



PO Box 700
Blacksburg, VA 24063
p 540.392.5989
olty@usa.com

2011 - 2012 NEW TENANT PACKAGE

Welcome Letter
Move-In Policies and Procedures
Inspection Checklist
Map to Houston Village





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p 540.392.5989
olty@usa.com

Welcome Everyone!

We hope you had a relaxing summer and you're ready to start the school year. We want to remind each of you of some simple, yet important information regarding your occupancy.

We are pleased to announce OLTY's new website at www.oltyproperties.com. Here you will find a magnitude of information, as well as fill-in documents and forms. The site includes a [Service Request](#) page. We are asking that you use this page to report maintenance and repair issues, as well as any requests for services or information, rather than contacting us by phone. Please read through the [FAQ](#) page before calling us for information as many of your questions can be answered here. We are also creating a Photo Gallery. If you have any pics you would like to share, please send them to us at olty@usa.com. Although not available at this time, we are currently updating the site to include an option for online rent payments. Check the website often for this update.

Replacing and checking your air filters on a monthly basis is imperative. Your electric bill will be much lower and you will save a significant amount of money by changing your filters on a regular basis. Some filters in the units are washable and some are replaceable. Washable filters have plastic frames and replaceable ones have paper frames. Please become familiar with the type of filter you have. Feel free to ask us if you have any questions or are uncertain about the replacement procedure.

Light bulbs throughout the unit will be checked to ensure they are functioning, prior to you moving in. It is the Tenant's responsibility to replace any and all non-operating light bulbs during the term of your Lease. You will be charged a fee for any non-operating bulbs OLTY has to replace at the end of the Lease Term. If your unit is equipped with small halogen (*bathroom or kitchen*) light fixtures, you may request us to replace these specialty lights.

As stated in your Lease Agreement, ***Tenants are not permitted to use nails, brads, screws, tape or adhesives of any kind to attach personal belongings to walls and/or doors of Premises without prior consent of Landlord.*** If you have any type of attachment (i.e. shelving, TV, mirrors) that has the potential to cause damage to the Premises, you must notify us by e-mail prior to installation. If you attempt to fasten any items without first obtaining permission, you will be subject to additional charges (*including a painting fee*) for any necessary repairs.

Due to the large number of requests from allergy prone individuals interested in our properties, pets/animals of any kind are **NOT** allowed in or about the Premises at any time whatsoever. Having an unauthorized pet/animal in or about the Premises **will** result in a Liquidated Damages fee as compensation for loss of opportunity to maintain its reputation as a "pet-free" property. (*Please refer to your Lease Agreement, Section 1., Paragraph L.*) Even brief, friendly visits are a violation of this policy and will not be tolerated. (There seems to be a large number of stray cats in the Houston Village area. Although they are very cute, please do not feed these animals as they will become dependant on a short term source for food.)

Parking regulations have been established in order to provide safe and orderly conduct of the parking facilities. It is your responsibility to become familiar with these rules.

We try to make ourselves available to you at all times so please don't hesitate to contact us. We will be happy to discuss any concerns or requests. The easiest way to get in touch with us is to send us an e-mail. Just complete the [Contact Us](#) form on our website and we will respond shortly thereafter. Be sure to check out our [FAQ](#) page, it has lots of great information!

 CONTACT INFORMATION:			
David	540.392.5989		
Sue	540.392.1092		
OLTY	(general mailbox)	olty@usa.com	
Website		www.oltyproperties.com	
<hr/>			
Mailing Address:			
PO Box 700 • Blacksburg, VA 24063			

We would like to extend our biggest, happiest wishes for the new school year. Let's have fun, respect your neighbors, and study hard!

Thanks.

David and Sue

HOUSTON VILLAGE RESIDENTS

Please do not be tempted to park in front of the dumpster. Waste Management will call us to have your vehicle towed, and may refuse service if you are blocking their access. Your guests must park on the street. If you notice any parking violations, contact us immediately. We do our best to avoid conflicting situations as we strive to offer an enjoyable, peaceful atmosphere for everyone.

Typically, we are pretty flexible regarding the use of outdoor furniture you place on your porch. However, do not make it into a living room by using indoor furniture. Please be mindful of the appearance of your living space, and keep the immediate surroundings of the unit free of debris and trash.

We ask that you do not chain bikes to the front of your unit. A covered bike rack is located at the back of the Village for your convenience.

Gas grills are provided in the Courtyard. Grilling, cooking or barbecuing is **not** permitted on balconies, decks or patios or within 15 feet of any building. OLTY will supply full propane tanks at the beginning of the term. Tenants who wish to utilize the facilities will be responsible for any refills. We ask that you be considerate of the other residents by cleaning the grill(s), tools and area after each use. **IMPORTANT: Please remember to turn the propane tank to "OFF" immediately after you have finished.**

The Laundry Room at Houston Village is a community shared area and needs to be kept clean. We ask that you remove and dispose of the lint from the dryer filter after each use. For your convenience, there are plastic bins located on the shelf next to the door. These can be used to place unattended clothes from an occupied dryer or washer once the cycle is complete. Please do not remove these from the laundry area.



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MOVE-IN POLICIES AND PROCEDURES

OLTY Properties would like to welcome you for the upcoming 2011-2012 school year. Provided below is important and helpful information regarding our Move-in Policies and Procedures. Important dates are highlighted in **yellow**. You can also view pertinent information on our website at www.oltyproperties.com.

MOVE-IN DATE.

OLTY provides services for carpet cleaning, full kitchen & bath cleaning, painting, and repairs. In an effort to insure these services, we ask that you please inform us by **5:00 pm, Friday, July 15th** of the date in which the first Tenant is moving in.

(Be advised that due to time constraints and scheduling conflicts of new and existing tenants, contractors, vendors, etc., some of these services may not be able to be performed prior to your move-in date. We will coordinate convenient times with those affected by this situation.)

UTILITIES.

Your Lease Agreement commences on August 1, 2011. As stated in Section H, you are responsible for setting up all utility accounts (water, gas and electric service) in your name so that they are effective on this date. If you fail to do so, you will be charged a connection fee in the amount of \$50 per service, which will be deducted from the Security Deposit and reflected on the Settlement Statement at the end of the Term.

⚡ ELECTRIC SERVICES PROVIDERS:

- Residents of **Houston Village, Harrell Street** and **Lee Street**:
Virginia Tech Electric Service (540) 231-6437.
- Residents of **Hunter's Ridge, Pheasant's Run** and **Lane Park**:
AEP (800) 956-4237 or www.appalachianpower.com.

💧 WATER/SEWER SERVICES PROVIDER:

- Residents of **Houston Village, Harrell Street, Lee Street** and **Pheasant's Run**:
Town of Blacksburg (540) 961-1119.
- Residents of **Hunter's Ridge** and **Lane Park**:
Does not apply, service included with rent.

KEYS.

An entry door key for each Tenant and one (1) mailbox key will be provided on a hook in the kitchen of your apartment. Residents of Houston Village will also be provided with one (1) laundry room key. They will be made available on your specified move-in date.

RENT PAYMENTS.

Rent is due on or before the first day of each month and must be paid either by mailing your payment to **PO Box 700, Blacksburg, VA 24063** or in person by inserting it in the **drop-slot at Houston Village, 400 Houston**

Street. Drop-slot is located in the door on the right (between the white house and apartments) when entering the parking lot. (See map) Checks should be made payable to "OLTY".

TRASH FEE. (Applies to Houston Village and Harrell Street residents ONLY)

You must submit the \$60/Tenant annual Trash Fee by **5:00 pm, Monday, September 5th**. If you fail to do so, you will be charged a late fee in the amount of \$50, which will be deducted from the Security Deposit and reflected on the Settlement Statement at the end of the Term.

PARKING PERMITS.

Houston Village Residents: A VALID OLTY PERMIT (Parking Decal) must be displayed at all times on a vehicle parked in any space beginning **Thursday, September 1, 2011**. One permit will be issued for each Tenant who registers their vehicle. In order to obtain a permit, an OLTY Parking General Regulations and Policies form will need to be reviewed and signed by each Tenant registering their vehicle.

We will be distributing decals from the pavilion at the Houston Village courtyard at the following times:

- **Friday, August 26th 5:00 pm – 7:00 pm**
- **Saturday, August 27th 12:00 noon – 2:00 pm**

If you absolutely cannot be available either day, you must advise us prior to September 1st. Any vehicle parked in the parking lot without a valid permit after this date will be towed at the vehicle owner's expense. **NO EXCEPTIONS.** (Only one vehicle per permit may be parked on the premises at any time.)

Hunter's Ridge and Pheasant's Run Residents: A VALID PERMIT (Parking Decal) must be displayed on a vehicle parked in any space. Failure to display the permit or register the vehicle may result in the vehicle being towed at the vehicle owner's expense. Your permit will be issued through *Raines Property Management* 540.951.0000. **Renewing Tenants: Your permit will expire July 31st, therefore you will need to obtain a new decal.**

MOVE-IN INSPECTION.

An inspection of the Premises is to be conducted by the Tenants. You will find an Inspection Checklist in your Move-in Package which must be completed and submitted to us on or **before 5:00 pm, Thursday, August 25th**. If we do not receive your report by the specified time, all conditions of the Premises will be deemed acceptable by Tenants. Inspection forms will not be valid unless received, signed and dated by OLTY on or before this date.

RENTER'S INSURANCE.

You are encouraged to obtain renter's insurance on your personal property as OLTY cannot and does not insure personal property against loss.

Please be sure to review the terms of your Lease Agreement prior to moving in so that you are familiar with all the rules, regulations, policies and procedures of OLTY, LLC. You can view a Sample Lease Agreement on our website at www.olytproperties.com.

Feel free to contact us at (540) 392-5989 or olyt@usa.com.

We look forward to having you as Tenants this upcoming year.

Sincerely,

David Chapman



www.Oltyproperties.com

**MOVE-IN
INSPECTION CHECKLIST**

Apartment: _____

PO Box 700
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olty@usa.com

An inspection of the Premises is to be conducted by the Tenants.	FOR OFFICE USE ONLY	
This form <u>must</u> be completed and submitted to us on or before 5:00 pm, Thursday, August 25 th .	Date Completed	Initialed By
BATH 1		
BATH 2		
BEDROOM 1		
BEDROOM 2		
BEDROOM 3		
BEDROOM 4		
BEDROOM 5		
KITCHEN		
COMMON AREA		
OTHER		

By signing below, Tenant(s) acknowledges that Tenant(s) finds the entire property in good condition except for the item(s) listed above. Tenant(s) is responsible for any and all damage to the property caused by the Tenant(s) or Guest(s) during the Tenant's occupancy. This form must be executed by all Tenants and returned to Landlord for signature by August 25, 2011 to be valid. Landlord acknowledges by signing below, the date in which this form was received from Tenant(s).

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Landlord Signature Date



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DROP SLOT LOCATION
400 HOUSTON STREET
BLACKSBURG, VA 24060

Drop-slot is located in the door on the right between the white house and apartments when entering the parking lot.

