

NAME _____ ADDRESS _____ DATE _____

Over the course of the summer, between now and August, questions will arise and some of the items I discussed with you today may be forgotten. I am providing you with this written reminder to eliminate unnecessary long distance phone calls and confusion among you as tenants with me, and between you and your parents, if they are involved. **As an adult over the age of 18, and the one who has signed the lease, legally I must deal directly with you as the LESSEE.**

PLEASE PLACE THIS INFORMATION SHEET WHERE YOU CAN FIND IT NEXT SUMMER WHEN YOU NEED IT.

1.) **RENT DEPOSIT/SECURITY DEPOSIT:** The money you paid me today was your rent deposit on page one, \$200.00. This is totally separate and has NOTHING to do with your Security deposit on page three. Please make a note on your calendar that **your security deposit of \$300 is due on or before Thursday, August 7, 2025.**

2.) **I REQUIRE ALL SECURITY DEPOSITS** (for the unit) to be paid before I hand out any keys. As well as any rent that is owed/due up to August 7, 2025. For example: If you have a 4 person apartment, all FOUR security deposits must be paid and depending on the payment plan(s) chosen, all rent that is owed up to 8/7/25 must be paid – in order for ANYONE of you four to pick up your key and move-in. Communicate with your roommates to eliminate the problem of arriving and not being able to move-in, even though you personally are paid up. Please allow a minimum of 3 days for in-state mail delivery.

ALL LEASES start on Thursday, August 7, 2025.

OFFICE HOURS to pick up your key are:

Thursday, August 7 and Friday, August 8, from 11 to 5.

Each tenant must check in and pick up their own key/code (and parking permit if applicable) themselves.

PLEASE NOTE: If you do not come in to the office on August 7th or 8th, you must call IN ADVANCE to set up a time for me to meet you at the office for you to check in and pick up your key. This will be a Monday – Friday 10 to 5 appointment ONLY. I will not be available on Saturdays or Sundays.

Please note: Vehicle registrations are required for 1022 and 1020 S. Main. The vehicle must be in your name or your parents to receive a permit.

DO NOT CALL AND ASK TO MOVE IN EARLY, or drop some of your belongings off prior to 8/7.

Classes start on Monday, August 25, 2025. If you wish to measure rooms or windows, do so before you leave in May. We are very busy in the summer getting the units ready for fall occupancy and will not be available for special appointments for such.

3.) **RENT PAYMENTS DUE:** **Mark on your calendar** the payment plan you have chosen today and the dates and amount due. You will be glad in December (2025) that you paid your rent on time. **Payments accepted by Cash, Check, Money order, or Venmo. No credit or debit cards.** Your cancelled check is your receipt. Receipts given for CASH payments made at the office only.

****Make your checks payable to: Nancy McGuirk****

DO NOT MAIL it to 600 S. University. USE P.O. Box 263, Mt. Pleasant, MI 48858

DO NOT send Certified, UPS, FED EX, or special delivery of any kind!

4.) I recommend that you get all of your prospective roommates summer addresses and phone numbers NOW (if you don't already have it) prior to classes ending in May. This will eliminate last minute calls next August trying to track them down to see if they have made their necessary payments (for you to pick-up your key). And now is the time to make a copy of the lease for yourself for future reference.

5.) Do not call *ME* in August wanting numbers for the utility companies. The numbers are on your lease and you may also get them from the website. There is a lot of information and FAQ on the website! I strongly suggest you contact DTE (for hot water) at least **two weeks prior to 8/7/25.** As I discussed with you: Consumers Energy is to be on and in your name as of 8/7/25.

WEBSITE and Email address: www.qualityapts.com and nancy@qualityapts.com

Please CALL or email for a viewing of all available units. We schedule viewings for reasonable times of the day.

A RENT DEPOSIT OF **\$200 PER PERSON** IS REQUIRED TO SIGN*. LEASES ARE SIGNED BY APPOINTMENT ONLY, AND YOU MUST HAVE YOUR DRIVERS LICENSE.

ALL TENANTS ARE REQUIRED AT THE LEASE SIGNING at the office: 600 S. University.

There is NO Application Fee! There is NO utility fee! NO Hidden Fees!

IF INTERESTED CALL 772-3894 TO VIEW or set up an appointment to SIGN THE LEASE.

Payments accepted by CASH, CHECK, MONEY ORDER or Venmo. NO CREDIT CARDS. CHECKS SHOULD BE MADE PAYABLE TO NANCY McGUIRK.

ALL OF THE UNITS PREVIOUSLY LISTED ON THE OTHER SIDE ARE FULLY LICENSED.

PETS Policy – online application: Qualityapts.petscreening.com

PLEASE NOTE: Units come unfurnished. Some units contain an end table and lamp in the Living Room and/or bar stools.

*A \$200 **RENT DEPOSIT** and \$185 prep fee (per person) are due at the lease signing. (\$385 total due per person to sign lease) The rent deposit is immediately applied to your rent due on the lease, to decrease your payments.
Your **security deposit of \$300 is due on or before August 7, 2025.**

Cash, Check, Money orders or Venmo will be accepted. No credit or debit cards.

Payment Options are as follows: A, B, & C **(For \$90 Rebate per person)**

- (A) - One payment: August 7, 2025
- (B) - Three payments: June 1, August 1, and November 1.
- (C) - Two payments: July 1 and October 1.
- (D) - Three payments (NO REBATE) August 1, Oct. 1, Dec. 1.

