

Mountain Pines

White Glove Packet

DO NOT REMOVE THIS PACKET FROM APARTMENT!

Apartment # _____

-Remember each resident is responsible for **signing up for** and **completing or paying for** a job and their own bedroom area. (if there are only 5 in an apartment the remaining job must be split.)

-You may still choose to have your white glove done by the cleaning crew for \$35 per job. This decision can be made on an individual basis, the crew doesn't have to do the whole apartment. Each job must be signed up for as a whole job (you can't sign up for 1 1/2 jobs). If a job needs to be split, one roommate can sign up for the job and the other roommates can pay her for their portion.

-If you have chosen to do your own cleaning, any White glove item(s) that you choose not to do or do not complete will be cleaned for you by our experienced cleaning crew and then charged to you at the rate of \$35.00 per hour.

Each roommate is responsible for moving their own items from public areas, not the person doing that white glove job! (i.e. move all of your own dishes, food, etc.)

Don't Forget to Check-out in the office prior to leaving

Monday-Wednesday 2 to 6 p.m.

Thursday-Friday 8 a.m. to 5 p.m.

Saturday 9 am - Noon

***Your contract ends Saturday, July 24 @ noon.
Leave this packet in your apartment on the table***

7 Week Break

During the 7 week break we will have several crews in each apartment-- carpet cleaning, maintenance, painting, etc. We are happy to allow you to leave your belongings in your bedroom during the break but we do not take responsibility for anything that may be damaged or missing. Mountain Pines is also happy to provide locked storage outside of your apartment for all tenants who are returning for a future semester. You may choose either option.

IF YOU ARE RETURNING FOR FALL SEMESTER:

Leaving your belongings in your apartment:

____ Gather all personal belongings out of the public areas (anything left will be discarded at your expense)

____ All items must be on your side of the bedroom, off of the floor. You are free to leave things hanging in the closet and on the shelves. Please stack all other items on the bed.

____ SIGN A WAIVER FORM, releasing Mountain Pines from responsibility for lost or damaged items.

____ Your carpet will NOT be cleaned under your bed during the break.

Storing your belongings in locked storage:

____ Pack all belongings into large stackable containers, no loose items will be allowed.

____ Label all containers with your name and "Fall 2010"

____ Sign a storage waiver.

____ Put up to six large boxes/ containers into storage room instructed by manager.

*A storage waiver is provided below. Additional copies may also be obtained in the office.

Mountain Pines

129 Viking Drive, Rexburg Idaho

STORAGE RELEASE

Mountain Pines is happy to provide storage for its tenants for the break. This service will be free of charge under the following conditions:

- *Tenant must have a signed contract with Mountain Pines for the Fall 2010 or Winter 2011 Semesters. If the tenant sells their contract at any time, they must pick up their belongings immediately.
- *Tenants are limited to 6 boxes, bags, suitcases or totes within reasonable size.
- *All items must be contained in a stackable storage container, no loose items will be allowed.
- *All containers must be labeled with Tenants name and the semester the tenant is returning.
- *Cars left in the lot must be left locked. Liscence plate # _____

Please note: We are providing this service as a benefit to our tenants. Our storage facility will be locked at all times. However, we will allow tenants access to it when they need it. We will do our very best to insure your items remain safe, but Mountain Pines is not responsible for damaged, broken, or stolen property.

I have read and understand the preceding items and agree to follow them.

Printed Name _____

Signature _____

Phone Number _____

MP Manager Signature _____

