

June 23, 2013

To:

From: Shelley Howard
Manager, Howard's Place
www.howardsplacere rentals.com
howardsplace@cableone.net
P.O. Box 418
Thatcher, AZ 85552
928-428-7261

Subject: Move-In Instructions for Fall and Spring 2013-2014

Thank you for your interest in staying with us for the 2013-2014 school year. We are excited to have you! We have received your deposit and application and have assigned you a trailer or apartment. You will be staying in Trailer/Apartment # _____
Your roommates will be:

You will want to contact your roommates before moving in to arrange who will call and have the utilities turned on, how you will be splitting the deposits to turn on the utilities, discuss who is bringing what furniture, etc. Apartments and trailers are unfurnished but do have all major appliances.

Some other things you'll want to think about bringing are a microwave, a broom and mop, a **vacuum** (this is a must have), dishes, and your own linens and towels.

Move-In Day begins August 16th except Sundays. If you should need to move in earlier than this please call me to find out if this is possible and make arrangements if you have not already done so.

If you move in earlier than August 16th you will be required to pay a pro-rated amount instead of half the month. This is an extra \$7.00/day for the apartments and \$5.00/day for the trailers. You will also need to consider the fact that you will be first to move in and will therefore, be responsible for getting the utilities turned on. Remember that there are deposits to have this done and it will be your responsibility to discuss with your roommates how you will be handling this.

When you have decided your move-in day and time please schedule to move-in with me. The easiest way is to email me with the date and time but you can also call. If it's not office hours you can leave it on the voice mail. You **MUST** meet with me **BEFORE** you move-in to receive your key, pay your first and last month's rent & go over the paperwork to make sure everything is in order. If these things are not taken care of you may not move anything into your trailer/apartment.

Please don't forget that if you should change your mind and decide to live elsewhere now that you have paid your deposit you will forfeit the money. We must do this to protect ourselves. We cannot hold a space for you all summer and turn others away just to have you change your mind when school starts. Please let us know if this has happened so we can plan accordingly.

Suggested checklist for move-in:

- _____ Email Shelley Howard at howardsplace@cableone.net or
Call 928-428-7261 and schedule your Move-in Interview.
- _____ Meet with Shelley Howard **BEFORE YOU MOVE IN** to pay rent first and
last month's rent, receive key and go over contract for your scheduled
Move-in Interview when you get to town to move in. Address is 3470 W. 2nd
Street around the corner from the Trailer Park.
- _____ Call roommates and get acquainted and discuss assignments
- _____ Set up Electricity, Gas, Water (Utilities Info enclosed)
- _____ Set up P.O. Box for mail. You cannot receive mail at the apartment/trailer
and please don't send mail to our mailbox.
- _____ TRAILERS - Pay Aug. 16-31 & May 1-15 upon move-in \$150.00 (If only one
semester was approved then \$225 is due for Aug. 16-31 & Dec. 1-31.)
- _____ APARTMENTS - Pay Aug. 16-31 & May 1-15 upon move-in \$210 each (If
only one semester was approved then \$315 is due for Aug. 16-31 &
Dec. 1-31.)
- _____ Checks and Money Orders are always made out to HOWARD'S PLACE.
WE CANNOT ACCEPT DEBIT OR CREDIT CARDS
- _____ Move In any time beginning August 16th except Sundays. You will not be
allowed to move in on a Sunday no matter the circumstance so please plan
accordingly.

The Laundromat is open for business in the park Monday – Saturday 8:00 a.m. – 9:00 p.m. Washes are \$1.50 and Drying is \$.25/10 minutes. There is a large washer and two large dryers available for bigger articles as well as twelve regular sized washers and twelve dryers. A change machine and soap dispenser are also available onsite.

There is also a snack stand next door to the Laundromat called the Eagle's Roost. We run this every school day from about 7:00 a.m. until around 3:00 p.m. We serve the school kids lunch, snacks, candy, sodas and snow cones during their school day and lunch period. We are also open to the public and wanted to let you know it's a great place to grab a quick bite between classes. We serve bean burros, flautas, hamburgers, pizza, french fries and many other things. Lunch is served between 11:00 a.m. and 1:00 p.m.

We look forward to having you this next school year. We hope that it will be a memorable year for each of you. If you should have any questions or need to come earlier please contact me. See you in few weeks.