

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

BIKES AND MOPEDS

- Be sure to pick up a bike permit for your bikes and mopeds
- Permits are available in the office
- Bikes must be kept on the bike racks
- Mopeds must be parked in designated areas only

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

IMPORTANT PHONE NUMBERS:

EMERGENCY MAINTENANCE

- Please call **517.507.0125** and follow the prompts for Emergency Maintenance

PARKING OR LOCK OUT ISSUES

- Please call **517.507.0125** and follow the prompts for On-Call Resident Manager

OTHER IMPORTANT NUMBERS

- Berrytree Leasing Office: **517.507.0125**
- Emergency Police and Fire: **911**
- Non-Emergency Police and Fire: **517.332.6526**

FIND US ONLINE

Please refer to

www.BerrytreeApartments.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 from 9 AM to 11 PM – 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

- All vehicles must have a parking pass and be parked in designated areas – see your parking maps in your move-in folder
- Bikes must be on bike racks. Any bikes in hallways, attached to the building, trees or light posts will be confiscated
- Management is not responsible for who you let into the building
- Patio furniture is allowed on balconies and patios – NO BBQ GRILLS
- Do not prop open exterior doors
- For additional rules and regulations, refer to your lease agreement

HELPFUL REMINDERS:

GRILLS

- Grills are not permitted on your balcony, patio, or common areas
- Grills are supplied by management at select communities

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

- Pets are not allowed in the apartment or on the property except with the Landlord's written consent

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MOVE IN INFORMATION

COMMUNITY NOTES:

TEXT NOTIFICATIONS

- We recommend you DO NOT unsubscribe from receiving texts as we use this to communicate important notices, maintenance emergencies, and much more

EXTRA PARKING

- Unfortunately, we do not have extra parking available in our parking lots
- We recommend contacting the City of East Lansing if interested in additional parking accommodations

PAYING RENT

- Rent is due on the 1st of each month
- No cash or credit card payments are accepted in the leasing office
- Online rent payments are highly encouraged

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 @BerrytreeApartments

Twitter @BerrytreeApt

Instagram @BerrytreeApt