

# Woodbrook Village

## 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

#### BIKES AND MOPEDS

- Bikes must be locked on a bike rack or kept inside of your apartment
- Bikes left in hallways or under stairwells will be removed
- Mopeds must be parked in a legal parking space or in a registered carport
- Any bikes or mopeds left unattended for an extended period of time, or are found to not be in good working order, will be removed

#### MAILBOX KEYS AND LABELS

- Return your inventory checklist within 7 DAYS of move in to receive your mailbox key(s)
- Names of all residents need to be put inside the mailbox before mail will be delivered to your apartment. If you need a new mailbox label, please contact the Post Office

## IMPORTANT PHONE NUMBERS:

### EMERGENCY MAINTENANCE

- Please call **517.489.3165** and follow the prompts for Emergency Maintenance

### PARKING OR LOCK OUT ISSUES

- Please call **517.489.3165** and follow the prompts for Resident Manager
- A \$20 lock out fee will be assessed to your account if you need assistance getting in to your apartment after office hours

### OTHER IMPORTANT NUMBERS

- Woodbrook Leasing Office: **517.489.3165**
- Emergency Police and Fire: **911**
- Non-Emergency Police and Fire: **517.351.4220**

## FIND US ONLINE

Please refer to [www.WoodbrookVillage.com](http://www.WoodbrookVillage.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:

#### POOLS

- The pool is available to residents at the Leasing Office Clubhouse from 9:00 am - 9:00 pm daily
- No glass, food, pets, diving, alcohol, grills, running, pushing, or wrestling will be allowed
- You are responsible for your guests and everyone swims at their own risk
- Persons 12 and under MUST be with a guardian at all times

#### FITNESS CENTER

- The fitness center is open to residents from 7:30 am - 10:00 pm
- If using the workout facility after office hours, you may use your electronic key for access
- Management is not responsible for lost or damaged personal property
- Please notify Management of any equipment damage or failure immediately
- Residents must consult a physician before using the facility

### HELPFUL REMINDERS:

#### GRILLS

- No BBQ grills are allowed on your balcony, patio, pool, or common areas
- Grills are supplied by Management throughout the community

#### SMOKE DETECTORS

- Do not remove the battery, disable, or cover your smoke detector for any reason
- We can provide replacement batteries during the year, if needed

#### OUTLETS

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

### PETS:

#### PET POLICY

- Only certain communities are cat and/or dog friendly
- ALL PETS must be registered with the Leasing Office
- You are responsible for the cleanup of your pet's waste - At dog friendly communities, pet waste stations may be provided
- Dogs must be on a leash at all times.
- Litter boxes must be kept on a non-carpeted surface
- You are responsible for all damages caused by your pet, including pet urine stains/smells
- You may be fined a one-time fee of \$300 and \$35 per day for keeping a pet in your apartment illegally

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### COMMUNITY NOTES:

#### AMBER LODGES

- Additional storage is available for residents in the basement of each building
- Contact the Leasing Office for access to these storage lockers

#### WOODBROOK VILLAGE

- All use of covered parking must be registered through the office
- Parking in a carport illegally may result in your car being immediately towed at your expense

#### HOLIDAY TOWNHOMES

- Basements in the townhomes are not to be used as living space
- No residents are permitted to sleep/live in the basement. This is a City of Lansing code violation

### ONLINE PAYMENTS:

#### HOW TO

- Create an online account at [www.dtnmgt.com](http://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 @WoodbrookVillage

Twitter @WoodbrookApts

Instagram @WoodbrookVillage