

Capitol Villa

MOVE IN INFORMATION

DON'T FORGET:

PARKING PERMITS

- Pick up your parking permit right away
- Vehicles 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 **517.623.5308** and follow the prompts for Emergency Maintenance

PARKING OR LOCK OUT ISSUES

- Please call **517.623.5308** and follow the prompts for On-Call Resident Manager

OTHER IMPORTANT NUMBERS

- Capitol Villa Leasing Office: **517.623.5308**
- Emergency Police and Fire: **911**
- Non-Emergency Police and Fire: **517.351.4220**

FIND US ONLINE

Please refer to www.CapitolVillageApartments.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:

POOL RULES

- The pool and volleyball court hours are 10 AM to 10 PM (unless otherwise posted)
- Use of the pool after hours is considered trespassing and management reserves the right to prosecute all violators

FOOD AND BEVERAGE POLICY

- No glass containers will be allowed in the pool area
- The use of intoxicants in the pool area is strictly prohibited
- No food is allowed

OTHER INFORMATION

- All persons using the pool do so at their own risk
- Management will not be responsible for any loss or damage to personal property
- First aid supplies may be obtained from management
- DIVING IS NOT PERMITTED
- No pets allowed
- Management reserves the right to limit the number of people permitted in the pool area at one time
- The use of the pool and hot tub is for residents only

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
- The use of fans is suggested to circulate air

CLUBHOUSE RULES

- Open from 9AM to 10PM
- No alcohol or pets 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

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MOVE IN INFORMATION

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 available in some areas; see city website for areas
- Bikes must be on bike racks or in apartment. 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 ONLY on balconies and patios - NO BBQ GRILLS
- Do not prop open exterior doors
- For additional rules and regulations, refer to your lease agreement

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 @CapitolVillaApartments

Twitter @CapVillaMSU

Instagram @CapVillaMSU