



## Welcome New Residents!

Dear Student,

Thank you for choosing to live in Kennesaw State University Housing! We are looking forward to an exciting new year with you as our resident. In order to make your move-in as smooth as possible, please familiarize yourself with the detailed instructions below. **All paperwork including your parental guaranty form online must be completed prior to move-in day.** You will not be allowed to move in without the completion of all paperwork and all fees paid.

Your new address will be the address of the community followed by your unit and room number. The individual community addresses are listed at the bottom of this letter.

### ***MOVE IN DAY***

We have different check in dates to accommodate all communities in KSU Housing. Please reference the Check In Schedule found under Forms on the [www.ksuhousing.com](http://www.ksuhousing.com) website for specific check in days and times. There will be a large number of residents' moving-in on these scheduled days. Therefore, it is **VERY** important that you understand how the KSU Housing check in system works. The actual housing contract does not begin until 1:00 pm; however, some move in times vary slightly. Please remember, if you are prepared and move in at the designated time the process will run smoothly. Check in times will be by building and/or floor. Check in will be allowed only on or after your scheduled move in time. We greatly appreciate your arrival during your scheduled time.

Mandatory building/floor meetings will be scheduled with your Resident Assistant the night you move-in or shortly thereafter. Make sure to see your RA for more details once you arrive on campus because you must attend this meeting.

### ***Where do I park?***

**University Village Suites/University Village:** Bldgs. 1000, 2000, 4000 and 6000 Enter from Frey Rd. onto Campus Loop and continue forward to traffic circle. Turn onto first right onto Canton Pl. and continue forward into the North Deck. Bldgs. 3000 and 5000 Enter the Central Deck from Frey Rd. and walk across the pedestrian bridge.

**KSU Place:** Enter from Frey Rd. onto Campus Loop and turn immediately right onto Idlewood Ave. Park near your building, and walk to the Clubhouse.

**University Place:** Enter from Big Shanty onto Campus Loop or on KSU Drive from Chastain. Park near your building and walk to the first level of Town Hall.

NOTE: If you need to make special arrangements to move in later than the dates listed above, please email [leasing@KSUHousing.com](mailto:leasing@KSUHousing.com) with your full name, KSU ID # and your request. A KSU Housing representative will contact you.

### **“Get In Gear” Week Activities**

Residence Life will be hosting a number of social activities and events during opening week. Visit [www.kennesaw.edu/residencelife](http://www.kennesaw.edu/residencelife) for more information.

### ***AT CHECK IN***

During the appropriate check in hour, the **RESIDENT** must go to the check in station at your building and present a **PICTURE ID** to the staff member, along with your unit number. **Without a picture ID you cannot move in.** Your file will be verified for completeness and receipt of all applicable fees and first installment rental payment. **Your first installment is due August 1st.\* If everything is complete, your check in will go much smoother.** To avoid delays on move in day, we recommend that you make payment arrangements and verify that all paperwork is in order **PRIOR** to August 1<sup>st</sup>. **If you are relying on financial aid funds to pay for housing, make sure to complete all necessary paperwork and verifications with your community housing office prior to August 1<sup>st</sup>.**

\*If moving in midterm, your first installment is due the day of move in.

### **Collection of Rent**

Your housing contract payments are divided into installments. The first installment will be due August 1st and then each installment is due on the *first of each month* for the remainder of your housing contract. **You will not receive an invoice.** Rent is due on the 1<sup>st</sup> of the month, and is considered late after the 5<sup>th</sup> calendar day of the month. On the 6<sup>th</sup>, you will be charged a \$50 late fee and an additional \$50 on the 10<sup>th</sup> and 15<sup>th</sup> if your account is still delinquent. We accept personal checks, money orders, cashier’s checks and online payments of credit cards, debit cards and ACH payments.. *Cash will **not** be accepted.* Please see the “Rent Reminders” document on the website under forms.

We do offer online credit, recurring ACH and one time debit payments for your convenience. You can access these payment options by visiting our website at [www.KSUHousing.com](http://www.KSUHousing.com) and clicking on Resident Login in the upper right corner. Convenience fees may apply for credit/debit card transactions and single check payments online.

**Your first installment must be received by August 1st. You will not be allowed to pick up your keys until this installment is paid in full. Checks or money orders should be made out to the name of your community (i.e. KSU Place, University Place, University Village or University Village Suites); and please include your unit and room number. See How Do I Pay My First Month’s Rent under Forms on the website to pay your first month’s installment online.**

Please feel free to contact the office if you are unsure of the amount you owe. Phone numbers are listed at the bottom of this letter.

## **Automobile Registration**

Parking decals are required on all vehicles that will be parked in housing lots on campus. You will be required within a few days of move in to ensure you have your parking decal displayed on your vehicle. Parking decals are distributed during orientation to new students, and returning students can acquire a decal from Card Services in the Student Center beginning August 1<sup>st</sup>. If you have not received your parking decal by the time you come to check in, or you have the wrong decal, you will need to visit the Card Services office in the Student Center as soon as possible. All students must show a Driver's License, and returning students should bring in their old parking decal if possible. Only one car may be registered per resident. The ticketing and towing policy is available online at <http://www.kennesaw.edu/idservices/parkingpermits.shtml>.

Vehicles towed from the communities are towed at the owner's expense.

## **Move In Condition Forms & Keys**

A staff member will explain how the move in condition form is to be completed. You will then be given the entry and bedroom keys to your unit and room. You must proceed to your unit to complete your condition form. The purpose of the move-in condition form is to create a record of any damages in your unit and bedroom prior to your move in. This will eliminate any charges to your account for damages that you did not cause when you vacate your unit in the future. Please remember that your unit may not be brand new and you should not expect it to be in brand new condition. Your bedroom, however, will be freshly painted, cleaned and the carpet shampooed prior to your move in date. Due to the volume of rooms turned in a very short period of time, some items may be missed in your room or unit. Please notify the office staff and a service request will be created to get these items resolved as quickly as possible.

If you do not know the location of your unit and/or bedroom, a staff member will be able to assist you.

Once the Move in Condition Form has been completed, please return it immediately to the designated area discussed with you at check in. In addition, if the Move In Condition Form is not received within 48 hours, we will assume you have accepted the unit in "as-is" condition.

**\*\*Special Note: WE STRONGLY ENCOURAGE ALL RESIDENTS TO CARRY RENTER'S DWELLER'S INSURANCE.**

**Residents** are responsible for securing **renter's insurance** for personal property. KSUF Housing Management, LLC. is not responsible for damage or loss of personal property. You can obtain such insurance at a minimal cost annually. You may also be able to obtain a rider policy to any parental home owner's policy.

## **Gas or Charcoal Grills**

Use of gas or charcoal grills on the patio/balconies is prohibited by Cobb County Fire Codes and the Property Insurance provider. Gas or charcoal grills will be removed and stored at owner's expense. There are charcoal grills provided at various communities.

## **Pets**

Please remember that Pets are not allowed in or around the communities. This includes dogs, cats, birds, snakes, hamsters, rabbits, and lizards. Fish are permitted in a certain size container. Please visit <http://www.kennesaw.edu/residencelife/handbook.pdf> for a complete outline of the pet policy.

## **Some of the items that you may wish to bring include:**

- Bed linens (Full size sheets/comforters) / a mattress pad cover is also recommended. Full size sheets should be for “deep pocket” mattresses, or you may want to purchase regular queen size sheets (**NOTE – KSU PLACE Buildings 100-400 and University Village Suites have extra long twin mattresses, not full size**).
- Shower curtain, towels, bath mat, and plunger
- Hangers and storage boxes
- Kitchen utensils
- Small kitchen appliances (Toaster, can opener, coffee maker, etc.)
- Telephone, TV, stereo, computer, favorite pictures & stuffed animals, decorations, etc.
- Decorative window coverings if you choose. Curtain rods are not provided. All windows are furnished with white mini-blinds that must show at all times.
- Vacuum, laundry detergent, dishwasher detergent, cleaning supplies, and your favorite snacks

**We recommend you bring a hand truck or dolly to assist with your move in. Limited carts will be available for check out, however be prepared for a long line.**

Please visit the KSU Residence Life website at the following link for a more detailed list. <http://www.kennesaw.edu/residencelife/checklist.htm>. Also, check with your other roommates to determine what items they are planning on bringing to avoid duplication.

## **-Checklist of items required prior to move in:**

- \_\_\_\_\_ First Rent Installment Paid
- \_\_\_\_\_ Completed Parent Guaranty Form (online leasing portal parent account)

It is important that you read the above instructions carefully and ask questions in advance. We look forward to seeing you in August. We feel confident that you will enjoy being a member of the KSU Housing Community. Prior to your Move in Day, please feel free to give us a call for further assistance.

KSU Place	50 Idlewood Ave. Kennesaw, GA 30144	770-426-0668
University Place	3210 Campus Loop Road, Kennesaw, GA 30144	770-426-0668
University Village	3805 Canton Place, Kennesaw, GA 30144	770-426-0668
University Village Suites	3805 Canton Place, Kennesaw, GA 30144	770-426-0668

For questions relating to Kennesaw State University, contact the Department of Residence Life at 770-420-4388.

See you soon!

KSU Housing Management Team