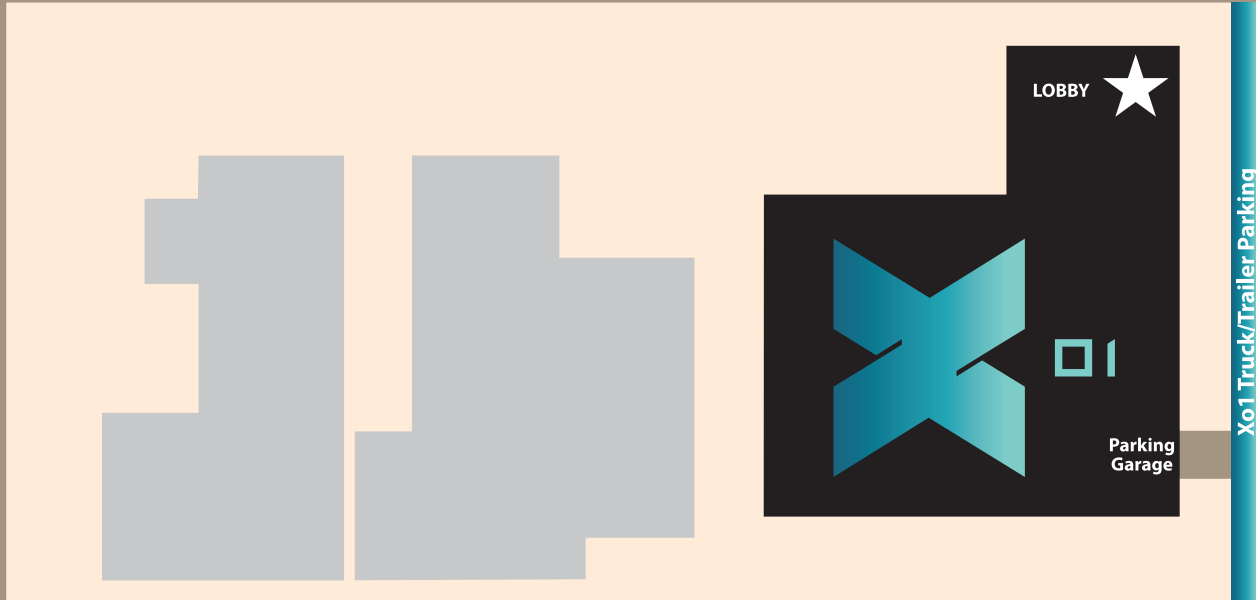
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UNIVERSITY AVE.

ONE WAY ←

Grand Central Truck/Trailer Parking

N. MILLS ST.



N. BROOKS ST.

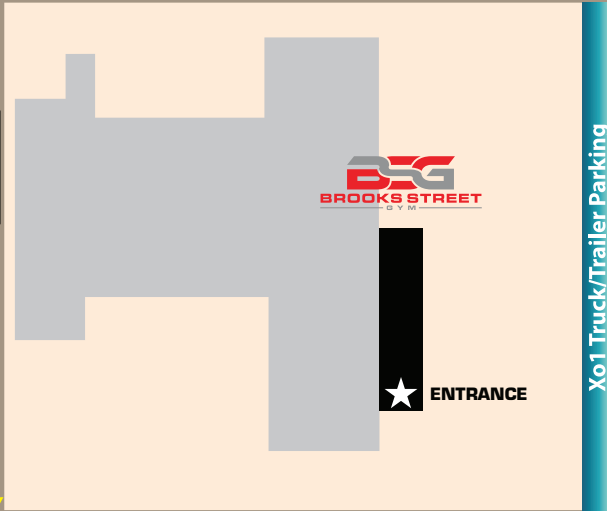
ENTRANCE ONLY ONE WAY →

ONE WAY → EXIT ONLY

N. MILLS ST.



ONE WAY ↓



N. BROOKS ST.

EXIT ONLY

ONE WAY →

W. JOHNSON ST.

W. JOHNSON ST.

ONE WAY →