

FURNISHED APARTMENT FACT SHEET

LIVING ROOM

- Window Blinds
- 2 Leather Love Seats (4x2);
1 Leather Couch/1 Leather
Love Seat (2x1)
- 2 End Tables
- 1 Coffee Table
- 1 Entertainment Stand

KITCHEN

- Refrigerator
- Electric Stove
- Dishwasher
- In-Sink Garbage Disposal
- Table with 4 (4x2) or 2 (2x1) chairs

LAUNDRY/HALLWAY

- Full-Size Washer & Dryer
- Temperature Control Unit
- Storage Closet

BATHROOM

- Sink & cabinet separate from
toilet & shower
- 1st floor apartments have a
standing shower; all other
apartments have full-size
tub/shower

BEDROOM

- Window Blinds
- Full-size XL Bed Frame & Mattress
- Night Stand (3 drawers)
- Stackable Dresser (4 drawers)
- Computer Desk with Chair
- Large Closet

APPROXIMATE MEASUREMENTS

- Bedroom: 11'x12'
- Window: 45"x58"; 7 inch sill
- Mattress: 53"x80"; 7" thick
- Bed: 21" off floor, one support leg
centered 26"
- Night Stand: 17"x22"x28"
- Dresser: 36"x18"
 - Drawer: 36"x15"x6"
- Desk: 42"x22"; 18" between main
surface & shelf (for monitor size)
- Closet: 53" wide; wire shelf 63"
from floor
- Stall Shower: 36"x36"
- Tub Shower: 56"x27" (standard
height)
- 2x1 Couch: 86"x38"; Chair: 55"x33"
- 4x2 Love Seat: 65"x39"
- Coffee Table: 24"x41"
- Entertainment Stand: 42"x22"
- End Tables: 24"x24"
- Kitchen Table: 42"x42"
- 2x1 Apartment: 600 square feet
- 2x2 Apartment: 700 square feet
- 4x2 Apartment: 800 square feet

INCLUDED AMENITIES

- Water/Sewage
- Garbage
- Laundry
- Parking
- Central Air/Heat
- Courtesy Officers
- 24-hour On Call CA
- 24-hour Maintenance
- Wi-Fi
- Electric (4x2 cap \$190; 2x2 cap \$175;
2x1 cap \$125)
- Clubhouse (24-hour)
 - Fitness Center
 - 2 Conference/Study Rooms
 - Coffee Lounge
 - TV Lounge/Game Room
 - Pool, Fire Pit, and 2 Gas Grills



HELPFUL INFORMATION

ABOUT
evergreen
commons

ON CALL NUMBER: 570-295-8905

CALL THIS NUMBER AFTER OFFICE HOURS WITH ANY NOISE COMPLAINTS, MAINTENANCE EMERGENCIES, LOCKOUTS, ETC.

MAINTENANCE REQUESTS:

- If anything breaks/needs serviced in your apartment, submit a maintenance request immediately. You may fill one out on the Greystar app or on our website www.evergreenlockhaven.com (Click 'Resident' > 'Maintenance' > 'Log In')
- If you have a maintenance request that needs immediate attention (ex. water leaking, toilet overflow, burning smell, heat/AC not working, etc.), please call the office (during business hours) or the on-call ca (after hours) and let them know the issue. Our maintenance staff member will be alerted of your emergency. You will still need to submit a maintenance request after notifying us.

PARKING:

- Parking is located in front of the apartment buildings. We also have an overflow lot located across 4th Street. There is plenty of parking, but you may not always have a spot in front of your apartment. Please do not park in the '1 Hour Parking', Employee, or LHU Foundation parking spots. These spots are for office guests, visitors, and employees only. If you park in these spots, you risk being towed.
- When you come to move in, you will get your parking permit. Parking permits must be visible at all times. If your permit is unable to hang on your rear-view mirror, make sure it is visible on your dashboard.
- If you get a new car during the school year, please stop by the office to register that car.
- Any visitors here for longer than 1 hour must get a visitor's parking pass from the office. Visitors are permitted to park in our overflow lot once they receive their parking pass.
- Do not keep valuables in your car and make sure you always lock your car doors!
- When you park, please do not allow your car to hang over the sidewalk. This way, we can get maintenance equipment through and allow more room for pedestrians.

CLEANING:

- At move-out, you will need to follow the cleaning guidelines that are given to you. It makes it much easier on you at move-out if you have been cleaning consistently throughout the year.

GARBAGE • THERE ARE DUMPSTERS AT EACH END OF THE PROPERTY

- Take pizza boxes to the dumpsters. You will be fined if you put it in the trashcan outside of your building. Pizza boxes take up too much space and do not allow room for other trash.
- Take garbage bags to the dumpsters. These take up all of the space in the breezeway trashcans.
- Do not leave your garbage bags sitting outside of your apartment. This attracts animals to our property and will leave a mess if they leak or get torn. You will be fined if we have to remove garbage for you.

PETS:

- You may have up to a 10 gallon fish tank in your apartment. Any other type of pet is prohibited. No pets may visit your apartment. If pets are found in your apartment, you will be fined. Only ESA or service animals are permitted on property once you've received confirmation from management.

PLANTS:

- Live plants are prohibited. This includes Christmas trees. If you are going to have a pumpkin in your apartment for Halloween, it cannot be carved and you must dispose of it properly before it begins to rot. Pumpkins or other plants may not be kept outside of your apartment.

WHITESKY • EVERGREEN'S INTERNET PROVIDER

- Contact WhiteSky with any technical support questions you may have.
 - Phone: 1-800-611-9837
 - Email: support@wscmdu.com
 - Text: SUPPORT to 66749
 - Website: www.myaccount.wscmdu.com
- There is wireless internet throughout the property. Do not set up a personal wireless router.

UTILITIES:

- If you are in a 4bed/2bath apartment, you have a \$190 cap on your electricity; 2bed/2bath apartment has a \$175 cap; 2bed/1bath has a \$125 cap. Here are some pointers to keep your electric bill low:
 - Set your thermostat fan to 'AUTO' and NOT 'ON'. 'AUTO' regulates the temperature whereas 'ON' blows air constantly. This is one of the biggest problems with electric overages!
 - Agree with your roommates on a temperature setting. A temperature that is too high or too low can cause an overage. Changing the temperature constantly can also cause an overage. We suggest setting your thermostat between 67 - 72 degrees.
 - Do not leave your windows or front door open when your heat or AC is on.
 - Unplug any small appliances when not in use (irons, blow dryers, coffee pots, toasters, etc.).
 - Turn lights off when you are not using them.
 - Don't allow your friends to come over to do laundry.
 - Let us know if your dryer is not working correctly. Running it multiple times to dry may cause an overage.
 - Let us know if your water is not staying hot. Something may be wrong with your hot water tank.
 - Only run the dishwasher when it is full.
- If we have a cold winter, you will need to let us know IMMEDIATELY if your heat is not working properly. We have lost several heat pumps over the years due to the fact that residents did not inform us when their heat was not working correctly. You may be held responsible for all or part of the cost if you do not contact someone as soon as a problem occurs.

BICYCLES:

- Bicycles must be kept on the bike racks which are provided for each building. You may not secure your bike to the breezeway. You may not keep your bike in your apartment. If your bike is found chained to the breezeway, the chain will be cut and your bike will be removed.

SMOKING:

- There is absolutely NO smoking of any kind allowed in the apartments. This includes vaping.
- Smoking is permitted outside only. There is a smoker station located outside of each apartment. Please be sure to put all cigarette butts into the smoking station. If your smoker's station is getting full, stop by the office for a key to empty it.

CANDLES/INCENSE:

- Candles and incense are NOT permitted in your apartment. These are a fire hazard.
- No open flames permitted.

PACKAGES:

- All mail and packages are delivered to the clubhouse. Mail and small packages will be distributed to the mailboxes. Larger packages will be kept in the clubhouse for you to pick up during office hours with a photo ID.
 - You will be notified by email when your package is ready for pickup or if it is placed in your mailbox.

COMMUNITY PROGRAMS:

- Each month, the Community Assistants (CA's) will hold community programs. We have a few programs where you can win prizes! Keep an eye out for emails announcing the newest programs! If you think of a program you would like us to do, let us know!

HOW TO PAY RENT

Visit our website

Visit our website, click on the 'Resident' tab, then click the 'Pay Rent' drop-down option.

Login to ResidentPortal

Login to ResidentPortal using your email and personalized password.

Click 'Make a Payment'

Once you have logged in, click on 'Make a Payment' to the left, below your current balance.

Enter payment information

Enter in your payment information. You can add your card or bank information as well as set up a recurring payment option.

Finished!

Once you have entered in the amount you want to pay, click submit and you are done!

UNFURNISHED APARTMENT FACT SHEET

LIVING ROOM

- Window Blinds

KITCHEN

- Refrigerator
- Electric Stove
- Dishwasher
- In-Sink Garbage Disposal

LAUNDRY/HALLWAY

- Full-Size Washer & Dryer
- Temperature Control Unit
- Storage Closet

BATHROOM

- Sink & cabinet separate from toilet & shower
- 1st floor apartments have a standing shower; all other apartments have full-size tub/shower

BEDROOM

- Window Blinds
- Large Closet

APPROXIMATE MEASUREMENTS

- Bedroom: 11'x12'
- Window: 45"x58"; 7 inch sill
- Closet: 53" wide; wire shelf 63" from floor
- Stall Shower: 36"x36"
- Tub Shower: 56"x27" (standard height)
- 4x2 Apartment: 800 square feet

INCLUDED AMENITIES

- Water/Sewage
- Garbage
- Laundry
- Parking
- Central Air/Heat
- Courtesy Officers
- 24-hour On Call CA
- 24-hour Maintenance
- Wi-Fi
- Electric (4x2 cap \$190)
- Clubhouse (24-hour)
 - Fitness Center
 - 2 Conference/Study Rooms
 - Coffee Lounge
 - TV Lounge/Game Room
 - Pool, Fire Pit, and 2 Gas Grills

WHAT TO BRING TO YOUR UNFURNISHED APARTMENT

Living Room

- ☐ Lamps (No overhead lighting provided)
- ☐ Streaming Devices
- ☐ Curtains
- ☐ TV
- ☐ Entertainment Stand
- ☐ Couches
- ☐ Coffee Table
- ☐ End Tables

Laundry Room

- ☐ Area rug in front of washer/dryer area
- ☐ Laundry Baskets/Hamper
- ☐ Laundry detergent/Fabric Softener/ Dryer Sheets

Kitchen

- ☐ Plates/Utensils (Forks, Knives, Spoons, Cooking Utensils)
- ☐ Microwave
- ☐ Dish Soap/Dish-Washing Detergent and/or Tablets
- ☐ Paper Towels
- ☐ Tupperware/Storage Containers
- ☐ Area rug in front of sink
- ☐ Hand Towels
- ☐ Cups/Glasses/Mugs
- ☐ Garbage Can/Garbage Bags
- ☐ Food
- ☐ Kitchen Table & Chairs
- ☐ Pots/Pans
- ☐ Beverages (You may only have alcohol in common areas if all roommates are 21)

Bathroom

- ☐ Bath Towels/Wash Cloths
- ☐ Personal Toiletries
- ☐ Toilet Paper
- ☐ Plunger
- ☐ Small Garbage Can/Bags
- ☐ Shower Curtain
- ☐ Bath Mat

Bedroom

- ☐ Sheets/Blanket/Comforter/Pillows
- ☐ Desk with Chair
- ☐ Curtains
- ☐ Mattress
- ☐ Streaming Devices
- ☐ Hangers
- ☐ Lamps (No overhead lighting provided)
- ☐ Small Garbage Can/Bags
- ☐ Bed Frame
- ☐ Ethernet Cord (Not needed if using Wi-Fi)
- ☐ Clothing/Shoes/etc.
- ☐ Dresser
- ☐ Personal Computer/Printer
- ☐ Nightstand
- ☐ TV

Overall Supplies Needed

- ☐ Vacuum Cleaner/Broom
- ☐ Iron/Ironing Board
- ☐ Mirror/Counter Cleaning Supplies
- ☐ Dust Cleaning Supplies
- ☐ Kitchen & Bathroom Cleaning Supplies
- ☐ Bike/Bike Lock
- ☐ Small Push Pins/Small Nails ****NOTE: You will be responsible for any major damage.**
- ☐ Light Duty Tension Rod to hang Curtains (Blinds are included) (Window: 45" x 58 ")

DOWNLOAD THE GREYSTAR™ APP



Packages

Get notified when your packages arrive.



Messages

Never miss an important announcement, event, or message from your community.



Maintenance

Submit maintenance requests through the app. You can even include pictures!



Contact

Contact staff directly from the app. App automatically routes your call to the appropriate after-hours number when the office is closed.



Pay

Enable rent reminders, submit a one-time payment, or set up recurring payments... all through the app!



App

Download the Greystar app from the App Store and Google Play.

What username and password do I use to login?

If you have setup an online account already, you will use the same username and password you created before. If you haven't created an account, then you can follow the steps in the app to get setup.



WHAT TO BRING TO YOUR FURNISHED APARTMENT

Living Room

- ☐ Lamps (No overhead lighting provided)
- ☐ Streaming Devices
- ☐ Curtains
- ☐ TV

Laundry Room

- ☐ Laundry Baskets/Hamper
- ☐ Laundry detergent/Fabric Softener/ Dryer Sheets
- ☐ Area rug in front of washer/dryer area

Kitchen

- ☐ Plates/Utensils (Forks, Knives, Spoons, Cooking Utensils)
- ☐ Dish Soap/Dish-Washing Detergent and/or Tablets
- ☐ Tupperware/Storage Containers
- ☐ Cups/Glasses/Mugs
- ☐ Beverages (**You may only have alcohol in common areas if all roommates are 21**)
- ☐ Microwave
- ☐ Food
- ☐ Paper Towels
- ☐ Hand Towels
- ☐ Area rug in front of sink
- ☐ Garbage Can/Garbage Bags
- ☐ Pots/Pans

Bathroom

- ☐ Bath Towels/Wash Cloths
- ☐ Small Garbage Can/Bags
- ☐ Personal Toiletries
- ☐ Shower Curtain
- ☐ Toilet Paper
- ☐ Bath Mat
- ☐ Plunger

Bedroom

- ☐ Sheets/Blanket/Comforter (Full-size XL Bed)
- ☐ Mattress Pad (Strongly Recommended)
- ☐ Lamps (No overhead lighting provided)
- ☐ Ethernet Cord (Not needed if using Wi-Fi)
- ☐ Personal Computer/Printer
- ☐ Streaming Devices
- ☐ Small Garbage Can/Bags
- ☐ Clothing/Shoes/etc.
- ☐ Curtains
- ☐ Hangers
- ☐ TV

Overall Supplies Needed

- ☐ Vacuum Cleaner/Broom
 - ☐ Mirror/Counter Cleaning Supplies
 - ☐ Kitchen & Bathroom Cleaning Supplies
 - ☐ Small Push Pins/Small Nails
 - ☐ Light Duty Tension Rod to hang Curtains (Blinds are included) (Window: 45" x 58 ")
 - ☐ Iron/Ironing Board
 - ☐ Dust Cleaning Supplies
 - ☐ Bike/Bike Lock
- **NOTE: You will be responsible for any major damage.**

QUICK-START GUIDE

HOW TO GET ONLINE

Great news! Internet is active in your apartment when you move in.

SET UP YOUR INTERNET

- 1** *Connect to your building's Wi-Fi network and launch a web browser. Your property's registration page will appear.
- 2** Create your account and begin browsing
- 3** Repeat the steps above for each device that you would like to connect using your new user-name and password.
- 4** For the best experience, restart each device after it is registered.

To connect a device without a web browser, (think gaming console, printer, Internet TV, etc.) please visit myaccount.wscmdu.com, locate and select your property, and log in to "My Account."

VISIT MYACCOUNT.WSCMDU.COM

- Get help with registration
- Manage your account
- Add devices
- View a list of available services
- Access our FAQs

CONTACT US

myaccount.wscmdu.com

Text SUPPORT to 66749

800-611-9837

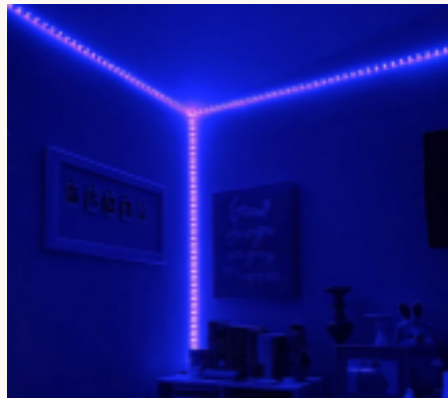
support@wscmdu.com



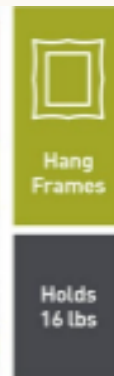


NOT PERMITTED to hang on painted surfaces

AUTOMATIC \$100/\$200 charge per room,
if you have LED lights adhered to painted surfaces.



**THESE COMMAND STRIPS MAY BE USED-
MUST SAY 'DAMAGE-FREE'!**



If you do not know how to remove them,
watch this video:

<https://www.youtube.com/watch?v=7ZEK5YH2PFo>

If you remove the command strips and tear the paint or drywall paper, you will receive a damage charge, based on the size of the tear, cost of materials, and labor.