

Carriage Hill East

MOVE IN INFORMATION

DON'T FORGET:

PARKING PERMITS

- Pick up your parking permit right away.
- Cars must have a valid permit to park at your community
- Bring your license and registration to pick up your permit
- The vehicle must be registered to you or your parents
- Vehicles without a permit may be ticketed or towed
- Replacement passes needed due to loss/damage may be available for \$35

RENTERS INSURANCE

- Be sure to coordinate your renter's insurance with the Leasing Office if you're not using DTN's insurance plan

MAILBOXES

- Put all roommates' names on the inside of your mailbox to ensure delivery
- Return your inventory checklist within 7 days of picking up your keys to get your mailbox key

UTILITY CONFIRMATIONS

- Please ensure all utility conformation numbers are received in the lease holder's name

IMPORTANT PHONE NUMBERS:

EMERGENCY MAINTENANCE

- Please call **517.628.5142** and follow the prompts for Emergency Maintenance

PARKING OR LOCK OUT ISSUES

- Please call **517.628.5142** and follow the prompts for On-Call Resident Manager

OTHER IMPORTANT NUMBERS

- Carriage Hill Leasing Office: **517.628.5142**
- Emergency Police and Fire: **911**
- Non-Emergency Police and Fire: **517.351.4220**

FIND US ONLINE

Please refer to www.CarriageHillEast.com for current office hours and to set up your resident portal

With the resident portal, you can...

- **Make payments**
- **Check the status of payments**
- **Review payment history**
- **Submit maintenance request**

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MOVE IN REMINDERS

AMENITIES:

CLUBHOUSE RULES

- Open during business hours only - your electronic key will give you access to the clubhouse outside of leasing office hours
- No alcohol is allowed in the clubhouse
- Management can limit the amount of people and is not responsible for any loss or damage to personal property
- You are responsible for your guests' actions, and management is not responsible for any accident or injury

MISCELLANEOUS

- We do not have extra parking available
- All vehicles must have a parking pass and be parked in designated areas - see your parking maps in your move-in folder
- Street parking is available in some areas; see city website for areas
- Management is not responsible for who you let into the building
- Patio furniture is allowed on balconies and patios - BBQ grills must remain 10 feet away from apartment home during operation and be placed in storage when not in use
- Do not prop open exterior doors
- For additional rules and regulations, refer to your lease agreement

HELPFUL REMINDERS:

GRILLS

- BBQ grills must remain 10 feet away from apartment home during operation and be placed in storage when not in use

SMOKE DETECTORS

- Do not remove the battery, disable, or cover your smoke detector for any reason
- Check your smoke alarms once a week

OUTLETS

- Some outlets in the apartment may be controlled by a light switch on the wall

AIR CONDITIONING

- Operate your AC with the vent closed to avoid bringing in hot air
- Clean your AC filter - Contact the office for assistance
- Turning your dial above 7 or the medium/high range can freeze the coils. If coils freeze turn it off and let it thaw out
- The use of fans is suggested to circulate the air

PETS:

PET POLICY

- You will be charged a \$200 pet violation fee if seen on the premises without a registered pet

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COMMUNITY NOTES:

PARKING AVAILABILITY

- All uncovered parking spots are on a first come, first serve basis
- If you happen to pay for covered parking, you will be assigned a reserved parking spot to regularly use

EXTRA PARKING

- If extra parking is needed, please use the empty plaza lot across the street near STELLAR Broadband

AMENITIES

- Carriage Hill Clubhouse and outdoor pool can be used by all residents from the Carriage Hill Zone

ONLINE PAYMENTS:

HOW TO

- Create an online account at www.dtnmgt.com using the email address provided on your application
- After move in you may set up recurring payments for rent

EXTRAS

- Through your online account you can submit maintenance requests, email the office with questions and leave a review about your community

NEED HELP

- More detailed instructions on creating your online account are in your move in folder
- You may also call or stop into the office for additional help

STAY IN TOUCH:

GET SOCIAL

Follow us to stay in touch and learn about things happening in your community

Facebook

@CarriageHillEastApartmentAndTownhomes

Twitter @CarriageHillE

Instagram @CarriageHillEast